



TOWN OF MUNDARE

P.O. Box 348, Mundare, Alberta T0B 3H0

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www.mundare.ca

May 21, 2025

To: Whom It May Concern

Re: 2025 General Election

The 2025 general election will be held on October 20. Attached is A Candidate's Guide -Running for Elected Office in Alberta. Some highlights

Nominations

- nominations must be filed with the returning officer at the Town office (5128-50 Street) during regular business hours between January 1, 2025 to 12:00 noon on September 22, 2025 (nomination day)
- you do not have to file the form in person, however, you must sign the form in front of the returning officer or a commissioner of oaths
- a deposit of \$100 (cash, certified cheque, bank draft, debit) must be included with the nomination form. The deposit is refunded if you are elected, withdraw within 24 hours of nomination day, or receive votes equal to at least ½ of number of votes of the candidate elected.

Election Financing

- all candidates must file a campaign disclosure form by March 1, 2026-please see the campaigning section in the Candidate's Guide.

Attached please find the following forms

- Nomination Paper and Candidate's Acceptance
- Candidate Financial Information
- Campaign Disclosure Statement and Financial Statement
- Election Candidate Information
- Information sheet

Copies of the forms in PDF fillable or word format can be found at Mundare.ca

If elected, your term of office starts when you are sworn in at the 2025 organizational meeting. The organizational meeting will be held on Monday, November 3.

Under the Municipal Government Act, all councillors must take the following training:

- General Governance
 - prior to the organizational meeting the following topics:
 - (i) role of municipalities in Alberta;
 - (ii) municipal organization and function;
 - (iii) roles and responsibilities of council and councillors;(iv) the municipality's code of conduct;
 - (v) roles and responsibilities of the chief administrative officer and staff,
- Town Specific
 - prior to the first regularly scheduled meeting the following topics

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

-Local Authority Elected Official Course-

Council meetings are currently scheduled as follows:

-1st and 3rd Tuesday of the month except

-July and August-one meeting on the 1st Tuesday

-November and December-one meeting on the 2nd Tuesday

Given that the 2nd Tuesday is on Remembrance Day and the ABMunis convention is November 12-14, the CAO will be recommending that the November meeting be held on Tuesday, November 4-the date of the November meeting can be determined at the organizational meeting.

If you have any questions regarding the election process, please do not hesitate to contact me or the Substitute Returning Officer-Colin Zyla.

Yours truly,



Lisa Euchuk
Returning Officer

Information for Candidates

Mandatory training

General Governance

Must be done prior to the organizational meeting. A course will be held on Wednesday October 29 and Thursday October 30. This course will be during the day and will be in Bruderheim. The course will be held with all communities in Lamont County and facilitated by an outside consultant.

Town Specific

Must be completed prior to the first regularly scheduled. A seminar on these topics is scheduled for Tuesday, October 28. The course will be in the evening-starting at 7:00 and will be facilitated by me. I would also like to conduct a tour of the Town and facilities-especially new councillors-this will be scheduled for October 28.

Alberta Emergency Management Agency-Municipal Elected Officials Course

Must be completed within 90 days of being sworn in-needs to be completed by February 1, 2026.

An in-person course will be held in Lamont on November 26 at 9:00 a.m. The course can also be completed online.

Organizational Meeting

The organizational meeting will be held on Monday, November 3 at 7:00 p.m. You will be sworn in and an official council picture will be taken. After the meeting there will be a small social and your immediate family is welcome to attend.

Alberta Municipalities (ABMunis) Convention

ABMunis is an association of urban municipalities (Counties have their own association) that advocates on behalf of urban municipalities, and they also offer services like insurance coverage to members.

ABMunis has a yearly convention that rotates between Edmonton, Calgary and Red Deer. The convention is normally in September, but with general elections, the convention will be held in November. This year's convention is in Calgary on November 12-14. It is expected that they will provide the ability to attend virtually. Virtual attendees will have access to all plenary offerings, including opening ceremonies keynotes/entertainment, Premier's address, Official Opposition address, Minister dialogue sessions, resolutions sessions and elections. Please note, virtual attendees will not have live access to education breakout sessions.



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Election Candidate Information

Name _____

Cell Phone _____

E-mail _____

☐ I agree to receive information regarding the election by e mail or text

Signature _____

Date _____

Nomination Paper and Candidate's Acceptance

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

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

Business Title/Organization _____ Business Phone Number _____

Address _____ City or Town _____ Province _____ Postal Code _____

LOCAL JURISDICTION: _____, PROVINCE OF ALBERTA

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

nominate _____ of
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

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, contact

Business Title/Organization _____ Business Phone Number _____

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.

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, contact

Business Title/Organization		Business Phone Number	
Address	City or Town	Province	Postal Code

LOCAL JURISDICTION: _____, PROVINCE OF ALBERTA

Calendar year of disclosure: _____

Full Name of Candidate: _____

Candidate's Mailing Address: _____

_____, Alberta

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 (attach 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) _____ **\$0.00**

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) _____ **\$0.00**

TOTAL REVENUE

10. Total campaign revenue for calendar year (add lines 4 and 9) _____ **\$0.00**

Campaign Expenditures for Calendar Year

11. Total paid campaign expenses _____
12. Total unpaid campaign expenses _____
13. Total campaign expenses (add lines 11 and 12) _____ **\$0.00**

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

- Campaign Surplus (Deficit) for Calendar Year (deduct line 13 from line 10) _____ **\$0.00**

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

ATTESTATION OF CANDIDATE

I 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*.

Date yyyy-mm-dd

Signature of Candidate

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 FILE A FALSE STATEMENT