



# 2025 Hinton Municipal Election

## Candidate Information Package

December 6, 2025

Revised: August 13, 2025





# Welcome to the 2025 Municipal Election

Dear Prospective Candidate,

Thank you for your interest in joining Hinton Town Council. Council consists of six councillors and one mayor, each elected for a four-year term. This package includes the following information and resources for potential candidates for Hinton Town Council.

- A brief overview of the Town of Hinton.
- An overview of Hinton's municipal government, associated roles, and key dates.
- Information regarding candidate qualification, nominations, campaign signage and campaign contributions.
- The Nomination Form, Candidate's Acceptance, Candidate Financial Information, Release of Candidate Information, and Release of Official Agent Information.
- Hinton Town Council Procedure Bylaw and Council Code of Conduct Bylaw.
- *Running for Municipal Office in Alberta* provided by Alberta Municipal Affairs.
- An FAQ regarding changes to the *Local Authorities Election Act*.

Please note that this document is not inclusive of all information contained within all legislation.

For more information, refer to the *Local Authorities Election Act* at <http://www.qp.alberta.ca/documents/Acts/L21.pdf>.

Or contact the Returning Officer at [legislativeservices@hinton.ca](mailto:legislativeservices@hinton.ca) or 780-865-6016.

Sincerely,

Jordan Panasiuk  
Chief Administrative Officer  
Town of Hinton

## Table of Contents

About Hinton .....	5
Overview of Government in Canada .....	6
Municipal Government.....	6
Responsibilities of Elected Officials.....	7
Understanding the Position .....	8
Mayoral Duties .....	9
Councillor Duties .....	11
Summary of Hinton Town Council .....	13
Term Commencement .....	13
Council Meetings .....	13
Deputy Mayor .....	13
Council and Committee Meetings .....	14
Regular Council Meetings.....	14
Committee of the Whole Meetings.....	14
Committee Meetings.....	14
Important Dates.....	15
Nomination Period .....	15
Advance Voting Days.....	15
Election Day .....	15
Councillor Orientation .....	15
Inaugural and Organizational Meetings .....	15
Date to file campaign disclosure .....	15
Candidate Information .....	16
Candidate Qualification.....	16
Ineligibility for Nomination as a Candidate.....	16
Nominations.....	17



Nomination Day.....	17
Nomination Form.....	17
Filing Nomination Papers .....	17
Nomination Papers Checklist .....	18
Withdrawal of Nomination Papers.....	18
Election By Acclamation.....	19
Release of Information to the Public.....	19
Candidates .....	19
Official Agents .....	19
Campaign Advertising.....	19
Election Signage.....	19
Campaign Contributions .....	20
Contributions .....	20
Contribution Receipts.....	20
Campaign Disclosure Statement and Financial Statement .....	21
Campaign Surplus .....	21

## About Hinton

The Town of Hinton, Alberta, is located on the Yellowhead Highway in the Athabasca River Valley, approximately 30 km east of Jasper National Park gates, and 300 km west of Edmonton.

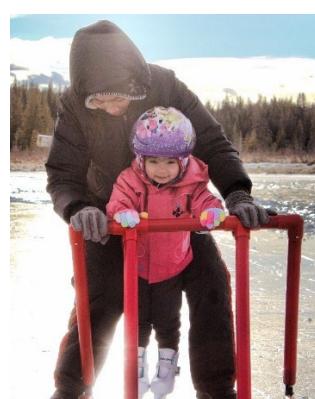
Hinton offers many opportunities supporting industries including coal, natural gas, forestry, manufacturing, oilfield services, pulp and paper, gravel, and tourism.

The community is inclusive celebrating an abundance of art, culture, and outdoor recreation activities. Some of the main attractions include: the three-kilometre-long Beaver Boardwalk (the longest freshwater boardwalk in Canada), the Mary Reimer Memorial Rodeo, the Wild Mountain Music Festival, and the acclaimed Hinton Mountain Bike Park.

There are endless options for camping, hiking, skiing, fishing, water sports, hunting, and off-road vehicle riding. The Town also has phenomenal soccer, ball, and hockey groups, and offers unparalleled mountain biking opportunities, making Hinton a mountain biking mecca.

Thanks to strong municipal leadership, the Town of Hinton is proactively planning and developing to ensure success and sustainability.

For more information about Hinton including statistics and demographics, please visit [www.hinton.ca](http://www.hinton.ca).





# Overview of Government in Canada

There are three primary levels of government in Canada.

**Federal:** Elected representatives are Members of Parliament (MPs).

**Provincial or Territorial:** Elected representatives are Members of the Legislative Assembly (MLAs).

**Municipal:** Elected representatives are a Mayor and Councillors.

Additionally, under Canada's 1982 Constitution Act, existing and treaty rights of First Nations' peoples are entrenched, hence they cannot be unilaterally extinguished by federal or provincial laws.

## Municipal Government

The purpose of a municipality is to provide good government, services, facilities, or other things that are necessary or desirable, and to develop and maintain safe and viable communities by the power, as well as duties and functions, imposed on them by the Municipal Government Act and other enactments.

The Government of Alberta's Municipal Government Act regulates municipal funding and how local governments govern and plan for growth. It is the primary set of rules that Albertan municipalities operate under. The purpose, powers, duties, and functions of municipalities are stated in Part 1, Sections 3 through 6 of the Municipal Government Act.

The Town of Hinton conducts a general municipal election every four years to elect a full-time mayor and six councillors. All general municipal elections in Alberta are conducted under the authority of the Local Authorities Election Act (LAEA). Candidates should be familiar with the LAEA as there are penalties (including fines, imprisonment, and disqualification from elected office) for those found in breach of its provisions.



# Responsibilities of Elected Officials

Being an elected official requires substantial time and energy, and a four-year commitment to public service. Elected officials work significant hours to meet their responsibilities. Currently, the Town of Hinton mayor position is full-time, and the councillor positions are deemed to be part-time.

The mayor and councillors spend considerable time reading and preparing for meetings so that they can make informed decisions. They are required to attend many meetings, conferences, conventions, training workshops, and social events as dignitaries, representatives, and officials during the day, evening, and occasionally on weekends.

The mayor has additional responsibilities as head of council, chairing council meetings, participating in inter-municipal, inter-governmental, and other regional matters, plus representing the Town as its main dignitary and Council spokesperson. The mayor generally has more office duties and social obligations than councillors.

Most meeting agendas and packages are provided electronically to council members, to reduce paper use. The mayor and councillors are expected to use a smartphone and computer/laptop to receive email messages and council agendas.

Each council member is appointed by council to serve as members and alternate members on Town-appointed committees. Committee meetings may or may not be held during daytime hours; evening meetings are common. Some committees meet more often than others. The mayor and councillors are actively involved in the selection process of public committee members. Recruitment for public committee members usually commences in August and September each year.

Being an elected official is a lifestyle that requires continual community interaction as a Town representative. Many people approach mayor and councillors in public settings to discuss Town matters. Phone calls are common during the day, evening, and on weekends. The expectations and demands on your time require serious consideration, as elected officials must balance Town responsibilities with their personal life and work.

# Understanding the Position

Members of Council significantly influence the future of the Town of Hinton. All decisions are made at public meetings where quorum is present.

Individual members of Council do not have the power to commit the municipality to any expenditure or direct the activities of municipal employees. Any promises made as part of an election campaign that involves municipal expenditures or the activities of municipal employees can only be carried out if a majority of Council votes in favour of the matter at a meeting.

The Town of Hinton is governed by the Municipal Government Act and Council Procedure Bylaw. It is imperative that the provisions of the Bylaw and Act be adhered to when making decisions.

Governance (Council) Determines 'What'	Management (Administration) Determines 'How'
Strategic plan development <ul style="list-style-type: none"> <li>• Vision</li> <li>• Strategic Priorities</li> <li>• Strategic Objectives</li> </ul>	Strategic plan execution <ul style="list-style-type: none"> <li>• Mission</li> <li>• Values</li> <li>• Strategic Actions</li> <li>• Departmental Business Plans</li> </ul>
Influence policy development	Implement policies and develop procedures
Approve budget <ul style="list-style-type: none"> <li>• Total revenue and expenditures</li> <li>• Service area budgets</li> </ul>	Manage budget <ul style="list-style-type: none"> <li>• General account ledgers</li> <li>• Financial reporting</li> </ul>
Key relationships <ul style="list-style-type: none"> <li>• Premier, MPs, MLAs, Cabinet Ministers, Reeves, other Municipal Mayors and Councillors</li> </ul>	Key relationships <ul style="list-style-type: none"> <li>• Deputy Ministers, Provincial and Federal Administration, other Municipal CAOs and City Managers, Administrators</li> </ul>

# Mayoral Duties

**Term of Office:** Four years

**Duties of Mayor:** The Mayor is the chief elected official of the municipality and has duties that encompass those of both a councillor and the chief elected official (as outlined in section 153 and section 154(1) of the Municipal Government Act).

Under section 153 of the Municipal Government Act, 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 neighboring 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 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.



Under section 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. The chief elected official is a member of all council committees and all bodies to which council has the right to appoint members under this Act, unless the council provides otherwise.
3. Despite subsection (2), 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.



# Councillor Duties

**Term of Office:** Four years

**Duties of Councillor:** As outlined under section 153 of the *Municipal Government Act*

**Number of Councillors:** Six positions

Under section 153 of the *Municipal Government Act*, 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 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 aldermen by this or any other enactment or by the council.



Under section 201(1) of the *Municipal Government Act*, a council is responsible for:

- a. Developing and evaluating the policies and programs of the municipality;
- b. Repealed 2015 c8 s20;
- c. Carrying out the powers, duties, and functions expressly given to it under this or any other enactment.

(2) 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.



# Summary of Hinton Town Council

## Term Commencement

The Local Authorities Election Act states that a person who is elected in an election holds office from when they take the Oath of Office, which will be administered at the Inaugural Meeting on October 23, 2025, unless they are disqualified from remaining in office.

## Orientation

As per the Municipal Government Act, Councillor orientation is mandatory. The elected Mayor and Council will receive training on the following topics on the day of the Inaugural Meeting and more in-depth training on these topics the following week.

- The role of municipalities in Alberta
- Municipal organization and function
- Roles and responsibilities of council and councillors
- Roles and responsibilities of the chief administrative officer and staff.

Additional training will be provided on key municipal plans, policies and projects; budgeting and financial administration, and public participation over the following months.

## Council Meetings

After the election, the first meeting of council will be the Organizational Meeting which is scheduled for October 28, 2025. At the Organizational Meeting, council members will appoint the deputy mayor schedule and appoint council members to various committees and boards. The first regular council meeting of the newly elected council will be held on November 4, 2025.

## Deputy Mayor

The deputy mayor serves as back-up to the mayor. The position of deputy mayor is rotated among council members throughout the four-year term so that each councillor is provided with an equal opportunity to experience being the deputy mayor. It is up to each newly elected council to decide if they wish to continue with this method of determining who serves as deputy mayor.



# Council and Committee Meetings

## Regular Council Meetings

Regular council meetings take place every first and third Tuesday of each month in the evenings unless the elected council decide otherwise.

## Committee of the Whole Meetings

Committee of the Whole meetings take place every second and fourth Tuesday of each month in the evenings unless the elected council decide otherwise.

## Committee Meetings

The mayor and councillors are appointed to various committees on an annual basis. These appointments are made at the Organizational Meeting. Current committees include the following.

- Attraction and Retention Committee of Hinton
- Beaver Boardwalk Committee
- CAO Performance Review/Recruitment Committee
- Community Futures West Yellowhead
- Evergreen Foundation Board
- FCSSA
- Forest Resources Advisory Group
- Hinton Regional Economic Development Coalition
- Hinton Historical Society
- Hinton Municipal Library Board
- Hinton Youth Advisory Council
- Home for Fire Arts Society of Hinton (ASH)
- Intermunicipal Committee
- Procedure Bylaw Review Committee
- Protective Services Advisory Committee
- West Fraser Pulp Mill Advisory Committee
- West Yellowhead Regional Waste Management



# Important Dates

## Nomination Period

January 1, 2025, to noon on September 22, 2025

Government Centre, 2<sup>nd</sup> Floor, 131 Civic Centre Road, Hinton, AB

## Advance Voting Days

October 4, 10 a.m. to 3 p.m.

October 16, 3 p.m. to 7 p.m.

Government Centre, 2<sup>nd</sup> Floor, 131 Civic Centre Road, Hinton, AB

## Election Day

Monday, October 20, 2025

10 a.m. to 8 p.m.

Hinton Community Centre, 965 Switzer Drive, Hinton

## Inaugural Meeting

Thursday, October 23, 2025

4 p.m. to 6 p.m.

Government Centre, 2<sup>nd</sup> Floor, 131 Civic Centre Road, Hinton

## Organizational Meeting

Tuesday, October 28, 2025

4 p.m. to 6 p.m.

Government Centre, 2<sup>nd</sup> Floor, 131 Civic Centre Road, Hinton

## Councillor Orientation

Wednesday, October 29 and Thursday, October 30, 2025

8 a.m. to 4 p.m. daily

Government Centre, Town Office, 2<sup>nd</sup> Floor, 131 Civic Centre Road, Hinton

## Date to file campaign disclosure

March 1, 2026



# Candidate Information

## Candidate Qualification

Section 21 of the Local Authorities Election Act outlines qualifications of a candidate. A person may be nominated as a candidate in any election under the Local Authorities Election Act if, on nomination day, the person:

- Is eligible to vote in the election,
- Has been a resident of the local jurisdiction and the ward, if any, for six consecutive months immediately preceding nomination day, and
- Is not otherwise ineligible or disqualified.

For complete information see section 21 of the Local Authorities Election Act.

The Nomination Paper and Candidate Acceptance (Form 4) must be completed and requires the candidate to sign an affidavit confirming that they:

1. Are eligible to be elected.
2. Will accept the office if elected.
3. Have reviewed the Local Authorities Election Act.

The Candidate must swear or affirm the affidavit before the Returning Officer or a Commissioner for Oaths and return the form to the Returning Officer.

**The nominated candidate is responsible for ensuring that the nomination paper filed is fully completed and meets the requirements of the Local Authorities Election Act.** If a nomination is challenged, the courts will assess eligibility.

In accordance with Section 151 of the Local Authorities Election Act it is an offence for a candidate to sign a Candidate's Acceptance Form that contains a false statement; offences are subject to a fine up to \$1,000.

## Ineligibility for Nomination as a Candidate

Sections 22 and 23 of the Local Authorities Election Act provides an overview of instances when a person is ineligible to be nominated as a candidate in a municipal election. Some of those instances include when:



1. The person is an auditor for the Town.
2. The person is an employee of the Town, unless that person takes a leave of absence.
3. The person's Town property taxes are more than \$50 in arrears, not including current taxes or previous taxes addressed in a consolidation agreement.
4. The person owes the Town any amount exceeding \$500 for more than 90 days.
5. The person has, within the previous 10 years, been convicted of an offence under the Local Authorities Election Act, the Election Act, or the Election Finances and Contributions Disclosure Act of the Canada Elections Act.

As this information does not detail all instances of ineligibility, candidates are responsible for consulting the Local Authorities Election Act. **It is the Candidate's responsibility to ensure they are eligible for nomination.**

## Nominations

### Nomination Day

Nomination Day for the offices of Mayor and Councillor is Monday, September 22, 2025.

Candidates may file their nomination papers any time between January 1, 2025, and noon on September 22, 2025.

### Nomination Form

Every nomination of a candidate shall be completed through the submission of a Nomination Paper and Candidate's Acceptance. Each nomination form must be fully completed and include the signatures of at least five eligible electors. To ensure validity of nominations, a candidate may submit more than the required five electors' signatures. If a nomination is not signed by at least five electors, the Returning Officer cannot accept the form. The Town of Hinton does not require a deposit to file nomination papers.

### Filing Nomination Papers

Nominations for the offices of Mayor and Councillor will be accepted by the Returning Officer from January 2, 2025, until noon on September 22, 2025.

Nomination papers sworn by a Commissioner for Oaths can be dropped off at the Town Office secure drop box located at the Main Entrance of the Government Centre, 2<sup>nd</sup> Floor, 131 Civic Centre Road, Hinton, AB. Fax and electronically submitted copies will not be accepted.



The candidate is responsible for ensuring that the nomination filed meets the requirements of the Local Authorities Election Act. Please refer to the checklist below to ensure all required papers are filed.

### **Nomination Papers Checklist**

1. Form 4, Nomination Paper and Candidate's Acceptance is completed, including a minimum of five signatures from eligible electors in Hinton
2. Form 4 is commissioned by the Returning Officer or a Commissioner for Oaths
3. Form 5, Candidate Financial Information is completed
4. Form 11, Enumerator, Candidate or Official Agent Proof of Identification
5. Form 12, Campaign Worker Proof of Identification
6. Form 16, Statement of Scrutineer or Official Agent
7. Form 29, Notice of Intend
8. Release of Candidate Information is completed
9. Release of Official Agent Information is completed (if applicable)
10. Criminal Record Check

Any person may contact the Returning Officer and ask to examine filed nomination papers after noon on September 22, 2025.

### **Withdrawal of Nomination Papers**

Candidates can withdraw candidacy any time during the nomination period.

A notice of withdrawal must be submitted in person, in writing, to the Returning Officer at the Town Office, 2<sup>nd</sup> Floor, 131 Civic Centre Road, Hinton. Withdrawal notices received by fax, email or phone will NOT be accepted. If a candidate wishes to withdraw their nomination papers, a written notice must be provided to the Returning Officer no later than noon on September 23, 2025.

If, at the close of nominations, there are more candidates for any particular office, candidates may withdraw within 24 hours of the close of the nomination period.

Provided there are more candidates than any particular offices, the deadline for candidate withdrawal for the 2025 election is Tuesday, September 23, 2025, at noon.

If, at any time after the close of the nomination period, the number of candidates remaining does not exceed the number of vacancies to be filled, the Returning Officer shall refuse to accept further withdrawals.

For complete information, see sections 32 and 34 of the Local Authorities Election Act.



## Election By Acclamation

If, at the close of Nomination Day at noon on September 22, 2025, the number of candidates nominated for any office is the same as the number required to be elected, the Returning Officer shall declare the candidates to be acclaimed to the offices for which they were nominated.

## Release of Information to the Public

### Candidates

Throughout the election campaign, the Returning Officer receives requests for candidates' contact information. Requests may come from media, organizers of election forums, or from the public. In addition, the Deputy Minister of Municipal Affairs requires contact information for candidates.

In order for the Returning Officer to release the contact information, it is necessary for candidates to complete the Release of Candidate Information Form and provide it to the Returning Officer with their nomination papers. The contact information provided by a candidate will be released upon receipt of a request.

### Official Agents

For reasons mentioned above, it is also necessary for Official Agents to complete a Release of Official Agent Information Form.

## Campaign Advertising

In accordance with Section 148(5) of the Local Authorities Election Act, no person shall print, distribute, or advertise a representation of the ballot produced for election day in their advertising. The use of the candidate's name and an "X" beside it is permitted and does not constitute a form of ballot.

In accordance with Section 152 of the Local Authorities Election Act, candidates are not permitted to advertise inside or outside a voting station on election day. The Presiding

Deputy Returning Officer at the Voting Station will remove any advertising which is present.

## Election Signage

As outlined in the Town of Hinton Land Use Bylaw No.1088, the following regulations apply for campaign signs displayed during a period of federal, provincial, municipal, or school board election; referendum; or plebiscite. There is no permit required, provided the signage meets the following standards.



Permitted Districts: Residential, Commercial, Industrial, Special

Maximum Sign Dimensions: 2.0 square metre sign area; 1.5 metre sign height

Sign Standards:

- Shall be erected no more than 60 days prior to election day and shall be removed within seven days after the election day to which they refer.
- Shall not be placed on any center median or in any location that affects traffic safety or visibility.
- Shall not be illuminated.

Please consult the Town of Hinton Development Services Department at 780-865-6010 to ensure that signage will be appropriately placed and will not affect traffic safety.

## Campaign Contributions

The Local Authorities Election Act (LAEA) has been amended to address new rules for campaign financing and disclosure.

The legislation is binding on all candidates running in municipal elections in Alberta. It is very important that candidates become familiar with the LAEA, as they are responsible for ensuring that their campaign finances comply with the legislation.

### Contributions

Candidates may accept contributions from individual residents of Alberta up to a maximum of \$5,000 in any campaign period, and candidate's may self-fund their campaigns to a maximum of \$10,000.

Candidates must not accept anonymous contributions or contributions from any prohibited organization.

Candidates must open a specific bank account for their campaign finances prior to submitting nomination forms and as soon as possible once contributions exceed \$1,000.

### Contribution Receipts

Candidates must provide receipts for every contribution and retain receipts and records for all expenses. Issued receipts should include the name of the candidate or campaign, name of the contributor, amount or value of contribution and the type of contribution.



## Campaign Disclosure Statement and Financial Statement

The Campaign Disclosure Statement is a record of expenses incurred and contributions received by a candidate during the campaign. A disclosure statement must be filed by February 17, 2026.

The following information must be included in the statement.

1. The total amount of all campaign contributions received during the campaign period, the source of contributions, and total expenses.
2. Candidates must disclose the name and address of individuals who contribute more than \$50.
3. The total amount of money paid by the candidate using the candidate's own funds.
4. The total amount of any campaign surplus, including any surplus from previous campaigns.
5. A financial statement setting out the total amount of revenue and expenses.

## Campaign Surplus

If a candidate's Campaign Disclosure Statement shows a surplus exceeding \$1,000, then the candidate shall donate the campaign surplus exceeding \$1,000 to a registered charity. Candidates are responsible for filing an amended Campaign Disclosure Statement with the Town.