



Candidate Information
Package
for the
October 20, 2025
Municipal Election

INTRODUCTION

This information package has been assembled for your assistance. It contains answers to frequently asked questions and important material for Candidates; however, it is not inclusive of all the information continued within the specific acts and other legislation, and has no legislative sanction.

Information provided is based on the Municipal Government Act (MGA} R.S.A. 2000 Chapter M-26 as amended, the Local Authorities Election Act (LAEA) R.S.A. 2000 Chapter L-21 as amended, Municipal Legislation (bylaws}, information provided by Municipal Affairs, and applicable Village bylaws, policies and documents.

INFORMATION SOURCES:

LAEA: <https://www.qp.alberta.ca/documents/Acts/L21.pdf>

MGA: <https://www.qp.alberta.ca/documents/acts/m26.pdf>

Village Bylaws: <https://hillspring.ca/bylaws-policies/>

For women running for municipal office, Ready for Her (<https://www.alberta.ca/ready-for-her.aspx>) offers tips to launch your campaign.

You may request formatted printed copies of the MGA and LAEA from the Alberta Kings Printer by mail or by calling 780.427.4952 (charges may apply for physical copies).

This package is intended to provide a general overview of the basic information Candidates should know about legislation governing municipal elections and the role of the Mayor, Council and Administration. If you are considering running for council, it is your responsibility to become familiar with, and understand, the applicable legislation. Candidates should consult relevant statutes, regulations, bylaws or legal counsel for certainty.

Hard copies of this package are available at the Hill Spring Village Office.

IMPORTANT INFORMATION

ELECTED POSITIONS:

The Village of Hill Spring's elected government consists of a five-member Council voted in by the public at large for a four-year term; 2025 - 2029. The position of Mayor is appointed by the five newly elected Councillors.

For more information regarding running for council, please visit this website:

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

NOMINATION DAY:

Nomination paperwork must be submitted to the Village of Hill Spring Municipal Office located at 11E 2nd Ave N anytime during regular business hours (8:30 AM to 4:30 PM, Mondays and 10 AM to 3PM Wednesdays) beginning on Jan. 1, 2025 to September 22, 2025 (Nomination Day). Facsimiles and electronically submitted copies will not be accepted. **NOMINATION DAY: ALL CANDIDATE FORMS MUST BE IN BY 12 P.M. NOON ON SEPTEMBER 22, 2025. NO LATE CANDIDATE FORMS WILL BE ACCEPTED.**

NOMINATION DEPOSIT:

The Village of Hill Spring has NOT passed a bylaw requiring a deposit to accompany nominations.

ADVANCED POLL:

There will be no Advance Poll.

ELECTION DAY:

Monday, Oct. 20, 2025
10:00 AM to 8:00 PM
Hill Spring Community Hall
11E 2nd Ave South
Hill Spring, AB

CONTACT:

For enquiries regarding the 2025 Municipal Election, please contact the appointed Returning Officer, at the Village Office.

Patti Faulkner

Returning Officer

Email: office@hillspring.ca

Phone: 403.626.3876

CANDIDATES' OFFICIAL AGENT OR SCRUTINEERS:

A Candidate may, by written notice to the presiding deputy, appoint one scrutineer to represent him/her at the voting station. The scrutineer shall be at least 18 years of age. The scrutineer shall present a Statement in the prescribed form to a presiding deputy at the voting station.

If a Candidate would like to observe the election process at the voting station, this may be accommodated as per the process prescribed in the LAEA.

As stated in the LAEA, an Official Agent or a Scrutineer shall not be present while the Candidate is present in a voting station during voting hours.

The presiding deputy may designate the place 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 is not permitted to observe the marking of a ballot by an Elector. The presiding deputy shall ensure

the Candidate, Official Agent or Scrutineer can observe any person making a statement of Elector eligibility.

A Candidate, Official Agent or Scrutineer may make objections to an Elector being permitted to vote. The presiding deputy shall note in the voting register the reason for the objection and the name of the Candidate, Official Agent or Scrutineer making the objection, however, the elector is permitted to cast a vote. A judge in a judicial recount may evaluate objections. A Candidate, Official Agent or Scrutineer may only make an objection at the time the person makes the statement.

BALLOT COUNT ATTENDANCE:

Candidates, Official Agents or Scrutineers in attendance for the tabulation of ballots must be present in the voting station before 8:00 PM, when the voting station closes. No one is permitted to enter the voting station after 8:00 PM on election day.

Candidates, Official Agents and Scrutineers are permitted to observe the tabulation process; however, only one from each campaign is permitted to be present.

UNOFFICIAL RESULTS:

Following the close of the voting station at 8:00 PM, unofficial election results will be available for the convenience of Candidates and the public through the following sources:

- Village Office (11E 2nd Ave North Hill Spring, AB) - Posted on the entrance door
- Village Website: www.hillspring.ca

Election staff will work towards providing the most timely and accurate results possible.

OFFICIAL ELECTION RESULTS:

At noon on Tuesday October 21, 2025, the Returning Officer will post the official election results at the Village of Hill Spring municipal office & www.hillspring.ca

RECOUNTS BEFORE POSTING OFFICIAL RESULTS:

If required, recounts called immediately after Election Day must be completed before the posting of the official results of the election. Therefore, recounts must be completed before noon on Tuesday, October 21, 2025.

A Candidate, Official Agent or Scrutineer may request a recount by submitting a notice to the Returning Officer within 44 hours of the close of the voting station (Oct. 20 at 8:00 pm). The notice must show grounds which the Returning Officer considers reasonable to allege that the results of the count of votes is inaccurate.

Candidates whom may be affected by a recount will receive at least 12 hours notice of the recount. The procedure for a recount will be the same as for Election Day. After completion of the recount, if required, the ballot account will be adjusted.

candidate and indicate each candidate declared to be elected to the secretary and the relevant Minister's Deputy Minister.

1983 cL-27.5 s97;1985 c38 s30;1991 c23 s2(55)

Recount

98(1) The returning officer may make a recount of the votes cast at one or more voting stations if

- (a) a candidate or an official agent or a scrutineer of a candidate recognized pursuant to section 69 or, in the case of a vote on a bylaw or question, a scrutineer appointed pursuant to section 70(1) shows 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,
- (b) the returning officer considers that the number of
 - (i) valid ballots objected to, or
 - (ii) rejected ballots other than those on which no vote has been cast by an elector,was sufficient to affect the result of the election if they had not been counted or rejected, as the case may be, or
- (c) 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.

(2) If the returning officer makes a recount, the returning officer shall

- (a) 12 hours before the recount, notify
 - (i) any candidates who may be affected by the recount or, in the case of a vote on a bylaw or question, one scrutineer in support of the passage of the bylaw or voting in the affirmative on the question and one scrutineer in opposition to the passage of the bylaw or voting in the negative on the question, and
 - (ii) those officers that the returning officer considers **necessary to assist in the recount,**
- (b) break the seal of the ballot box, and
- (c) proceed to count the ballots contained in it in the same manner as the deputy presiding at the voting station is directed to do.

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- (3) After the recount, the returning officer shall
- (a) correct the ballot account if necessary,
 - (b) place in the ballot box all the documents contained in it at the time the returning officer broke the seal, and
 - (c) close the ballot box and seal it with the returning officer's seal.
- (4) An application under this section may be made during the 44 hours immediately following the closing of the voting stations but may not be made afterwards.
- (5) The returning officer shall complete the recount
- (a) in the case of an election other than a vote on a bylaw or question, prior to the time set for the declaration of the results under section 97(2), or
 - (b) in the case of a vote on a bylaw or question, within 96 hours of the close of the voting stations on election day.
- (6) A declared vote under section 99 at the original count of ballots shall be counted at the recount of ballots only if the recount confirms the equality of votes among the same candidates as at the original count.
- (7) If the recount results in an equality of votes different from the result of the original count and it is necessary to determine which candidate is elected, section 99 applies.
- (8) If votes have been taken and counted under section 84, a reference in this section to a voting station is deemed to include the place where the votes were counted.

Nomination Paper and Candidate's Acceptance

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

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

Village of Hill Spring

Business Title/Organization

11E 2nd Ave N

Address

Hill Spring

City or Town

403-626-3876

Business Phone Number

AB

Province

TOK 1E0

Postal Code

LOCAL JURISDICTION: Village of Hill Spring ' PROVINCE OF ALBERTA

We, the undersigned electors of

Village of Hill Spring

Name of Local Jurisdiction and Ward (if applicable)

nominate

Candidate's Surname and Given Names

of

Complete Address and Postal Code

as a candidate at the election about to be held for the office of

Office Nominated for

of

Name of Local Jurisdiction

The candidate's local political party or slate is (if applicable).

Provide 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,

I am not otherwise disqualified under section 22, 23 or 23.1 of the *Local Authorities Election Act*,

I will accept the office if elected,

I have read sections 12, 21, 22, 23, 23.1, 27, 28, 47, 68.1 and 151 and Part 5.1 of the *Local Authorities Election Act* and sections 4(4) and 74 of the *Education Act* (if applicable) and understand their contents,

I am appointing _____

Name, Contact Information or Complete Address and Postal Code, and Telephone Number of Official Agent

as my official agent (if applicable),

I have provided a criminal record check with my nomination package (if applicable),

I will read and abide by the municipality's code of conduct if elected (if applicable), and

The electors who have signed this nomination paper are eligible to vote in accordance with the *Local Authorities Election Act* and the *Education Act* and resident in the local jurisdiction on the date of signing the nomination.

(Print name as it should appear on the ballot.)

Candidate's Surname

Candidate's 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____

Signature of Candidate

**Signature of Returning Officer or
Commissioner for Oaths**

Commissioner for Oaths Stamp

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

RETURNING OFFICER'S ACCEPTANCE

Returning Officer signals acceptance by signing this form:

Signature of Returning Officer