

NOMINATION PACKAGE

Westlock County
General Election October 20, 2025



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Candidates are responsible for reading and understanding all legislation to ensure compliance.

INTRODUCTION

Thank you for your consideration to be a candidate in the 2025 Election. This guide will provide you with the required documents to submit your nomination requirements. This guide may be updated as more information becomes available.

As a candidate, it is your responsibility to ensure that you comply with all the aspects of the election process. The Returning Officer and election staff are not responsible for any errors or omissions.

Should you have any questions please do not hesitate to contact the Returning Officer via email at elections@westlockcounty.com or telephone at 780-307-0527 OR 780-349-3346.

This guide provides references to provincial legislation.

Candidates may obtain a copy of the *Local Authorities Election Act, Municipal Government Act* or other legislation from the following source:

The King's Printer
Main Floor, Park Plaza
10611 98th Avenue NW
Edmonton, AB T5K 2P7
Telephone: 780-427-4952
Website: <https://www.alberta.ca/alberta-kings-printer>

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TERM OF OFFICE

County Councillors serve a 4-year term. The term of office commences at the first meeting of Council following the election and continues until the first meeting of Council following the next election, unless a councillor vacates their position before the end of the term. Westlock County's Reeve and Deputy Reeve are elected annually from the seven Councillors.

NOMINATION PROCEDURE

The nomination period for the 2025 general election will begin on January 1, 2025, and run until 12:00 p.m. on nomination day: Monday, September 22, 2025.

NOTICE OF INTENT TO RUN FOR OFFICE (s. 147.22 LAEA)

No individual and no person acting for the individual shall accept a contribution or incur a campaign expense unless the individual has given written notice in accordance with this section.

An individual who intends to be nominated or has been nominated to run for election in a local jurisdiction as a candidate **MUST** give written notice to the local jurisdiction in which the individual intends to be or has been nominated.

Written notice **MUST** include the following information:

- full name, address and contact information of the individual;
- address of the place or places where records of the individual are maintained and of the place to which communications may be addressed;
- 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;
- the names of the signing authorities for each depository.

Once a Notice of Intent form is accepted as complete by the local jurisdiction, an individual is allowed to be a candidate, accept contributions, or incur campaign expenses according to the rules set out in the [Local Authorities Election Act](#) and the [Expense Limits regulation](#).

YOU MUST STILL SUBMIT YOUR COMPLETED Form 4 - Nomination Paper and Candidate's Acceptance TO THE RETURNING OFFICER BEFORE 12:00 NOON ON SEPTEMBER 22, 2025.

No candidate and no person acting for a candidate shall accept a contribution in respect of an election outside the campaign period for that election.

Candidates are responsible for reading and understanding all legislation to ensure compliance.

Do not mail, fax, or email your forms. The date and time for accepting nomination forms is legislated and **cannot** be changed or extended. **Late applications will not be accepted.**

Obtaining Notice of Intent to Run and/or Nomination Forms

The following documents are included in this Nomination Package:

- Notice of Intent to Run
- Form 4 - Nomination Paper and Candidate's Acceptance completed
- Form 5 - Candidate Information completed
- 2025 Potential Candidate Contact Information Form
- Electoral Candidate Contact Information Form
- Form 26 – Campaign Disclosure Statement and Financial Statement

NOMINATIONS DO NOT REQUIRE A DEPOSIT

NOMINATION DAY is Monday, September 22, 2025 from 10:00 a.m. to 12:00 noon. Applications will be accepted by appointment during this time at the Westlock County Administration Office located at 10336 – 106 Street, Westlock, Alberta T7P 2G1. Please contact the Returning Officer at 780-307-0527 to make an appointment.

Stay tuned to the Westlock County Elections Information Page on our website for more election-related information, and please visit Municipal Affairs at <https://www.alberta.ca/municipal-elections> for all downloadable election forms and other related candidate information and guides. Note that resources are currently being updated to reflect recent changes to the *Municipal Government Act* and the *Local Authorities Election Act*.

Contact the Returning Officer at 780-307-0527 or elections@westlockcounty.com if you wish to receive paper copies of the forms or for further information.

From the Municipal Affairs website (<https://www.alberta.ca/municipal-elections>):

Resources are currently being updated to reflect recent changes to the *Municipal Government Act* and the *Local Authorities Election Act* available.

- [Video resources for prospective candidates](#)

Alberta Municipalities and Rural Municipalities of Alberta have partnered on an awareness campaign for prospective candidates for the upcoming general election.

- [Alberta Municipalities – Running for municipal office resources](#)
- [Rural Municipalities of Alberta – Running for municipal office resources](#)

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Filing of Nomination Papers

All candidates running for Council must submit:

- Form 4 – Nomination Papers & Candidate’s Acceptance.

The Nomination Paper must be signed by a minimum of five (5) eligible electors. To ensure the validity of their Nomination Papers, Candidates are encouraged to submit more than the required five (5) electors' signatures. Please note the eligibility requirements for electors.

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It is the responsibility of each candidate to ensure they meet the eligibility requirements to become a candidate and adhere to the Local Authorities Election Act throughout the campaign period.

The nomination shall be accompanied with a written acceptance signed in the prescribed form by the person nominated, stating:

- that the person is eligible to be elected to the office;
- the name, address and telephone number of the person’s official agent; and
- that the person will accept the office if elected.

The Returning Officer is required to refuse a candidate’s nomination **only** if:

- The paper has not been signed by five (5) eligible electors.

The Returning Officer does not have the authority to challenge the validity of the information provided on Form 4 - Nomination Paper and Candidate’s Acceptance Form. This is the responsibility of the electors of the Municipality and may be challenged through the Courts.

PLEASE DO NOT mail, fax or email Nomination Papers. They will not be accepted. The Nomination Paper and Candidate Acceptance Form is a legislated form and must not be modified in any way.

When filing Nomination Papers, a candidate may appoint an eligible elector to be their Official Agent, who:

- must not have been convicted within the previous 10 years of an offence under the *Local Authorities Election Act*, the *Election Act* or the *Canada Elections Act*;
- is not a candidate in the same election; and
- shall be assigned duties only by the candidate.

If it becomes necessary to appoint a new official agent, the candidate must immediately provide in writing, to the Returning Officer, the name and contact information of the new official agent.

In accordance with Section 151 of the *Local Authorities Election Act* a candidate who signs a candidate's acceptance form that contains a false statement is guilty of an offence and liable to a fine of not more than \$1,000.

Candidates are responsible for reading and understanding all legislation to ensure compliance.

Nomination Checklist

	Review the requirements to become a candidate
	Print and complete the appropriate Form 4 – Nomination Paper and Candidate’s Acceptance
	Have a Commissioner for Oaths or Returning Officer sign your form
	Print and complete Form 5 – Candidate Financial Information
	Print and complete the Candidate Consent Form
	Make appointment with Returning Officer to submit forms

Qualifications of Electors Who Sign Nomination Forms

The *Local Authorities Election Act* requires that a person who signs a candidate’s nomination forms be eligible to vote in the ward/division for which a candidate is being nominated.

An elector (voter) is eligible to sign nomination forms for a candidate if on Nomination Day (September 20, 2025) the person:

- is at least 18 years old;
- is a Canadian citizen; and
- has lived in Alberta for at least 6 consecutive months immediately preceding Election Day; and
- lives in Westlock County as a resident of the ward/division for which the candidate is being nominated on the date they sign the nomination papers.

Withdrawal of Nomination

A candidate may withdraw their nomination in writing within 24 hours after the close of nomination period provided that more than the required number of candidates has been nominated for the office the candidate is seeking. The Returning Officer cannot accept a withdrawal if it would result in less than the required number of candidates for that office.

Written notice of withdrawal must be provided to the Returning Officer NO LATER THAN 12:00 p.m. on Tuesday, September 23, 2025.

Candidates are responsible for reading and understanding all legislation to ensure compliance.

QUALIFICATIONS OF CANDIDATES

Qualifications

The *Local Authorities Election Act* (LAEA) legislates the qualifications of candidates, including rules of residence. A person is eligible to be nominated as a candidate if on nomination day (September 22, 2025) the person:

- is at least 18 years old;
- is a Canadian citizen
- has lived in Westlock County *and* the ward they are running in for at least 6 consecutive months immediately preceding nomination day; and
- is not otherwise ineligible or disqualified.

A candidate must swear or affirm an affidavit, Form 4 – Nomination Paper and Candidates Acceptance, before the Returning Officer **or** a Commissioner for Oaths confirming that they have reviewed the legislation and are eligible to be elected.

Ineligibility

The LAEA also legislates who is ineligible to be nominated as a municipal candidate; for example:

- The person is an auditor of the municipality or school board;
- The person is an employee of the municipality or school board, unless the person takes a leave of absence;
- The person is in tax arrears for more than \$50 (except current taxes or arrears for which a consolidation agreement is in place and not in default);
- The person is in arrears to the municipality for any amount exceeding \$500 for more than 90 days;
- The person has been convicted of an offence within the previous 10 years under the *Local Authorities Election Act*, *the Election Act* or *the Canada Elections Act* (Canada);
- The person has not met the campaign disclosure requirements from a previous election.

The above information is not inclusive of all reasons for ineligibility. It is the candidate's responsibility to ensure they read and understand the legislation and ensure they are eligible to be nominated.

CAMPAIGN CONTRIBUTIONS AND EXPENSE DISCLOSURE

No person shall accept a contribution or incur a campaign expense unless the person has submitted a Notice of Intent to Run form or has been nominated as a candidate. The *Local Authorities Election Act* Part 5.1 Municipal Election Finance and Contribution Disclose Section 147 addresses the rules for dealing with campaign financing and disclosure.

It is the candidate's responsibility to read and understand the legislation or to seek appropriate legal or accounting advice from professionals as required. The candidate is responsible for ensuring that his or her campaign complies with all legislation. If you have additional questions, please contact the Municipal Services Branch of Municipal Affairs, toll-free in Alberta by dialing 310-0000 first, and then dialing 780-427-2225, and ask to speak with a Municipal Advisor, who can assist you with your questions or direct you to the appropriate contact.

Limitations on Contributions

Section 147.2 (1) 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.

(2) Subject to subsection (4), contributions by an individual ordinarily resident in Alberta shall not exceed, in the case of a general election, in a calendar year during the campaign period, or in the case of a by-election, during the campaign period, a) \$5000 in the aggregate to all candidates for election as a councillor in Westlock County.

(3) Contributions by a corporation other than a prohibited organization, by an Alberta trade union or by an Alberta employee organization shall not exceed during the campaign period: a) \$5000 in the aggregate to all candidates for election as a councillor, in Westlock County. The maximum campaign contribution made by any person, corporation, trade union, or employee organizations is \$5,000 in any year. The maximum amount of money paid out of a candidate's own funds to their election campaign is \$10,000 in any campaign period.

(4) 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.

(5) Any amount paid by a candidate for campaign expenses from the candidate's own funds that is not reimbursed to the candidate from the candidate's campaign account by the end of the campaign period, including an amount referred to in subsection (4), is a contribution to the candidate's own campaign for the purposes of the Local Authorities Elections Act.

(6) No candidate and no person acting on behalf of a candidate shall, directly or indirectly, solicit or accept a contribution if the candidate or person knows or ought to know that the prospective contributor is a prohibited organization, an individual ordinarily resident outside Alberta or a trade union or employee organization that is not an Alberta trade union or Alberta employee organization.

(7) No candidate and no person acting on behalf of a candidate shall solicit or accept a contribution

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if the candidate or person knows or ought to know that the amount of the contribution will exceed the amounts referred to in subsection (2) and (3).

Contributions are not permitted from individuals who normally reside outside Alberta or from prohibited organizations, including any corporation that does not carry on business in Alberta. Contributions may only be accepted from trade unions or employee organizations as defined in the LAEA.

Allowable Election Expenses

Payments of the following election campaign expenses are permitted under provincial legislation:

- Personal expenses of the candidate;
- Cost of acquiring premises, accommodations, goods or services used for proper election campaign purposes;
- Payments for the fair cost of printing and advertising;
- Reasonable payments to any person for the hire of transportation used by the candidate or speakers for travelling to and from public meetings or by any person in connected with and for the proper purposes of an election.

Duties of a Candidate

A candidate shall under the *Local Authorities Election Act* ensure that:

- a campaign account in the name of the candidate or the candidate's election campaign is opened at a financial institution for the purposes of the election campaign at the time of nomination or as soon as possible after the total amount of contributions first exceeds \$1,000 in the aggregate.

Campaign Disclosure Statements

On or before March 1 immediately following a general election or, in the case of a by-election, within 120 days after the by-election, a candidate shall file with the secretary of the candidate's local jurisdiction a disclosure statement in the prescribed form, which must include:

- the total amount of all contributions received during the campaign period that did not exceed \$50 in the aggregate from any single contributor;
- the total amount contributed, together with the contributor's name and address, for each contributor whose contributions during the campaign period exceeded \$50 in the aggregate;
- the total amount of money of all contributions received as referred to in section 147.22(3) of the LAEA;
- the total amount from fundraising functions;
- the total amount of other revenue;
- the total amount of campaign expenses;
- an itemized campaign expense report setting out the campaign expenses incurred by the candidate;
- the total amount paid by the candidate out of the candidate's own funds not reimbursed from the candidate's campaign fund;
- the total amount of any campaign surplus, including any surplus from previous campaigns, and
- the amount of any deficit.

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Obtaining Notice of Intent to Run and/or Nomination Forms

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- 2025 Potential Candidate Contact Information Form
- Form 5 - Candidate Financial Information
- Electoral Candidate Contact Information Form
- Form 26 – Campaign Disclosure Statement and Financial Statement

The Government of Alberta forms are legislated forms and must not be modified in any way. Please visit Municipal Affairs at <https://www.alberta.ca/municipal-elections> for all GOA election forms and related information

CONTACT INFORMATION

Lisa Schovanek, Returning Officer
Westlock County
10336 – 106 Street
Westlock AB T7P 2G1
Tel: 780-307-0527 (direct) or 780-307-3346 (main office)
elections@westlockcounty.com
www.westlockcounty.com

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Returning Officer: Phone 780-307-0527

An individual intending to run for Councillor must submit this form to the Returning Officer before accepting campaign contributions or incurring campaign expenses as set out in **Part 5.1 Election Finances and Contributions Disclosure** of the *Local Authorities Election Act*.

Instructions

1. Complete the form below.
2. File the completed form with the Returning Officer in person.
3. Notify the Returning Officer in writing if the information below changes.

I am intending to run in the 2025 general municipal election for Councillor.	Select division:	Division 1	Division 2	Division 3
		Division 4	Division 5	Division 6

Full name: _____

Full address and postal code: _____

Phone number(s): _____
(Campaign office) (Other)

Email address: _____

Address of place(s) where candidate records are maintained (records must be kept for period of three years following election day):

Address of place(s) where communications may be sent:

Name and address of the financial institution where campaign contributions will be deposited (list additional financial institutions on page 2, if any):

(Name of financial institution) (Address of financial institution)

(Name(s) of signing authorities for the above depository)

Name Signature Date

It is an offence to sign a false affidavit or a form that contains a false statement.

Personal information is collected under the authority of s. 33(a) and (c) of the *Freedom of Information and Protection of Privacy Act* and will be used in the management and administration of the local municipal election. This form may be disclosed as allowed or required by law. If you have any questions about the collection, use or disclosure of this information, please contact the FOIP Coordinator at 780-349-3346, or ea@westlockcounty.com

Name and address of additional financial institutions where campaign contributions will be deposited (if any):

(Name of financial institution)

(Address of financial institution)

(Name(s) of signing authorities for the above depository)

(Name of financial institution)

(Address of financial institution)

(Name(s) of signing authorities for the above depository)

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

RETURNING OFFICER _____ **780-307-0527**
 Title of the Responsible Official Business Phone Number

LOCAL JURISDICTION: **WESTLOCK COUNTY** _____, PROVINCE OF ALBERTA

We, the undersigned electors of **WESTLOCK COUNTY, DIVISION** _____, 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 **Councillor** _____
 Office Nominated for

of **WESTLOCK COUNTY** _____
 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 OFFENCE TO SIGN A FALSE AFFIDAVIT OR A FORM THAT
 CONTAINS A FALSE STATEMENT**



Electoral Candidate Contact Information Form

(May be submitted in conjunction with Form 4 – Nomination Paper and Candidate’s Acceptance)

Information provided on this form will be released to the public and media as may be required and posted on the Westlock County website.

Please note: Providing this information is voluntary and will not affect your nomination.

Candidates are responsible for the accuracy of the information provided. If there are any changes to the information provided, please contact the Returning Officer at elections@westlockcounty.com or 780-307-0527.

Name of Candidate:	<u>Last Name:</u>	<u>First Name:</u>
Position running for (including Ward if Applicable):	Councillor – Division _____	
Contact Phone No(s):		
Email Address:		
Website:		

The personal information on this form is collected under the authority of Section 28 (6) of the *Local Authorities Election Act*. The information provided on this form may be used in relation to the 2025 General Election conducted by Westlock County and will be released publicly in a variety of ways including but not limited to the media, other candidates, and to individual members of the public. Questions about the use of this information may be directed to the Returning Officer, 10336 – 106 Street, Westlock AB, T7P 2G1 or call 780-307-0527.

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 147.4 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

RETURNING OFFICER

780-307-0527

Title of the Responsible Official

Business Phone Number

LOCAL JURISDICTION WESTLOCK COUNTY, PROVINCE OF ALBERTA

Full Name of Candidate _____

Candidate's Mailing Address _____

_____, Alberta

Postal Code _____

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

Pre-Campaign Period Report

1. Pre-Campaign Period Contributions (up to a limit of \$5,000 per year or \$10,000 from candidate's own funds per year) _____

2. Pre-Campaign Period Expenses _____

Campaign Period Revenue

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) _____

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) _____

10. **Total Campaign Period Revenue** (add lines 4 and 9) _____

Campaign Period Expenditures

11. Total Campaign Period Expenses Paid _____ Unpaid _____ TOTAL _____

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

Campaign Period Surplus (Deficit) (deduct line 11 from line 10) _____

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

This is to 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

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