

Candidates Information Package

2025 Municipal Election

Monday October 20, 2025

Amended July 25, 2025

Updates are to forms that previously noted the Freedom of Information and Protection of Privacy (FOIP) Act to now reflect the Protection of Privacy Act (POPA) as the FOIP Act was repealed on June 11, 2025.

The forms that still reflect the FOIP Act will still be accepted.

- **Appendix A:** Notice of Intent
- **Appendix B:** Nomination Paper and Candidate's Acceptance (Form 4)
- **Appendix C:** Release of Candidate and Official Agent Information Forms
- **Appendix E:** Candidate Financial Information (Form 5)
- **Appendix H:** Statement of Scrutineer or Official Agent (Form 16)

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.

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APPENDICES

"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)
"F"	Enumerator, Candidate or Official Agent Proof of Identification for Section 52 Access (Form 11)
"G"	Campaign Worker Proof of Identification (Form 12)
"H"	Statement of Scrutineer or Official Agent (Form 16)
"I"	List of Town Committees, Boards and Commissions
"J"	Guidelines for Positive Campaigning in Municipal Elections

Additional Information:

- i) Council Remuneration Rates Policy No. P-57-2014
<https://www.westlock.ca/Home/DownloadDocument?docId=1d8482f7-28bd-4a78-95db-e940d1b318e0>
- ii) Council Procedure Bylaw 2021-13
<https://www.westlock.ca/Home/DownloadDocument?docId=72f850bb-d10b-4de8-833a-b713a78a7efa>
- 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 Town of Westlock and to help candidates in preparing for the **General 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 can be found electronically at <https://www.alberta.ca/municipal-elections-overview#jumplinks-0>

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

2025 MUNICIPAL ELECTION

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

- Mayor (1) position
- Councillor (6) positions

The mayor and councillors are elected "at-large", meaning each person elected represents the Town as a whole and not a particular ward or section of the Town.

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
Suite 700, 10611 – 98 Avenue
Edmonton, Alberta T5K 2P7

Telephone: 780-427-4952

Website: www.alberta.ca/alberta-kings-printer

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

Annette Boissonnault, Substitute Returning Officer

Town of Westlock

10003 – 106 Street

Westlock, Alberta T7P 2K3

Telephone: 780-350-2101

Fax: 780-349-4436

E-mail: aboissonnault@westlock.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 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 a 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
- resides in Alberta and the person's place of residence is the Town of Westlock 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, if one has been appointed;
- 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 that election and resident in the local jurisdiction on the date 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 offices 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 10003 – 106 Street, Westlock. Please note that the Municipal Office is closed for lunch from 12 noon to 1:00 p.m., Monday to Friday.

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.

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 Town of Westlock 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 Town of Westlock;
- the person is an employee of the Town of Westlock, 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 Town of Westlock 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*, the *Election Finances and Contributions Disclosure 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 Elections Act*, a person who, at an advance 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 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.

Placement of signage

The Town of Westlock has established regulation and guidelines for the placement of election signs.

For further information respecting the placement of election signage, please contact the Town of Westlock Planning Department at 780-349-4444.

Attached is the Election Signs- Town of Westlock and Provincial Roadways Information. (Appendix "D")

CAMPAIGN CONTRIBUTIONS

Local Authorities Election Act

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. Seek appropriate legal or accounting advice from professionals as required. The candidate is responsible for ensuring that their 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 a by-election, during the campaign period,

- a) \$5000 in the aggregate to all candidates for election as a councillor in the Town of Westlock.

(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 Town of Westlock.

(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 actin 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 (1), file an amended disclosure statement showing that the surplus has been dealt with in accordance with this section.

Advance Polls

At the time of publication of this document the date and location of Advance Poll has not yet been determined. Candidates and electors will be notified of date and location via media (Website, Facebook, Newspaper, Radio) once determined.

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 institutional 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.

Permanent Electors Register

49(1) Subject to this section, a municipality must prepare a permanent electors register of residents in the municipality who are eligible to vote that is compiled and revised primarily using information received from the Chief Electoral Officer.

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

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

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

The required Campaign Worker Proof of Identification (Form 12) is 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) is 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 Town Office; and
- b) the Town of Westlock website located at: www.westlock.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 Town Office and on the Town'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.

Recount 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 Town of Westlock will not provide guidance on these sections of the Act.

OFFICE OF MAYOR

Term of office

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

Duties of a Mayor (Chief Elected Official)

The mayor is the chief elected official of the Town of Westlock 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 Town of Westlock;
- 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.

In addition to performing the duties of a councillor, Section 154 of the *Municipal Government Act* outlines duties the chief elected official must:

- preside when in attendance at a council meeting unless a bylaw provides that another councillor or other person is to preside; and
- perform any other duty imposed on a chief elected official by the *Municipal Government Act* or any other enactment or bylaw.

Remuneration

As of January 1, 2022, remuneration is \$1,399.28 bi-weekly. Please refer to the Remuneration - Mayor and Council Policy P-57-2014, for further information including honorarium rate increases and expense reimbursement.

DEPUTY MAYOR

Term of Office

The term of office for a Deputy Mayor is **four (4) months** and rotates through the term, in alphabetical order by last name.

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.

OFFICE OF COUNCILLOR

Term of office

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

Number of Councillors

6 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 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 Town of Westlock;
- 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, 2022, remuneration is \$888.56 bi-weekly. Please refer to the Remuneration-Mayor and Council Policy P-57-2014, for further information including honorarium rate increases and expense reimbursement.

Benefits for Elected Officials

Benefits for elected officials of the Town of Westlock are as follows:

- Accidental Death & Dismemberment, and Basic Life are both mandatory; 100% of the premium is paid by the Elected Official.
- Extended Health and Vision Care; 100% of the premium is paid by the Town;
- Dental coverage; 100% of the premium is paid by the Town;
- Dependant Life (if applicable); Elected Official pays 100% of this premium; and
- Employee Assistance Program; 100% of this premium is paid by the Town.

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 they represent 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 Town of Westlock, 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, and each councillor must attend orientation training.

(a) on the following topics, to be held prior to or on the same day as the first organizational meeting following a general election;

- (i) role of municipalities in Alberta;
- (ii) municipal organization and functions;
- (iii) roles and responsibilities of council and councillors;
- (iv) the municipality's code of conduct;
- (f) roles and responsibilities of the chief administrative officer and staff; and

(b) on the following topics, to be held prior to or on the same day as the first regularly scheduled council meeting,

- (i) key municipal plans, policies and projects;
- (ii) budgeting and financial administration;
- (iii) public participation;
- (iv) any other topic prescribed by the regulations.

(2) A council may by resolution extend the time for orientation training under subsection (1)(b) by up to 90 days.

These sessions are comprehensive and are a must attend as they will assist those elected in the decision-making process.

Attendance to Council Meetings

Regular meetings of Council are held every second and fourth Monday of the month commencing at 6:30 p.m. and ending most times by 9:00 – 9:30 p.m. A Committee of the Whole Meeting is held the third Monday of the month, commencing at 6:30 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 Thursday 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 2021-13, Council Procedure, for additional information on council meetings.

The Organizational Meeting of Council will be held on Monday, October 27, 2025.

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 Town department budgets. The schedule for the 2026 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 the 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 several boards, committees, and commissions. These boards, committees and commissions may be Council committees (that is, established by Town Council) or external committees (entities which are established externally but to which Council has the authority to make appointments).

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 Town Committees, Boards and Commissions."

Alberta Municipalities (AB Munis)

The Association was founded in 1905 and AB Munis was unveiled at the 2021 Convention as the brand and trade name for the Association representing Alberta's summer villages, villages, towns, cities and specialized municipalities. The Town of Westlock is a member of AB Munis.

The mission of AB Munis 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. AB Munis represents a unified voice to the provincial government on behalf of urban municipalities.

Every fall an AB Munis 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.

The 2025 AB Munis Convention will take place in Calgary from November 12 to 14, 2025. Please mark these dates in your calendar. The costs associated with attending this convention is provided within the budget.

Information from Alberta Municipal Affairs

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 4(c) of the *Protection of Privacy Act* (POPA). For questions about the collection of personal information, contact your local municipal office.

NOMINATION PAPER AND CANDIDATE’S ACCEPTANCE

APPENDIX "B"

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

Municipal Clerk/ Town of Westlock780-350-2101

Business Title/OrganizationBusiness Phone Number

10003 - 106 StreetWestlockABT7P 2K3

AddressCity or TownProvincePostal Code

LOCAL JURISDICTION: Town of Westlock, PROVINCE OF ALBERTA

We, the undersigned electors of

Name of Local Jurisdiction and Ward (if applicable)

nominate

Candidate's Surname and Given Names

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

Release of Candidate Information

I, _____, hereby consent to the release by the Town of
(Candidate name)

Westlock 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

Cell Other 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 2025 elections. This collection is authorized by section 4(c) of the *Protection of Privacy Act* (POPA). If you have any questions about the collection, contact the Access to Information and Protection of Privacy 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 Town of Westlock 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 2025 elections. This collection is authorized by section 4(c) of the *Protection of Privacy Act* (POPA). If you have any questions about the collection, contact the Access to Information and Protection of Privacy Coordinator at 780-350-2101.

ELECTION SIGNS

A permit is not required to install an election sign with the Town of Westlock. However, there are policies and 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 policies and bylaws. Any sign placed in contravention of the Town's Bylaws and policies will be removed. All relevant policies and bylaws have been compiled for your reference in the attached pages.

If you have any questions about the enclosed, please contact the Town of Westlock's Planning & Development Department at 780-349-4444 or planning@westlock.ca.

Title: Election Signage

Resolution: 101-2013, 2023-0006

Revised:

Jan 9/23

Special Notes/Cross Reference:

Next Review Date:

Traffic Bylaw; Land Use Bylaw

POLICY STATEMENT : The Town of Westlock recognizes the importance of campaigning and the use of signage.

PURPOSE : Establish guidelines for installation of election signs within the Town of Westlock. The purpose of the election sign regulations is to create a reasonable balance between communicating for election purposes, reducing sign clutter, and keeping our streets safe.

RESPONSIBILITIES

1. The Candidate is at all times responsible to ensure compliance with Town Bylaws and Policies.
2. The Town of Westlock Planning and Development Department is the point of contact for this Policy.

DEFINITIONS

1. *Election Sign* – a temporary sign designed or intended to be displayed in connection with a: federal election or referendum; provincial election, referendum or plebiscite; or local government election.
2. *Highway* – means a provincial highway under the *Highways Development and Protection Act*, as amended.

LOCATION GUIDELINES

1. Election signs shall be placed in accordance with the regulations of the Town's Land Use Bylaw and Traffic Bylaw, as amended.
2. Candidates may place signs on private property only with the consent of the property owner. Candidates are encouraged to obtain the homeowner's permission before placing a sign adjacent to their property.
3. In general, election signs shall be placed as far from the shoulder line as practical, always allowing the travelling public to have an unobstructed view of the roadway.
4. The following shall be considered when placing election signs:
 - a. Election signs shall be placed with a minimum spacing distance of **10 metres (32.8 feet)** between the same candidate's signs.

- b. Signs must be placed no closer than **2 metres (6.6 feet)** from the edge of pavement.
- c. During winter conditions, there is a high probability that signs near the road will be either covered with snow or damaged during snow removal and sanding operations.
- d. No election signs will be allowed within the median of Highway #44 or Highway #18.
- e. No election signs shall be placed in or within **500 metres (1,640 feet)** of highway construction zones.
- f. No election signs shall be placed that obstruct a motorist's view of an intersection within the Town limits.

SAFETY PRECAUTIONS

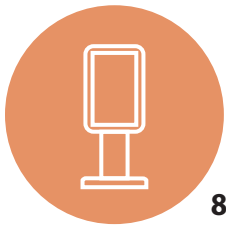
- 1. Those installing election signs must use safety precautions to ensure their safety and prevent driver distraction.
- 2. All persons working near the highway shall wear reflective vests and bright clothing.
- 3. Election signs shall be installed during daylight hours only.
- 4. Vehicles used for transporting election signs must be parked so as to minimize the impact to the travelling public, as far as possible from the travel lanes, and have four-way hazard warning signals operating at all times.

SIGN REMOVAL

- 1. All election signs **must be removed no later than fourteen (14) days after the election**. The removal shall include the sign panel, supporting structure, stakes, and any tie wiring used to install and support the sign.
- 2. Signs that pose a hazard to the public, or safety or operational concerns may be removed without notice or compensation, by the Town of Westlock. Signs will be stored at the Town of Westlock Public Works workshop for seven days.
- 3. The Town of Westlock is not responsible for any signs damaged during the removal process.

Mayor Ralph Leriger

CAO Simone Wiley



8.7 ELECTION SIGNS

- 8.7.1 Election signs installed within a highway right-of-way shall have a maximum sign area of 1.5m² (16.1ft²).
- 8.7.2 Election signs installed on private property shall have a maximum sign area of 1.0m² (10.8ft²).
- 8.7.3 Election signs shall be removed by no later than fourteen (14) days after the election of which they refer.
- 8.7.4 Election signs shall:
- a) Not imitate the wording of a standard or commonly used highway traffic sign, such as stop, stop ahead, or yield;
 - b) Not be animated, illuminated, rotating, flashing, or have moving lights or other electrical features;
 - c) Not have attachments such as balloons, kites, or inflatable devices;
 - d) Not contain an electronic message component;
 - e) Not resemble traffic control devices;
 - f) Not be placed in such a way as to create a potential hazard to vehicular or pedestrian traffic and must not obstruct the view of any portion of a traffic control device or signal;
 - g) Not be placed within centre medians and traffic islands; and
 - h) Be self supporting and not attached to any Town property such as fences, benches, trees, street light poles, traffic signal poles, or fire hydrants.
- 8.7.5 Election signs placed on a corner lot shall be setback a minimum of 3.0m (9.8ft) from the front and front flanking property lines.

8.8 ELECTRONIC MESSAGE SIGNS

- 8.8.1 A sign located within a Residential Land Use District shall not have an electronic message component.
- 8.8.2 A sign with an electronic message component shall not be located within 300.0m (984.3ft) of any other Electronic Message Sign facing the same oncoming traffic.
- 8.8.3 An Electronic Message Sign shall not include illumination that may compete with or dull the contrast of a traffic control device or traffic control signal for oncoming vehicular traffic.

BEING A BYLAW OF THE TOWN OF WESTLOCK IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF TRAFFIC SAFETY AND REGULATING AND CONTROLLING THE OPERATION OF MOTOR VEHICLES AND OFF HIGHWAY VEHICLES WITHIN THE CORPORATE LIMITS OF THE TOWN.

2. A Bicycle found Parked or left abandoned on any Sidewalk or impeding Pedestrian Traffic in a manner as identified under subsection (1) may be taken into custody by a Peace Officer and impounded.
3. Any Bicycle not equipped as required by the *Act* or the regulations thereto may be similarly impounded.
4. Bicycles that are abandoned or unclaimed shall be kept and disposed of pursuant to *Municipal Government Act* and Town Policy.
5. Any Bicycle impounded under subsection (2) may be released to the Owner once any payment of any penalties has been made.

SECTION 6 TRAFFIC CONTROL DEVICES

- 6.1 The power to prescribe where Traffic Control Devices are to be located within the Town, including traffic control devices restricting the speed of vehicles, is hereby delegated to the C.A.O. Traffic Control Devices located by the C.A.O., shall be deemed to have been made by Bylaw of the Town.
- 6.2 No Person shall, unless prior written permission is obtained from the Town, place or erect any signage adjacent to any Municipal Road, on any highway right of way including the service road right of way, or on any Boulevard that could be confused with a Traffic Control Device.
- 6.3 No Person shall pull down, deface or destroy any sign, board or notice lawfully placed on any Municipal Road.
- 6.4 Notwithstanding anything contained herein, the Town may remove any signage authorized in accordance with this Bylaw if it is deemed to interfere with an authorized Traffic Control Device or if it is deemed to restrict visibility at junctions or Intersections of Municipal Roads, or in any other way creates a potential hazard for Pedestrians or Motor Vehicles.
- 6.5 In addition to any penalty imposed by law, any sign found posted in contravention of this Bylaw may be seized and held by Town for retrieval by the sign's Owner. Signs shall be kept for a period not exceeding sixty (60) days.

SECTION 7 SPEED LIMITS

- 7.1 Except where otherwise posted, the maximum speed limit for any Municipal Road within the Town of Westlock is forty (40) kilometer per hour.



Sign Removal

All election signs must be removed three days after the election. The removal shall include the sign panel, supporting structure and any tie wiring used to install and support the sign.

When the removal of an election sign is necessary due to safety or operational concerns, the appropriate Alberta Transportation district office will notify the responsible campaign office to take the required action. Failure to respond within the specified time will result in the sign being removed. Signs will be stored at the nearest highway maintenance facility or Alberta Transportation district office. The campaign office will be notified to arrange to have the signs picked up.

Signs that pose immediate hazard to the public will be removed immediately by Alberta Transportation's highway maintenance contractors without notification.

Alberta Transportation is not responsible for any signs damaged during the removal process. The campaign office is responsible for installing and removing election signs.

For more information contact the nearest Alberta Transportation district office.

Athabasca District Office
Unit #2, Jewell Building, 3603 – 53rd Street T9S 1A9
Phone: 780-675-2624 Fax: 780-675-5855
transdevelopmentathabasca@gov.ab.ca

Calgary District Office
2nd Floor, Willowglen Business Park, 803 Manning Road N.E. T2E 7M8
Phone: 403-297-6311 Fax: 403-297-7682
transdevelopmentcalgary@gov.ab.ca

Edson District Office
Rm. 202, 111 - 54th St., Edson T7E 1T2 Phone: 780-723-8250 Fax: 780-723-8387
transdevelopmentedson@gov.ab.ca

Fort McMurray District Office
6th Floor, West Tower, Box 9, 9915 Franklin Ave. Fort McMurray T9H 2K4
Phone: 780-743-7376 Fax: 780-743-7215
Application.Permit.FM@gov.ab.ca

Grande Prairie District Office
1401, Provincial Bldg., 10320 99th St. Grande Prairie T8V 6J4
Phone: 780-538-5310 Fax: 780-538-5384
transdevelopmentgrandeprairie@gov.ab.ca

Hanna District Office
P.O. Box 1300, Hanna T0J 1P0
Phone: 403-854-5550 Fax: 403-854-3086
transdevelopmenthanna@gov.ab.ca

Lethbridge District Office
3rd Flr, Admin. Bldg., 909 3rd Ave. N, Lethbridge T1H 0H5
Phone: 403-381-5426 Fax: 403-382-4057
transdevelopmentlethbridge@gov.ab.ca

Peace River District Office
Bag 900, Box 29, 9621 96 Ave., 3rd Floor Peace River T8S 1T4
Phone: 780-624-6280 Fax: 780-624-2440
transdevelopmentpeacereiver@gov.ab.ca

Red Deer District Office
401, 4920 - 51st St, Red Deer T4N 6K8 Phone: 403-340-5166 Fax: 403-340-4876
transdevelopmentreddeer@gov.ab.ca

Stony Plain District Office
Rm. 223, Provincial Bldg., 4709 44th Ave. Stony Plain T7Z 1N4
Phone: 780-963-5711 Fax: 780-963-7420
transdevelopmentstonyplain@gov.ab.ca

Vermilion District Office
Box 28, 4701-52nd St., Vermilion T9X 1J9 Phone: 780-853-8178 Fax: 780-853-8270
transdevelopmentvermilion@gov.ab.ca

Guidelines for the Installation of Election Signs



Election Signs Guidelines

Those installing election signs on Alberta highways need to follow these guidelines:

1. For signs located within highway rights-of-way, the maximum sign size will be one and a half square metres. There is no size restriction for signs located on private property.
2. Election signs are temporary signs and are only permitted from the date the election is called until three days after the election.
3. Signs of the following types will **not** be allowed:
 - signs that display an intermittent flashing, rotating or moving light
 - signs that are floodlit which could cause visual distractions to the motoring public
 - signs that have any moving or rotating parts
 - signs that imitate the wording of a standard or commonly used highway traffic sign, such as stop, stop ahead or yield.
 - signs that imitate or resemble the visual appearance of a traffic control device (e.g., stop sign).

If a sign is in contravention of these guidelines, a peace officer or a person authorized by the road authority may, without notice or compensation, remove the sign, and may enter onto privately owned land to do so.

Location Guidelines

In general, election signs shall be placed as far from the shoulder line as practical, always allowing the travelling public to have an unobstructed view of the roadway.

The following shall be considered when placing election signs.

- Signs must be placed no closer than two metres from the edge of pavement (or, in the case of gravel roads, no closer than two metres from the shoulder of the road).
- During winter conditions, there is a high probability that signs less than six metres from the road will be either covered with snow or damaged during snow removal and sanding operations.
- No election signs will be allowed within the median of a divided provincial highway.
- No election signs shall be mounted on highway signs or sign posts. These signs will be removed immediately.
- No election signs shall be placed in or within 500 metres of construction zones.
- No election signs shall be placed that obstruct a motorist's view of an intersection in an urban area or within 250 metres of an intersection in a rural area.



Safety Precautions

Those installing election signs must use safety precautions to ensure their safety and prevent driver distraction.

All persons working near the highway shall wear reflective vests and bright clothing.

Election signs shall be installed during daylight hours only.

Vehicles used for transporting election signs must be parked so as to minimize the impact to the travelling public (preferably on an approach), as far as possible from the travel lanes, and have four-way hazard warning signals operating at all times.

APPENDIX "E"

The personal information collected through this form is for administering the election. This collection is authorized by section 4(c) of the *Protection of Privacy Act* (POPA). For questions about the collection of personal information, contact

Municipal Clerk/ Town of Westlock

780-350-2101

Business Title/Organization

Business Phone Number

10003 - 106 Street

Westlock

AB

T7P 2K3

Address

City or Town

Province

Postal Code

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.

CANDIDATE OR OFFICIAL AGENT PROOF OF
IDENTIFICATION FOR ACCESS*Local Authorities Election Act*
(Section 52)LOCAL JURISDICTION: Town of Westlock, PROVINCE OF ALBERTAELECTION DATE: October 20, 2025VOTING SUBDIVISION OR WARD (If applicable): N/AFor the purposes of access authorized under section 52 of the *Local Authorities Election Act*, this constitutes identificationfor _____
Nameof _____
Complete Address and Postal Codeserving in the capacity of _____
Office

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

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

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

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

Signature of Returning Officer or Deputy Returning Officer_____
Signature of Candidate or Official Agent named above

**CAMPAIGN WORKER PROOF OF
IDENTIFICATION**

Local Authorities Election Act
(Section 52)

LOCAL JURISDICTION: Town of Westlock , PROVINCE OF ALBERTA

ELECTION DATE: October 20, 2025

VOTING SUBDIVISION OR WARD (If applicable): N/A

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

for _____
Name

of _____
Complete Address and Postal Code

serving in the capacity of _____
Office

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

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

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

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

Candidate's Signature

Campaign Worker's Signature

Statement of Scrutineer or Official Agent

APPENDIX "H"

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

The personal information collected through this form is for administering the election. This collection is authorized by section 4(c) of the *Protection of Privacy Act* (POPA). For questions about the collection of personal information

Business Title/Organization _____ Business Phone Number _____

Address _____ City or Town _____ Province _____ Postal Code _____

LOCAL JURISDICTION: _____, PROVINCE OF ALBERTA

ELECTION DATE (OR VOTE ON A BYLAW OR QUESTION): _____

I, _____,
Name of Scrutineer or Official Agent

of _____
Complete Address and Postal Code

in the Province of _____, am at least 18 years of age and,
Name of Province

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

OR

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

(Check [✓] One) ☐ promoting the passing of Bylaw No. _____

☐ opposing the passing of Bylaw No. _____

OR

(c) For the purposes of a vote on a question, will act as scrutineer on behalf of those persons who are interested in

(Check [✓] One) ☐ voting in the **positive** on the question set out.

☐ voting in the **negative** on the question set out.

AND I will in all respects maintain and aid in maintaining the absolute secrecy of the vote.

Signature of Scrutineer or Official Agent

IT IS AN OFFENCE TO SIGN A FALSE STATEMENT

Committee/Board	Number of Town Council Members	Other members	Frequency of Meetings
Community Events Committee	1	Town of Westlock Public-At-Large and Administration Staff	Quarterly
Community Futures Tawatinaw Region	1	Multi Municipal Memberships	5 Meetings per year at the call of the Chair
Emergency Management Committee	2	Administration Staff	Twice a year
Employee Collective Bargaining Committee	3	Town Management	As necessary
FCSS Advisory Board	2	1 Village of Clyde Council 2 Westlock County Council 2 Town of Westlock Public-At-Large Administration Staff	Once per quarter
Financial Framework Task Force	3	Administration Staff	As necessary
Health and Safety Committee	1	Administration Staff	Monthly
Homeland Housing Board	2	Multi Municipal Memberships	9 Meetings per year
Municipal Planning Commission	2	5 Town of Westlock Public at large	As required, usually monthly
Naming Committee	1	Administration Staff	Quarterly
Regional Waste Management Services Commission	2	2 Westlock County Council 1 Village of Clyde Council	At the Call of the Chair
Regional Water Services Commission	3	2 Westlock County Council 1 Village of Clyde Council	Once per month
Subdivision & Development Appeal Board	1	3 Public at-large members	As necessary
Tri-Council Meetings	All	All Council Members of Westlock County Council & Village of Clyde Council	5 Meetings per year
Westlock & District Agriculture Society	1	Public members not appointed by Council	Once a month
Westlock & District Tractor Museum Foundation, operating as the Canadian Tractor Museum	1	Public members not appointed by Council	Once a month
Westlock Economic Region Committee	2	2 Westlock County Council 2 Village of Clyde Council	Every 2nd month
Westlock Intermunicipal Library Board	1	4 Town of Westlock Members at large 1 Westlock County Council 3 Westlock County Members at large 1 Village of Clyde Council	Once a month
Westlock Regional Municipal Airport Advisory Board	1	Westlock County Public Members	Minimum 2 times per year
Yellowhead Regional Library Board	1	Multi Municipal Membership	4 times a year or as necessary

Introduction

Candidates for municipal office play a vital role in upholding the integrity and trust of the democratic process. By conducting their campaigns with professionalism and respect, candidates contribute to an election environment that inspires public confidence and encourages community engagement.

These guidelines serve as a reminder of the shared values and practices that help ensure a fair, respectful, and transparent election process.

Key Principles for Campaigning

- **Integrity:** Act with honesty and transparency in all campaign activities and communications.
 - **Fairness:** Respect the rights of other candidates and ensure that campaign conduct supports free and fair elections.
 - **Respect:** Treat all individuals, including voters, fellow candidates, and election officials, with dignity. Refrain from discrimination, harassment, or intimidation.
 - **Accountability:** Take responsibility for your actions and campaign conduct, ensuring compliance with all applicable laws and ethical standards.
-

Practical Tips for a Positive Campaign

- **Adhering to Election Laws:**
 - Follow all election laws, regulations, and bylaws.
 - Report any observed violations to the appropriate authorities.
- **Transparent Campaign Finances:**
 - Keep accurate records of campaign donations and expenditures.
 - Avoid contributions from prohibited sources or amounts exceeding legal limits.
- **Truthful Communications:**
 - Ensure all campaign materials and statements are accurate and not misleading.

- Focus on sharing policies and qualifications rather than making false claims or unfounded allegations.
 - **Respectful Interactions:**
 - Concentrate on discussing ideas, platforms, and solutions rather than personal criticisms of opponents.
 - Maintain the privacy and dignity of all candidates and their supporters.
 - **Encouraging Voter Participation:**
 - Refrain from any actions that may interfere with voters' ability to cast their votes freely.
 - Avoid coercion, intimidation, or distributing misleading information.
 - **Responsible Social Media Use:**
 - Post responsibly, ensuring that online communications reflect respect, truthfulness, and integrity.
 - Avoid engaging in or supporting online harassment, hate speech, or defamation.
 - **Sustainability Practices:**
 - Reduce waste by using environmentally friendly campaign materials and methods.
 - Dispose of campaign materials responsibly after the election.
-

A Shared Commitment

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.