

YOUR VOTE MATTERS



CITY OF CAMROSE ELECTION OCTOBER 20, 2025

**CANDIDATE
NOMINATION GUIDE
FOR THE 2025 MUNICIPAL
ELECTION**

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GENERAL INFORMATION

City of Camrose 2025 Election

This booklet is published as a service to prospective candidates and is not inclusive of all information related to each office, election procedure, and legislation. Each candidate is responsible for complying with all applicable acts, regulations, and bylaws.

Resources for candidates may be obtained from:

Alberta Municipal Affairs

Municipal Services Branch
17th Floor, Commerce Place
10155-102 Street
Edmonton, Alberta T5J 4L4

Online: www.municipalaffairs.alberta.ca
Telephone: 780-427-2732
Toll Free: 310-0000 (in Alberta only)
Fax: 780-422-1419

Alberta Queen's Printer

Copies of the *Local Authorities Election Act, RSA, 2000, c.L-21* and the *Municipal Government Act, RSA, 2000, c. M-26* can be obtained from the Alberta King's Printer.

Main Floor, Park Plaza
10611-98 Ave
Edmonton, AB T5K 2P7

Online: <https://kings-printer.alberta.ca/>
Telephone: 780-427-2711
Toll Free: 310-0000 (in Alberta only)

.....
The City of Camrose
assumes no
responsibility for any
candidate's failure to
comply with any
requirement of election
procedures or
legislation.
.....

CANDIDATE

In the *Local Authorities Election Act*, a candidate is defined as an individual who has been nominated to run for election in a local jurisdiction as a Councillor or school board trustee.

Qualifications of a Candidate

SECTION 21 & 47(1) of the LAEA

A person may be nominated as a candidate in the City of Camrose's municipal election if on Nomination Day (September 22, 2025) they are:

- A person that is eligible to vote in that election (being at least 18 years of age and a Canadian Citizen);
- A resident of the City of Camrose for the 6 consecutive months (March 22, 2025) before Nomination Day (September 22, 2025); and
- Not otherwise ineligible or disqualified under the LAEA (sections 22, 23 and 23.1) or the MGA (section 174).

Ineligibility for Nomination as a Candidate

SECTION 22 & 23 of the LAEA

A person is not eligible to be nominated as a candidate in any election under the LAEA if on Nomination Day:

- the person is the auditor of the City of Camrose;
- the person is an employee of the City of Camrose unless they have taken a leave of absence;
- the person is indebted to the City of Camrose for taxes in default of more than \$50, excluding current taxes;
- the person is indebted to the City of Camrose for any debt exceeding \$500 and in default for more than 90 days; or
- the person 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).

All instances of ineligibility can be found in sections 22 and 23 of the LAEA. It is the responsibility of the candidate to ensure they are eligible for nomination.

Employees of a Municipality

SECTION 22 of the LAEA

City employees are eligible to be nominated as a candidate for the election if they notify their employer that they will be taking a leave of absence without pay. This notification can be given on or after January 1, 2025. Under the LAEA, the employer must grant the leave of absence without pay.

If the employee is not elected, they may return to work on the fifth day after Election Day (October 27, 2025).

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

Notice of Intent

SECTION 147.22 of the LAEA

A new procedure for the 2025 municipal election is the register of candidates and the notice of intent. Only after filing their notice of intent with the Returning Officer can candidates who intend to participate in the 2025 election accept contributions and incur campaign costs. Candidates will be added to a register of candidates after completing the notice of intent.

A notice of intent is only one stage in the process; it does not guarantee that your name will be on the ballot. You must finish the nomination process between January 1 and September 22, 2025, in order for your name to be on a ballot.

NOMINATION PROCESS

Nominations for Mayor and Councillor will be accepted by the Returning Officer from Wednesday January 1, 2025 until 12 noon on Monday, September 22, 2025. Prospective candidates filing their nominations must schedule an appointment with the Returning Officer.

Brianne Hillson, Returning Officer
elections@camrose.ca
780-678-3027 ext. 1044
City Hall, 5204-50 Avenue
Camrose, AB T4V 0S8

Form of Nomination

Nominations must be completed on the prescribed Form 4, Nomination Paper and Candidate's Acceptance, and Form 5, Candidate Information. In accordance with section 27(2) of the *Local Authorities Election Act*, nominations must be signed by a minimum of 5 eligible electors.

Written Acceptance

Form 4 contains a candidate's written acceptance. In order to complete this candidate acceptance, you must be familiar with the following sections of the *Local Authorities Election Act*:

- ☐ Section 21 – Qualifications of Candidates
- ☐ Section 22 – Ineligibility
- ☐ Section 23 – Ineligibility for Nomination
- ☐ Section 27 – Form of Nomination
- ☐ Section 47 – Eligibility to Vote
- ☐ Section 68.1 – Option for Official Agent
- ☐ Section 151 – Offence

NOMINATION DATES

Nominations Open:

Wednesday, January 1, 2025

Nominations Close:

Monday, September 22, 2025
12 Noon

Nomination Location:

City Hall
5204-50 Avenue
Camrose, AB T4V 0S8

NOMINATION CHECKLIST

- ☐ Form 4, Nomination Paper and Candidate's Acceptance Completed
- ☐ Minimum of 5 signatures from Eligible electors in Camrose
- ☐ Form 4 is commissioned by the Returning Officer or a Commissioner for Oaths
- ☐ Form 5, Candidate Information completed
- ☐ Notice of Intent

The written acceptance requires the completion of an affidavit that swears or affirms

- That you are eligible to be elected under sections 21 and 47 of the *Local Authorities Election Act*;
- That you are not otherwise disqualified under sections 22 or 23 of the *Local Authorities Election Act*;
- That you will accept the office if elected;
- That you 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 understand their contents;
- That you will provide name and contact information of your official agent (if applicable);
- That you will read and abide by the Council Code of Conduct if elected; and
- That the electors who have signed the nomination paper are eligible to vote in accordance with the *Local Authorities Election Act*.

This acceptance also requires you to state the name of your official agent if you have chosen to appoint one, and provide your name as it should appear on the ballot. This name may include nicknames; however, titles are not permitted (Dr., Mrs., Mr. etc).

.....
The signature of the candidate
must be witnessed by the
Returning Officer or a
Commissioner for Oaths
.....

Candidate Information

Form 5 requires you to provide the following information:

- ☐ Your full name and contact information
- ☐ Address of where your candidate records are maintained
- ☐ Name(s) and address(es) of financial institutions where your 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, you must notify the Returning Officer in writing within 48 hours of such changes by submitting a completed information form.

In accordance with section 147.3 of the *Local Authorities Election Act*, you are required to open a campaign account at a financial institution in your name or your election campaign's name for the purpose of the election campaign when you file your nomination papers, or as soon as possible after the total amount of contributions you receive first exceeds \$1,000 in the aggregate.

Candidate Withdrawal

You can withdraw your candidacy any time during the nomination period.

If at any time within 24 hours after the close of the nomination period, if more than the required candidates for any particular office are nominated, any person nominated may withdraw as a candidate for the office for which the candidate was nominated before Tuesday, September 23, 2025, at 12 noon. If, at any time after the close of the nomination period, the number of candidates remaining does not exceed the number of vacancies to be filled, the Returning Officer shall refuse to accept further withdrawals, and your name will appear on the ballot.

A notice of withdrawal must be submitted in person, in writing, to the Returning Officer at 5204-50 Avenue, Camrose AB or via email to elections@camrose.ca. Withdrawal notices received by way of facsimile or phone will **NOT** be accepted.

For complete information see sections 32 and 34 of the *Local Authorities Election Act*.

Election by Acclamation

SECTION 34 of the LAEA

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

CAMPAIGNING

Campaign Period

SECTION 147 1.b of the LAEA

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

List of Registered Candidates

A list of registered candidates (First and Last Name) is expected to be published on the City of Camrose election page on the City's website.

Offences

SECTION 148 of LAEA

The following are considered offences under Section 148 of the LAEA

For example, no person (candidate, agent, etc.) shall print or distribute or have anyone else print or distribute in any campaign literature a form of a ballot that shows or indicated the ballot to be marked for any candidate(s). For example, no person shall use campaign material with an image of a ballot with multiple candidate names, showing an oval filled in for one of the candidates. The use of only one candidate's name and an "X" beside it does not constitute a form of a ballot.

City of Camrose logos may not be used by candidates on campaign materials, websites, or for any other purposes. Photographs and visuals, including website images, owned by the City of Camrose are also not to be used on campaign materials. Candidates are encouraged to use original photographs and images to which they own the rights.

There are severe penalties under the *LAEA* for contravening the legislation.

Signage

Advertising of campaign literature must be confined to private property and always with the consent of the owner. Boulevards are City property and, therefore, no signs are allowed on them.

City of Camrose Election Bylaw states that no campaign sign shall be posted 25 days prior to Election Day and must be removed within 72 hours following Election Day.

No signs should be placed within a sight triangle or be considered a traffic hazard, distraction, or obstruction to vehicle traffic. Campaign signs should also not be placed on utility poles.

The *LAEA* prohibits campaigning inside, outside, or near a voting station on Election Day. It is also an offence to display or distribute campaign material inside or on the outside of a voting station.

Campaign Personnel

SECTION 68.1 & 69 of the *LAEA*

Campaign Workers

The Campaign Worker Proof of Identification form can be completed by the candidate and provided to each worker to use as proof of identification in accordance with Section 159(1) of the *LAEA*. This form is for use by the candidate and campaign worker and is not provided to the Returning Officer or the Election Office.

Official Agent

Section 68.1(1) provides for each candidate to appoint an official agent if they wish to and is included on the nomination papers in the prescribed form.

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

The duties of an official agent are those assigned to the official agent by the candidate.

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

Candidate's Scrutineer

If a candidate would like to appoint an Election Day scrutineer to observe the election processes at the voting stations, the following process must be followed:

- scrutineers must be given a signed written notice from the candidate;
- upon arriving at the voting station the scrutineer will present a signed written notice to the election official; and
- the Presiding Deputy will provide the scrutineer with a statement, which must be completed prior to the Scrutineer commencing his/her duties.

Note: Either 1 scrutineer, 1 official agent, or the candidate themselves, can be present at any time in a voting station during voting hours. It is recommended that the "Statement of Scrutineer or Official Agent" be completed prior to advance votes so that the Returning Officer can communicate the proceedings on the advance vote day and election day.

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

Photos, video recordings or other electronic devices are not permitted to be taken in the Counting Center.

FORUM

The candidate forum is independent of the City of Camrose election office and has previously been hosted by the Camrose Chamber of Commerce.

CANDIDATE INFORMATION SESSION

Alberta Municipal Affairs holds information sessions for prospective municipal candidates in election years. Please visit the <https://www.alberta.ca/municipal-elections-overview> or call 780-427-2225. Closer to the election, the City of Camrose also hosts an information session for candidates that is specific to the operations of the City of Camrose. Dates for these sessions will be determined at a later date.

ELECTION FINANCES AND CONTRIBUTIONS DISCLOSURE

The legislation is binding on all candidates running in this election. Failure to comply with this legislation could result in significant penalties payable by both candidates and contributors. It is imperative that all candidates familiarize themselves with this legislation. Candidates are responsible for ensuring that their campaign complies with all provincial legislation.

This information is not intended to serve as a legal document but only provides general information about the disclosure requirements. The information is not a replacement for consulting the actual legislation or obtaining independent legal advice.

The *LAEA* was significantly amended in 2024 and the new provisions came into force on October 31, 2024.

Refer to [Changes to the Local Authorities Election Act \(LAEA\) 2024 Fact Sheet](#) for more information.

Responsibility of Contributors

SECTION 147.1 of the *LAEA*

Prospective contributors are responsible for ensuring that they are not prohibited from contributing under the *LAEA*. Every candidate and every person acting on behalf of the candidate shall make every reasonable effort to advise prospective contributors of the provisions of the *LAEA*.

Contribution means any money, personal property, real property, or services 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 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.

Limitations on Contributions, Acceptance of Contributions, Anonymous and Unauthorized Contributions

SECTIONS 147.2(1), 147.22(1), 147.23, 147.24(1), of the *LAEA*

Section 147.2(1) outlines the limitations on contributions. A synopsis of this section is being provided below for convenience but is not a verbatim of the section and candidates and contributors are encouraged to read the section in its entirety.

- Only individuals who ordinarily reside in Alberta can make a contribution to a candidate.
- Prohibited organizations and individuals ordinarily resident outside of Alberta cannot make a contribution to a candidate.
- No individual can contribute more than \$5,000 to any candidate for an election.
- A candidate can contribute up to \$10,000 of their own funds that can't be reimbursed to the candidate from their own campaign fund.
- No candidate or person acting on behalf of the candidate can accept a contribution from a prohibited organization or an individual who is not a resident of Alberta.
- No candidate or person acting on behalf of the candidate can accept a contribution that exceeds the \$5,000 limit by any individual or organization to one candidate.

"Prohibited organization" means a corporation and unincorporated organization, including a trade union and an employee organization.

"Employee organization" means an organization, other than a trade union, that bargains collectively for employees.

"Trade union" means an organization of employees that has a written constitution, rules or bylaws and has as one of its objects the regulation of relations between employers and employees.

SECTION 147.22 of the LAEA

(1) No person shall accept a contribution or incur a campaign expense unless the person has been nominated as a candidate.

(2) No candidate and no person acting for a candidate shall accept a contribution except during the campaign period.

(3) Subsection (1) and (2) do not apply to the following:

(a) a person who accepts not more than \$5,000 in the aggregate per year in contributions outside the campaign period;

(b) a candidate who makes a contribution of not more than \$10,000 in the aggregate per year to the candidate's own campaign from the candidate's own funds.

SECTION 147.23 of the LAEA

Candidates may not accept contributions from:

- Individuals residing outside of Alberta;
- Prohibited organizations such as corporations, trade unions, and employee organizations;
- Anonymous contributions; and
- Individuals contributing funds not belonging to that individual.

Warning

- Contributions accepted in contravention of the LAEA must be repaid to the contributor. If the contributor cannot be located, the value of the contribution must be immediately paid to the City of Camrose or to a registered charity. A letter explaining why the contribution is being sent to the City must accompany the contribution.
- Candidates and non-corporate contributors who break these rules are guilty of an offence punishable by a fine of up to \$5,000. If a corporate, trade union or employee organization breaks these rules, it is guilty of an offence and liable for a fine up to \$10,000.

Duties of Candidates

SECTIONS 147.3(1) and 147.3(2) of the LAEA

All candidates are responsible for opening a campaign account in the name of the candidate or their election campaign at a financial institution. This account must be opened at the time of nomination, or as soon as possible after the total amount of contributions first exceeds \$1,000.

SECTION 147.3(1) of the LAEA, Candidates must:

- deposit all contributions in the campaign account, once opened;
- use money in the campaign account only for the payment of campaign expenses;
- value contributions of real property, personal property, and services;
- issue receipts for every contribution;
- obtain receipts for every expense;
- keep records of contributions and expenses for 5 years following the date disclosure statements are required to be filed; and
- give proper direction to the candidate's official agent and any other person authorized to incur campaign expenses and solicit or accept contributions on behalf of the candidate.

Fundraising Functions

SECTION 147.31(1) of the LAEA

A "fundraising function" includes any social function held to raise funds for a candidate's election campaign. Candidates must:

- Record the gross income from all fundraising functions.
- Clearly determine and record the portion of ticket sales or other payments considered a contribution versus the portion covering event expenses.

Campaign Disclosure Statements

SECTION 147.4(1) of the LAEA

All candidates must file a Campaign Disclosure Statement in the prescribed form with the Returning Officer on or before March 1, 2025. This statement must include:

- All contributions received, including donor details for contributions above the threshold;
- All expenses incurred during the campaign period; and
- Any surplus or deficit at the end of the campaign period.

Late filing fees and penalties apply for non-compliance, and disclosure extensions may only be granted in exceptional circumstances.

Campaign Surplus

SECTION 147.5(1) of the LAEA

If a candidate's disclosure statement shows a surplus:

- Any surplus over \$1,000 must be donated to a registered charity or held in a municipal surplus account for future campaigns.
- Any remaining surplus under \$1,000 may be retained by the candidate or donated to charity.
- Surplus funds must be dealt with within 60 days of filing the disclosure statement, and candidates must file an amended statement confirming compliance.

Campaign Deficit

SECTION 147.52(1) of the LAEA

If a candidate's disclosure statement shows a deficit, the candidate must eliminate the deficit within 60 days of filling the disclosure statement. To eliminate the deficit, a candidate may:

- accept contributions, not exceeding \$5,000 per individual; and
- contribute up to \$10,000 of the candidate's own funds.

An amended disclosure statement must be filed within 30 days of eliminating the deficit.

Late Filing

SECTION 147.7(1) of the LAEA

A candidate who fails to file a disclosure statement by March 1, 2025 must pay a late filing fee of \$500 to the City of Camrose. If the late filing fee is not paid within 30 days after the date the fee was payable, the City shall send a notice to the candidate indicating the amount of the late filing fee that is required to be paid. If the candidate fails to pay the late filing fee the City may file a copy of the notice with the clerk of the Court of King's Bench, and on being filed, the notice has the same force and effect that may be enforced as if it were a judgement of the Court.

Effect of Non-compliance in Relation to Disclosure Statements

SECTION 147.8(1) of the LAEA

If a candidate fails to file a disclosure statement, the secretary shall transmit a report to that effect to Council, which shall on its receipt make the report public. The process is outlined in the above noted section of the LAEA.

Offences Relating to Contributions

Please refer to Part 6: Offences in the LAEA for more information.

DUTIES AND RESPONSIBILITIES OF ELECTED OFFICIALS

General Duties of Councillors

SECTION 153 of the *Municipal Government Act (MGA)*

Councillors have the following duties:

- to consider the welfare and interests of the municipality as a whole and to bring to Council's attention anything that would promote the welfare or interests of the municipality;
- to promote an integrated and strategic approach to intermunicipal land use planning and service delivery with neighboring municipalities;
- to participate generally in developing and evaluating policies and programs of the municipality;

- to participate in Council meetings and Council committee meetings and meetings of other bodies to which they are appointed by Council;
- to obtain information about the operation or administration of the municipality from the Chief Administrative Officer or a person designated by the Chief Administrative Officer;
- to keep in confidence matters discussed in private at a Council or Council Committee meeting until discussed at a meeting held in public;
- to adhere to the code of conduct established by the Council under section 146.1(1); and
- to perform any other duty or function imposed on Councillors by this or any other enactment by the Council.

General Duties of a Mayor (Chief Elected Official)

SECTION 154 of the *Municipal Government Act (MGA)*

1. A Chief elected official, in addition to performing the duties of a Councillor, must
 - a) preside when in attendance at a Council meeting unless a bylaw provides that another Councillor or person is to preside, and
 - b) perform any other duty imposed on a Chief Elected Official by this or any other enactment or bylaw.
2. The Chief Elected Official is a member of all Council Committees and all bodies to which Council has the right to appoint members under this Act, unless the Council provides otherwise.
3. Despite subsection (2), the Chief Elected Official may be a member of a board, commissions, subdivision authority or development authority established under Part 17 only if the Chief Elected Official is appointed in the Chief Elected Official's personal name.

Council's Principal Role in the Municipal Organization

SECTION 201 of the *Municipal Government Act (MGA)*

1. A Council is responsible for
 - developing and evaluating the policies and programs of the municipality; and
 - carrying out the powers, duties and functions expressly given to it under this or any other enactment.
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.

Deputy Mayor

In accordance with the City of Camrose Council Meeting Procedure Bylaw each Councillor is appointed as the Deputy Mayor on a two month rotational basis. In the Mayor's absence, the Deputy Mayor would preside over Council meetings and attend to any speaking engagements or functions as required.

ELECTED OFFICIALS TIME COMMITMENT

Serving on Council is the equivalent of a part-time position, but the hours of work may not be standard hours since some obligations may require attendance during the evening or weekend.

The responsibilities of Council members are many and varied. In addition to attendance at Regular Council Meetings and Committee of the Whole Council Meetings, Council members are assigned to various Boards and Committees (will vary, but typically 5-7 committees each).

Regular Council Meetings

Currently, Regular Council meetings are held every two weeks commencing at 5:00 p.m., or in accordance with the schedule adopted annually by Council. An electronic agenda is sent out to Council by email. The City of Camrose provides, at no cost to Council, an electronic device to each Council Member for this purpose.

Special Council Meetings

Special Council Meetings are called when necessary, pursuant to the provisions of the Municipal Government Act.

Committee of the Whole Meetings

Committee of the Whole Council Meetings allow Council to receive information from administration and discuss matters in more detail – an example may be a presentation on a transportation master study, etc.

Currently meetings are held on the same dates as Regular Council Meetings commencing at 2:00 p.m.

Boards, Commission & Other Authority Meetings

Meetings are held regularly each month, or as required; dates of meetings vary.

Councillors are appointed to Commissions, Committees, Boards and Authorities at the Annual Organizational Meeting of Council.

Council Orientation and Budget Deliberations

There will be a requirement for new Council members to commit to several meetings in the first two months of office to provide for ample opportunity for training. The time involvement will decrease once the initial orientation period has been completed. A calendar will be provided at a later date to outline the time commitment required.

There is a **mandatory** all-day Council Orientation session being held on Thursday, October 30, 2025 for all elected officials.

Further commitments would include Strategic Planning Sessions, as well as a large time commitment in the fall of the year during budget deliberations.

ALBERTA MUNICIPALITIES AND FCM CONVENTIONS

Additional commitments could include training sessions or conference attendance, through organizations such as the Alberta Municipalities (ABMunis) and Federation of Canadian Municipalities (FCM).

COUNCIL REMUNERATION

Council remuneration is established by the Council Remuneration and Expense Policy

- Mayor - \$80,384.33 per annum
- Councillor - \$40,192.16 per annum

The above amounts reflect the base pay for 2025, further to the Council Support and Remuneration Policy, effective April 24, 2023.

COUNCIL BENEFITS

Life Insurance - Coverage is provided at City cost.

Extended Health and Dental - Optional coverage for Council Members at 25% participant and 75% paid by the City.

Per Diem Payments - \$200 per full day or \$100 per half-day (up to 4 hours).

Mileage for out of City trips as per Canada Revenue Agency Vehicle Rates.

Members of Council are indemnified against legal liability from actions against such members provided that the matter relates to the performance of a Council Member's duties.

LIST OF APPENDIXES

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| Appendix 1 | Bylaw 3343-24 – A Bylaw to Provide for Elections in the City of Camrose |
| Appendix 2 | Municipal Affairs – <i>Local Authorities Election Act (LAEA)</i> Fact Sheets |
| Appendix 3 | Notice of Intent |
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| Appendix 5 | Form 5 - Candidate Financial Information |

**BYLAW 3343-24
OF THE CITY OF CAMROSE
PROVINCE OF ALBERTA**

A Bylaw to provide for Municipal Elections in the City of Camrose

WHEREAS the *Local Authorities Election Act*, RSA 2000, L-21 provides for the holding of local *Elections* by municipalities;

WHEREAS there are specific matters in the *Local Authorities Election Act* that are within the discretion of elected authorities to do by bylaw or by resolution;

WHEREAS the *Local Authorities Election Act*, RSA 2000, c. L-21 further provides that the municipality, by agreement, conduct an *Election* in conjunction with an *Election* for Trustees or representatives of a school district pursuant to the *School Act*, RSA 2000, C. S-3;

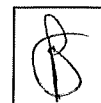
WHEREAS the *Municipal Government Act*, RSA 2000, c. M-26 provides for the submission of bylaws and questions to the *Electors*;

WHEREAS the *Municipal Government Act*, RSA 2000, c. M-26 section 203(1) authorizes *Council* to delegate to the Chief Administrative Officer any of its powers, duties, or functions under any enactment, which includes the *Local Authorities Election Act*.

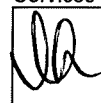
NOW THEREFORE the *Council* of the City of Camrose, in the Province of Alberta, **ENACTS AS FOLLOWS:**

1. This Bylaw may be cited as the "Election Bylaw".
2. Definitions:
 - 2.1. Unless otherwise specified, words used in this Bylaw have the same meaning as defined in the *Municipal Government Act*, RSA 2000, c M-26.
 - 2.2. In this Bylaw, the following terms shall have the following meanings:
 - 2.2.1. "Act" means the *Local Authorities Election Act*, RSA 2000, c. L-21.
 - 2.2.2. "Advance Ballot" means a *Ballot* used during the *Advance Vote*.
 - 2.2.3. "Advance Ballot Box" means a separate *Ballot Box* for *Ballots* that have been marked by *Electors* as *Advance Ballots*.
 - 2.2.4. "Advance Vote" means a vote taken in advance of *Election Day*.
 - 2.2.5. "Advance Voting Station" means a place where an *Elector* votes during the *Advance Vote*.
 - 2.2.6. "Ballot" means a printed or electronically produced paper card indicating the office to be voted on, the name(s) of the *Candidate(s)*, the bylaw name and number or the

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question(s) if any and containing the space(s) in which the *Elector* is to mark their vote.

2.2.7. "Ballot Account" means an account of *Ballots* prepared in the form required by the *Act*.

2.2.8. "Ballot Box" means the container for *Ballots* that have been marked by the *Electors*.

2.2.9. "By-election" means an *Election* other than a *General Election*.

2.2.10. "Candidate" means an individual who has been nominated to run for an *Election* in a local jurisdiction as councillor or mayor.

2.2.11. "City" means the City of Camrose.

2.2.12. "City Manager" means the individual appointed by *Council* to the position of Chief Administrative Officer as per the *Municipal Government Act*.

2.2.13. "Council" means all elected officials of the City of Camrose.

2.2.14. "Counting Centre" means an area designated by the *Returning Officer* in a controlled access building and equipped for the counting of votes and the totalling of *Election* results.

2.2.15. "Councillor" means a duly elected *Councillor* of the City of Camrose as contemplated in the *Municipal Government Act*.

2.2.16. "Deputy" means Deputy Returning Officer.

2.2.17. "Election" means a *General Election*, *By-election*, and a vote on a bylaw or question.

2.2.18. "Election Day" means the day fixed for voting in an *Election*.

2.2.19. "Elector" which means a person eligible to vote in an *Election*.

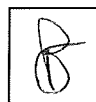
2.2.20. "General Election" means an *Election* held for all the members of an elected authority to fill vacancies caused by the passage of time.

2.2.21. "Institutional Vote Ballot Box" means a container made of durable material in the prescribed form, approved by the *Returning Officer* and intended for use in the collection of marked *Ballots* in an *Institutional Vote*, or *Special Ballot*.

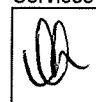
2.2.22. "Institutional Vote" means an *Institutional Vote* as contemplated and provided for in the *Act*.

2.2.23. "Joint Election" means a joint election as contemplated and provided for in the *Act*.

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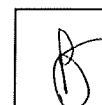


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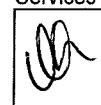


- 2.2.24. "Nomination Day" has the same meaning as provided for in the *Act*, which is four weeks before *Election Day*.
- 2.2.25. "Nomination Period" has the same meaning as provided for in the *Act*, which is:
- 2.2.25.1. for a *General Election*, within the period beginning on January 1 in a year in which a *General Election* is to be held and ending at 12 noon on *Nomination Day*; or
 - 2.2.25.2. for a *By-Election*, within the period beginning on the day after the resolution or bylaw is passed to set *Election Day* for the *By-Election* and ending at 12 noon on *Nomination Day*.
- 2.2.26. "Official agent" which means a person appointed as an *Official Agent* pursuant to the *Act*.
- 2.2.27. "Peace Officer" has the same meaning as in the *Provincial Offences Procedure Act*, RSA 2000, c P-34.
- 2.2.28. "Presiding Deputy" means a *Deputy* who has been appointed as a *Presiding Deputy* by the *Returning Officer* pursuant to the *Act*.
- 2.2.29. "Permanent Electors Register" means a *Permanent Electors Register* as contemplated and provided for in the *Act*.
- 2.2.30. "Returning Officer" means the person appointed by the *City Manager* under this Bylaw to be the *Returning Officer* or their authorized delegate.
- 2.2.31. "Roadway" has the same meaning as the City of Camrose Traffic Bylaw 2966-17.
- 2.2.32. "Scrutineer" means a person recognized as a *Scrutineer* pursuant to section 69 of the *Act* or appointed pursuant to section 70 of the *Act*.
- 2.2.33. "Special Ballot" means a *Ballot* for an *Elector* whose name is contained in the *Permanent Electors Register* and who is unable to vote at an *Advance Vote* or at the *Voting Station* on *Election Day*.
- 2.2.34. "Substitute Returning Officer" means the person appointed by the *City Manager* under this Bylaw to be the *Substitute Returning Officer* or their authorized delegate.
- 2.2.35. "Supportive living facility" means a lodge or accommodation as defined in the *Alberta Housing Act*, RSA 2000, c. A-25, or a facility for adults or senior citizens that provides assisted living and accommodation but does not include a treatment centre as defined in the *Act*.
- 2.2.36. "Violation Tag" means a tag or similar document issued by the *City* that alleges an offence and provides a person with the opportunity to pay an amount to the *City* in lieu of prosecution for the offence.

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2.2.37. "Violation Ticket" means a ticket issued under Part 2 of the *Provincial Offences Procedure Act*, RSA 2000, c. P-34.

2.2.38. "Voting Station(s)" means where an *Elector* votes.

2.2.39. "Yard, Side" has the same meaning as the City of Camrose Land Use Bylaw 3222-22.

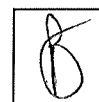
Purpose and Application

3. The purpose of this Bylaw is to delegate authority and establish rules for conduct of *Elections* conducted by the *City* and for addressing matters within the discretion of elected authorities under the *Act*.
4. This Bylaw applies to all *Elections* conducted by the *City* under the *Act*, which includes *General Elections*, *By-Elections*, and votes on a bylaw or question as provided for in the *Act*.
5. A reference in this Bylaw to a statute or regulation means the statute or regulation as amended or replaced.
6. In this Bylaw, words used in the singular shall include the plural and the plural the singular, except where the context requires otherwise.
7. If there is any conflict between a provision of this Bylaw and a provision of one more of the following:
 - 7.1. The *Act*;
 - 7.2. The *Alberta Senate Election Act*, SA 2019, c. A-33.5; or
 - 7.3. The *Referendum Act*, RSA 2000, c R-8.4,the provision of the statute prevails.
8. The provisions of Bylaw apply in generally the same fashion, but with all necessary modifications, to:
 - 8.1. A *By-Election*;
 - 8.2. *Ballot* on a bylaw or question that is put to the *Electors* at a time other than a *General Election*; and
 - 8.3. An *Election* for school board trustees or any other *Election* conducted in conjunction with an *Election* for *Council*.

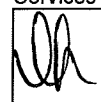
Interpretation

9. If a matter related to an *Election* conducted by the *City* under the *Act*:

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- 9.1. is not contemplated by this Bylaw, the matter will be decided by reference to the relevant provisions of the *Act*; or
- 9.2. is not contemplated by this Bylaw nor the *Act*, the matter will be decided by the *Returning Officer* in their sole and unfettered discretion.

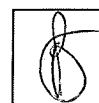
Joint Elections with Other Elected Authorities

10. *Council* delegates to the *City Manager*, pursuant to section 203(1) of the *Municipal Government Act*, its power and duty to negotiate and enter into agreements on behalf of the *City* for conducting *Joint Elections* with other elected authorities under the *Act*.
11. When the *City* conducts a *Joint Election* on behalf of another elected authority under the *Act*:
- 11.1. the *City* is responsible for conducting the *Election* and ensuring compliance with the *Act* on behalf of the other elected authority to the extent provided for in the agreement with the other elected authority;
- 11.2. the *City* has all the rights, powers, and duties of the other elected authority under the *Act* and may exercise those rights, powers, and duties on behalf of the other elected authority to the extent provided for in the agreement with the other elected authority; and
- 11.3. the provisions of this Bylaw apply to the *Election* conducted by the *City* on behalf of the other elected authority.

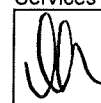
Powers, Duties and Appointment of the Returning Officer

12. *Council* delegates to the *City Manager*, pursuant to section 203(1) of the *Municipal Government Act*, its power and duty to appoint the *Returning Officer* as required by section 13(1) of the *Act*.
13. The *Returning Officer* is responsible for exercising all the duties, functions, and powers of a *Returning Officer* under this Bylaw and the *Act*.
14. The *Returning Officer* may delegate any of their powers or duties to a constable, *Presiding Deputy*, or *Deputy* pursuant to section 14(3) of the *Act*.
15. The *Returning Officer* shall appoint:
- 15.1. *Presiding Deputy*;
- 15.2. *Deputies*;
- 15.3. *Constables*; and
- 15.4. Other persons as required.

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16. In addition to the powers in the *Act*, the *Returning Officer* may:

- 16.1. determine the location of all *Voting Stations*;
- 16.2. designate the location of one or more *Institutional Voting Stations* in addition to all other *Voting Stations*;

Powers, Duties and Appointment of the Substitute Returning Officer

- 17. *Council* delegates to the *City Manager*, pursuant to section 203(1) of the *Municipal Government Act*, its power and duty to appoint the *Substitute Returning Officer* as required by section 13(2.1) of the *Act*.
- 18. The *Substitute Returning Officer* is responsible for exercising all the duties, functions, and powers of a *Returning Officer* under this Bylaw and the *Act* when the *Returning Officer* is incapable of performing those duties, functions, and powers.
- 19. When acting as the *Returning Officer*, the *Substitute Returning Officer* may delegate any of their powers or duties to a constable, *Presiding Deputy*, or *Deputy* pursuant to section 14(3) of the *Act*.

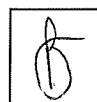
Independence and Impartiality of the Returning Officer

- 20. The *Returning Officer* must be independent and impartial when performing their duties pursuant to the *Act*.
- 21. No person may obstruct or attempt to influence the *Returning Officer* in the performance of their duties pursuant to the *Act*.

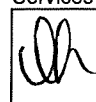
Duties of Presiding Deputies

- 22. *Presiding Deputies* are appointed by the *Returning Officer* and are responsible for exercising all the duties of a *Presiding Deputy* under the *Act* and any other duties that are assigned to them by the *Returning Officer* pursuant to the *Act*.
- 23. *Presiding Deputies* are charged with maintaining the peace at *Voting Stations* pursuant to the *Act*. With the approval of the *Returning Officer* in their sole and unfettered discretion, a *Presiding Deputy* may:
 - 23.1. appoint a constable to maintain order at a *Voting Station*; and
 - 23.2. summon a police officer or any other person for the purpose of maintaining order, preserving or preventing any breach of the public peace, or removing any person who, in the opinion of the *Presiding Deputy*, is obstructing voting or contravening the *Act*.

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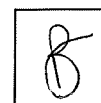
Delegation by the City Manager

24. Pursuant to section 203(3) of the *Municipal Government Act*, the *City Manager* may further delegate any the powers, duties, and functions delegated to them by *Council* under this Bylaw.

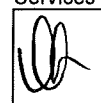
Permanent Electors Register

25. The *City Manager* must compile and revise a *Permanent Electors Register* of City of Camrose residents who are eligible, or may become eligible, to vote as required by section 49(1) of the *Act*.
26. The *City Manager* may, as provided for in section 49(3) of the *Act*, use any information obtained or available to the *City* in compiling and revising the *Permanent Electors Register*.
27. The *City Manager* may use individual *Elector* registers to revise the *Permanent Electors Register* prior to their destruction pursuant to section 91.1(2) of the *Act*.
28. The *City Manager* must, as required by section 49(3.1) of the *Act*, enter any of the information listed in section 31.2 of this Bylaw obtained during an *Election* into the *Permanent Electors Register*.
29. The *City Manager* is authorized to negotiate and enter into an information sharing agreement with the Chief Electoral Officer of Alberta to:
- 29.1. Receive from the Chief Electoral Officer information that will assist the *City* in compiling or revising the *Permanent Electors Register*;
 - 29.2. Provide the Chief Electoral Officer information that will assist the Chief Electoral Officer in preparing or revising information for the purpose of compiling or revising the register of *Electors* under the *Elections Act*, RSA 2000, c E-1.
30. The *City* may:
- 30.1. Compile or revise the *Permanent Electors Register* manually or by means of any computer-based system; and
 - 30.2. Keep the *Permanent Electors Register* in printed form or may store it in any computer-based system or any other information storage device that is capable of reproducing any required information in legible printed form within a reasonable time.
31. In compiling and revising the *Permanent Electors Register*, the *City*:
- 31.1. must use information primarily received from the Chief Electoral Officer;
 - 31.2. must enter any information in the *Permanent Elector Register* that is collected under the *Act* during an election regarding:

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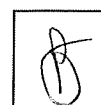


- 31.2.1. the residential address, including the postal code of the residence of the person, and the mailing address, including the postal code, if the mailing address is different from the residential address;
 - 31.2.2. the surname, given name, and middle initial of the person;
 - 31.2.3. the day, month, and year of birth of the person;
 - 31.2.4. the residential phone number of the person;
 - 31.2.5. the gender of the person; and
 - 31.2.6. whether the person is a public school or separate school resident.
- 31.3. may use any other information obtained by or available to the *City* to supplement the information received from the Chief Electoral Officer.
32. The *City* will only use the *Permanent Electors Register* and the information contained within it for purposes consistent with the *Act* and will not share the *Permanent Electors Register* or the information contained within it to the public, *Candidates*, *Official Agents*, or *Scrutineers* unless required by law.
33. The *City* will make a person's information contained within the *Permanent Electors Register* available to that person, or their authorized agent, to ensure that the information about that person within the *Permanent Electors Register* is correct pursuant to the *Act*.
34. No *Candidate*, *Official Agent*, or *Scrutineer* may photograph or copy the *Permanent Electors Register* as provided for in section 49(8) of the *Act*.

Candidate Nominations and Withdrawal of Nominations

35. The *Returning Officer* must receive nominations at the Camrose City Hall, 5204 50 Ave, Camrose, AB for the *City* in accordance with the *Act*.
36. The *Returning Officer* may, as provided for in section 28(1.1) of the *Act*, establish additional locations where nominations may be submitted during the *Nomination Period* for an *Election*.
37. Nominations may be submitted in-person during the *Nomination Period* for an *Election* at any additional locations established by the *Returning Officer* if any additional locations have been established by the *Returning Officer*.
38. The *Returning Officer* must publish on the *City's* website a list of all locations where nominations may be received.
39. A person wishing to become a *Candidate* must file a nomination:
- 39.1. In the prescribed form;
 - 39.2. Within the period prescribed by the *Act*;

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- 39.3. With the *Returning Officer or Deputy*; and
- 39.4. In a location established under sections 35 and 36.
40. *Candidate* nominations must be signed by at least five persons who are *Electors* eligible to vote in that *Election* and resident in the *City* on the date of signing the nomination.
41. It is the sole responsibility of *Candidates* to ensure that nominations comply with the requirements of this Bylaw and the *Act*.
42. Nominations may be withdrawn at any time during the *Nomination Period* for an *Election*, or within 24 hours after the close of the *Nomination Period* subject to section 32(3) of the *Act*, by submitting their nomination withdrawal to the *Returning Officer*:
- 42.1. in writing delivered to the Camrose City Hall during regular business hours;
- 42.2. by email to elections@camrose.ca; or
- 42.3. by another method in writing to the satisfaction of the *Returning Officer*.
43. Nomination withdrawals:
- 43.1. must include the *Candidate's* first and last name, the office for which they were nominated, and be signed and dated by the *Candidate*; and
- 43.2. is effective on the date that it is received by the *Returning Officer*.
44. Within 48 hours of a *candidate* submitting their nomination papers, the *Returning Officer* will make the *Candidate's* nomination papers available to the public on the City of Camrose's public website or at the Camrose City Hall during regular business hours.
45. Within 48 hours of the close of the *Nomination Period* for an *Election*, the *Returning Officer* will make a list of all nominated *Candidates* available to the public on the City of Camrose's public website or at the Camrose City Hall during regular business hours.
46. When making nomination papers available to the public under Section 44 of this Bylaw
- 46.1. nomination papers will be partially redacted to ensure that the mailing address of the *Candidate* and the *Candidate's Official Agent* are not disclosed as required by the *Act*;
- 46.2. the *Returning Officer* may further redact any personal information in nomination papers that, in their opinion, would compromise the personal safety of *Candidates* as provided for in the *Act*.
47. Nomination papers will be retained until the term of office to which the nomination papers relate has expired pursuant to the *Act*.

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Death of a Candidate

48. If a *Candidate* dies after being nominated but before the opening of *Voting Stations* during the *Advance Vote* or on *Election Day*, the *Returning Officer* will provide notice of the *Candidate's* death in a conspicuous location at all relevant *Voting Stations* pursuant to the *Act*.

Signage

49. Signage:

49.1. Can be displayed on private property with the consent of the owner or occupant of the property. When displayed on private property, Signs cannot be placed less than 1.0 meters from the *Yard, Side*. If the Signs are displayed without the consent of the owner or occupant, the owner or occupant can remove the Sign from private property.

49.2. Signs can be displayed on a fence provided that the Election Sign is displayed with the consent of the owner or occupant of the property

49.3. Signs cannot be displayed on public *Roadways* within the *City*.

50. These signs are only permitted to be posted in accordance with Section 49 of this Bylaw 25 days prior to the *Election Day* and must be removed within 72 hours following the *Election Day*.

50.1. Signs displayed on private property must be removed by the owner or occupant of the property. The owner or occupant can also request removal/retrieval by the candidate or third party that provided the sign.

Election Date

51. *Election Day* is the third Monday in October in the year of a *General Election* or otherwise mandated by provincial legislation.

Form of Ballot

52. The *Returning Officer* must establish the form of *Ballot* for an *Election* in accordance with the *Act*.

53. The *Returning Officer* must establish the form of *Ballot* for a vote on a bylaw or question.

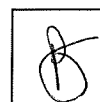
54. Following *Nomination Day*, the *Returning Officer* will ensure sufficient *Ballots* for the *Election* are printed.

55. The *Returning Officer* may direct that *Ballots* for *Elections* occurring within the *City* for:

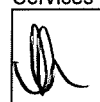
55.1. the office of chief elected official

55.2. the offices of councillors;

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- 55.3. the offices of trustees; and
 - 55.4. the submissions of bylaws and questions to the *Electors*
- be differentiated by colour or any other means.

Special Ballots

56. An eligible *Elector* may apply to the *Returning Officer* for a *Special Ballot*:
- 56.1. in person at the Camrose City Hall during regular business hours;
 - 56.2. in writing delivered to the Camrose City Hall;
 - 56.3. by email to elections@camrose.ca; or
 - 56.4. by telephone at 780-672-4426.
57. An eligible *Elector* must submit their application for a *Special Ballot*:
- 57.1. for a *General Election*, between August 1 of the year in which the *General Election* is held and 4:30 p.m. on the date the *Advance Vote* starts; and
 - 57.2. for any other *Election* or a vote on a bylaw or question in accordance with the application periods stated in the resolution fixing the date of the *Election*.
58. *Electors* who are not included in the *Permanent Elector's Register* must first apply to be added to the *Permanent Electors Register* before applying for a *Special Ballot* or being issued a *Special Ballot* package as required by the *Act*.
59. The *Returning Officer* will require the following information from *Electors* when applying for a *Special Ballot* under this Bylaw and the *Act*:
- 59.1. first and last name of the *Elector*;
 - 59.2. contact telephone number, or contact email address if the *Elector* is unavailable by telephone;
 - 59.3. municipal address of the residence of the *Elector*;
 - 59.4. mailing address to which the *Special Ballot* is to be sent; and
 - 59.5. school *Elector* status, if the *Elector* is voting for a trustee of a board of a school division.
60. *Special Ballot* packages must be returned to the *Returning Officer* no later than 4:30 p.m. on the Friday immediately preceding *Election Day* pursuant to the *Act*.

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- 60.1. If a *Special Ballot* package is not received before 4:30 p.m. on the Friday immediately preceding *Election Day*, the *Special Ballot* will be considered a rejected *Ballot* pursuant to the *Act*.
- 60.2. For any other election or a vote on a bylaw, *Special Ballot* packages must be returned to the *Returning Officer* no later than 4:30 pm on the Friday immediately preceding the date of the *Election* or vote on a bylaw.

Advance Vote

61. The *Returning Officer* must hold an *Advance Vote* in accordance with the *Act*.
62. The *Returning Officer* will determine the number and locations of the *Advance Voting Stations* and the days and the hours which they will operate.
63. The voting procedure described in sections 70 to 74 in this Bylaw, as far as practical, apply to an *Advance Vote* and may be modified as necessary upon the direction of the *Returning Officer*.
64. The *Deputy* must ensure that on completion of each day of the *Advance Vote* the *Ballot Boxes* used are sealed to prevent the insertion of additional *Ballots* and are delivered to the location specified by the *Returning Officer*.

Voting Stations and Voting Hours

65. On *Election Day*, all *Voting Stations* will be open continuously between 8:00 am and 8:00 pm.
66. If there is an *Elector* in a *Voting Station* or in line to enter a *Voting Station* when a *Voting Station* is declared closed who wishes to vote, the *Elector* will be allowed to vote, but no other person will be allowed to enter the *Voting Station* for that purpose pursuant to the *Act*.

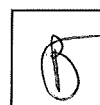
Issuance of a Ballot

67. Before issuing a *Ballot*, a *Deputy* must ensure that:
 - 67.1. the *Elector* produces identification as required by the *Act*;
 - 67.2. the *Elector* makes the statements prescribed by the *Act*;
 - 67.3. the *Permanent Electors Register* is completed;
 - 67.4. if the *City* is conducting an *Election* for a school district, the *Elector* is provided with a *Ballot* for the *Elector's* appropriate school division.
 - 67.5. the *Ballot* issued to the *Elector* is initialed by the *Deputy*.

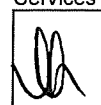
Elector Identification

68. An *Elector* may vote after producing government issued identification as prescribed by the *Act*.

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69. A person may validate the address of their residence if accompanied by an *Elector* who:

- 69.1. validates the *Elector's* identity and the address of the *Elector's* residence in accordance with the *Act*; and
- 69.2. vouches for the person in accordance with the *Act*.

Voting Procedure

70. Upon receipt of a *Ballot*, the *Elector* must enter the voting compartment alone to mark the *Ballot*, or with an assistant as permitted by the *Act*.

71. Despite section 70, the *Elector* may bring a minor child into the voting compartment.

72. The *Elector* must mark the *Ballot* with an "X" or other eligible mark in the space designated for a vote adjacent to the *Candidate's* name of their choice, or if there is more than one vacancy, the *Candidates* of the *Elector's* choice, and where there is a vote on a bylaw or questions, beside "yes" or "no".

73. When finished marking the *Ballot*, the *Elector* must, without showing the markings on the *Ballot* to anyone, provide the *Ballot* to the *Deputy* supervising the *Ballot Box* who must:

- 73.1. check the *Ballot* for the *Deputy's* initials; and
- 73.2. after confirming the presence of the *Deputy's* initials, insert the voted *Ballot* into the *Ballot Box*

74. If the *Deputy* notes the *Ballot* is missing a *Deputy's* initials, the *Deputy* supervising the *Ballot Box* will escort the *Elector* to the *Deputy* who issued their *Ballot*. The *Deputy* will add their initials, without exposing the *Elector's* markings. The *Elector* will return to the *Ballot Box* to have their *Ballot* processed as set out in section 73.

Elector Assistance

75. At the request of an *Elector* for assistance at a *Voting Station*, the *Returning Officer* will provide the *Elector* with assistance in accordance with section 78 of the *Act*.

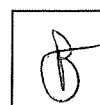
Institutional Vote

76. The *Returning Officer* may designate any *Supportive Living Facility* as an *Institutional Voting Station*.

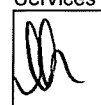
77. The *Returning Officer* must post the dates and times of the *Institutional Vote* at the *Supportive Living Facility* at least two days before the vote is to be taken.

78. *Deputies* may attend with an *Institutional Vote Ballot Box* on those patients or residents confined to their rooms and take the votes of any of those patients or residents who express a desire to vote.

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79. *Electors* at an *Institutional Voting Station* will place their *Ballot* into an *Institutional Vote Ballot Box* designated for *Ballots* from an *Institutional Voting Station* only, instead of adhering to the requirements under sections 70 to 74.
80. An *Institutional Vote Ballot Box* may have its seal broken to allow the deposit of *Ballots* if the vote must be conducted throughout a facility to accommodate the physical disability of the residents or if the *Deputies* have to attend multiple buildings to conduct the *Institutional Vote*.
81. After close of *Institutional Voting Stations*, the *Presiding Deputy* will ensure the *Ballot Box* is labelled, sealed, signed for, and returned to the *Counting Centre* to be held in a secure area.

Spoiled Ballots and Rejected Ballots

82. If an *Elector* has made a mistake when marking a *Ballot*, the *Elector* will return the *Ballot* to the *Deputy* from whom they received the *Ballot*, and may request a replacement *Ballot*.
83. If the *Elector*:
- 83.1. requests a replacement *Ballot*, the *Deputy* will provide a replacement *Ballot* to the *Elector* and mark the returned *Ballot* as "SPOILED"; and
 - 83.2. declines to obtain another *Ballot*, the *Deputy* will mark the returned *Ballot* as "REJECTED".
84. The *Deputy* must retain spoiled *Ballots* and rejected *Ballots* and keep them separately from all other *Ballots* and will not count them or include them in the tally of *Election* result.

After Voting

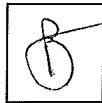

85. Each *Elector* must follow the voting procedures contained in this Bylaw and as posted in the *Voting Station*, and upon the deposit of the *Ballot* into the *Ballot Box*, the *Elector* must leave the *Voting Station*.

Closing of Voting Stations

86. Immediately after the close of a *Voting Station*, the *Presiding Deputy Returning Officer* at that *Voting Station* shall ensure the doors are locked and all *Electors* have exited once they complete the voting process.

Ballot Counting

87. After the *Voting Station* closes, a *Deputy* must not permit more than the *Candidate* or the *Candidate's Official Agent* or *Scrutineer*, or more than one *Official Agent* or *Scrutineer* of either side of a vote on any bylaw or question to be present at the same time in a *Voting Station* during the counting of the votes.
88. Except as modified for *Special Ballots* and *Institutional* and *Advance Voting Stations*, the *Presiding Deputy* must ensure that the following functions are performed in the presence of at least two *Deputies* and the *Candidates*, *Official Agents*, or *Scrutineers*, if any:

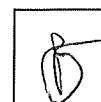
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- 88.1. unused *Ballots* are counted;
- 88.2. *Ballots* marked spoiled or rejected are counted and placed in separate, sealed packages;
- 88.3. *Ballots* from the *Advanced Ballot Box* are counted in the manner prescribed in this Bylaw;
- 88.4. *Ballots* are counted;
- 88.5. *Ballot Account* and result of the vote are certified by at least two *Deputies*;
- 88.6. the prescribed *Ballot Account* is completed with one copy of the certified *Ballot Account* forms attached to it;
- 88.7. the prescribed form to certify the number of persons who registered to vote at the *Voting Station* is completed;
- 88.8. all *Election* documents from the *Voting Station*, except for the *Ballot Account* and result of the vote, and *Elector* registers with objections noted on them, are sealed in the *Ballot Boxes*.
- 88.9. *Election* results are transmitted to the *Returning Officer* in the manner prescribed by the *Returning Officer*;
- 88.10. *Ballot Boxes* are closed and sealed so that they cannot be opened without breaking the seal, and the outside is marked with the *Voting Station* name or number and initialed by at least two *Deputies*.
89. At the close of *Institutional* and the *Advance Voting Stations*, the *Presiding Deputy* must ensure that the *Advance Ballot Boxes* and *Institutional Vote Ballot Boxes* and all *Election* materials from the *Voting Station* are securely transported to the *Counting Centre*.
90. The *Returning Officer* must ensure that the same post-vote procedure identified in this Bylaw for regular *Voting Stations* are followed for counting and recording the *Special Ballot*, *Institutional*, and *Advance Votes* at the *Counting Centre* except for the *Advance Ballot* count and delivery requirements.

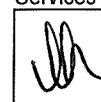
Counting Centre

91. The *Returning Officer* may designate a single location as a *Counting Centre* for the count of *Special Ballots*, *Advance Vote Ballots*, *Institutional Vote Ballots* and notify all *Candidates*, *Official Agents*, and *Scrutineers* of the location of the *Counting Centre*.

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92. The *Returning Officer* shall ensure the *Counting Centre* is secure from unauthorized access by persons who are not entitled to be present during the processing and tabulation of results.
93. The count of *Special Ballots*, *Advance Vote Ballots*, and *Institutional Vote Ballots* may commence at 7:30 pm on *Election Day*.
94. The *Returning Officer* must preside at the *Counting Centre* and must:
- 94.1. receive all sealed *Ballot Boxes*;
 - 94.2. record receipt of *Ballot Boxes*;
 - 94.3. verify the seal of each *Ballot Box*;
 - 94.4. open the *Ballot Box* from each of the *Special Ballots*, *Advance Vote Ballots* and *Institutional Vote Ballots*, and count the *Ballots*;
 - 94.5. cause a tally to be produced from each *Advance Vote* and *Institutional Vote*; and
 - 94.6. produce a cumulative tally from all the *Voting Stations*.

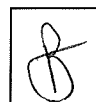
Recount

95. If, in accordance with section 98(1) of the *Act*, the *Returning Officer* directs a recount the following procedure will be followed:
- 95.1. in the presence of the *Returning Officer*, and as many officers that the *Returning Officer* considers necessary to assist in the recount, *Scrutineers*, *Candidates* and *Official Agents*, *Ballots* cast for the *Voting Station* being recounted will be removed from the *Ballot Box* and recounted using the process for counting set out in Section 88;
 - 95.2. after the recount has been completed, the *Returning Officer* must sign across the *Ballot Box* seals; and
 - 95.3. the *Returning Officer* will consider the number of votes to which an objection was noted and declare the result in accordance with the provisions of the *Act*.


Mandatory Recount

96. The *Returning Officer* must make a recount of the votes cast at one or more *Voting Stations* if the *Returning Officer* receives an application for a recount under section 98(1.2) of the *Act* and the *Returning Officer* is satisfied that the requirements to make an application for a recount have been satisfied.
97. On a recount required under section 98(1.2) of the *Act*, the *Returning Officer* must follow the procedure for recount set out in the *Act*.

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Election Results

98. The *City* will publish, on the City of Camrose's public website, the official *Election* results no later than 12:00 p.m. on the fourth day after an *Election* pursuant to the *Act*.
99. The *City* may publish, on the City of Camrose's public website, the unofficial *Election* results once counts are received from *Voting Stations* pursuant to the *Act*.

Vote on a Bylaw/Question

100. Wherever practical, and unless otherwise provided for by a resolution of *City Council* or specified by legislation, the date for a vote of the *Electors* on a question on which the opinion of the *Electors* is to be obtained or on a bylaw must be the date of the *General Election*.
101. Pursuant to the *Act*, when a vote on a bylaw or question is conducted:
- 101.1. *Council* must determine the wording to be used on the *Ballot* or may authorize the *Returning Officer*, or the *City Manager* if a *Returning Officer* is not appointed, to determine the wording to be used on the *Ballot*; or
 - 101.2. if *Council* does not determine the wording to be used on the *Ballot*, the *Returning Officer*, or the *City Manager* if a *Returning Officer* is not appointed, will determine the form of the *Ballot* to be used.

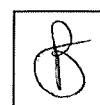
Scrutineers

102. A person who wishes to be recognized as a *Scrutineer* must complete the statement prescribed by the *Act*.
103. *Scrutineers* must comply with the Standards of Conduct of Scrutineers set out in Schedule "A" of this Bylaw.
104. If a *Scrutineer* fails to comply with the Standards of Conduct of Scrutineers set out in Schedule "A" of this Bylaw, the *Deputy* may issue the *Scrutineer* a written warning concerning their actions in the form set out in Schedule "B" of this Bylaw.
105. The *Deputy* may remove a *Scrutineer* from the voting place if, in the opinion of the *Deputy*, the *Scrutineer* fails to comply with the Standards of Conduct of Scrutineers.
106. A *Presiding Deputy* will not allow more than one *Candidate*, or their *Official Agent* or *Scrutineer*, or more than one *Official Agent*, or one *Scrutineer* of either side of a vote on any bylaw or question to be present at the same time after the *Voting Station* is closed.

Offences

107. Any person who contravenes any of the provisions of this Bylaw is guilty of an offence.
108. In the case of an offence that is of a continuing nature, a contravention of a provision of this Bylaw constitutes a separate offence with respect to each day, or part of day, during

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which the contravention continues, and a person guilty of such an offence is liable to a fine in an amount not less than that established by this Bylaw for each such separate offence.

109. A *Peace Officer* may issue, with respect to an offence under this Bylaw, a municipal *Violation Tag* specifying the fine amount established by this Bylaw.
110. Where a municipal *Violation Tag* is issued, the fine amount indicated thereon may be paid as directed in lieu of prosecution.
111. A *Peace Officer* may issue, with respect to an offence under this Bylaw, a *Violation Ticket*:
 - 111.1. specifying the fine amount established by this Bylaw; or
 - 111.2. requiring an appearance in court without the option of making a voluntary payment.
112. Where a *Violation Ticket* specifies a fine amount, a voluntary payment equal to the specified fine amount may be made as directed
113. A person who is guilty of an offence under this Bylaw is liable:
 - 113.1. to a fine as prescribed in Schedule "C" of this Bylaw; or
 - 113.2. on summary conviction, to a fine not exceeding \$10,000.00 or to an order of imprisonment for not more than 1 year, or both.

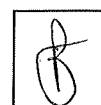
Severability

114. Each provision of this Bylaw is independent of all other provisions. If any provision of this Bylaw is declared invalid for any reason by a court of competent jurisdiction, all other provisions of this Bylaw remain valid and enforceable.

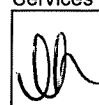
Repeal and Effective Date

115. This Bylaw shall come into force upon third and final reading.
 - 115.1. Bylaw 3165-21 is hereby rescinded.

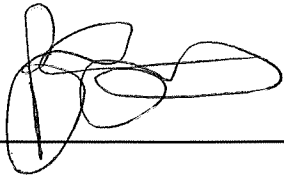
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READ a **FIRST** time in **COUNCIL** this **2nd** day of **DECEMBER**, A.D. **2024**.

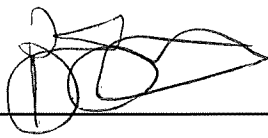


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GENERAL MANAGER, CORPORATE
SERVICES

READ a **SECOND** time in **COUNCIL** this **16th** day of **DECEMBER**, A.D. **2024**.

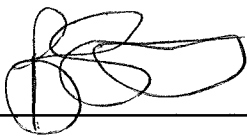


MAYOR



GENERAL MANAGER, CORPORATE
SERVICES



READ a **THIRD** time and **FINALLY PASSED** in **COUNCIL** this **16th** day of **DECEMBER**, A.D. **2024**.



MAYOR



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Schedule "A"
Standards of Conduct of Scrutineers

Standards of Conduct of Scrutineers

1. Before a person is recognized or appointed as a scrutineer and before they may perform the duties of a scrutineer, the person must:
 - a. provide the Returning Officer or Deputy with:
 - i. the written notice required by section 69(1) of the Act; or
 - ii. the written request required by section 70(1) of the Act for a vote on a bylaw or question; and
 - iii. make and subscribe to a statement in the prescribed form as required by section 16(2) of the Act.
2. When performing the duties of a scrutineer, scrutineers must:
 - a. comply with the requirements of the Act;
 - b. comply with the requirements of this Bylaw;
 - c. comply with the direction of the Returning Officer or Deputy; and
 - d. perform their duties with integrity and respect in a manner that is helpful and courteous to electors, election workers, other scrutineers, the public, and anyone else involved in the election.
3. Scrutineers may:
 - a. observe the conduct of an Election from the location designated within a voting station by the Returning Officer or a Deputy pursuant to section 69(5) or 70(4) of the Act;
 - b. observe the sealing of Ballot boxes at the opening of Voting Stations to ensure that Ballot boxes are empty prior to the start of the voting process and observe the opening of Ballot boxes after the close of Voting Stations to ensure that all Ballots are removed from the Ballot boxes prior to the counting process;
 - c. observe that each Ballot box is opened and that the Ballots are counted as provided for in section 85(1) of the Act from the location designated by the Returning Officer or Deputy;
 - d. observe that each special ballot box, advance vote ballot box, and institutional vote ballot box is opened and that all ballots are counted at the Counting Centre

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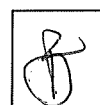
as provided for in section 85.1(5) of the Act from the location designated by the Returning Officer or Deputy;

- e. observe recounts conducted by the Returning Officer pursuant to this bylaw, section 98(2) of the Act or observe a judicial recount pursuant to section 106(1) of the Act;
- f. request to view individual Elector registers when Election workers are not assisting Electors;
- g. request to view the names and addresses of Electors who have applied for and been provided special ballot packages pursuant to section 77.1(4) of the Act when Election workers are not assisting Electors;
- h. request a copy of the Ballot Account as provided for in section 89(2) of the Act and, if the Scrutineer desires, sign the Ballot Account as provided for in section 89(1) of the Act; and
- i. use cellphones, laptops, and other electronic devices within a voting station or the Counting Centre so long as no audio or video recordings are taken, no photographs are taken, and no phone calls are made or taken.

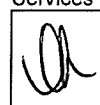
4. A Scrutineer must not:

- a. interfere with the orderly conduct of an Election, including interfering with the voting process or the counting process;
- b. view an Elector completing their ballot, assist an Elector with completing their ballots, vouch for an Elector pursuant to section 53(5) of the Act, or prevent an Elector from completing their ballot;
- c. take photographs within a Voting Station or the Counting Centre, including photographs of the permanent Electors register, individual Elector registers, or the special ballot Elector register;
- d. make copies of, transcribe, or interfere with Election materials in a Voting Station or the Counting Centre, including the permanent Electors register, individual Elector registers, and the special ballot Elector register;
- e. make or take phone calls in a Voting Station or the Counting Centre while they are within a Voting Station or the Counting Centre, including for the exchange of information between a scrutineer and a Candidate or official agent;
- f. engage in political campaigning or promotion for or against any candidate, or for or against any position on a vote on a bylaw or question, within or outside of

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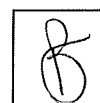
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Voting Stations or the Counting Centre, including wearing campaign materials such as buttons, hats, and t-shirts; or

- g. engage in harassing or discriminatory behaviour or make abusive, derisive, threatening or insulting statements or gestures to or about another person.
5. If a scrutineer fails to comply with this Standards of Conduct of Scrutineers, the Presiding Deputy may:
- a. issue the scrutineer a written warning concerning their actions; or
 - b. remove a scrutineer from the voting place.
6. The Returning Officer and Deputy must not:
- a. for a General Election or by-Election, allow a Candidate to have a scrutineer or official agent present in a Voting Station or the Counting Centre while the Candidate is present in the Voting Station or Counting Centre pursuant to section 69(3) or 85.1(6) of the Act;
 - b. for a General Election or by-Election, allow a Candidate to have both an official agent and a scrutineer present in a Voting Station or in the Counting for a vote on a bylaw or question, allow more than one scrutineer for each side of the bylaw or question to be present in the voting station or the counting centre at the same time pursuant to section 70(3) and 85.1(6) of the Act; or
 - c. permit more than one of the Candidate, the Candidate's official agent, the Candidate's scrutineer, or more than one scrutineer for either side of a vote on any bylaw or question, to be present during the counting of ballots pursuant to section 85(2) of the Act.
7. No person may impede a scrutineer from performing the duties of a scrutineer pursuant to section 69(7) of the Act so long as the scrutineer is complying with the requirements of this Bylaw and the Act.

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Schedule "B"
Warning of Failure to Comply with Standards of Conduct of Scrutineers

| Warning of Failure to Comply with Standards of Conduct of Scrutineers | |
|---|--|
| Voting Location: | |
| Date: | |
| Time: | |
| To: <small>(print full name of individual creating disturbance or disrupting proceedings in the space to the right)</small> | |
| I have determined that you are not complying with the Standards of Conduct for Scrutineers as follows: | |
| Description: | |
| If you continue to contravene the Standards of Conduct for Scrutineers, you will be removed from the voting place. | |
| Scrutineer was removed from voting place. <small>(used only if Scrutineer continues to be in violation)</small> | Location: Time: RO Notified |
| <div style="border-top: 1px solid black; margin-top: 5px;"></div> (Signature of Election Officer Issuing Warning) Print Name: | |
| <i>Returning Officer's Copy</i> | |

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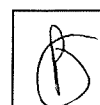


Schedule "C"
Specified Penalties

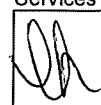
A person who contravenes this Bylaw may be subject to a fine of:

- a) \$250.00 for a first offence; and
- b) \$500.00 for any subsequent offence.

Mayor

A square box containing a handwritten signature, likely of the Mayor.

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Services

A square box containing a handwritten signature, likely of the GM, Corporate Services representative.

Changes to the *Local Authorities Election Act* (LAEA) 2024

Campaign Financing

This fact sheet has been developed as an explanatory resource. It is not legal advice and cannot be used in place of consulting with a lawyer.

What changed?

The campaign period for general elections is now the period beginning on January 1 of the year immediately following a general election and ending on December 31 immediately following the next general election, and both intended and nominated candidates must give notice in their local jurisdictions before they may accept contributions or incur campaign expenses.

The Expense Limits Regulation has been created, which establishes campaign expense limits for candidates for chief elected official (CEO) and councillor in each year of the election cycle.

No campaign expense limits were established for candidates for school board trustee.

Who is impacted by the change?

Prospective candidates, nominated candidates, contributors, and local jurisdictions are all impacted by the changes to campaign financing rules.

What does this change mean for me?

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 (Section 147.22).

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

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

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

Local jurisdictions must maintain a register of candidates who have given notice. The register must be made publicly available on the local jurisdiction's website until December 31 immediately following a general election, or 60 days following a by-election (Section 147.221).

The register must be made available in a partial or redacted form with the mailing address of the candidate and candidate's agent, and any personal information that the returning officer, deputy, or secretary believes would compromise the personal safety of the candidate, removed. If a criminal record check was filed with a candidate's nomination papers, the results must not be withheld or redacted.

Who is prohibited from making contributions?

No individual ordinarily resident outside of Alberta, or a prohibited organization, or trade union or employee organization other than an Alberta trade union or Alberta employee organization, shall make a contribution to a candidate (Section 147.1). Prohibited organizations include:

- A municipality,
- A corporation controlled by a municipality that meets the test in Section 1(2) of the *Municipal Government Act*,
- A non-profit organization that has received a grant, or real or personal property from a municipality since the last general election,
- A provincial corporation as defined in the *Financial Administration Act*, including management bodies 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 Disclosure Act* or the *Canada Elections Act* (Canada), or
- An organization designated by the Lieutenant Governor in Council as a prohibited organization.



What is the campaign period for the 2025 General Election?

For the 2025 General Election, the campaign period begins once the amendments are in force on October 31, 2024, and ends on December 31, 2025.

In the case of a by-election, the campaign period begins on the day after the resolution or bylaw is passed to set the election day for the by-election and ends 60 days after the by-election.

For more information, please refer to Municipal Affairs' Returning Officers Manual Module 3.

What are the limits on contributions?

Subject to candidate self-contributions in Section 147.2(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) \$5,000 in the aggregate to all candidates for election as a councillor in a particular municipality,
- (b) \$5,000 in the aggregate to all candidates for election as a school board trustee of a particular public school division under the *Education Act*, and
- (c) \$5,000 in the aggregate to all candidates for election as a school board trustee of a particular separate school division under the *Education Act*.

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 \$5,000 in the aggregate to all candidates for election as above.

A candidate may contribute up to \$10,000 during the campaign period of 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 (Section 147.2(4)).

Any amount paid by a candidate for campaign expenses from the candidate's own funds not reimbursed to the candidate from the candidate's campaign account by the end of the campaign period, is a contribution to the candidate's own campaign (Section 147.2(5)).

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, or an individual ordinarily resident outside Alberta, or a trade union or employee organization that is not an Alberta trade union or Alberta employee organization (Section 147.2(6)).

No candidate or person acting on behalf of a candidate shall solicit or accept a contribution if the candidate or person knows or ought to know that the amount of the contribution will exceed the amounts referred to above (Section 147.2(7)).

What are the campaign expense limits for municipal candidates?

The Expense Limits Regulation establishes the following campaign expense limits for municipal candidates are based on the population in the most recently published Municipal Affairs Population List. The population list may be viewed at:

<https://open.alberta.ca/opendata/alberta-municipal-affairs-population-list>

A candidate for election as a councillor or their chief financial officer (in the case of a local political party) may not incur campaign expenses in the first two years of a campaign period after a general election.

In the year before a general election:

- In municipalities with no wards:
 - Candidates for and councillor may incur campaign expenses up to \$10,000 or \$0.50 per person based on the population of the local jurisdiction determined in accordance with the regulation, whichever is greater.
- In municipalities with wards:
 - Candidates for CEO may incur expenses up to \$10,000 or \$0.50 per person based on the population of the local jurisdiction determined in accordance with the regulation, whichever is greater.
 - Candidates for councillor other than the CEO may incur campaign expenses up to \$10,000 or \$0.50 per person based on the average population of the wards in the local jurisdiction determined in accordance with the regulation, whichever is greater.

In the year of a general election:

- In municipalities with no wards:
 - Candidates for CEO and councillor may incur campaign expenses up to \$20,000 or \$1 per person based on the population of the local jurisdiction determined in accordance with the regulation, whichever is greater.
- In municipalities with wards:
 - Candidates for CEO may incur campaign expenses up to \$20,000 or \$1 per person based on the population of the local jurisdiction determined in accordance with the regulation, whichever is greater.
 - Candidates for councillor other than the CEO may incur campaign expenses up to \$20,000 or \$1 per person based on the average population of the wards in the local jurisdiction determined in accordance with the regulation, whichever is greater.

For by-elections, candidates for both CEO and councillor will have campaign expense limits equal to the limits for the year of a general election.

When will these changes take effect?

The changes under the *Municipal Affairs Statutes Amendment Act, 2024* came into force on October 31, 2024.

Who can I contact for more information?

If you have questions about campaign financing, please contact municipal advisory at 780-427-2225 (Toll-free by dialing 310-0000 first) or via email at: ma.advisory@gov.ab.ca.

Where can I find additional resources?

- *Local Authorities Election Act*, King's Printer: https://kings-printer.alberta.ca/570.cfm?frm_isbn=9780779839575&search_by=link
- Bill 20: *Municipal Affairs Statutes Amendment Act*, Legislative Assembly of Alberta: https://docs.assembly.ab.ca/LADDAR_files/docs/bills/bill/legislature_31/session_1/20230530_bill-020.pdf.
- Manuals and election resources: <https://www.alberta.ca/municipal-elections-overview>
- Expense Limits Regulation MSD:073/24: https://kings-printer.alberta.ca/Documents/MinOrders/2024/MunicipalAffairs/2024_MSD073-24_Municipal_Affairs.pdf

- Local Political Parties, Slates and Campaign Expense Limits: <https://www.alberta.ca/system/files/ma-local-parties-and-campaign-expense-limits-fact-sheet.pdf>

An individual intending to run for Mayor or Council must submit this form to the Election Office 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 Election Office in person to City Hall, Corporate Services, 5204 – 50 Avenue, Camrose, AB, or by emailing it to elections@camrose.ca
3. When there are any changes to the information below, notify the Election Office in writing.

I am intending to run for:

☐

Mayor

or

☐

Council

Full Name:

Title:

Dr. ☐

Mr. ☐

Mrs. ☐

Ms. ☐

ND (prefer not to disclose) ☐

Gender:

Male ☐

Female ☐

X ☐

ND (prefer not to disclose) ☐

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 a period of three years following election day):

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

Notice of Intent to Run

Local Authorities Election Act (Section 147.22)

E: elections@camrose.ca P: 780.672.4426

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

| | |
|---------------------------------|------------------------------------|
| (Name of financial institution) | (Address of financial institution) |
|---------------------------------|------------------------------------|

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

Name and address of any 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) |
|---|

| | | |
|------|-----------|------|
| Name | Signature | Date |
|------|-----------|------|

Form must be printed to sign.

The personal information collected through this form is for administering the election. This collection is authorized by section 4 of the Protection of Privacy Act, specifically section 4(c) that information relates directly to and is necessary for an operating program or activity. The information is used solely for the purpose of conducting the election. The information may be included in public records, such as the City's website, or otherwise disclosed as authorized under the Protection of Privacy Act and the Access to Information Act. For questions about the collection of personal information, contact ATI Coordinator, City of Camrose, 780-678-3440, 5204 50 Avenue, Camrose, AB, T4V-0S8 or legservices@camrose.ca.

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)

FORM 4

The personal information collected through this form is for administering the election. This collection is authorized by section 4 of the *Protection of Privacy Act*, specifically section 4(c) that information relates directly to and is necessary for an operating program or activity. The information is used solely for the purpose of conducting the election. The information may be included in public records or otherwise disclosed as authorized under the *Protection of Privacy Act* and the *Access to Information Act*. For questions about the collection of personal information, contact ATI Coordinator, City of Camrose, 780-678-3440, 5204 50 Avenue, Camrose, AB, T4V-0S8 or legservices@camrose.ca.

Title of the Responsible Official

Business Phone Number

LOCAL JURISDICTION: _____, PROVINCE OF ALBERTA

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

Candidate Surname

Given Names

of

_____ as a candidate at the election

Complete Address and Postal Code

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

of _____
Name of Local Jurisdiction

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

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

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)

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 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
(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**

FORM 5

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.

Note: The personal information collected through this form is for administering the election. This collection is authorized by section 4 of the *Protection of Privacy Act*, specifically section 4(c) that information relates directly to and is necessary for an operating program or activity. The information is used solely for the purpose of conducting the election. The information may be included in public records or otherwise disclosed as authorized under the *Protection of Privacy Act* and the *Access to Information Act*. For questions about the collection of personal information, contact ATI Coordinator, City of Camrose, 780-678-3440, 5204 50 Avenue, Camrose, AB, T4V-0S8 or legservices@camrose.ca.

Required Candidate Information:

Please note that the information in the table below will only be released to the City of Camrose and to the Province of Alberta for the purposes of the 2025 General Municipal Election. **This information is required.**

| | |
|-------------------|-------------|
| Candidate Name | |
| Candidate Address | |
| Town/City | Postal Code |
| Phone | |

Optional Candidate Information:

Please note that the information in the table below will be released to the City of Camrose, the Province of Alberta, any interested persons, organization, or media source, for the purpose of the 2025 General Municipal Election. **This information is optional.**

| | |
|----------|-----------|
| Cell | Fax |
| Email | Website |
| Facebook | Twitter |
| LinkedIn | Instagram |
| Other | |

I, _____ agree and understand the above information.

| | |
|-------------------------------------|----------------------|
| _____ Candidate Signature | _____ Date |
|-------------------------------------|----------------------|

The personal information collected through this form is for administering the election. This collection is authorized by section 4 of the Protection of Privacy Act, specifically section 4(c) that information relates directly to and is necessary for an operating program or activity. The information is used solely for the purpose of conducting the election. The information may be included in public records or otherwise disclosed as authorized under the Protection of Privacy Act and the Access to Information Act. For questions about the collection of personal information, contact ATI Coordinator, City of Camrose, 780-678-3440, 5204 50 Avenue, Camrose, AB, T4V-0S8 or legservices@camrose.ca.