

Candidates Information Package

2025 Municipal Election

Monday, October 20, 2025

The material that follows is provided for information only it has no legislative sanction. This summary is not intended to replace the candidate's responsibility for reading and understanding this legislation, or to seek appropriate legal or accounting advice from professionals as required. The candidate is responsible for ensuring that his or her campaign complies with all provincial laws.

INTRODUCTION 4

2025 MUNICIPAL ELECTION 4

NOTICE OF INTENT..... 5

NOMINATIONS 5

RELEASE OF INFORMATION TO TE PUBLIC 7

QUALIFICATION OF A CANDIDATE 7

Ineligibility for Nonimation as a Candidate.....7

CAMPAIGN ADVERTISING 8

Advertising.....8

Placement of Signage.....9

CAMPAIGN CONTRIBUTIONS 9

Municipal Election Finance and Contribution Disclosure.....9

Limitations on Contributions.....9

Notice Required Re Contributions and Expenses.....10

Duties of Candidate.....10

Campaign Disclosure Statements.....10

Compaigh Surplus.....11

Advance Polls.....11

ELECTION DAY 12

Election Day.....12

Voting.....12

Institutional Station Location.....12

Eligability to Vote.....12

OPTION FOR OFFICIAL AGENT 13

CAMPAIGN WORKER 13

CANDIDATE’S SCRUTINEER..... 13

VOTING STATION ATTENDANCE..... 14

Voting Hours.....14

Ballot Count Attendance.....14

ELECTION RESULTS 14

Unofficial Election Results.....14

Official Election Results.....15

RECOUNTS 15

MAYOR 16

DEPUTY MAYOR..... 17

OFFICE OF COUNCILLOR 17

GENERAL INFORMATION FOR ELECTED OFFICE 18

APPENDIXES

- “A” Notice of Intent
- “B” Nomination Paper and Candidate’s Acceptance (Form 4)
- “C” Release of Candidate and Official Agent Information Forms
- “D” Election Signs- Town of Westlock and Provincial Roadways Information
- “E” Candidate Financial Information (Form 5) **See note below.**
- “F” Enumerator, Candidate or Official Agent Proof of Identification for Section 52 Access (Form 11) **See note below.**
- “G” Campaign Worker Proof of Identification (Form 12) **See note below.**
- “H” Statement of Scrutineer or Official Agent (Form 16) **See note below.**
- “I” List of Town Committees, Boards and Commissions
- “J” Guidelines for Positive Campaigning in Municipal Elections

NOTE: Appendices “E”, “F”, “G” and “H” will be provided to candidates as soon as Municipal Affairs releases the updated forms.

Additional Information:

- i) Pecuniary Interest for Municipal Councillor’s Guideline
http://www.municipalaffairs.alberta.ca/documents/Pecuniary_interest_%202017.pdf
- ii) What Every Councillor Needs to Know!
<https://open.alberta.ca/dataset/99f3a22d-1c4a-4ea0-937f-59277245f23e/resource/a5a1e60c-2ecf-4950-8046-18ea139d19e3/download/what-every-councillor-needs-to-know.pdf>
- iii) Pecuniary Interest for Municipal Councillor’s Guideline
http://www.municipalaffairs.alberta.ca/documents/Pecuniary_interest_%202017.pdf

INTRODUCTION

This handbook has been developed to assist you in your decision to run for the office of Mayor and Councillor in the Village of Clyde and to help candidates in preparing for the **Municipal Election on October 20, 2025**.

The term of the Election is for four (4) years.

This handbook is intended to provide a GENERAL overview of basic information candidates should know about legislation governing general municipal elections and the election process. It is NOT a substitute for the actual legislation. It is the candidate's responsibility to become familiar with the applicable legislation.

Running for Municipal Office in Alberta; A Candidate's Guide is attached or can be found electronically at [Municipal elections – Overview | Alberta.ca](#).

Additional questions can also be answered by calling Alberta Municipal Affairs: 310-0000 or toll free 780-427- 2225.

2025 MUNICIPAL ELECTION

The Village of Clyde conducts a general municipal election every four (4) years for the following municipal offices:

- Mayor (1) positions
- Councillor (4) positions

The Mayor and Councillors are elected “at-large”, meaning each person elected represents the Village as a whole and not a particular ward or section of the Village.

All general municipal elections in Alberta are conducted under the authority of the *Local Authorities Election Act*. **You should be aware of the contents of this Act, as there may be severe penalties (including fines, imprisonment and disqualification from elected office) if you are found to be in breach of its provisions.**

As this information is not inclusive of all the information contained within the relevant pieces of legislation, any person wishing a complete copy of the *Local Authorities Election Act*, the *Municipal Government Act*, the *School Act*, or any other piece of legislation should contact:

Alberta King's Printer
10611 – 98 Avenue
5th Floor, Park Plaza
Edmonton, Alberta T5K 2P7
Telephone: 780-427-4952
Fax: 780452-0668
Website: www.qp.alberta.ca

If you have any questions respecting this material or the election process, please contact:

Megan Brake, Returning Officer
Village of Clyde
4810 – 50 Street
PO Box 190
Clyde, Alberta T0G0P0
Telephone: 780-348-5356
Fax: 780-348-5699
E-mail: finance@villageofclyde.ca

Jaye Parrent, Substitute Returning Officer
Village of Clyde
4812 – 50 Street
PO Box 190
Clyde, Alberta
Telephone: 780-348-5356
Fax: 780-348-5699
E-mail: cao@villageofclyde.ca

Please note that this is an information package only and it has no legislative sanction. For certainty relevant statutes, bylaws or legal counsel should be consulted.

NOTICE OF INTENT

According to Section 147.22 of the *Local Authorities Election Act*;

- (1) No individual and no person acting for the individual shall accept a contribution or incur a campaign expense unless the individual has given written notice in accordance with this section.
- (2) An individual who intends to be nominated or has been nominated to run for election in a local jurisdiction as a candidate must give written notice to the local jurisdiction in which the individual intends to be or has been nominated.

The “Notice of Intent” form is attached as Appendix “A”

NOMINATIONS

Nomination Day

Nomination Day for the offices of Mayor and of Councillors is Monday, September 22, 2025.

Nomination Form

Every nomination of a candidate, according to Section 27 and 47 of the *Local Authorities Election Act*, shall be in the prescribed form and signed by at least 5 electors eligible to vote in that election and resident in the local jurisdiction on the date of signing the nomination. To ensure validity of nominations, a candidate may submit more than the required 5 electors’ signatures.

An elector is someone who:

- is at least 18 years old;
- is a Canadian citizen; and
- has resided in Alberta for the 6 consecutive months immediately preceding election day and the person’s place of residence is the Village of Clyde on Election day.

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

- that the person is eligible to be elected to the office;
- the name, address and telephone number of the person’s official agent
- that the person will accept the office if elected.
- That the person will read and comply with the municipality’s code of conduct if elected; and
- That the persons who have signed the nomination are electors who are eligible to vote in the election and resident in the local jurisdiction on the sate of signing the nomination.

In accordance with Section 151 of the *Local Authorities Election Act* it is an offence for a candidate to sign a candidate’s acceptance form that contains a false statement. The offence is subject to a fine of not more than \$1,000.

A Nomination Paper and Candidate’s Acceptance (Form 4) has been attached as Appendix “B”.

Filing of Nomination – nominations do not require a deposit.

Nominations for the office of Mayor and Councillor will be received by the Returning Officer during regular business hours between **January 1, 2025 and 12:00 noon on nomination day Monday, September 22, 2025**, at the Municipal Office located at 4810 – 50 Street, Clyde.

Ensure forms, Form 4: Nomination Paper & Candidate's Acceptance and Form 5: Candidate Information, are filled out. Form 4: Nomination Paper & Candidate's Acceptance must be sworn or affirmed by a Commissioner for Oaths to be valid.

The person who is nominated as a **candidate is responsible for ensuring that the nomination filed meets the requirements of the *Local Authorities Election Act*. Facsimiles will not be accepted.** Be sure nomination papers are filed on time.

Any person may file a nomination with the Returning Officer.

After 12:00 noon on nomination day, a person may request to examine the filed nomination papers during regular business hours in the presence of the Returning Officer. Business hours are from 8:30 a.m. until 4:30 p.m. Monday through Friday.

Withdrawal of Nomination

A person nominated as a candidate may withdraw as a candidate at any time during the nomination period.

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

If a candidate wishes to withdraw, a written notice must be provided to the Returning Officer no later than **12:00 noon, Tuesday, September 23, 2025**.

Election by Acclamation

If at the close of nominations, the number of persons nominated for any office is the same as the number required to be elected, the Returning Officer shall declare the persons nominated to be elected to the offices for which they were nominated.

Any person may file a nomination with the Returning Officer.

After 12:00 noon on nomination day, a person may request to examine the filed nomination papers during regular business hours in the presence of the Returning Officer. Business hours are from 8:30 a.m. until 4:30 p.m. Monday through Friday.

RELEASE OF INFORMATION TO THE PUBLIC

Candidates

Throughout the election campaign, the Returning Officer receives numerous requests for candidate's contact information. These come from the news media, organizers of election forums, and the general public. In addition, the Deputy Minister of Municipal Affairs requires contact information for candidates. For the Returning Officer to release contact information, candidates are asked to complete a Release of Candidate Information form and, if applicable, a Release of Official Agent Information form (attached as Appendix "C") and provide it to the Returning Officer with their nomination paper. The contact information provided by candidates on this form will be released to the news media upon request and provided in response to any inquiries

QUALIFICATION OF A CANDIDATE

Section 21 of the *Local Authorities Election Act* outlines qualification of a candidate. Generally, a person is eligible to be nominated as a candidate if on nomination day the person:

- is eligible to vote in that election;
- has been a resident of the Village of Clyde for the 6 consecutive months immediately preceding nomination day of September 22, 2025; and
- is not otherwise ineligible or disqualified.

The nomination form requires the candidate to make an affidavit saying that the candidate is eligible to be elected, not disqualified from office, that the candidate will accept the office if elected and that relevant sections of the *Local Authorities Election Act* have been read and understood. The candidate must swear or affirm the affidavit before the Returning Officer or a Commissioner for Oaths.

The person who is nominated as a **candidate is responsible for ensuring that the nomination filed meets the requirements of the *Local Authorities Election Act***. The Returning Officer is not responsible for reviewing the validity of information contained in nomination papers. The Returning Officer is required to refuse a candidate's nomination form if it has not been signed by the required number of eligible electors. If a nomination is challenged, the courts will assess eligibility.

In accordance with Section 151 of the *Local Authorities Act* it is an offence for a candidate to sign a candidate's acceptance form that contains a false statement. The offence is subject to a fine of not more than \$1,000.

Under the *Criminal Code of Canada*, it is an offence to make a false affidavit and it is punishable by up to two (2) years imprisonment.

Ineligibility for Nomination as a Candidate

Sections 22 and 23 of the *Local Authorities Election Act* detail instances a person is not eligible to be nominated as a candidate in a general municipal election.

A person is not eligible to be nominated as a candidate in any local authority election if on nomination day:

- the person is the auditor for the Village of Clyde;
- the person is an employee of the Village of Clyde, unless on a granted leave of absence;
- the person's property taxes are more than \$50.00 in arrears;
- the person is indebted to the Village of Clyde for any debt exceeding \$500 for more than 90 days; and/or
- the person has, within the previous 10 years, been convicted of an offence under the *Local Authorities Election Act*, the *Election Act* or the *Canada Elections Act* (Canada).

As the foregoing information does not detail all instances of ineligibility, candidates are encouraged to consult the *Local Authorities Election Act*. **It is the candidate's responsibility to ensure the candidate is not in violation of conditions of eligibility.**

CAMPAIGN ADVERTISING

Advertising

In accordance with Section 148(5) of the *Local Authorities Election Act*, candidates are not permitted to use a facsimile or representation of the ballot produced for election day in their advertising. The use of only the candidate's name and an "X" beside it does not constitute a form of the ballot.

Violations under Section 148 of the *Local Authorities Election Act* could result in a fine of not more than \$10,000.00 or to imprisonment for not more than 6 months or to both fine and imprisonment.

In Accordance with Section 152(1) of the *Local Authorities Election Act*, a person who, at an advanced vote or on election day;

- (a) displays within a building used for a voting station or within the boundaries of the land on which a building used for a voting station is located, or
- (b) distributes within a building used for a voting station or within the boundaries of the land on which the building is used for a voting station is located, an advertisement handbill, placard, poster, circular, pamphlet, newspaper or other paper except those posted by the deputy in accordance with this Act is guilty of an offence and liable to a fine of not more than \$500.

Candidate advertising on election day is not permitted inside or on the outside of a voting station. The Returning Officer or Deputy Returning Officer at the voting station will remove advertising, which contravenes Section 152 of the *Local Authorities Election Act*.

CAMPAIGN ADVERTISING

Advertising

In accordance with Section 148(5) of the *Local Authorities Election Act*, candidates are not permitted to use a facsimile or representation of the ballot produced for election day in their advertising. The use of only the candidate's name and an "X" beside it does not constitute a form of the ballot.

Violations under Section 148 of the *Local Authorities Election Act* could result in a fine of not more than \$10,000.00 or to imprisonment for not more than 6 months or to both fine and imprisonment.

Candidate advertising on election day is not permitted inside or on the outside of a voting station. The Returning Officer or Deputy Returning Officer at the voting station will remove advertising, which contravenes Section 152 of the *Local Authorities Election Act*.

Violations under Section 152 of the *Local Authorities Election Act* could result in a fine or not more than \$500.

Placement of Signage

For further information respecting the placement of election signage, please contact the Village of Clyde at 780- 348-5356

CAMPAIGN CONTRIBUTIONS

Local Authorities Election Act

Part 5.1 Municipal Election Finance and Contribution Disclosure

Section 147 of the *Local Authorities Election Act* addresses the rules for dealing with campaign financing and disclosure. It can be accessed by visiting www.qp.alberta.ca.

The legislation is binding on all candidates running for municipal election in Alberta.

The material that follows is provided for information only. This summary is not intended to replace the candidate's responsibility for reading and understanding this legislation, or to seek appropriate legal or accounting advice from professionals as required. The candidate is responsible for ensuring that his or her campaign complies with all provincial laws.

In accordance with Part 5.1 of the *Local Authorities Election Act*.

Limitations on contributions

- 147.2 (1)** No prohibited organization, individual ordinarily resident outside Alberta or trade union or employee organization other than an Alberta trade union or Alberta employee organization shall make a contribution to a candidate.
- (2)** Subject to subsection (4), contributions by an individual ordinarily resident in Alberta shall not exceed, in the case of a general election, in a calendar year during the campaign period, or in the case of an election, during the campaign period, a) \$5000 in the aggregate to all candidates for election as a Councillor in the Village of Clyde.
- (3)** Contributions by a corporation other than a prohibited organization, by an Alberta trade union or by an Alberta employee organization shall not exceed during the campaign period: a) \$5000 in the aggregate to all candidates for election as a councillor, in the Village of Clyde.
- (4)** A candidate may contribute an amount of up to \$10,000 during the campaign period that is not reimbursed to the candidate from the candidate's campaign account by the end of the campaign period to the candidate's own campaign expenses.
- (5)** Any amount paid by a candidate for campaign expenses from the candidate's own funds that is not reimbursed to the candidate from the candidate's campaign account by the end of the campaign period, including an amount referred to in subsection (4), is a contribution to the candidate's own campaign for the purposes of the Local Authorities Elections Act.
- (6)** No candidate and no person acting on behalf of a candidate shall, directly or indirectly, solicit or accept a contribution if the candidate or person knows or ought to know that the prospective contributor is a prohibited organization, an individual ordinarily resident outside Alberta or a trade union or employee organization that is not an Alberta trade union or Alberta employee organization. (
- 7)** No candidate and no person acting on behalf of a candidate shall solicit or accept a contribution if

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

Notice Required Re Contributions and Expenses

147.22(1) No individual and no person acting for the individual shall accept a contribution or incur a campaign expense unless the individual has given written notice in accordance with this section.

(2) An individual who intends to be nominated or has been nominated to run for election in the local jurisdiction as a candidate must give written notice to the Town of Westlock in which the individual intends to be or has been nominated.

Duties of candidate

147.3 (1) A candidate shall ensure that

- a. a campaign account in the name of the candidate or the candidate's election campaign is opened at a financial institution for the purposes of the election campaign at the time the candidate gives a written notice under section 147.22 or as soon as possible after the total amount of contributions first exceeds \$1,000 in the aggregate,
- b. if a campaign account has been opened in accordance with clause (a), all contributions of money are deposited in to the campaign account,
- c. money in the campaign account shall only be used for the payment of campaign expenses.
- d. contributions of real property, personal property and services are valued,
- e. receipts are issued for every contribution and obtained for every expense,
- f. records are kept of contributions and campaign expenses and are retained by the candidate for a period of 3 years following the day of the election to which they relate, and
- g. proper direction is given to the candidate's official agent and any other person who is authorized to incur campaign expenses and accept or solicit contributions on behalf of the candidate.

Campaign disclosure statements

147.4 (1) On or before March 1 of each year, a candidate who received contributions in the previous year shall file with the secretary of the candidate's local jurisdiction a disclosure statement in the prescribed form, which must include, in respect of the previous year,

- a. The total amount of all contributions received during the campaign period that did not exceed \$50 in the aggregate from any single contributor,
- b. The total amount contributed, together with the contributor's name and address, for each contributor whose contributions during the campaign period exceeded \$50 in the aggregate,
- c. The total amount of money of all contributions received as referred to in section 147.2(4);
- d. The total amount from fund-raising functions received in the year,
- e. The total amount of other revenue received in the year,
- f. The total amount of campaign expenses incurred in the year,
- g. An itemized campaign expense report setting out the campaign expenses incurred by the candidate in the year,
- h. The total amount paid by the candidate out of the candidate's own funds in the year not reimbursed from the candidate's campaign fund,
- i. Where the previous year is the year in which the election was held, the total amount

of any campaign surplus for the campaign period, including any surplus from previous campaigns, and

- j. Where the previous year is the year in which the election was held, the amount of any deficit for the campaign period.

For information purposes only the prescribed form noted above is Form 26; Campaign Disclosure Statement and Financial Statement.

Campaign surplus

147.5(1) If a candidate's disclosure statement shows a surplus, the candidate, within 60 days after filing the disclosure statement with the local jurisdiction,

- a) shall, with respect to any amount that is \$1000 or more, donate an amount to a registered charity that results in the surplus being less than \$1000, and
- b) may, with respect to any amount that is less than \$1000,
 - (i) retain all or any portion of that amount, and
 - (ii) donate all or any portion of that amount to a registered charity.

(2) A candidate who donates an amount to a registered charity in accordance with subsections (1)(a) or (b)(ii) shall, within 30 days after the expiration of the 60-day period referred to in subsection (a), file an amended disclosure statement showing that the surplus has been dealt with in accordance with this section.

(3) This section applies to a candidate whether or not the candidate is elected.

Advance Polls

There will be no advance polls for the Village of Clyde municipal election on **Monday, October 20, 2025**

ELECTION DAY

Election Day

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

Voting

The Voting station will open at 10:00 a.m. and remain open continuously until 8:00 p.m.

When the voting station is declared closed at 8:00 p.m., any elector in the voting station who wishes to vote shall be permitted to do so, but no other person shall be allowed to enter the voting station.

At the time of publication of this document, the location of the polling station on Election Day has not yet been determined.

Institutional Station Location

AT the time of publication of this document, locations of institution voting stations have not yet been confirmed.

Eligibility to Vote

47(1) A person is eligible to vote in an election held pursuant to the *Local Authorities Election Act* if the person

- is at least 18 years old;
- is a Canadian citizen; and
- resides in Alberta and the person's place of residence is located in the local jurisdiction on election day.

An elector is eligible to vote only at the voting station established. Every person who attends a voting station for the purpose of voting shall make a statement, in the prescribed form that the person is eligible to vote as an elector before being given a ballot.

The Village of Clyde does not compile a voters list. Voter identification will be required. An Elector may vote after producing government issued identification containing the elector's photograph, current address and name, or one piece of identification authorized by the Chief Electoral Officer that establishes the elector's name and current address.

OPTION FOR OFFICIAL AGENT

68.1(1) Each person nominated as a candidate may, on the nomination form, appoint an elector to be the candidate's official agent.

(1.1) If it becomes necessary to appoint a new official agent, the candidate shall immediately notify the returning officer in writing of the contact information of the new official agent.

(2) A person who has, within the previous 10 years, been convicted of an offence under the *Local Authorities Election Act*, the *Election Act*, the *Election Finances and Contributions Disclosure Act* or the *Canada Elections Act* (Canada) is not eligible to be appointed as an official agent.

(3) No candidate shall act as an official agent for any other candidate.

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

The official agent must present identification (Form 11 Enumerator, Candidate or Official Agent Proof of Identification for Section 52 Access), attached as Appendix "F", provided by the candidate and signed by the Returning Officer to the Deputy Returning Officer at each voting station attended.

The Returning Officer will provide the required number of Form 11, if requested by the candidate.

CAMPAIGN WORKER

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

(a) obstruct or interfere with, or

(b) cause or permit the obstruction or interference with

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

The required Campaign Worker Proof of Identification (Form 12) has been attached as Appendix "G". This form, once completed, must be signed by the candidate.

CANDIDATE'S SCRUTINEER

69(1) If, at any time during voting hours, a person who is at least 18 years old presents to the presiding deputy a written notice, in a form acceptable to the returning officer,

(a) signed by the candidate, and

(b) stating that the person presenting the notice is to represent that candidate as the candidate's scrutineer at the voting station,

the person presenting the notice shall be recognized by the presiding deputy as the scrutineer of the candidate.

(1.1) A person who has, within the previous 10 years, been convicted of an offence under the *Local Authorities Election Act*, the *Election Act*, the *Election Finances and Contributions Disclosure Act* or the *Canada Elections Act* (Canada) is not eligible to be recognized as a scrutineer.

(2) Before a person is recognized as a scrutineer, the person shall make and subscribe before the presiding deputy at the voting station a statement in the prescribed form (Statement of Scrutineer or Official Agent (Form 16) attached as Appendix "H").

VOTING STATION ATTENDANCE

Voting Hours

As stated in Section 69(3) of the *Local Authorities Election Act*, the presiding deputy shall not permit a candidate to have an official agent or a scrutineer present while a candidate is present in a voting station during voting hours.

Section 69(3.1) states the presiding deputy shall not permit a candidate to have both an official agent and a scrutineer present at the same time in a voting station during voting hours.

The same official agent or scrutineer does not have to remain at the same voting station during the whole of voting hours. Official agents and scrutineers may change voting stations throughout the day.

Section 69(5) states the presiding deputy may designate the place or places at a voting station where a candidate, official agent or scrutineer of a candidate may observe the election procedure.

The candidate, official agent or scrutineer are not permitted to observe the marking of a ballot by an elector.

In accordance with Section 81(1); If an institutional vote is provided for, the returning officer shall fix the times on election day at which the votes in the institutions shall be taken, and the presiding deputies, accompanied by candidates, official agents and scrutineers, if present, and by an official of the institution, if available, shall take the votes of any of those patients and residents who express a desire to vote.

Ballot Count Attendance

Candidates, agents or scrutineers observing the counting of ballots must be present in the voting station before 8:00 p.m., the close of voting. No one is permitted to enter the voting station after 8:00 p.m.

Candidates, official agents or scrutineers are permitted to observe the process of counting the ballots; however, Section 85(2) stipulates that **only one is permitted to be present at each voting station.**

Candidates, official agents or scrutineers are permitted to make objections to a ballot being counted as valid or a ballot being rejected. The deputy records the objection.

ELECTION RESULTS

Unofficial Election Results

Following the close of voting stations at 8:00 p.m., unofficial election results will be available for the convenience of candidates and the public through the following sources:

- a) posted in the entrance of the Village Office; and
- b) the Village of Clyde website located at: www.villageofclyde.ca

As it is difficult to determine when the unofficial election results will be available, your patience is requested while the election staff work towards providing the most timely and accurate results possible.

Official Election Results

At **noon on Friday, October 24, 2025** the Returning Officer will post the official election results at the Village Office and on the Village's website.

RECOUNTS

Recounts Before Official Results

Request for Recounts must be made prior to Wednesday, October 22, 2025, 4:00 p.m.

Returning Officer Recount

On Tuesday, following election day, the Returning Officer examines the ballot account from every voting station in conjunction with the unofficial results. If there are sufficient "valid ballots objected to" or "rejected ballots other than those on which no vote has been cast" to affect the result of the election or the Returning Officer is of the opinion that there may have been an administrative or technical error that may cause an error in the count of votes, then the Returning Officer may make a recount. Candidates who may be affected by a recount will receive 12 hours notice of the recount.

Candidate or Agent Recount Request

A candidate, official agent or scrutineer may make application to the Returning Officer within 44 hours **(4:00 p.m. Wednesday, October 22, 2025)** of the close of voting stations and no later. The application must show grounds that the Returning Officer considers reasonable for alleging that the record of the result of the count of votes at any voting station is inaccurate.

If the candidate, official agent or scrutineer feels that a recount should be made under these circumstances, it is requested that contact be made with the Returning Officer as soon as possible.

Candidate Notification on Recount

Candidates who may be affected by a recount will receive 12 hours notice of the recount.

Recounts Procedures

The procedure for a recount is the same as for election day. After completion of the recount, if necessary, the Returning Officer will adjust the ballot account for the voting station.

Judicial Recount

At any time within 19 days after the close of the voting stations on election day, any elector may apply to the Court by notice of motion for a recount. Sections 103 to 110 and Sections 112 to 115 of the *Local Authorities Election Act* outline the recount procedure. It is suggested that legal advice be consulted on these sections if a judicial recount request is considered, as the Village of Clyde will not provide guidance on these sections of the Act.

MAYOR

Term of Office

The term of office for a Mayor is **four (4) year**. The Village of Clyde Deputy Mayor is nominated by, voted on and appointed by Council at the annual organizational meeting.

Duties of a Deputy Mayor

The Mayor is the Chief elected official of the Village of Clyde and has duties that encompass those of both Councillor and chief elected official.

Section 153 of the Municipal Government Act outlines general duties of Councillors, which are as follows:

- consider and promote the welfare and interests of the Town of Westlock 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 the policies and programs of the Village of Clyde
- Participate in council meetings, council committee meetings and meetings of other bodies to which they are appointed by the council;
- obtain information about the operation of administration of the Town of Westlock from the Chief Administrative Officer;
- 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
- perform any other duty or function imposed on councillors by the Municipal Government Act, or any other enactment or by the council.

Remuneration

As of January 1, 2023, remuneration is \$800.00 monthly.

Deputy Mayor

Term of Office

The term of office for a Deputy Mayor is **four (4) years**.

Number of Deputy Mayors

1 positions are available for the office of Deputy Mayor

Duties of a Deputy Mayor

Section 152 of the Municipal Government Act outlines general duties of the Deputy Chief Elected Official. Generally, in the event the Mayor, through illness, absence or other cause, is unable to perform the duties of the Mayor's office, each member of Council (other than the Mayor) is appointed as the Deputy Mayor for a period of 4 months, rotating in the four-year term. In the absence of the Mayor, the Deputy Mayor chairs Council meetings, attends ceremonies, banquets, speaking engagements and the like. If the Deputy Mayor is not available, another member of Council may be called upon to carry out these public relation duties.

Remuneration

As of January 1, 2023, remuneration is \$550.00 monthly.

OFFICE OF COUNCILLOR

Term of Office

The term of office for a councillor is **four (4) years**.

Number of Councillors

1 positions are available for the office of councillor.

Duties of a Councillor

Section 153 of the *Municipal Government Act* outlines general duties of councillors, which are as follows:

- consider and promote the welfare and interests of the Village of Clyde;
- develop and evaluate policies and programs of the Village of Clyde;
- participate in council meetings, council committee meetings and meetings of other bodies as appointed by Council;
- obtain information about the operation or administration of the Village of Clyde from the Chief Administrative Officer;
- keep matters discussed in private at a council or council committee meeting confidential until discussed at a public meeting; and
- perform other duties and functions imposed by the *Municipal Government Act*, or any other enactment or by Council.

Remuneration

As of January 1, 2023, remuneration is \$550.00 monthly.

GENERAL INFORMATION FOR ELECTED OFFICE

Time Commitment

The *Municipal Government Act* provides an outline of duties for members of Council; however, the Act does not indicate the number of hours per week members should spend in performing their duties. In fact, the number of hours per week will vary from municipality to municipality and from time to time throughout the year. The amount of time spent varies from one member of Council to another depending on the number of boards, committees and commissions he or she represents and the scope or breadth of work for each one. There are certain minimum duties that need to be performed should a candidate be elected to Council. These include:

Council Orientation Training

In order for the new Council to become fully acquainted with the scope of the Village of Clyde, an orientation will be scheduled. At the time of publication of this document, the exact date and location of Council Orientation is not yet confirmed. Potential candidate will be advised once confirmed.

Section 201 of the *Municipal Government Act* (MGA) states:

201.1(1) A municipality must, in accordance with the regulations, offer orientation training to each councillor, to be held within 90 days after the councillor takes the oath of office.

(2) The following topics must be addressed in orientation training required under subsection (1):

- (a) role of municipalities in Alberta;
- (b) municipal organization and functions;
- (c) key municipal plans, policies and projects;
- (d) roles and responsibilities of council and councillors;
- (e) the municipality's code of conduct;
- (f) roles and responsibilities of the chief administrative officer;
- (g) budgeting and financial administration;
- (h) public participation;
- (i) any other topic prescribed by the regulations.

This is a comprehensive session and is a must attend as it will assist those elected in the decision-making process.

Attendance to Council Meetings

Regular meetings of Council are held every second Monday of the month commencing at 6:00 p.m. and ending most times by 9:00 – 9:30 p.m. A Policy and Priorities Meeting is held the third Monday of the month, commencing at 6:00 p.m.

In preparation for the meeting, an electronic agenda package is prepared for Council members and is generally available by 4:30 p.m. on the Friday prior to the meeting to allow time for reading and reviewing the issues.

Reading and reviewing the agenda package beforehand allows members of Council to prepare for discussions of the issues at the meeting. Refer to Bylaw 2022-12-01 Council Procedural Bylaw for additional information on council meetings.

Attendance at Council Budget Meetings

Each year, in addition to the regular Council meetings, Council meets to review annual financial policies and resources for the upcoming fiscal year and Village department budgets. The schedule for the 2023 budget meetings will be set with the new council. An annual operating budget must be adopted by Council no later than December 31st of the preceding year in which it relates.

As well there will be several budget meetings as we move into Fall, a Council Planning Retreat will be discussed with Council as a whole.

Attendance at Committee Meetings

Annually, at the organizational meeting, Council makes appointments of members of Council to a number of boards, committees and commissions. These boards, committees and commissions may be Council committees (that is, established by Village Council) or external committees (entities which are established externally but to which Council has the authority to make appointments to).

Council members are each expected to sit on a number of committees. The time commitment will vary depending on each committee. See Appendix "I", List of Village Committees"

Alberta Municipalities

Alberta Municipalities (formerly AUMA) was founded in 1905 and has a two-pronged mandate: as an advocate for urban Alberta municipalities and as a service provider for its members. The Village of Clyde is a member of Alberta Municipalities.

The mission of Alberta Municipalities states that they will provide leadership in advocating local government interests to the provincial government and other organizations.

In order to achieve this mandate, the Association is dedicated to enhancing leadership in municipal governance by developing and maintaining responsive and professional relations with member municipalities, the provincial government and the general public, and by providing services to member municipalities that support and strengthen their contributions to the well-being of urban communities. Alberta Municipalities represents a unified voice to the provincial government on behalf of urban municipalities.

Every fall an Alberta Municipalities convention is held that attracts approximately 1,200 delegates from urban councils and administration. The convention held during election years is strongly geared towards newly elected Council members. For this reason, all successful candidates are strongly encouraged to set aside time to attend this convention.

Information from Alberta Municipal Affairs

Also included in this package is a booklet published by Alberta Municipal Affairs. Much of the information has already been provided however it is advisable that this be reviewed as well.

- Running for Municipal Office in Alberta, A Candidate's Guide (Appendix "I")

For more information, visit the following website:

<https://www.alberta.ca/municipal-elections.aspx>

Guidelines for Positive Campaigning in Municipal Elections

Lastly, the Guidelines for Positive Campaigning in Municipal Elections is Appendix "J". These guidelines are a collaborative reminder of the values that contribute to a positive election experience for everyone involved. By embodying these principles, candidates can foster trust, respect, and a spirit of cooperation within the community.

Thank you for your dedication to promoting a fair and respectful democratic process.



Notice of Intent

Local Authorities Election Act (Section 147.22)

LOCAL JURISDICTION: _____, PROVINCE OF ALBERTA

Election Date: October 20, 2025
date

I, _____, of _____,
(complete address and postal code)

intend to be nominated, or have been nominated, to run for election as a candidate in the Town of Westlock.
I understand that by completing this form,

I am declaring my intent to become a candidate as defined in the Local Authorities Election Act, which carries with it certain obligations and responsibilities.

Candidate Information

Title	Candidate Last Name	Candidate First Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Gender	Telephone Number	Email Address
<input type="text"/>	<input type="text"/>	<input type="text"/>

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

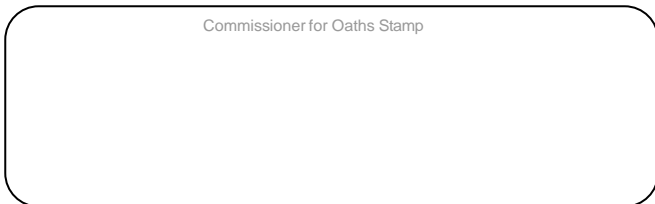
Name(s) and address(es) of financial institutions where campaign contributions will be deposited (if applicable):

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

SWORN (AFFIRMED) before me at the _____
of _____, in the Province of Alberta
this _____ day of _____, 2025.

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

Signature of Candidate



RETURNING OFFICER'S ACCEPTANCE
Returning office signals acceptance by signing this form

Signature of Returning Officer

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

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

Nomination Paper and Candidate's Acceptance

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

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

Returning Officer 780-348-5356
 Title of the Responsible Official Business Phone Number

LOCAL JURISDICTION: Village of Clyde , PROVINCE OF ALBERTA

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

_____ of
 Candidate Surname Given Names

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

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

of Village of Clyde .
 Name of Local Jurisdiction

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

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

Candidate's Acceptance

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

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

 Name, Contact Information or Complete Address and Postal Code and Telephone Number of Official Agent (if applicable)
 as my official agent.

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

Print name as it should appear on the ballot

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

SWORN (AFFIRMED) before me

at the _____ of _____,
 in the Province of Alberta,
 this _____ day of _____, 20 _____.



 Candidate's Signature

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



RETURNING OFFICER'S ACCEPTANCE

Returning Officer signals acceptance by signing this form:

 Signature of Returning Officer

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

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

Returning Officer 780-348-5356
Title of the Responsible Official Business Phone Number

Candidate's Full Name _____

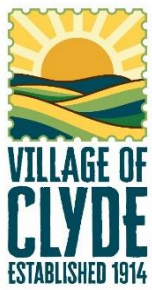
Candidate's Address and Postal Code _____

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

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

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

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.



Release of Candidate Information

I, _____, hereby consent to the release by the Village of Clyde the following personal information about me to the Province of Alberta, and any interested person or organization, including the news media, from the date of signing of this Release until the completion of the 2025 Municipal Election.

Name: _____

Address: _____

Campaign Office Address: _____

Phone numbers: _____
Campaign Office Home

_____ Other

E-mail Address: _____

Website Address: _____

Signature

Date

The personal information that is being collected under the authority of the *Local Authorities Election Act* will be used for the purpose of providing candidates with election information and providing contact information about candidates to members of the public and the news media during the 2021 elections. It is protected by the privacy provisions of the *Freedom of Information and Protection of Privacy Act*. If you have any questions about the collection, contact the FOIP Coordinator at 780-350-2101.



Release of Official Agent Information

I, _____, Official Agent for _____
(Official Agent name) (Candidate)

for the office of _____ hereby consent to the release by
(Mayor or Councillor)

the Village of Clyde the following personal information about me to the Province of Alberta, and any interested person or organization, including the news media, from the date of signing of this Release until the completion of the 2025 Municipal Election.

Name: _____

Address: _____

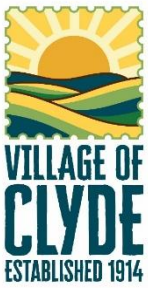
Phone numbers: _____
Home Work
_____ Other
Cell _____

E-mail Address: _____

Signature

Date

The personal information that is being collected under the authority of the *Local Authorities Election Act* will be used for the purpose of providing candidates with election information and providing contact information about candidates to members of the public and the news media during the 2021 elections. It is protected by the privacy provisions of the *Freedom of Information and Protection of Privacy Act*. If you have any questions about the collection, contact the FOIP Coordinator at 780-350-2101.



APPENDIX "D"

ELECTION SIGNS

A permit is not required to install an election sign with the Village of Clyde. However, there are Bylaws you must follow to ensure the sign is placed properly and does not pose a hazard to pedestrians or vehicular traffic.

Prior to placing any election sign, please ensure you have familiarized yourself with the attached Traffic Bylaw 2007-15. Any sign places in contravention of the Village's Bylaws will be removed.

If you have any questions about the enclosed, please contact the Village of Clyde Office at 780-348-5356.



VILLAGE OF CLYDE COUNCIL COMMITTEES

External Committees:

Clyde and District Agricultural Society

Homeland Housing Board

Intermunicipal Collaboration Framework

Joint Services/Regional Collaboration/Tri-Council

Regional Economic Development

Westlock and Area Crime Coalition

Westlock FCSS Advisory Board

Westlock Regional Waste Management Authority

Westlock Regional Water Services Commission

Yellowhead Regional Libraries

Internal Committees – Village of Clyde Only

Emergency, Fire and Village of Clyde Safety Committee

Municipal Planning Commission

