

2025 MUNICIPAL ELECTION  
**COALHURST**  
**VOTES**



# **NOMINATION PACKAGE**

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# Town of Coalhurst

Town of Coalhurst  
100 51 Avenue  
Coalhurst, Alberta  
T0L 0V0

Dear Potential Council candidates:

Thank you for your interest in considering running for a seat on the Town of Coalhurst Council. Council members have an important responsibility to provide direction for the community's future and to effectively represent the people of Coalhurst. Running for council is a noble goal and your desire to consider this is to be commended.

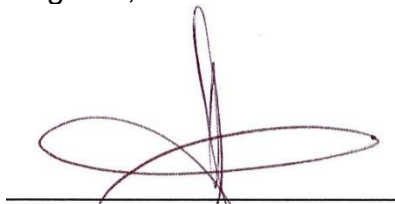
Many of those who wish to become a council member may not have a full understanding of what the role requires. To help you better understand, we have prepared this nomination and information package. In the package, you will find information on:

- Important dates
- Candidate eligibility
- The role of Mayor and Councillors
- Additional important information
- Nomination papers

By reading this package, we hope you will be able to make a more informed decision on whether or not to run for office. If you decide to run, we wish you the best of luck in your campaign. If you decide that running for council is not for you, we hope you will consider becoming involved in our community by exploring other opportunities.

I trust you will find this information package helpful. If you have further questions, please contact Karlene Betteridge - Chief Administrative Officer or Larry Randle – Returning Officer at 403-381-3033.

Regards,



Karlene Betteridge  
Chief Administrative Officer

## **Important dates**

- The Nomination Period is from January 1, 2025 to September 22, 2025 at 12:00 pm.
- The Nomination Withdrawal Deadline is September 22, 2025, no later than 12:00 pm or at any time within 24 hours after the close of nominations.
- Election Day is Monday, October 20, 2025, from 10:00 am to 8:00 pm.
- Advance Voting Day dates are Tuesday, October 14, 2025, from 2:00 p.m. to 8:00 p.m. and Saturday, October 18, 2025, from 10:00 a.m. to 4:00 p.m. at the Coalhurst Community Centre. All eligible voters can vote on advance voting days.
- Unofficial Election Results are expected to be announced a few hours after voting closes at 8:00 p.m. on October 20, 2025.
- Official Election Results will be announced on October 24, 2025 at 12:00 pm.
- The official swearing-in ceremony of elected Council members will occur on the evening of Monday, October 27, 2025.
- Mandatory Council member orientation will occur during business hours on October 28, 29 and 30, 2025, and again on Saturday, November 1. If you normally work in the daytime, you may need to arrange time off to attend.
- The organizational meeting of the new Council will occur on Monday, November 3, 2025.
- The first regular meeting of the new Council will be on Tuesday, November 4, 2025
- The Alberta Municipalities Convention is November 12 – 14, 2025. If you are employed, you may need to request this time off.
- The final day to submit a Judicial Recount Application is November 10, 2025.

## **Candidate eligibility**

In accordance with section 21 of the *Local Authorities Election Act*, an individual is eligible to be nominated if the person is:

- eligible to vote in the election;
- has been a resident of the local jurisdiction for the six months immediately preceding Nomination Day; and
- is not otherwise ineligible or disqualified.

In accordance with section 22 of the *Local Authorities Election Act*, an individual is **not** eligible to be nominated as a candidate if the person:

- is the auditor of the municipality;
- is an employee of the local jurisdiction unless granted a leave of absence;
- is indebted to the municipality for property taxes exceeding \$50;
- is indebted to the municipality for any other debt exceeding \$500 and in default for more than 90 days;
- has within the previous 10 years been convicted of an offence under the *Local Authorities Election Act*, *Election Finances and Contributions Disclosure Act* or the *Canada Elections Act (Canada)*.

## **Research**

Are you wondering what it means to be the Mayor or a Councillor for municipal government? If you are deciding whether running for office is right for you, consider doing some research, such as:

- Read the Alberta Municipal Affairs document Running for Office located at: <https://www.abmunis.ca/advocacy-resources/running-municipal-office>
- Attend Town Council Meetings (generally the first and third Tuesday of each month)
- Speak with existing or past Town Council members
- Speak with the Chief Administrative Officer or the Returning Officer at 403-381-3033
- Speak with the residents of the Town of Coalhurst
- Review the Town of Coalhurst [Council Procedure Bylaw No. 447-23](#) on the Town's website – Coalhurst.ca

There are also four webinars for prospective candidates available at:

<https://www.alberta.ca/municipal-elections-overview>

[Part 1 - What do I need to know about municipalities and local governance?](#)

[Part 2 - What are the different roles in a municipality?](#)

[Part 3 - What can I expect and what is expected of me as a member of council?](#)

[Part 4 - How do I run for elected office?](#)

## **The Role of Mayor and Councillor**

Coalhurst Town Council is comprised of four Councillors and a Mayor, each elected for a term of four years.

Council's role is to set policies and provide a vision which form the guidelines for the daily operations of the Town. Council has only one employee – the Chief Administrative Officer (CAO). The CAO is directly responsible for ensuring operations are conducted in a manner that follow and support Council's policies and vision. Council is not responsible for how the day-to-day operations of the municipality are conducted.

## **How Council is governed**

The Province of Alberta provides the structure for local governments primarily through legislation known as the *Municipal Government Act* (MGA).

<https://www.alberta.ca/alberta-kings-printer>.

Under the MGA, councillors have the duty 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;
- participate generally in developing and evaluating the policies and programs of the municipality;
- participate in council meetings and council committee meetings and meetings of other bodies they are appointed to by the council;
- obtain information about the operation or administration of the municipality from the Chief Administrative Officer;

- keep in confidence matters discussed in private at a council meeting until discussed at a meeting held in public;
- perform any other duty or function imposed on councillors by this or any other enactment or by the council.

## **Nomination Period**

Nomination papers and the accompanying \$100.00 deposit may be received by the Returning Officer or designate between 9:00 a.m. on January 2, 2025 and 12:00 pm (noon) on September 22, 2025 at the Town Administration Building (100 51 Avenue, Coalhurst).

Nomination papers will only be accepted in person. However, you may have someone drop them off on your behalf if the nomination paper has been sworn or affirmed and signed by the candidate.

Nomination papers may be examined by any person in the presence of the Returning Officer, Deputy or Secretary at any time after the commencement of the nomination period until the term of office to which the filed nomination papers relate, has expired. The examination of nomination papers must be done during regular business hours (9:00 am – 4:00 pm, Monday – Friday). Nomination papers can be picked up at the Town Administration Building or printed from the Town's website.

## **Filing your Nomination**

Your nomination must be filed on the prescribed forms, which you will find enclosed with this package. A complete nomination form will:

- Be signed by five (5) or more eligible voters, including their signatures, printed names, and addresses;
- Include a completed Candidate Information form;
- Include a completed Notice of Intent form;
- Include a \$100.00 nomination deposit.

The Returning Officer cannot accept a nomination that is:

- Not completed in the prescribed form;
- Not signed by at least five (5) eligible electors;
- Not sworn or affirmed by the person nominated;
- Not accompanied by the required deposit.

The Returning Officer does not have the authority to challenge the validity of the information provided by a candidate. This is the responsibility of the electors of the Municipality and may be challenged through the Court system.

**Please note:** Municipal election forms are currently being updated by the Province of Alberta to reflect recent changes to the *Municipal Government Act* and the *Local Authorities Election Act*. The forms included with this package are therefore, subject to change. If you submit a form that later changes, you will be contacted to ensure the proper forms have been submitted.

## **Election Day**

The election will be held on Monday, October 20, 2025 between 10:00 am and 8:00 p.m. at the Coalhurst Community Centre.

On Election Day, no candidate or either their agent or scrutineer is permitted to greet voters at the voting station. However, a designated area will be available for all candidates or, either their agent or scrutineer, to observe the election process.

An agent must be designated in advance on the authorized form.

## **Voting station**

The Voting Station on Election Day is the Town of Coalhurst Community Centre located at 527 50<sup>th</sup> Avenue in Coalhurst and includes the grounds, parking lot and public sidewalk around the facility.



## **Advance Voting Days**

Tuesday, October 14, 2025, from 2:00 p.m. to 8:00 p.m. and Saturday, October 18, 2025, from 10:00 a.m. to 4:00 p.m. at the Coalhurst Community Centre. All eligible voters can vote on advance voting days.

## **Voter eligibility**

According to Section 47 of the *Local Authorities Election Act*, a person is eligible to vote in an election held pursuant to this Act if the person:

- Is at least 18 years old;
- Is a Canadian Citizen;
- Resides in Alberta and the person's place of residence is located in the local jurisdiction on election day.

## **Campaigning**

Once you have filed your nomination form and your candidate's acceptance, there are several things to remember as you campaign to Election Day.

### **How do I campaign?**

There is no "standard" in campaigning when it comes to municipal elections. A candidate's campaign style will want to match the uniqueness of the municipality to the candidate's personality and available resources.

The purpose of campaigning is to convince the electors that you are the best candidate for the position in the municipality. Candidates have used various strategies including, but not limited to:

- Door-knocking;
- Signage;
- Brochures or posters;
- Social media pages (Facebook, Twitter (X), Instagram) or websites; and
- Hosting a meet and greet event.

## **Is there anything I cannot do during a campaign?**

There are a variety of offence provisions included in the *Local Authorities Election Act*; it is encouraged that candidates review and understand all offence provisions in the Act.

If candidates require additional interpretation or clarification, they are encouraged to seek independent legal services if required.

## **Public Forum**

The Town does not organize or participate in public forums for candidates.

## **Signage**

- No signage is permitted:
  - To be stapled, taped, or otherwise adhered to telephone or power poles;
  - On public property such as parks or community facilities;
  - At any voting station;
  - That blocks sightlines at an intersection or pedestrian crossing.
- Signs are permitted on boulevards only with permission of the property owner adjacent to where the signage is located.
- Signs must be removed from all sites within 72 hours after the election. If the signs are not removed, the Town staff may remove and dispose of them.
- The candidate or agent may be present during the counting of the ballots. Only one representative for each candidate may be present.

## **Time Commitment**

Council meetings: Two Council Meetings are scheduled per month, with some exceptions. Regular Council Meetings are held on the first and third Tuesdays starting at 6:00 p.m. in Council Chambers located at the Town Office. Additional meetings may be called at any time to address emergent matters. Meeting

preparation, including reviewing agenda materials, reports, and other related communications, is expected.

Council committees: Each year, Councillors are appointed to serve on Committees of Council during the October Organizational Meeting. Appointments are made on the basis of individuals' interest in committees, as well as maintaining a balance and commitment of time. Committee schedules vary, depending on the committee. Some committees meet more frequently than others and are scheduled at different times, some during the day, some during the evening. In most cases, remote participation is possible.

Council orientation and training: Newly elected officials are now mandated to attend orientation training prior to the Organizational Meeting and the first Regular Meeting of Council. This orientation will provide new and returning councillors with an overview of what they need to not only meet mandatory training requirements, but also succeed in their roles moving forward.

Conferences and conventions: Alberta Municipalities Association (AMA) holds an annual convention in the Spring and in the Fall. AMA plays a key role in representing municipal interests to the Provincial Government. In an election year, the convention will focus on educating new Mayors and Councillors. For this reason, newly Elected Officials should be prepared to attend this conference. There may be other conferences throughout the year that you may wish to attend or be encouraged to attend.

Public appearances: Council members are expected to represent the Town at public events. Due to the position, the Mayor typically makes more public appearances than Council members.

Communication: It is imperative that Councillors read and respond to communication on a timely basis.

## **Councillor remuneration**

The 2025 Annual Base Rate for Council members is as follows:

Mayor	\$26,800
Councillor	\$21,400

## **Candidate Campaign Disclosure Statement**

On or before March 1 immediately following a general election, a candidate shall file with the secretary of the candidate's local jurisdiction a disclosure statement in the prescribed form. Campaign contributions by any person, corporation, trade union or employee organization to a candidate shall not exceed \$5,000 in the aggregate to all candidates for election in any year. Money paid by a candidate out of the candidate's own funds to the candidate's election campaign shall not exceed \$10,000 in any campaign period.

A campaign contribution means any money, personal property, real property, or service that is provided to or for the benefit of a candidate without fair market value compensation but does not include volunteer services provided to the campaign.

The Town is responsible to ensure that the disclosure statements filed are available to the public during regular business hours for a period of four years after the election.

If a candidate becomes aware that any of the information reported in the disclosure statement has changed or has not been completely or accurately disclosed, the candidate shall, within 30 days, submit a supplementary statement to the Town of Coalhurst.

## **Some advice from former Councillors**

- *Be prepared to dedicate extra time to serve on committees. It is a big part of the job.*
- *Realize what you are committing to. Talk to past and/or current Council members to realize how much time this takes and what the impact will be on your current commitments.*
- *Make sure you are fully aware of the commitment which includes working during the day, evening and weekends.*

- *Personal agendas are not acceptable on the public stage; keep your mind open and fair.*
- *There will be situations where your decisions are not favourable even to your friends and neighbours.*
- *Discuss your interests with your family. You will need their understanding and support.*
- *First and foremost, if you don't have your family's support and understanding that they will be sharing you with the entire community, this will be a very hard four years.*
- *You will be a member of Council and will no longer be seen to have an opinion as a resident. All groups will hear your words as a Council member first.*
- *Councillors can spend many hours per week in their role so be prepared to attend more meetings than Regular Council and Committee meetings.*
- *Some of your friends may lose faith in you – it's not your fault.*

## **Resources**

### **Local Authorities Election Act (LAEA)**

The LAEA is the primary legislation that guides the conduct of a municipal election. All definitions, procedures and processes outlined in this guide are based on the LAEA. It is recommended that you review it. Should you require further clarification on any definitions, procedures, or processes, you are encouraged to read the LAEA, ask the Returning Officer, call a Provincial Municipal Advisor, or seek an independent legal opinion.

### **Municipal Government Act (MGA)**

The MGA is the primary legislation that governs municipalities. Available online at <https://www.qp.alberta.ca/>

**Government of Alberta Municipal Affairs**

<https://www.alberta.ca/municipal-elections-overview.aspx>

**Alberta Municipal Affairs – A Guide for Candidates Running for Municipal Office**

<https://www.abmunis.ca/advocacy-resources/running-municipal-office>

**Alberta Municipalities Association**

<https://www.abmunis.ca/>

**Rural Municipalities of Alberta**

<https://rmalberta.com/>

**Elected Officials Education Program**

<https://eoep.ca/>

**Town of Coalhurst**

Town of Coalhurst Administration Building

100 51 Avenue

Coalhurst, Alberta T0L 0V0

Telephone: (403) 381-3033

Website: [www.coalhurst.ca](http://www.coalhurst.ca)

Returning Officer: Larry Randle

Email: [clerk@coalhurst.ca](mailto:clerk@coalhurst.ca)

# FORM 4      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

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 personal information, please contact

L. Randle, Returning Officer

403-381-3033

Title of the Responsible Official

Business Phone Number

LOCAL JURISDICTION: TOWN OF COALHURST, PROVINCE OF ALBERTA

We, the undersigned electors of Town of Coalhurst, nominate

Name of Local Jurisdiction and Ward (if applicable)

\_\_\_\_\_ of

Candidate Surname

Given Names

\_\_\_\_\_ as a candidate at the election

Complete Address and postal code

about to be held for the office of \_\_\_\_\_

Office Nominated for

of \_\_\_\_\_

Name of Local Jurisdiction

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).

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.
- 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
- 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.

\_\_\_\_\_  
Name, Contact Information or Complete Address and Postal Code and Telephone Number of Official Agent (if applicable)

as my official agent.

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 \_\_\_\_\_ of \_\_\_\_\_,

in the Province of Alberta,

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.



\_\_\_\_\_  
Candidate's Signature

\_\_\_\_\_  
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



## Notice of Intent

*Local Authorities Election Act (Section 147.22)*

LOCAL JURISDICTION: \_\_\_\_\_, PROVINCE OF ALBERTA

Election Date: \_\_\_\_\_  
date

I, \_\_\_\_\_, of

\_\_\_\_\_ complete address and postal code

intend to be nominated, or have been nominated, to run for election as a candidate in the

\_\_\_\_\_ 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 Last Name	Candidate First Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Gender	Telephone Number	Email Address
<input type="text"/>	<input type="text"/>	<input type="text"/>

Address of place(s) where candidate records are maintained:

Name(s) and address(es) of financial institutions where campaign contributions will be deposited (if applicable):

Name(s) of signing authorities for each depository listed above (if applicable):

SWORN (AFFIRMED) before me at the \_\_\_\_\_  
of \_\_\_\_\_, in the Province of Alberta, this \_\_\_\_\_  
day of \_\_\_\_\_, 20 \_\_\_\_

\_\_\_\_\_  
Signature of Returning Officer or Commissioner for Oaths or Notary Public in  
and for Alberta

\_\_\_\_\_  
Signature of Candidate

Commissioner for Oaths Stamp

### RETURNING OFFICER'S ACCEPTANCE

Returning office signals acceptance by signing this form

\_\_\_\_\_  
Signature of Returning Officer

### IT IS AN OFFENCE TO SIGN A FALSE AFFIDAVIT OR A FORM THAT CONTAINS A FALSE STATEMENT

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

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 5

## Candidate Information

*Local Authorities Election Act (Section 27)*

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), 27, 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:

L. Randle, Returning Officer

403-381-3033

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Title of the Responsible Official

Business Phone Number

Candidate's Full Name \_\_\_\_\_

Candidate's Address and Postal Code \_\_\_\_\_

\_\_\_\_\_

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.

# FORM 16

## Statement of Scrutineer or Official Agent

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

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:

L. Randle, Returning Officer

403-381-3033

Title of the Responsible Official

Business Phone Number

LOCAL JURISDICTION: Town of Coalhurst, PROVINCE OF ALBERTA

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

I, \_\_\_\_\_  
(Name of Scrutineer or Official Agent)

of

\_\_\_\_\_  
(Complete Address and Postal Code)

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

(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 [v] 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 [v] 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

**2025 MUNICIPAL ELECTION CANDIDATE'S CONSENT  
TO RELEASE INFORMATION TO THE PRESS/PUBLIC**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

Coalhurst, Alberta (Box # and Civic address)

TELEPHONE: \_\_\_\_\_(home) \_\_\_\_\_(work)

POSTION NOMINATED FOR: \_\_\_\_\_

The Town of Coalhurst is hereby authorized to release the above information to the press/public respecting the 2025 Municipal Election.

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(date)

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 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:

Larry Randle, Returning Officer

403-381-3033