



Kneehill COUNTY

Nomination Information Package

General Election October 18, 2021



Kneehill County assumes no responsibility for any candidate's failure to comply with any requirement of election procedure or legislation.

Kneehill County 2021 Election

This booklet is published as a service to prospective candidates and is not inclusive of all information related to election procedure, and legislation. Each candidate is responsible to comply with all applicable acts, regulations, and bylaws.

Resources for candidates may be obtained from:

Returning Officer

Carolyn Van der Kuil, Returning Officer
Box 400
1600, 2nd Street NE
Three Hills, AB
T0M 2A0

Phone: 403-443-5541
Cell Phone: 587-321-0757
Toll Free: 1-866-443-5541
Email: elections@kneehillcounty.com

Municipal Affairs

Online: www.municipalaffairs.alberta.ca
Phone: 780-427-2732
Toll Free: 310-0000 before the phone number
(in Alberta)
Email: lqsmail@gov.ab.ca

Queens Printer

Copies of Provincial Legislation, including the *Local Authorities Election Act* (LAEA) and the *Municipal Government Act* (MGA), contact:
Queen's Printer

Telephone: 780-427-2711
Toll Free: 310-0000 before the phone number (In Alberta)
Email: qp@gov.ab.ca
Online: www.qp.alberta.ca

Nominations for Councillor will be accepted by the Returning Officer from Monday, January 4th, 2021 until noon on Monday, September 20, 2021. Prospective candidates filing their nominations must schedule an appointment with the Returning Officer.

Form of Nomination

Nominations must be completed on the prescribed Form 4, Nomination Paper and Candidate's Acceptance and Form 5, Candidate Financial Information. In accordance with section 27(2) of the *Local Authorities Election Act*, nominations must be signed by a minimum of 5 eligible electors and must include a deposit of \$100 by cash, credit card, debt card, certified cheque or money order made payable to Kneehill County.

(Ministerial Order 103/20 amends section 30 (1) of the LAEA to allow deposits to be provided by debt card and credit card, in addition to the current cash, certified cheque, or money order option for the 2021 general election)

Written Acceptance

Form 4 contains a candidate's written acceptance. In order to complete this candidate acceptance, you must be familiar with the following sections of the *Local Authorities Election Act*.

- Section 21- Qualification of Candidates
- Section 22- Ineligibility
- Section 23- Ineligibility for Nomination
- Section 27-Form of Nomination
- Section 47-Eligibility to Vote
- Section 68.1- Option for Official Agent
- Section 151- Offence
- Part 5.1- Election Finances and Contributions Disclosure

Nomination Dates

Nominations Open: Monday, January 4, 2021

Nominations Close: Monday, September 20, 2021
12:00 Noon

Location: Kneehill County Administration Office
1600, 2nd Street NE
Three Hills, AB. T0M 2A0

Nomination Checklist:

- Form 4, Nomination Paper and Candidate's Acceptance completed.
- Minimum of 5 signatures from eligible electors and are residents in the local jurisdiction on the date of signing the nomination.
- Fill out Supplementary Signature Form. (This is recommended, not mandatory)
- Form 4 is commissioned by the Returning Officer or a Commissioner of Oaths.
- \$100 deposit, payable in cash, debt card, credit card, certified cheque or money order payable to Kneehill County
- Form 5, Candidate Financial Information completed

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

- That you are eligible to be elected under section 21 and 47 of the *Local Authorities Election Act*;
- That you are not otherwise disqualified under section 22 or 23 of the *Local Authorities Election Act*;
- That you will accept the office if elected;
- That you will 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 understand its contents;
- That you will provide name and contact information of your official agent (if applicable); and
- That the electors who have signed the nomination paper are eligible to vote in accordance with the *Local Authorities Election Act*.

This acceptance also requires you to state the name of your official agent, if you have chosen to appoint one, and provide your name as it should appear on the ballot. This name may include nicknames, however, titles are not permitted (Dr. Mrs. Mr. etc.)

The signature of the candidate must be witnessed by the Returning Officer or a Commissioner of Oaths.

Candidate Financial Information

Form 5 requires you to provide the following information:

- Your full name and address
- Address of where your candidate records are maintained
- Name(s) and address(es) of financial institutions where your campaign contributions will be deposited (if applicable)

Where there is any change in the above mentioned information, you must notify the Returning Officer in writing within 48 hours of such changes by submitting a completed information form.

In accordance with section 147.3 of the *Local Authorities Election Act* you are required to open a campaign account at a financial institution in your name or your election campaign's name for the purpose of the election campaign when you file your nomination papers, or as soon as possible after the total amount of contributions you receive first exceeds \$1,000 in the aggregate.

Candidate Withdrawal

For complete information on Candidate Withdrawal see Sections 32 and 34 of the Local Authorities Election Act.

You can withdraw your candidacy anytime during the nomination period. There is no prescribed Form for a Candidate Withdrawal. A notice of withdrawal must be submitted in person or in writing to the Returning Officer at 1600, 2nd Street NE, Three Hills, AB. Withdrawal notices received by way of facsimile, email or phone will NOT be accepted.

If at the close of nominations, there are more candidates for any particular office, you may withdraw within 24 hours of the close of the nomination period. Provided there are more candidates than any particular office, the deadline for candidate withdrawal for the 2021 election is therefore Tuesday, September 21, 2021 at 12 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.

Nomination Deposits

For complete information see Section 30 of the Local Authorities Election Act.

Kneehill County's Election Bylaw requires that your nomination be accompanied by a deposit of \$100. This deposit will be returned to you after the election if you are elected, if your nomination is withdrawn in accordance with Section 32 of the *Local Authorities Election Act*, or if you receive at least half the number of votes as the candidate elected in your race with the least number of votes.

Minimum Number of Electors

For complete information see Section 27 of the Local Authorities Election Act.

It is recommended that prospective candidates obtain signatures from more than the required five (5) electors to ensure that the candidate's nomination will not be adversely affected if a signatory is not eligible.

An elector is defined as a person who is eligible to vote, lives in Kneehill County and is a resident of the ward for which the candidate is being nominated on the date of signing the nomination.

An additional form is provided for candidates who wish to collect supplementary signatures.

Acceptance of Nomination Papers

For complete information see Section 28 (4) of the Local Authorities Election Act.

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

- incomplete;
- not signed by at least 5 electors;
- that is not sworn or affirmed by the person nominated; or
- is not accompanied by the \$100 deposit.

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

Carolyn Van der Kuil 403-443-5541
Title of the Responsible Official Business Phone Number

LOCAL JURISDICTION: Kneehill County, PROVINCE OF ALBERTA

We, the undersigned electors of _____, 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 Kneehill County
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). If a city or a board of trustees under the *Education Act* passes a bylaw under section 27(2) of the *Local Authorities Election Act*, then the signatures of up to 100 electors eligible to vote may be required.

Printed Name of Elector	Complete Address and Postal Code of Elector	Signature of Elector

Candidate's Acceptance

I, the above named candidate, solemnly swear (affirm)

- THAT I am eligible under sections 21 and 47 (and section 12, in the case of summer villages) of the *Local Authorities Election Act* and sections 4(4) and 74 of the *Education Act* (if applicable) to be elected to the office;
- 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 _____ of _____,

in the Province of Alberta,

this _____ day of _____, 20_____.



Candidate's Signature



Signature of Returning Officer or Commissioner for Oaths
or Notary Public in and for Alberta
(Also include printed or stamped name and expiry date)

RETURNING OFFICER'S ACCEPTANCE

Returning Officer signals acceptance by signing this form:

Signature of Returning Officer

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

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

Carolyn Van der Kuil

Title of the Responsible Official

403-443-5541

Business Phone Number

Supplementary Signatures

_____,
Candidate's Surname

Candidate's Given Name

Printed Name of Elector	Complete Address (Street Address or Legal Land Description) and Postal Code of Residence of Elector	Signature of Elector

It is recommended, not mandatory, that prospective candidates obtain signatures from more than the required five (5) electors to ensure that the candidate's nomination will not be adversely affected if a signatory is not eligible.

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 personal information, please contact

Carolyn Van der Kuil

403-443-5541

Title of the Responsible Official

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.