TOWN OF
HANNA
Part of the Harvest Sky Region

Information Package for By-Election 2027-2029 Prospective Candidates For the Office of Councillor

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BECOMING A MEMBER OF COUNCIL

The 2027 By-Election will take place January 11, 2027, nomination papers will be accepted from November 16 to December 14, 2026 (12:00 Noon) at the Town Office during regular office hours. For anyone thinking about running for Councillor in the November By-election, this package will answer questions for you and provide valuable resources.

This information package is for your assistance and has no legislative sanction. It contains answers to the most frequently asked questions regarding election procedures, important facts candidates should be aware of and general information. It also includes some of the relevant excerpts from the ***Local Authorities Election Act*** and the ***Municipal Government Act***. Both Acts can be accessed on the Government of Alberta website at **www.alberta.ca**.

For General Information and the "A Candidate's Guide: Running for Municipal Office in Alberta" visit the Municipal Affairs website www.alberta.ca/municipal-elections-overview

Please be aware that there have been a few legislation amendments to the Local Authorities Election Act, and we recommend that you make yourself familiar with those changes.

As a member of Council you will have the opportunity to significantly influence the future of your community. The decisions you make will directly or indirectly affect the quality of life enjoyed by the citizens of the Town of Hanna and surrounding district. Members of council can look with pride on their accomplishments.

As this is a By-Election you are elected for the remainder of the four-year term. The term will officially begin at the January 12, 2027 Council Meeting of the Council following the election. Members of Council will take their Oath of Office to open the meeting and then begin the business of making decisions to operate for the term ending October 2029.

The demands on your time will be heavy. During your term of office, you will be expected to attend:

- Regular meetings of Council - currently the second Tuesday evening of each month.
- Special meetings of Council - called when required.
- Information meetings of Council – currently the last Wednesday morning of each month.
- Council committee meetings – called when required.
- 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 the Town of Hanna.

You will also need to spend time reading material as well as talking with residents, the Chief Administrative Officer and others. This will all be part of the necessary preparation for meetings to assist you in making informed decisions.

If you have any questions regarding the information in this booklet, please do not hesitate to contact:

Winona Gutsche, Returning Officer
Town of Hanna 302–2nd Avenue West
Phone: 403-854-4433, Fax: 403-854-2772
Email: wgutsche@hanna.ca

IMPORTANT DATES

Nomination papers can be submitted as early as November 16, 2026.

November 16 to December 14, 2026	Nomination Period Nomination Forms, Intent to Run & Criminal Record Check • the Returning Officer accepting forms in person at the Town Office
December 14, 2026	Nomination Day • Nomination, Intent to Run and Criminal Record Check accepted until 12:00 noon
December 15, 2026	Deadline to withdraw Nomination • Until 12 noon
December 29, 2026	Advance Vote Dates • Town Administration Office 4:00 p.m. –7:00 p.m.
January 7, 2027	Advance Vote Dates • Town Administration Office 12 noon – 3:00 p.m.
January 11, 2027	Election Day – Community Centre • 10:00 a.m. to 8:00 p.m. • Returning Officer provides Unofficial Results to Municipal Affairs following the ballot count
January 13, 2027	Removal of Election Signs • Prior to 11:00 p.m.
January 12, 2027	Official Election Results • By 12:00 noon
January 12, 2027	Swearing In Ceremony / Regular Council Meeting • Family & friends are invited to attend as members of Council will take the Oath of Office
May 11, 2027	Deadline to file Campaign Disclosure (120 days of by-Election)

Alberta Municipalities Conference & Elected Official Training

TBA Elected Officials Training

The *Municipal Government Act* section 201.1 requires municipalities to offer training to all new and returning elected officials within 90 days after council members have taken the oath of office.

The Elected Officials Education Program has developed a course that will provide new and returning councillors with everything they need to meet mandatory training requirements and succeed in their roles moving forward.

NOMINATIONS

Nominations will be accepted from November 16 to December 14, 2026. The returning officer or substitute returning officer will accept nomination papers at the Town Office building (302 – 2nd Avenue West) during regular office hours up until 12:00 Noon on nomination day – December 14th. Nominations cannot be accepted after noon on nomination day.

New for the 2027 Municipal By-Election, you must complete the Intent to Run Form along with the Nomination Form and a Criminal Record Check – all must be submitted to the Returning Officer.

You may want to file your nomination paper in person however; anyone can file it on your behalf as long as it is fully completed. You are responsible for ensuring that the nomination form filed meets the requirements under section 27 of the *Local Authorities Election Act.*

Nomination papers must be filed using the prescribed form and signed by at least 5 electors eligible to vote in that election. These people must be eligible to vote and residents of the Town of Hanna on the date of signing the nomination paper. Your form will be refused if it has not been signed by the required number of eligible electors. For each nominator, the form must include that person's name, civic address (street address or legal description of residence) and signature.

Intent to Run the Notice of Intent papers must be filed out and accompany the Nomination papers. As the candidate, you are required to make an affidavit saying that you are eligible for nomination, not otherwise disqualified from office, and that you will accept the office if you are elected. You must swear or affirm that affidavit before a Commissioner for Oaths or the Returning Officer. Ensure you are aware of the contents of Sections 12, 21, 22, 23, 27, 28, 47, 68.1, 151 and Part 5.1 of the *Local Authorities Election Act.* Access the Government of Alberta website www.Alberta.ca and search Local Authorities Election Act to review the regulations.

Criminal Record Check Town of Hanna Bylaw 1049-2026 Elections Bylaw Part 3 states that every nomination paper required for a Candidate must be accompanied by a Criminal Record Check. The criminal records check must be:

- Completed by the Royal Canadian Mounted Police (RCMP)
- Dated within six months of the date the nomination form is submitted; and
- Completed at the sole expense of the Candidate

The Town of Hanna does not require a deposit to accompany the nomination papers.

Campaign Funding

In accordance with Section 147.22(1) "No person shall accept a contribution or incur a campaign expense unless the person has been nominated as a candidate."

Candidates are required to complete a Campaign Disclosure Statement and Financial Statement on or before May 11, 2027.

Withdrawals

Within 24 hours of the close of nominations, you may withdraw your nomination form, 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.

A candidate may withdraw as a candidate at any time during the nomination period (November 16 to noon on December 14, 2026).

If you wish to withdraw, you must provide a written notice to the returning officer.

Insufficient nominations

If the number of nominations filed 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 days) from 10 a.m. until noon to receive further nominations.

If, by noon on any of the 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 candidates elected by acclamation. That means the candidates are elected without the necessity of holding the 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 noon on Nomination Day. **Be sure that your nomination is filed on time – by noon on Monday, December 14, 2026.**

Eligibility

Are you qualified? – To become a candidate, you

1. must be at least 18 years of age on nomination day (December 14, 2026);
2. must be a Canadian citizen;
3. for the position of Mayor or Councillor, must have been a resident of the Town of Hanna for the six months (since June 14, 2026, or earlier) preceding nomination day; and
4. are not otherwise ineligible or disqualified.

Are you Eligible to be Nominated? – You would not be eligible to become a candidate under any of the following circumstances:

1. If you are the auditor for the Town of Hanna
2. If you are an employee, unless granted a leave of absence
3. if your property taxes are more than $50.00 in arrears or you are in default, for more than 90 days, for another debt in excess of $500.00 to the Town.
4. If you have, within the previous 10 years, been convicted of an offense under the *Local Authorities Election Act,* the *Elections Act, Election Finances and Contributions Disclosure Act* or the *Canada Elections Act.*

If you are a judge, Member of parliament, senator, or member of Legislative Assembly, you must resign that position before you take office as a member of council.

Further information regarding ineligibility is noted in Sections 22 and 23 of the Local Authorities Election Act and information regarding Disqualification of Councillors is noted in Section 174 of the Municipal Government Act.

When do you start?

The polls close at 8:00 p.m. and ballots are counted immediately. The Town of Hanna website will be updated with the unofficial results as each voting station is counted.

The returning officer will notify you of the results by telephone after the votes are counted. In the days following the election, the Chief Administrative Officer will meet with you to present you with an information book to help you get familiar with your new position on Council.

Your term will officially begin at the Regular Council Meeting scheduled for January 12, 2027.

CAMPAIGNING

The purpose of campaigning is to convince the electors that you are the best candidate for the position. You may want to do that by talking to people, preparing brochures or posters, and/or advertising in the media. Following are some rules regarding proper campaign procedures.

Bribery – It is an offence to give or promise to give money or any other valuable consideration (such as an office or job) to induce anyone to vote or refrain from voting at an election. It is also an offence for anyone to accept money or any other valuable consideration in return for voting or not voting.

Undue influence – It is an offence to use or threaten violence, injury, damage or intimidation to compel a person to vote or refrain from voting at an election or to obstruct a person from voting.

Campaign Expenses & Contributions Disclosure

The following information is a guide. For the rules set by the Province of Alberta regarding disclosure of campaign contributions and expenses, refer to the *Local Authorities Elections Act*, Part 5.1, Sections 147.1 to 147.92.

Campaign expenses are expenses the candidate makes in the course of a campaign to help get elected. Examples include:

- Production and distribution of advertising or promotional material.
- Cost of acquiring premises, accommodation, goods or services for proper election campaign expenses

Campaign contributions – A candidate must open a bank account in their own name or the name of the campaign as soon as possible after the amount of contributions exceeds $1,000.00 in aggregate or the amount of contributions and any of the candidate's own funds exceeds $5,000.00 in aggregate.

All contributions must be deposited in that account, and the money is to be used only for campaign expenses. Contributions of real and personal property and services have a value. Receipts must be issued for every contribution and obtained for every expense.

Records of all contributions and expenses are to be kept for at least 2 years.

Campaign Disclosure Statements

A campaign disclosure statement must be filed with the Town of Hanna on or before May 11, 2027 following the By-election.

The campaign disclosure statement is filed on a prescribed form that includes information about campaign contributions received, other sources of funding, campaign expenditures and the campaign surplus or deficit.

A candidate may self-fund their campaign by no more than $10,000.00 in a campaign period.

Campaign Advertising

Advertising signs should be confined to private property, with the agreement of the owner.

Candidate's election signs may be posted eight weeks prior to an election.

All advertising should be promptly removed from private property immediately (within 24 hours) following the election. If a Candidate fails to remove the advertising, the Designated Officers may remove them, and the candidate shall be liable for the cost of removal.

It is an offence to canvass or solicit votes in or immediately adjacent to a voting station. It is also an offence to display or distribute campaign material inside or on the outside of a building used for a voting station.

ELECTION DAY

Election Day is **Monday, January 11, 2027** to fill the office of Council (1 Councillor). Voting stations will be open promptly at **10:00 a.m.** and will be kept open continuously until **8:00 p.m.** in the Community Centre (503 – 5th Avenue West).

Election Process – All ballot boxes are kept in the control of the presiding deputy Returning Officer in each voting station until the closing of the vote. The ballot boxes are sealed after the ballots are counted, the secretary (Town) must store them sealed, in a protected area until the time when the ballot boxes and contents may be destroyed (unless otherwise ordered by a judge, 6 weeks from the date of voting).

Unofficial results may be made available during and following the counting. The official results are announced at noon on the fourth day after the election – Friday, January 15, 2027.

If you are elected at a general by-election, you will take office at the Regular Council Meeting of Council on **Tuesday, January 12, 2027**.

Eligibility to Vote

Excerpts from the Local Authorities Election Act

(47) (1) A person is eligible to vote in an election held pursuant to this Act if the person
(a) is a least 18 years old,
(b) is a Canadian citizen, and
(c) resides in Alberta and the person's place of residence is located in the local jurisdiction on election day.

(47) (2) an elector is eligible to vote only at the voting station for the voting subdivision in which the elector's place of residence is located on Election Day.

NOTE: **"Jurisdiction"** in section 47(1)(c) above means the area within the boundaries of the local municipality.

Town of Hanna does not compile a Voters' list.

Rules of Residence

Section 48 of the *Local Authorities Election Act*

Elector Identification Requirements

Section 53 of the *Local Authorities Election Act*

The Town of Hanna does not have a list of electors and has not adopted a bylaw relative to Section 53 of the LAEA. As a result, in addition to making a statement (completing and signing the Elector Register), electors wishing to vote in the 2026 municipal by-election will be required to produce proof of identity and current residence.

The main form of ID is an Operator's (Driver's) License or Alberta Identification Card.

If an Operator's (Driver's) License or Alberta Identification Card is not available, other forms of Identification with name and address are noted below:

(a) Provide one piece of Government-issued photo ID, including your full name, current address, and photo
(b) Provide two pieces of ID, both containing your full name, and with one showing your current physical address
(c) Have another registered elector in your voting area vouch for you
(d) Have an authorized signatory complete an attestation form

Candidates are entitled to have one official agent or scrutineer at the voting station. Section 68.1 of the *Local Authorities Election Act* provides regulations regarding the official agent and section 69 provides regulations governing the candidate's scrutineer. The official agent or scrutineer must subscribe to the oath in the prescribed form.

PURPOSE, POWER & CAPACITY OF LOCAL JURISDICTIONS

The Province provides the structure for local governments through the *Municipal Government Act*. The following excerpt from Section 3 outlines the purpose of the municipality.

Section 3 The purposes of a municipality are

(a) to provide good government,

(a.1) to foster the well-being of the environment

(b) to provide services, facilities or other things that, in the opinion of council, are necessary or desirable for all or a part of the municipality, and

(c) to develop and maintain safe and viable communities, and

(d) to work collaboratively with neighbouring municipalities to plan, deliver and fund intermunicipal services.

Section 4 A municipality is a corporation

Section 5 A municipality

(a) has the powers given to it by this and other enactments,

(b) has the duties that are imposed on it by this and other enactments and those that the municipality imposes on itself as a matter of policy, and

(c) has the functions that are described in this and other enactments.

THE RESPONSIBILITIES OF A COUNCIL

The *Municipal Government Act* provides that every municipality shall have a council, the members of which shall be elected in accordance with the Local Authorities Election Act. The Municipal Government Act provides for a broad spectrum of powers and duties for a council and councillors.

Excerpts from Section 201 of *The Municipal Government Act*

A council is responsible for

- developing and evaluating the policies and programs of the municipality;
- carrying out the powers, duties and functions expressly given to it under this or any other enactment.

A council must not exercise a power or function or perform a duty that is by this or another enactment or bylaw specifically assigned to the chief administrative officer or a designated officer.

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.

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 activities of the Town

Administration/employees can only be carried out if a majority of council votes in favour of the matter in a meeting.
All municipalities in Alberta are governed by the provincial *Municipal Government Act*; therefore, it is imperative that the provisions of this Act are adhered to when making decisions at the local level. As noted previously, copies of this Act are available through the King's Printer.

The best way to find out what the job is all about is to spend some time reading council agendas and minutes, and talking to current members of council. Sit in on some council meetings, the council meetings are live streamed and can be viewed at http://www.hanna.ca/tv. Talk to the Chief Administrative Officer to find out what other information is available. This will help you in your campaign and will assist you in assuming office. Valuable information is available on the Town of Hanna website at www.HANNA.ca. Council meeting agendas and information packages are available at http://www.hanna.ca/council-meetings

THE OFFICE OF THE MAYOR

The Mayor is the Chief Elected Official of the municipality and has duties that encompass those of both Councillor and Chief Elected Official, the term of office is four (4) years; October 2025 to October 2029.

Excerpts from Sections 154 of The Municipal Government Act

154 (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 (Planning and Development) only if the chief elected official is appointed in the chief elected official's personal name.

In addition to the above, the Mayor also:
- Represents the Town of Hanna at public functions/ceremonies;
- Is the primary spokesperson for Council when communicating Council's decisions and policies to the media and public;
- Is the primary liaison with other provincially elected officials;
- Is the primary link between Council and administration.

THE OFFICE OF THE COUNCILLOR

Excerpts from Section 153 of The Municipal Government Act

153 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 meeting 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.

REMUNERATION & BENEFITS
(As of 2026)

Remuneration for Mayor and Councillors for all work inside the Town of Hanna, including all expenses such as gas & telephone:

Mayor	$20,614.00 per annum
Councillors	$10,994.00 per annum

and where a non-council meeting also pays it's participants, the Mayor or Councillor is entitled to keep such remuneration in addition to his wage.

Wage remuneration for attending training or educational seminars at the request of the Town:

- Members of Council shall receive $30.00 per hour for eligible activities in accordance with Policy 2026-02

- Where the organizations pay the participant, the per diem shall not be paid by the Town).

  - transportation at $0.73 per kilometer (2026 rate)

  - lodging by receipt

  - meals - no receipt required

- breakfast @	$10.00
- lunch @	$20.00
- dinner @	$50.00

Premiums for the following benefits are paid by the municipality

Life Insurance Coverage $30,000.00
Accidental Death Coverage $30,000.00
Dependent's Life Insurance Coverage $5,000

Each elected official is provided with a technology allowance of $800.00 per year to assist with the cost of owning and operating a computer system or tablet capable of managing the day-to-day affairs related to the duties of the office held.

Each elected official will have a municipal email account set up for use during their term on Council, this is the main source of communication with Administration. Council is also required to complete KnowB4 IT training when prompted.

COUNCIL & COUNCIL COMMITTEES

The following information is based on the current procedures. They are subject to change by resolution of Council.

Council Meetings: The second Tuesday of each month, commencing at 6:00 P.M. in the Council Chambers at the Town Office. Council will receive notice if a meeting date, time or location is changed.

Agendas and Information packages are prepared for Council members on the Friday before the Council meeting to allow time for reading and reviewing upcoming issues. The information packages for regular meetings average 160 pages. The information package is delivered electronically to the municipal email account that is set up for each member of Council. The information package is also uploaded on the Hanna website and provided to the local press.

Committee of the Whole meetings are scheduled for the last Wednesday of each month at 8:30 A.M. in the Council Chambers at the Town Office.

Deputy Mayor The practice has been to appoint each member of Council as Deputy Mayor for a term of eight months.

Committees There are several types of committee appointments:

- Committees established by Council under the Municipal Government Act
- Committees established under other legislations, e.g. Police Act, Libraries Act
- Outside committees, boards, etc. which request or require representation by a member of Council, e.g. Hanna Municipal Library Board
- Ad Hoc Committees which are formed by Council for the purpose of reviewing a specific issue or issues (usually referred to as a Task Force).

Members of Council are appointed to the following committees:

- Personnel Committee
- Emergency Advisory Committee (Disaster Services)
- Finance & Audit Committee
- Acadia Foundation
- Big Country Waste Management Commission
- Community Futures – Meridian Region Board of Directors
- Community Services Board
- Fred & Freda Geuder Educational Bursary
- Hanna & District Chamber of Commerce
- Hanna & District Medical Corporation
- Hanna Golf & Country Club
- LYNKS
- Hanna Municipal Library Board
- Hanna / Wake Student Exchange Committee
- Harvest Sky Economic Development Corporation
- Henry Kroeger Regional Water Services Commission
- Marigold Library Systems Board

- Municipal Planning Commission
- Palliser Economic Partnership
- Palliser Regional Municipal Services
- Red Deer River Municipal Users Group
- Regional Municipal Emergency Agency
- Veteran's Memorial Highway Association

ACCESS TO INFORMATION AND PROTECTION OF PRIVACY BYLAW (POPA)

What is POPA?

The *Access to Information and Protection of Privacy Bylaw* aims to strike a balance between the public's right to know and the individual's right to privacy as related to information in the custody or under the control of the Town.

Access to Information

The *Act* legislates open and accountable government guaranteeing individuals the right to see their own information and other Town records, with some specific exceptions. Exceptions apply where the release could:

- Be an unreasonable invasion of another's privacy
- Cause harm to another person or organization
- Interfere with the public safety
- Harm law enforcement efforts.

Privacy

The *Act* prevents others from seeing an individual's personal information without his/her consent and ensures that it is protected from unauthorized collection, use or disclosure. Under the *Act* the Town must follow strict guidelines for the use of personal information.

Are records of elected officials of municipalities excluded from the POPA Act?

Personal or constituency records of a council member are excluded from the *Act* (section 4(1)(l)). This exclusion is intended to cover:

- Records such as private correspondence of an elected official that has not been sent or received by the official in his or her capacity as a council member but which may be maintained in his or her office for convenience.

- Records relating to the election campaign of a council member (other than those records required to be submitted to the authority governing the election).

- Records relating to the private business activities of a council member.

- Records dealing with the business of the municipality are covered by the Act even if they are stored at an elected official's home.

- Nomination papers are public documents.

OFFENCES

Part 6, Offences, of the Local Authorities Election Act (Sections 148 to 158) provides information with regard to actions that are prohibited and regulations that are adopted to protect the integrity of the vote *Local Authorities Election Act*

Excerpts from the Local Authorities Election Act

148 (1) No person shall

(a) without authority supply a ballot to any person,
(b) fraudulently put into a ballot box any paper other than a ballot that he is authorized by this Act to deposit,
(c) fraudulently take a ballot out of the voting station,
(d) without authority destroy, take, open or otherwise interfere with any ballot box or packet of ballots then in use for the purpose of an election.

(2) No person shall

(a) request a ballot in the name of some other person, whether the name is that of a person living or dead or of a fictitious person, or
(b) having voted once, request at the same election a ballot in the person's own name.

(3) No person shall vote knowing that the person has no right to do so.

(3.1) No person shall obstruct any person carrying out an inquiry, investigation or examination under this Act or withhold from that person or conceal or destroy any books, papers, documents or things relevant to the subject matter of the investigation of examination.

(4) No person shall make or sign a false statement for any purpose related to an election or vote held or to be held under this Act.

(5) No person shall print or distribute or cause to be printed or distributed in any advertisement, handbill, placard, poster, circular, pamphlet, newspaper or other paper a form of ballot printed by the returning officer, indicating or showing it to be marked for any candidate or candidates.

(7) A person who contravenes subsection (1), (2), (3), (3.1), (4) pr (5) is guilty of an offence and liable to a fine of not more than $10,000 or to imprisonment for not more than 6 months or to both fine and imprisonment.

150 (1) Every returning officer, deputy, candidate, constable, official agent and scrutineer in attendance at a voting station shall maintain and aid in maintaining the secrecy of the voting at the voting station.

(2) No person shall interfere with or attempt to interfere with an elector when the elector is marking the elector's ballot, or shall otherwise attempt to obtain at the voting station information as to which candidate or candidates any elector at that voting station is about to vote or has voted for.

(3) No person shall

(a) during the hours when a voting station is open, canvass or solicit votes in a building where the voting station is located, or

(b) make any communication to an elector in a voting station respecting the election otherwise than through the deputy.

(5) No person shall display at the voting station or distribute or post in it a specimen ballot paper marked for a candidate or any other material purporting to explain to the electors how to vote or leave or post a ballot or other material in a voting compartment other than the material that is required to be posted in accordance with this Act.

(6) No person shall communicate at any time to any person any information obtained at a voting station as to which candidate any elector at that voting station is about to vote or has voted for.

(7) No returning officer, deputy, official agent or scrutineer in attendance at the counting of the votes shall communicate or attempt to communicate any information obtained at that counting as to which candidate or candidates any vote is given for.

(8) No person shall directly or indirectly induce an elector to display the elector's ballot, after the elector has marked it, so as to make known to any person the name of any candidate for whom the elector has or has not marked his ballot.

(9) A person who contravenes this section is guilty of an offence and liable to a fine of not more than $5,000 or to imprisonment for a term not exceeding 2 years, or to both fine and imprisonment.

151 A candidate for elective office who signs a candidate's acceptance form that contains a false statement is guilty of an offence and liable to a fine of not more than $1,000.

TOWN OF
HANNA
Part of the Harvest Sky Region

Candidate Checklist

The following forms must be completed and returned to the Returning Officer at the Town Office 302 – 2 Ave West.

Nomination Day

- December 14, 2026 – 12:00 Noon

Notice of Intent to Run

- Completed
- Signed and dated

Nomination Paper & Candidate's Acceptance

- Completed
- Signatures of 5 Electors
- The Returning Officer **must** witness candidate's signature

Candidate Financial Information

- Completed

Criminal Record Check

- Required with the Nomination Papers

Campaign Disclosure Statement & Financial Statement

- Mandatory for all Candidates to complete and return to the Returning Officer - the deadline for the Campaign Disclosure Statement & Financial Statement is May 11, 2027

TOWN OF HANNA
Part of the Harvest Sky Region

Notice of Intent to Run

Local Authorities Election Act (Section 147.22)
E: wgutsche@hanna.ca P: (403) 854-4433

An individual intending to run for Mayor or Council must submit this form to the Election Office before accepting campaign contributions or incurring campaign expenses as set out in **Part 5.1 Election Finances and Contributions Disclosure** of the *Local Authorities Election Act*.

Instructions

1. Complete the form below
2. File the completed form with the Election Office in person to Town Office at 302 2 Avenue West, Hanna, AB, or by emailing it to wgutsche@hanna.ca
3. When there are any changes to the information below, notify the Election Office in writing.

I am intending to run for: ☐ Council

Full Name: _____

Full address and postal code: _____

Phone Number(s): _____ _____
(Campaign Office) (Other)

Email Address: _____

Address of place(s) where candidate records are maintained (records must be kept for a period of three years following election day):

_____

Address of place(s) where communications may be sent:

_____

Name and address of the financial institution where campaign contributions will be deposited (list additional financial institutions, if any):

_____ _____
(Name of financial institution) (Address of financial institution)

_____
(Name(s) of signing authorities for the above depository)

Notice of Intent to Run

Local Authorities Election Act (Section 147.22)

E: wgutsche@hanna.ca P: (403) 854-4433

Name and address of any additional financial institutions where campaign contributions will be deposited (if any):

_____ _____

(Name of financial institution) (Address of financial institution)

_____

(Name(s) of signing authorities for the above depository)

_____ _____

(Name of financial institution) (Address of financial institution)

_____

(Name(s) of signing authorities for the above depository)

_____ _____ _____

Name Signature Date

By typing your name in the signature box above, this indicates that the information entered this form is accurate.

Personal information is collected under the authority of s. 33(a) and (c) of the Freedom of Information and Protection of Privacy Act and will be used in the management and administration of the local election. This form may be disclosed as allowed or required by law.

TOWN OF HANNA
Part of the Harvest Sky Region

Nomination Paper and Candidate's Acceptance

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

FORM 4

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

CHIEF ADMINISTRATIVE OFFICER — Title of the Responsible Official

403-854-4433 — Business Phone Number

LOCAL JURISDICTION: TOWN OF HANNA, PROVINCE OF ALBERTA

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

_____ (Candidate Surname) _____ (Given Names) of

_____ (Complete Address and Postal Code) as a candidate at the election

about to be held for the office of Councillor (Office Nominated for)

of Town of Hanna.

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 **Civic Address** and Postal Code of Elector	**Signature** of Elector

Nomination Paper and Candidate's Acceptance

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

Candidate's Acceptance
I, the above named candidate, solemnly swear (affirm)

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

_____

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

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

Print Name as it should appear on the ballot

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

SWORN (AFFIRMED) before me

at the _Town___ of ___Hanna _____,

in the Province of Alberta,

this _____ day of _____ , 20 ____.

_____
Candidate's Signature

Commissioner for Oaths Stamp

_____
Signature of Returning Office 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

TOWN OF HANNA
Part of the Harvest Sky Region

Candidate Financial Information

Local Authorities Election Act (Section 27)

FORM 5

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

CHIEF ADMINISTRATIVE OFFICER
Title of the Responsible Official

403-854-4433
Business Phone Number

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.

FORM 26

Campaign Disclosure Statement and Financial Statement

Local Authorities Election Act
(Sections 147.3, 147.4)

NOTE: The personal information on this form is being collected to support the administrative requirements of the local authorities election process and is authorized under section 147.4 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

CHIEF ADMINISTRATIVE OFFICER — Title of the Responsible Official
403-854-4433 — Business Phone Number

LOCAL JURISDICTION TOWN OF HANNA, PROVINCE OF ALBERTA

Full Name of _____

Candidate's Mailing Address PO Box _____

Hanna, Alberta

Postal Code T0J 1P0

This form, including any contributor information from line 2, is a public document.

Pre-Campaign Period Report

1. Pre-Campaign Period Contributions (up to a limit of $5,000 per year or $10,000 from candidate's own funds per year) _____
2. Pre-Campaign Period Expenses _____

Campaign Period Revenue

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
10. **Total Campaign Period Revenue** (add lines 4 and 9) $0.00

Campaign Period Expenditures

11. Total Campaign Period Expenses Paid _____ Unpaid _____ TOTAL $0.00

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

Campaign Period Surplus (Deficit) (deduct line 11 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

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*.

Date yyyy-mm-dd	Signature

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