

Election 2025

Information Guide for Candidates

This guide is an information summary only.

It is not intended to be a complete or comprehensive listing of all of the responsibilities or obligations of a candidate in the upcoming general election, and as such has no legislative sanction.

It is a candidate's responsibility to be familiar with, and comply with, all relevant legislation, regulations, bylaws and policies. For certainty, refer to the *Local Authorities Election Act* and the *Municipal Government Act*.

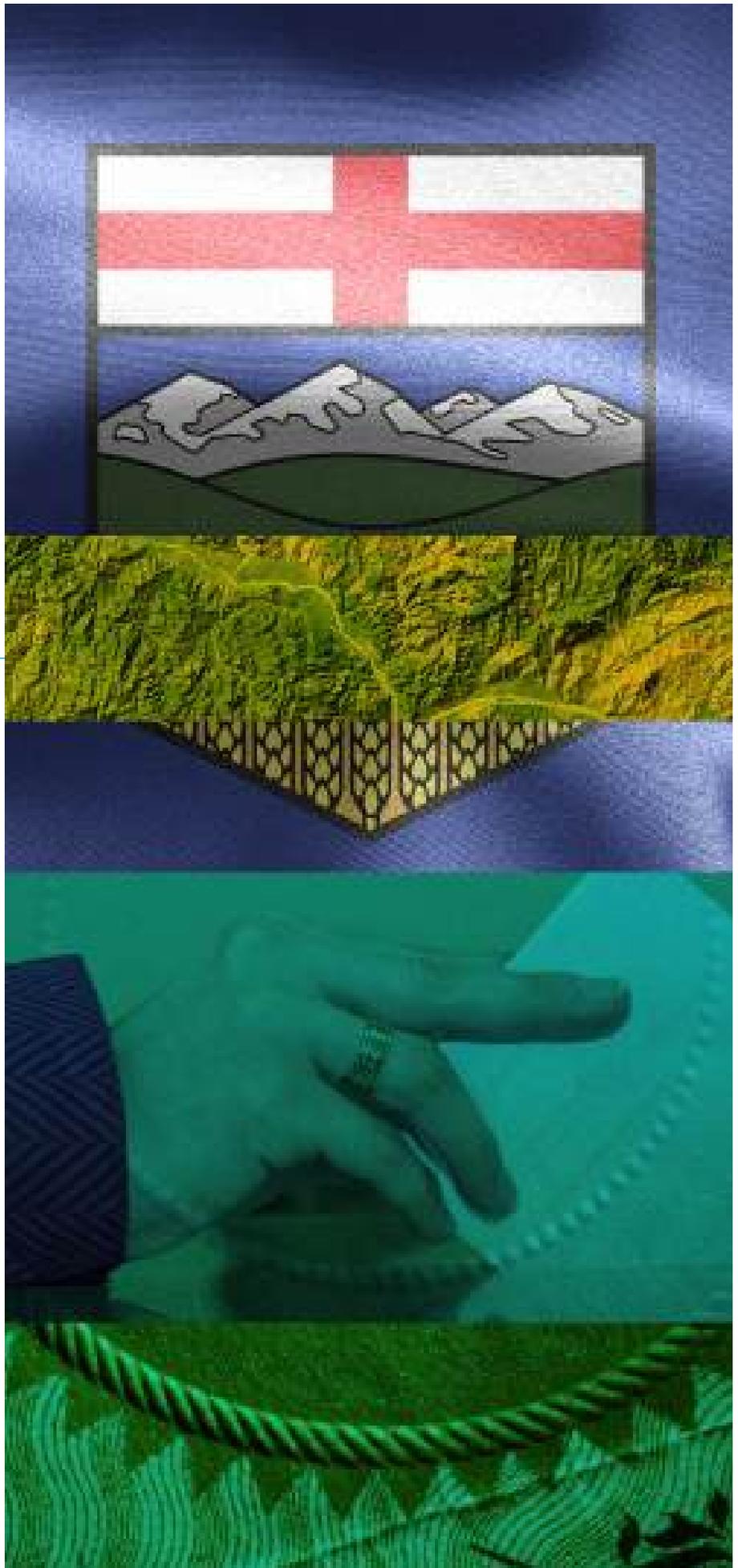


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INTRODUCTION

This information guide for interested candidates was prepared by the Lac Ste. Anne County Returning Officer to assist you in your efforts to be elected as a Lac Ste. Anne County Councillor. The information contained herein is not a replacement for legal advice. For your convenience selected excerpts are provided from the *Local Authorities Election Act* and the *Municipal Government Act*. Lac Ste. Anne County assumes no responsibility for any candidates' failure to comply with any requirement of election procedures or legislation.

References noted throughout this guide refer to:

Local Authorities Election Act, RSA 2000, Chapter L-21, October 31, 2024

Municipal Government Act, RSA 2000, Chapter M-26, January 1, 2025

Copies of both Acts are available from:

Alberta King's Printer
Suite 700, Park Plaza
10611 98 Ave, Edmonton, AB T5K 2P7
Telephone: 780.427.4952
Online: alberta.ca/alberta-kings-printer

Much of this information is contained in a guide prepared by Alberta Municipal Affairs titled "A Candidate's Guide: Running for Municipal Office in Alberta."

Available from:
Alberta Municipal Affairs
Municipal Services Division
17th Floor, Commerce Place
10155 102 St, Edmonton, AB T5J 4L4
Telephone: 780.427.2225 or toll-free at 310.000
Online: alberta.ca/municipal-elections

Candidate nominations are accepted from January 2, 2025 until 12 noon on September 22, 2025. Nominations must submit all completed forms included in the LSAC Information Guide for Candidates and the required \$50 deposit, **by appointment**, to the Returning Officer from now until 12 noon on September 22, 2025.

Lac Ste. Anne County Returning Officer, Reanne Springer
Lac Ste. Anne County Administration Office
56521 Range Road 65
Sangudo, Alberta
Call: 780.305.9162
Email: returningofficer2025@LSAC.ca

ABOUT LAC STE. ANNE COUNTY

Founded in 1944, the governing body is located just outside the Hamlet of Sangudo at 56521 Range Road 65. The County enjoys a rural/urban cultural blend with agriculture continuing to be the economic stabilizer. Lac Ste. Anne County's namesake comes from its largest and most historically significant body of water, Lac Ste. Anne.

Lac Ste. Anne County is an incorporated municipal entity governed by a seven (7) member elected Council. The seven (7) divisional Councillors decide who will be Reeve and Deputy Reeve at the Organizational Meeting held after the Election. The divisional boundary map is provided in Appendix III, and is also available upon request at the County Administration Office as well as on the County's website at LSAC.ca/maps. As the governing body, it is expected that the Council will provide leadership relative to setting the course and vision for the future of the County.

Council determines priorities, makes decisions, approves bylaws and policies, sets tax rates to finance the vision, and follows provincial legislation relative to providing good governance in the interests of all the citizens of Lac Ste. Anne County.

Our Vision

Lac Ste. Anne County is prosperous, progressive, and collaborative, building on our strong sense of community and our agricultural roots, and providing a diverse range of opportunities.

Our Mission

Lac Ste. Anne County acts in the best interests of the County as a whole to create a positive environment for economic growth, citizen and community engagement, and the provision of services and sustainable infrastructure.

Our Values

At Lac Ste. Anne County, our decisions are guided by:

- Accountability
- Transparency
- Collaboration
- Trust
- Respect
- Integrity
- Diversity
- Sustainability

THINKING OF RUNNING FOR COUNCIL?

Section 153 of the *Municipal Government Act* defines **General duties of Councillors**:

Councillors have the following duties:

- a. to consider the welfare and interests of the municipality as a whole and to bring to council's attention anything that would promote the welfare or interests of the municipality;
- a.1 to promote an integrated and strategic approach to intermunicipal land use planning and service delivery with neighbouring municipalities;
- b. to participate generally in developing and evaluating the policies and programs of the municipality;
- c. to participate in council meetings and council committee meetings and meetings of other bodies to which they are appointed by the council;
- d. to obtain information about the operation or administration of the municipality from the chief administrative officer or a person designated by the chief administrative officer;
- e. to keep in confidence matters discussed in private at a council or council committee meeting until discussed at a meeting held in public;
- e.1 to adhere to the code of conduct established by the council under section 146.1(1);
- f. to perform any other duty or function imposed on councillors by this or any other enactment or by the council.

Section 154 of the *Municipal Government Act* defines **General duties of chief elected official (Reeve)**

(1) A chief elected official, in addition to performing the duties of a councillor, must

- (a) preside when in attendance at a council meeting unless a bylaw provides that another councillor or other person is to preside, and
- (b) perform any other duty imposed on a chief elected official by this or any other enactment or bylaw.

(2) Repealed 2022 c16 s9(40).

(3) The chief elected official may be a member of a board, commission, subdivision authority or development authority established under Part 17 only if the chief elected official is appointed in the chief elected official's personal name.

Do you have the time?

The demands on your time will be heavy. You will be elected for a four-year (4) term of office and during that time you will be required to attend:

- Regular meetings of Council (usually held the second and fourth Thursday of each month),
- Council Committee meetings
- Municipal Planning Commission meetings (usually held the first Wednesday of each month),
- Meetings of other Boards and Agencies to which you are appointed as Council's representative,
- Conferences, conventions, seminars, and workshops for training and discussion,
- Social and other events promoting your municipality.

You will also need to spend time reading material and talking with residents, the Chief Administrative Officer (CAO), and others. This will all be part of the necessary preparation for meetings in order to make informed decisions. Don't forget the time you need for your personal life, work, etc.

Do you understand the position?

As a member of Council, you will have the opportunity to significantly influence the future of your community. Your power as a member of Council depends on your ability to persuade the other members of Council to adopt your view. All decisions must be made at meetings, held in public, at which a quorum is present.

As an individual member of Council, you will not have the power to commit your municipality to any expenditure or to direct the activities of the municipal employees.

Any promise you make as part of your election campaign that involves municipal expenditures or the activities of the employees, can only be carried out if you can convince a majority of Council that it is a good idea.

Do you understand the powers of a municipal Council?

The Canadian Constitution delegates responsibility for municipal institutions to the provinces. Through a variety of legislation, the Alberta Legislative Assembly has delegated some of its authority to municipal Councils. The Act you will refer to most often is the *Municipal Government Act*.

Are you familiar with local legislation?

Local legislation is in the form of bylaws that remain in effect until they are amended or repealed. You will not be starting with a blank slate and creating your ideal municipality from scratch. If you are running with some kind of reform in mind, you will have to become familiar with what exists, how it has been created — by bylaw, resolution or tradition — and why it exists, before you will be able to start discussing your changes.

Some examples of local documents you will often refer to are the Land Use Bylaw 22-2017, the Municipal Development Plan, the Chief Administrative Officer Bylaw 32-2015 and the designated officers, the **Procedure Bylaw for Council and Committee 04-2020** and the **Council Code of Conduct Bylaw 07-2023**.

Do you know how the municipality is administered?

As a member of Council, it will be your duty to **establish** policy for your municipality. It is the job of the Administration to **implement** the policy. Alberta municipalities have competent and dedicated Administrators. You will need the support, advice, and assistance of the CAO if you are to be an effective member of Council. The CAO's training, experience, and understanding of how and why things have developed as they have, will be an important resource for you.

Remuneration

In Lac Ste. Anne County, elected officials presently receive remuneration with an honourarium paid monthly by direct deposit in the following amounts:

- a. Reeve: \$73,813 annual honourarium
- b. Deputy Reeve: \$65,863 annual honourarium
- c. Councillor: \$57,915 annual honourarium

In addition, each elected member of Council will be paid \$3,000 annually for home internet connectivity and cell phone expenses, the equivalent of 5000 kilometres annual mileage expense at the same rate as the Canada Revenue Agency (CRA) rate, as well as benefits, RRSP contributions, and others as per County Council **Policy 01-017 Council Remuneration**.

What other information should you have?

A good way to find out more about the job is to spend some time reading Council agendas and minutes, and talking to current members of Council. Sit in on some Council meetings. Talk to the CAO to find out what other information is available. This will help you in your campaign and will assist you in assuming office. If you don't do that kind of research now, you will have to do it after you are elected anyway, and you probably have more time now than you will if you are elected.

Ask how much time may be required for Committee work and for Council appointments to other Boards and Agencies, over and above the time required for regular Council meetings. Remember once you are elected, you have a duty to your community. Familiarize yourself with the *Municipal Government Act*, *Local Authorities Election Act*, Lac Ste. Anne County's Bylaws, Lac Ste. Anne County's Policies, and the general municipality itself.

BEFORE YOU FILE YOUR NOMINATION

Here are some things you should consider:

Are you qualified?

To become a candidate you must be:

- At least 18 years of age on nomination day;
- A Canadian citizen;
- You must have been a resident of Lac Ste. Anne County since March 20, 2025;
- You are a Lac Ste Anne County resident on election day; and
- Not otherwise ineligible or disqualified to be a candidate.

Ineligibility for nomination

You would not be eligible to become a candidate under any of the following circumstances:

- If you are the auditor of the municipality;
- If you are an employee, unless granted a leave of absence;
- If your property taxes are more than \$50 in arrears or you are in default, for more than 90 days, for any other debt in excess of \$500 to the municipality;
- If in the previous 10 years you have been convicted of an offense under the *Local Authorities Election Act* or *Canada Elections Act*; and/or
- If you are a judge, Member of Parliament, Senator, or Member of the Legislative Assembly, you must resign that position before you take office as a member of Council.

File a Notice of Intent

Candidates who are planning to run in the 2025 must file a **Form 29** — Notice of Intent prior to accepting any campaign contributions and/or incurring campaign expenses.

FILING YOUR NOMINATION

Notice of intent

A Notice of Intent is a new process for the 2025 Municipal Election. Candidates who are planning to run in the 2025 election cannot accept any campaign contributions and/or incur campaign expenses until their **Form 29 — Notice of Intent** is filed with the Lac Ste. Anne County Returning Officer.

1. Once you have filed the Notice of Intent your name will be added to a register of people who intend to run, which will appear on the Lac Ste. Anne County website.
2. Filing a Notice of Intent does not mean your name will appear on the ballot; you must first complete the nomination process.

Form of Nomination

Your nomination must be completed on the prescribed form titled **Form 4 — Nomination Paper and Candidate's Acceptance** and accompanied by completed **Form 5 — Candidate Financial Information** and a monetary **deposit** is required in the amount of \$50.00 (cash, debit card, certified cheque or money order made out to Lac Ste. Anne County).

Your nomination form must be **signed by at least five (5) electors** eligible to vote in this election, and who are residents in the electoral division in which you are running on the date of signing the nomination.

Though not required, it is recommend that prospective candidates obtain signatures from more than the required five (5) electors — to ensure the nomination will not be adversely affected if a signatory is not eligible.

An elector is defined as a person; at least 18 years old, a Canadian citizen, and the person's place of residence is located within the local jurisdiction on election day. It is the candidate's responsibility to ensure that the electors that sign their nomination papers are eligible.

The signature of the candidate on **Form 4** must be witnessed by the Returning Officer or Commissioner for Oaths.

Your deposit will be returned to you if you are elected or if you receive at least one-half the number of votes of the elected person to the office. For further information see Section 30 of the *Local Authorities Election Act*

Written Acceptance

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

- that you are eligible to be elected under Sections 21 and 47 of the *Local Authorities Election Act*;
- that you are not otherwise disqualified under Sections 22 or 23 of the *Local Authorities Election Act*;
- that you will accept the office if elected;
- that you have read Sections 21, 22, 23, 27, 28, 47, 68.1 and 151, and Part 5.1 of the *Local Authorities Election Act* and understand their contents;
- that you will provide name and contact information of your official agent (if applicable);
- that you will read and abide by the Code of Conduct (for Councillors); and
- that the electors who have signed the nomination paper are eligible to vote in accordance with the *Local Authorities Election Act*.

Under the Criminal Code of Canada, it is an offence to make a false affidavit and it is punishable by up to 14 years imprisonment.

Filing the nomination and deposit

The completed nomination form may be filed in person with the **Returning Officer (by appointment) between January 2, 2025 and 12:00 noon on Nomination Day, September 22, 2025**, in the County Administration Office. **Legislation states that nomination papers cannot be accepted later than 12 noon on nomination day.** Therefore, no late entries, for any reason, will be accepted.

Candidate Withdrawal

You may withdraw your nomination at any time during the nomination period.

You may withdraw your nomination within 24 hours of the close of nominations—after 12 noon on September 22, 2025; provided that more than the required number of candidates have been nominated for the office you were seeking. The Returning Officer cannot accept your withdrawal if it would result in less than the required number of candidates. If at any time after the close of the nomination period, the number of candidates does not exceed the number of vacancies to be filled, the Returning Officer shall refuse to accept further withdrawals.

You must provide a written notice of withdrawal in person to the Returning Officer. Withdrawal notices received by way of email or phone will not be accepted.

For complete information see Section 32 of the *Local Authorities Election Act*.

Insufficient nominations

If the number of nominations filed by close of nominations is less than the number of vacancies in any particular office, the Returning Officer will be available the next day (and for up to six (6) days), from 10:00 a.m. until noon, to receive further nominations.

If, by noon on any of the six (6) days, the number of candidates nominated equals the number of vacancies in any particular office, nominations will be closed and the Returning Officer will declare the candidate(s) elected by acclamation. That means the candidate(s) are elected without the necessity of actually holding an election. If more than the required nominations are received by noon on any of the days, nominations will be closed and the election will be held as originally planned.

No late nominations

The Returning Officer cannot accept nominations after 12 noon on nomination day.

ACCEPTANCE OF NOMINATION PAPERS

The returning officer will not accept a nomination paper that is:

- incomplete;
- not signed by at least 5 electors;
- that is not sworn or affirmed by the person nominated; or
- is not accompanied by the \$50 deposit

NOMINATION CHECKLIST

- Form 29 — Notice of Intent submitted**
- Form 4 — Nomination Paper and Candidate’s Acceptance completed**
- Signed by at least five (5) electors** eligible to vote in this election
- Form 4 is commissioned by a Commissioner for Oaths.** The Returning Officer is a Commissioner for Oaths and can provide this service
- \$50 deposit paid** by cash, debit card, certified cheque or money order made out to Lac Ste. Anne County
- Form 5 — Candidate Financial Information completed**

AFTER FILING

Form 26: Campaign disclosure statement and financial statement

Section 147.1(b) of the *Local Authorities Election Act (LAEA)* defines the campaign period for general elections as being: in the case of a general election, the period beginning on January 1 of the year immediately following a general election and ending on December 31 immediately following the next general election.

A candidate must declare all campaign contributions and the total amount of campaign expenditures by completing **Form 26** — Election Candidate Campaign Contribution and Disclosure Statement Form. This form must be filed with the County by March 20, 2026.

Campaign contributions by any person to a candidate shall not exceed \$5,000 in any year, with the exception that a candidate may contribute up to \$10,000 to their own campaign.

Candidates must ensure that receipts are issued for every contribution and obtained for every expense and that records of contributions and expenses are retained by the candidate for a period of 3 years following the date on which disclosure statements are required to be filed, which means that in the case of the 2025 General Election, these records must be retained until at least October 21, 2028.

All candidates must open a campaign account at a financial institution “at the time of nomination or as soon as possible after the total amount of contributions first exceeds \$1000 in the aggregate” as per s. 147(3) of the *LAEA*. Candidates must be aware of Part 5.1 of the *LAEA* pertaining to Municipal Election Finance and Contribution Disclosures.

The *Local Authorities Election Act* defines “campaign expenses” as:

Any expense incurred, or non-monetary contribution received, by a candidate to the extent that the property or service that the expense was incurred for, or that was received as a non-monetary contribution, is used to directly promote or oppose a candidate during a campaign period, and includes an expense incurred for, or a non-monetary contribution in relation to,

- i. the production of advertising or promotional material,
- ii. the distribution, broadcast or publication of advertising or promotional material in any media or by any other means during a campaign period, including by the use of a capital asset,
- iii. the payment of remuneration and expenses to or on behalf of a person for the person’s services as a chief financial officer or in any other capacity,
- iv. securing a meeting place,
- v. the conduct of election surveys or other surveys or research during a campaign period, or
- vi. the production of a review engagement required by this Act.

ON ELECTION DAY

You are entitled to have a candidate, one Official Agent, or one Scrutineer in attendance at each voting station (Official Agent form included).

Candidate's official agent

Section 68.1 of the *Local Authorities Election Act* states:

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 this 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.

ON ELECTION DAY (CONT.)

Candidate's scrutineer (Form 16: Statement of Scrutineer or Official Agent)

Section 69(1) of the *Local Authorities Election Act* states:

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 a 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 offense under this 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.
3. The presiding deputy shall not permit a candidate to have an official agent or a scrutineer present while the candidate is present in a voting station during voting hours.
- 3.1 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.
4. A candidate or official agent personally may
 - a. undertake the duties that the candidate's scrutineer may undertake, and
 - b. attend any place that the candidate's scrutineer is authorized by this Act to attend.
5. The presiding deputy may designate the place or places at a voting station where a candidate, an official agent or a scrutineer of a candidate may observe the election procedure, and in designating the place or places, the presiding deputy shall ensure that the candidate, official agent or scrutineer can observe any person making a statement under section 53(1)(b) or (2) or 78.
- 5.1 A scrutineer may perform the duties of a scrutineer at more than one voting station.
6. When, in the provisions of this Act that relate to the election of a member of an elected authority, expressions are used requiring or authorizing an act or thing to be done or implying that an act or thing is to be done in the presence of an official agent, a scrutineer or a candidate, the expression is deemed to refer to the presence of those official agents and scrutineers
 - a. that are authorized to attend, and
 - b. that have in fact attended at the time and place where that act or thing is being done,

and if the act or thing is otherwise properly done, the non-attendance of an official agent or a scrutineer at that time and place does not invalidate it.
7. Except as otherwise provided in this Act, no person may impede a scrutineer from performing the duties of a scrutineer during voting hours.



Election 2025

Information Guide for Candidates

APPENDIX II COUNCIL CODE OF CONDUCT BYLAW

BEING A BYLAW TO ESTABLISH A CODE OF CONDUCT GOVERNING THE CONDUCT OF COUNCILLORS OF LAC STE. ANNE COUNTY, IN THE PROVINCE OF ALBERTA

WHEREAS section 146.1 of the *Municipal Government Act* requires council to establish a Code of Conduct governing the conduct of Councillors.

WHEREAS the Alberta Code of Conduct for Elected Officials Regulation provides minimum requirements for the contents of the Code of Conduct.

AND WHEREAS the establishment of a Code of Conduct for all members of Council is consistent with the principles of good, open and transparent government and the core values held by Lac Ste. Anne County.

AND WHEREAS the Council for Lac Ste. Anne County recognize their obligation to serve their community and that as leaders of the community they are held to a higher standard of behavior and conduct.

AND WHEREAS a Code of Conduct ensures that members of Council share a common basis and understanding for acceptable conduct extending beyond legislative provisions.

NOW THEREFORE, the Council for Lac Ste. Anne County, in the Province of Alberta, duly assembled, hereby enacts a Code of Conduct and a Complaint Protocol as follows:

This Bylaw may be cited as “The Code of Conduct Bylaw”.

1. APPLICATION

- 1.1. This Code of Conduct applies to the Mayor/Reeve and all members of Council.
- 1.2. This Code of Conduct applies to all persons appointed by Council to serve on committees established by Council.
- 1.3. The purpose of the Code of Conduct is to provide a formal document setting out expectations and support for high standards of Councillor conduct and to prevent ethical conflicts and assist in their resolution.

2. COUNCIL ROLE

- 2.1. The fundamental role of Council is to provide direction, make policy decisions and to represent the public interest.
- 2.2. Council must not exercise a power, function or duty that is specifically assigned to the Chief Administrative Officer via legislation or bylaw.

3. COUNCIL DUTIES

- 3.1. To consider and promote the welfare and interests of the municipality as a whole.
- 3.2. To promote intermunicipal land use planning and service delivery.
- 3.3. Develop and evaluate policies, programs and services of the municipality.
- 3.4. Actively and diligently participate in Council and Committee meetings.
- 3.5. Keep in confidence matters discussed in closed sessions (in-camera) at Council or Committee meetings until such time as the issue is discussed at a meeting held in public.
- 3.6. To support the role of the Council and its Administration, the policies and Bylaws of the municipality and the decisions of the Council.
- 3.7. To attend mandatory Councillor orientation training which shall be held no later than 90 days after a general municipal election.
- 3.8. To adhere to all policies, procedures and bylaws enacted by Council, including this Code of Conduct.

4. MAYOR/REEVE DUTIES

- 4.1. Performs the duties of a Councillor.
- 4.2. Presides at Council meetings, including the preservation of good order and decorum, ruling on Points of Order and deciding all questions relating to the orderly procedure of the meeting.
- 4.3. Acts as Official Council spokesperson.

5. MEETING PARTICIPATION

- 5.1. Council members will respect the legislated authority which provides for Council as a Whole to be the authority to make decisions which guide the actions of the administration. This authority is vested in Council when it is convened at a duly constituted meeting.
- 5.2. Every Councillor present at a meeting (including the Mayor/Reeve) shall participate and vote on every matter unless required or permitted to abstain pursuant to legislation.
- 5.3. Council members shall conduct themselves at Council and Committee meetings in a conscientious and diligent manner with integrity, accountability and transparency.
- 5.4. Council members shall ensure that their behavior prior, during and following a meeting towards other Council members, Administration and the public is at all times courteous, professional, fair and unbiased, avoids sarcasm, derogatory comments or comments designed to embarrass and is ultimately respectful of the rulings of the Council as a whole.
- 5.5. Given that Council and Committee meetings are scheduled far in advance, to participate diligently means that a Councillor shall not be absent from Council for Committee meetings, or from those boards to which they are appointed by virtue of their status as a Councillor, without reasonable justification or on a regular basis.

6. DECISION MAKING

- 6.1. Council shall endeavor to conduct and convey Council business and all their duties in an open and transparent manner other than those decisions, which by virtue of legislation, are to be dealt with in a confidential closed session (in-camera) and in doing so allow the public to view the process and rationale which was used to reach decisions.
- 6.2. Council shall adhere to the Bylaws in place and encourage public respect for the County and its Bylaws.
- 6.3. Council will ensure that decisions are made through appropriate channels of the civic structure, with adherence to County Bylaws, policies and procedures.

7. CONDUCT RESPECTING STAFF

- 7.1. No Councillor shall use or attempt to use their authority for the purpose of intimidating, threatening, coercing, commanding or influencing any staff member with the intent of interfering in administration duties, including the duty to disclose improper activity.
- 7.2. Councillors shall acknowledge and respect that staff work for the County as a corporate body and are responsible for making recommendations that reflect their professional expertise and the County's corporate objectives, without undue influence from any individual Councillor.
- 7.3. Councillors shall acknowledge and respect that staff carry out the directions of Council as a whole and administer the policies of the County.
- 7.4. Councillors may bring forward operational concerns and service requests to the Chief Administrative Officer (CAO) but are not permitted to direct the operations of the municipality or the staff.
- 7.5. Councillors shall not maliciously or falsely injure the professional or ethical reputation, or the prospects or practice of employees of the Municipality.
- 7.6. Councillors shall not involve themselves in matter of Administration which fall within the jurisdiction of the County Manager, or which are identified as powers of the County Manager by the *Municipal Government Act*, the Chief Administrative Officer Bylaw, or by any other legislation or enactment of Council.

8. RESPECTFUL INTERACTIONS WITH COUNCIL MEMBERS, STAFF, THE PUBLIC AND OTHERS

- 8.1. Councillors shall act in a manner that demonstrates fairness, respect for individual differences and opinions, and an intention to work together for the common good and in furtherance of the public interest.
- 8.2. Councillors shall treat one another, employees of the Municipality, and members of the public with courtesy, dignity and respect and without abuse, bullying or intimidation.
- 8.3. Councillors shall demonstrate compliance with Lac Ste. Anne County's Respectful Workplaces Policy (Policy 03-060-008).
- 8.4. Councillors shall not use indecent, abusive, or insulting words or expressions toward another Council Member, any employee of the Municipality or any member of the public.
- 8.5. Councillors shall not speak in a manner that is discriminatory to any individual based on the person's race, religious beliefs, colour, gender, physical disability, mental disability, age, ancestry, place or origin, marital status, source of income, family status or sexual orientation.
- 8.6. Councillors shall respect the fact that employees in Administration work for the Municipality as a corporate body and are charged with making recommendations that reflect their professional expertise and a corporate perspective and that employees are required to do so without undue influence from any Member of the Council or group of Members.

9. REQUESTS FOR INFORMATION

- 9.1. Councillors shall direct their requests for information to the CAO or the Director responsible. If the requested information is subject to current policy and readily available it will be forwarded promptly. If the request is not covered by current policy, it will be forwarded to the CAO who will place the item before Council to receive direction.
- 9.2. Responses to information requests will be forwarded to all of Council.

10. CONFLICT OF INTEREST

- 10.1. A Councillor shall not put themselves, or engage in any activity financial or otherwise that would put them in a conflict of interest relative to their duties as a Councillor or be in breach of the pecuniary interest provisions Part 5 Division 6 of the *Municipal Government Act (MGA)*.
- 10.2. No Councillor shall use or attempt to use their authority for the purpose of seeking preferential treatment for themselves, an individual or organization.
- 10.3. No Councillor shall use confidential information for personal or private gain, or for the gain of relatives or any person or corporation.

11. ACCEPTANCE OF GIFTS

- 11.1. No member of Council shall accept or solicit a fee, cash, gift or personal benefit for themselves, family or friends that is connected directly or indirectly with the performance of their duties as a Councillor.
- 11.2. Acceptance of gifts out of protocol or social obligation that normally accompanies the responsibilities of elected office are permitted.
- 11.3. Council members may accept hospitality or entertainment if the offer is infrequent and appropriate to the occasion. If the value of the gift exceeds \$300.00 or is thought to be in excess of \$300.00 this shall be reported to the CAO and/or the Mayor/Reeve and a decision from the Council shall be sought by the Councillor.

12. BRIBERY

- 12.1. Councillors shall be conscious of any attempt of bribery and shall reject bribery in any form and report any attempt or perceived attempt of bribery immediately to the Chief Administrative Officer.

13. CONFIDENTIAL INFORMATION

- 13.1. Members of Council shall keep confidential information confidential until such time as the matter can be properly be made public.
- 13.2. Release of any confidential information must be authorized by Council or required under the law. Confidential information includes information in the possession of the County or received in confidence by the County and is either prohibited from disclosing, or is required to refuse to disclose under the provisions of the *Freedom of Information and Protection of Privacy Act*, the *Municipal Government Act*, solicitor-client privilege or any other legislation.
- 13.3. Councillors shall not disclose, or cause to be disclosed, information contained within an in camera or closed meeting of Council, except as authorized by Council or required under the law.

14. USE OF COUNTY PROPERTY

- 14.1. No Councillor shall use for personal purposes any County staff services, property, equipment, supplies, or other County owned things (e.g. websites/web boards) other than for purposes connected with the discharge of Council duties.

15. IMPROPER USE OF INFLUENCE

- 15.1. No Councillor shall use information gained in the execution of their duties that is not available to the general public, for any purposes other than their official duties.

16. RELEASE OF INFORMATION TO THE PUBLIC AND MEDIA

- 16.1. At the conclusion of Council or Committee of the Whole meetings, the County's Communications Coordinator will provide to local media an approved 'media release' providing an overview of the meeting topics and decisions.
- 16.2. Any requests for information or interviews from the media shall be directed to the Chief Administrative Officer and the Mayor/Reeve (spokesperson). The Mayor/Reeve is the official spokesperson for the County. All media releases will be based on the majority position of Council as a whole.
- 16.3. The Mayor/Reeve as official spokesperson and/or members of Council shall communicate accurately the decisions of Council, even if they disagree with the majority decision of Council. A Councillor is not restricted in any public statement they may choose to make; however, if it is contrary with the official position of Council, it should be prefaced as personal opinion only.
- 16.4. All media releases, fact sheets, or web based materials or similar will be produced by the Communications Coordinator and approved for release by the Chief Administrative Officer.

17. SOCIAL MEDIA

- 17.1. Councillors may use social media either with a personal account or a County account; however, they shall conduct themselves respectfully and ethically.
- 17.2. Councillors utilizing social media shall abide by any County policies in place with respect to behavior and content and shall support the role of Council and respect the differences of opinion.

18. REVIEW DATE

- 18.1. This Bylaw shall be brought forward for review:
 1. Every four (4) years, at the beginning of each term of Council;
 2. When relevant legislation is amended: and
 3. At any other time that Council considers appropriate to ensure that it remains current and continues to accurately reflect the standards of ethical conduct expected of Council.

COUNCIL CODE OF CONDUCT COMPLAINT PROTOCOL

PART A: INFORMAL COMPLAINT PROCEDURE

Any person or a representative of an organization who has identified or witnessed behavior or an activity by a member of Council, that they believe is in contravention of the Council Code of Conduct (the “Code”), may wish to address the prohibited behavior or activity themselves as follows:

- (1) Advise the Councillor that the behavior or activity contravenes the Code;
- (2) Encourage the Councillor to stop the prohibited behavior or activity;
- (3) Keep a written record of the incident(s) including dates, times, locations, other persons present, and any other relevant information;
- (4) If applicable, confirm to the Councillor your satisfaction with the response of the Councilor; or if applicable, advise the Councillor of your dissatisfaction with the response; and
- (5) Consider the need to pursue the matter in accordance with the formal complaint procedure outlined in Part B, or in accordance with another applicable judicial or quasi-judicial process or complaint procedure.

All persons and organizations are encouraged to initially pursue this informal complaint procedure as a means of stopping and remedying a behavior or activity that is prohibited by the Code. With the consent of the complaining individual or organization and the member, the Integrity Commissioner may be part of any informal process. However, it is not a precondition or a prerequisite that those complaining must pursue the informal complaint procedure before pursuing the Formal Complaint Procedure in Part B.

PART B: FORMAL COMPLAINT PROCEDURE

Requests for Inquiries Section 1

- 1.1. Any person, in good faith, may report perceived wrongdoing or make a complaint alleging a breach of the Code. All reasonable attempts shall be made to keep the reports and complaints confidential until a full investigation is completed in order to protect the Councillor and the Complainant.
- 1.2. A request for an investigation of a complaint that a Councillor has contravened the Code (the “complaint”) shall be sent directly to the Mayor/Reeve and the CAO by mail; e-mail, fax or courier in the form attached as Schedule “A” or a document containing equivalent content. If the Mayor/Reeve is the subject of the complaint, then the complaint shall be provided to the Deputy Mayor/Reeve.
- 1.3. All complaints shall be signed by an identifiable individual (which includes the authorizing signing officer of an organization).
- 1.4. A complaint shall set out reasonable and probable grounds for the allegation that there has been a contravention of the Code.

Initial Classification Section 2

- 2.1. Upon receipt of a complaint, the Mayor/Reeve, or Deputy Mayor/Reeve, and the CAO shall make an initial classification to determine if the matter is, on its face, a complaint that there has been a contravention of the Code.
- 2.2. If the complaint is not, on its face, a complaint that there has been a contravention of the Code and the complaint is covered by other legislation or a complaint procedure under another Council policy, a designated representative of council shall advise the complainant accordingly and dismiss the complaint.
- 2.3. If the complaint is a complaint that there has been a contravention of the Code, the Mayor/Reeve, or Deputy Mayor/Reeve and the CAO shall direct the complaint to Council's Integrity Commissioner, or appoint a third-party investigator, to complete an investigation and make a recommendation to the Mayor/Reeve, or Deputy Mayor/Reeve and the CAO regarding findings and, if required, recommended sanctions.
- 2.4. If the Mayor/Reeve, or Deputy Mayor/Reeve and the CAO receives a complaint during a municipal election year respecting a Councillor who is seeking re-election determines that the complaint is politically motivated, they may stay the assignment of the complaint until after the new Council takes office.

Complaint Investigation Section 3

3. When the Mayor/Reeve, or Deputy Mayor/Reeve, and/or the CAO refers a complaint to an Integrity Commissioner or third-party investigator that individual shall:
 - 3.1.1. At any time recommend to the Mayor/Reeve, or Deputy Mayor/Reeve, and CAO dismissal of the complaint if it is determined to be frivolous, vexatious, or not made in good faith, or that there are no grounds or insufficient grounds for an investigation.
 - 3.1.2. Except where the circumstances otherwise require, serve the complaint and supporting material upon the Councillor whose conduct is in question with a request for a written response to the allegation and then serve a copy of the Councillor's response upon the complainant with a request for a written response.
 - 3.1.3. Interview anyone and examine any information determined to be relevant to the investigation.
 - 3.1.4. Access any documentation or enter any County work location relevant to the complaint for the purposes of investigation.
 - 3.1.5. Make interim reports to Council where necessary and as required to address any instances of interference, obstruction or retaliation encountered during the investigation.
- 3.2. The investigating party shall endeavor to conclude the investigation, generate a written report and provide a recommendation to Council no later than 45 days after the making of the complaint.

Complaint Investigation Section 3 continued

- 3.3. Upon receipt of a written report and recommendation from the Integrity Commissioner, Council may, in circumstances where the Integrity Commissioner has determined there has been a violation of the Code of Conduct, impose any or all of the following sanctions at a public Council Meeting:
- a. A reprimand.
 - b. Request the Councillor to issue a letter of apology to Council, the complainant or both.
 - c. Removal from membership of a committee.
 - d. Removal as Chair of a committee.
 - e. Repayment or reimbursement of monies received.
 - f. Return of property or reimbursement of its value.
 - g. Suspension or removal of the appointment of the Councillor as the Deputy Chief elected official or acting Chief elected official; and
 - h. Reduction or suspension of remuneration corresponding to a reduction in duties.

Confidentiality Section 4

- 4.1. Council, the CAO and the Integrity Commissioner, and every person acting under his or her instructions, shall preserve confidentiality with respect to all matters that come to his or her attention in the course of any investigation under the Code except as required by law in a criminal proceeding.

Protection from Reprisals Section 5

- 5.1. Retaliation against anyone involved in a complaint or investigation process through the Code of Conduct will not be tolerated. Any actions of retaliation or reprisal may result in additional investigation and sanctions as a violation of this Bylaw.

Rescindment Section 6

- 6.1 Lac Ste. Anne County Bylaw 08-2018 is hereby repealed.

This Bylaw comes into force and effect at the beginning of day that is passed in accordance with Section 189 of the *Municipal Government Act*, being Chapter M-26, RSA, 2000.

FIRST READING this 23rd day of February 2023.

SECOND READING this 23rd day of February 2023.

AND UPON UNANIMOUS CONSENT OF THOSE COUNCILLORS PRESENT.
READ A THIRD AND FINAL TIME THIS 23rd day of February 2023.

(original signed)

Reeve — Joe Blakeman

(Seal)

(original signed)

County Manager — Mike Primeau

Please note: The original Bylaw 07-2023 includes a "Schedule A" **Complaint Request Form** immediately following the signatures and seal.



Election 2025

Information Guide for Candidates

APPENDIX III FORMS

NOTICE OF INTENT

Local Authorities Election Act (Section 147.22)

LOCAL JURISDICTION: LAC STE. ANNE COUNTY, PROVINCE OF ALBERTA
ELECTION DATE: OCTOBER 20, 2025

I, _____,
(candidate's surname), (given names)
of _____
(complete address and postal code)
intend to be nominated, or have been nominated, to run for election as a candidate in the _____
(name of local jurisdiction and ward, if applicable)

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 Names: _____
(candidate's surname), (given names)
Gender: _____ Phone: _____ Email: _____

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 _____, 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)

Commissioner for Oaths Stamp

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

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, please contact the Lac Ste. Anne County FOIP Coordinator at 1.866.880.5722, 56521 Rng Rd. 65 Box 219, Sangudo, AB T0E 2A0.

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, please contact the Lac Ste. Anne County FOIP Coordinator at 1.866.880.5722, 56521 Rng Rd. 65 Box 219, Sangudo, AB T0E 2A0.

LOCAL JURISDICTION: LAC STE. ANNE COUNTY, PROVINCE OF ALBERTA

We, the undersigned electors of Lac Ste. Anne County, Division _____,
(div. #)

nominate _____
(candidate's surname), (given names)

of _____ as a candidate at the election
(complete address and postal code)

about to be held for the office of Councillor of Lac Ste. Anne County.

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

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

PRINTED NAME OF ELECTOR	COMPLETE ADDRESS AND POSTAL CODE OF ELECTOR	SIGNATURE OF ELECTOR

NOMINATION PAPER AND CANDIDATE'S ACCEPTANCE

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

CANDIDATE'S ACCEPTANCE

I, the above named Candidate, solemnly swear (affirm) that

- I am eligible under sections 21 and 47 (and section 12, in the case of summer villages) of the *Local Authorities Election Act* and section 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 _____, as my official agent if applicable; name, contact information or complete address, postal code and phone number of Official Agent
- I have provided a criminal record check with my nomination package (if applicable);
- I will read and abide by the Council 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

_____ given names (may include nicknames, but not titles, i.e., Mr., Mrs., 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

CANDIDATE FINANCIAL INFORMATION

Local Authorities Election Act (Section 27)

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, please contact the Lac Ste. Anne County FOIP Coordinator at 1.866.880.5722, 56521 Rng Rd. 65 Box 219, Sangudo, AB T0E 2A0.

Candidate's full name, address and postal code: _____

Phone: _____ Email: _____

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.

**CANDIDATE OR OFFICIAL AGENT
PROOF OF IDENTIFICATION FOR ACCESS**
Local Authorities Election Act (Section 52)

LOCAL JURISDICTION: LAC STE. ANNE COUNTY, PROVINCE OF ALBERTA

ELECTION DATE: OCTOBER 20, 2025

VOTING SUBDIVISION OR WARD (If Applicable): _____

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

identification for _____ (name of candidate) of _____ (complete address and postal code)
_____, serving in the capacity of _____ (office).

This appointment is in effect for the 2025 campaign period.

Section 52 of the *Local Authorities Election Act* states that 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.

Signature of Returning Officer or Deputy Returning Officer

Signature of Enumerator, Candidate or Official Agent named above

CAMPAIGN WORKER PROOF OF IDENTIFICATION

Local Authorities Election Act (Section 52)

LOCAL JURISDICTION: LAC STE. ANNE COUNTY, PROVINCE OF ALBERTA

ELECTION DATE: OCTOBER 20, 2025

VOTING SUBDIVISION OR WARD (If Applicable): _____

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

identification for _____ of _____
(name) (complete address and postal code)
_____, serving in the capacity of _____.
(office)

This appointment is in effect for the 2025 campaign period.

Section 52 of the *Local Authorities Election Act* states that 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.

Signature of Candidate

Signature of Campaign Worker

STATEMENT OF SCRUTINEER OR OFFICIAL AGENT

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 33(c) of the *Freedom of Information and Protection of Privacy Act*. For questions about the collection of personal information, please contact the Lac Ste. Anne County FOIP Coordinator at 1.866.880.5722, 56521 Rng Rd. 65 Box 219, Sangudo, AB T0E 2A0.

LOCAL JURISDICTION: LAC STE. ANNE COUNTY, PROVINCE OF ALBERTA

ELECTION DATE (OR VOTE ON A BYLAW OR QUESTION: October 20, 2025

I, _____, of _____
(name of scrutineer or official agent) (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

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 16(2), 68.1, 69 and 70 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 the Lac Ste. Anne County FOIP Coordinator at 1.866.880.5722, 56521 Rng Rd. 65 Box 219, Sangudo, AB T0E 2A0

**CAMPAIGN DISCLOSURE STATEMENT
AND FINANCIAL STATEMENT**
Local Authorities Election Act (Sections 147.3, 147.4)

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, please contact the Lac Ste. Anne County FOIP Coordinator at 1.866.880.5722, 56521 Rng Rd. 65 Box 219, Sangudo, AB T0E 2A0.

LOCAL JURISDICTION: LAC STE. ANNE COUNTY, PROVINCE OF ALBERTA

Calendar year of disclosure: _____

Full name of Candidate: _____

Candidate's mailing address: _____
(complete address and postal code)

This Form, including any contributor information from Line 2, is a public document.

Campaign Revenue for Calendar Year

CAMPAIGN CONTRIBUTIONS

- 1. Total amount of contributions of \$50.00 or less \$ _____
- 2. Total amount of all contributions of \$50.01 and greater, together with the contributor's name and address (attached listing and amount) \$ _____

NOTE: For lines 1 and 2, include all money and valued personal property, real property or service contributions.

- 3. Deduct total amount of contributions returned \$ _____
- 4. NET CONTRIBUTIONS (Line 1 + 2 -3) \$ _____

OTHER SOURCES

- 5. Total amount contributed out of candidate's own funds \$ _____
- 6. Total net amount received from fund-raising functions \$ _____
- 7. Transfer of any surplus or deficit from a candidate's previous election campaign \$ _____
- 8. Total amount of other revenue \$ _____
- 9. TOTAL OTHER SOURCES (add lines 5, 6, 7 and 8) \$ _____

TOTAL REVENUE

- 10. Total Campaign Revenue for calendar year (add lines 4 and 9) \$ _____

Campaign Expenditures for Calendar Year

- 11. Total campaign period expenses Paid \$ _____ Unpaid \$ _____ TOTAL \$ _____
- 12. Total unpaid campaign expenses \$ _____
- 13. Total campaign expenses (add lines 11 and 12) \$ _____

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

Campaign Surplus (Deficit) for Calendar Year (deduct line 23 from line 10) \$ _____

A candidate who has incurred campaign expenses or received contributions of \$50,000 or more must attach a review engagement statement to this form.

**CAMPAIGN DISCLOSURE STATEMENT
AND FINANCIAL STATEMENT**
Local Authorities Election Act (Sections 147.3, 147.4)

ATTESTATION OF CANDIDATE

This is to certify that to the best of my knowledge this document and all attachments accurately reflect the information required under section 147.4 of the *Local Authorities Election Act*.

Signature of Candidate

Date

Forward the signed original of this document to the address of the local jurisdiction in which the candidate was nominated for election.

IT IS AN OFFENCE TO SIGN A FALSE STATEMENT

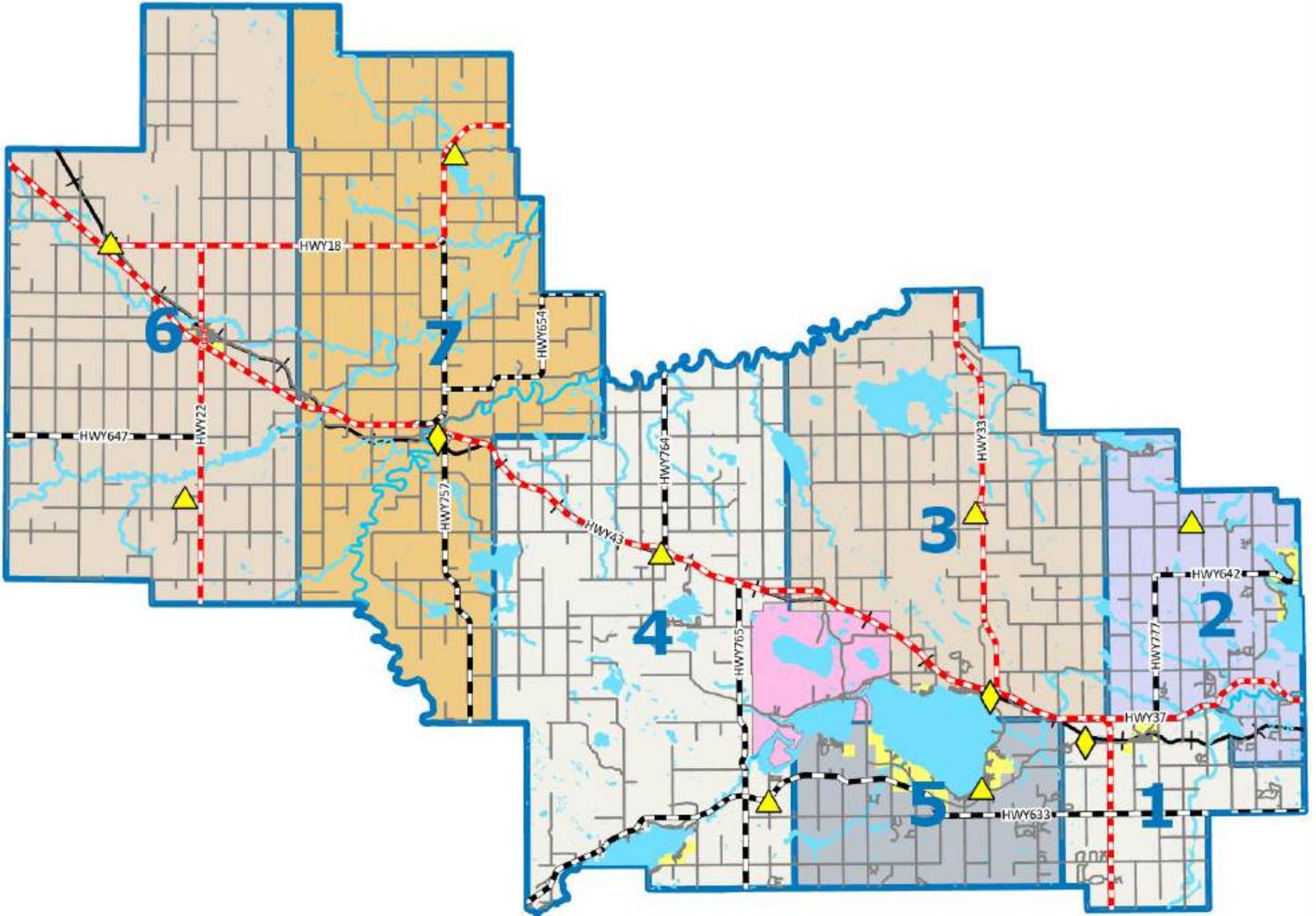


Election 2025

Information Guide for Candidates

APPENDIX IV COUNCIL DIVISION BOUNDARIES

COUNCIL DIVISION BOUNDARIES



PROPOSED POLLING STATIONS

-  Advanced and Election Day
-  Election Day



LAC STE. ANNE COUNTY

Copies of the *Municipal Government Act (MGA)*
and the *Local Authorities Election Act (LAEA)* can be found online:
<http://www.qp.alberta.ca/documents/Acts/m26.pdf>
<http://www.qp.alberta.ca/documents/Acts/L21.pdf>