



**NOMINATION PACKAGE
FOR THE OFFICE OF
Councillor**

**GENERAL INFORMATION
AND FORMS**

**Town of Onoway
2025 General Election**

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

The Town of Onoway assumes no responsibility for any candidate's failure to comply with any requirement of election procedures or legislation.

Resources for candidates may be obtained from:

Alberta Municipal Affairs

Municipal Services Division
17th Floor, Commerce Place
10155-102 Street
Edmonton, Alberta T5J 4L4

Online: www.alberta.ca/municipal-elections.aspx
Phone: 780-427-2732
Toll Free: 310-0000 (in Alberta only)
Fax: 780-422-1419

Alberta King's Printer

Copies of the *Local Authorities Election Act, RSA 2000 c.L-21* and the *Municipal Government Act, RSA 2000c.M-26* can be obtained from the Alberta King's Printer.

Main Floor, Park Plaza
Suite 7000, 10611-98 Ave Edmonton, AB T5K 2P7

Online:
<https://www.alberta.ca/alberta-kings-printer.aspx>
Phone: 780-427-4952
Toll Free: 310-000
Fax: 780-452-0668

Nominations for Councillor will be accepted by the Returning Officer from Thursday, January 2, 2025 until noon on Monday, September 22, 2025. Prospective candidates filing their nominations **must schedule an appointment.**

Reanne Springer, Returning Officer

E-mail: springervoting@gmail.com

Phone: 780-967-4674

**Town of Onoway Administration Office
4812-51 Street, Onoway**

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 of the *Local Authorities Election Act* and sections 1 and 2 of the Town’s Election Deposit Bylaw 736-17, nominations must be signed by a minimum of 5 eligible electors and must include a deposit of \$50, by cash, certified cheque or money order made payable to the Town of Onoway.

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 28 – Nominations
- Section 47 – Eligibility to vote
- Section 68.1 – Option for official agent
- Section 147.22 Notice of Intent
- Section 151 - Offence
- Part 5.1–Election Finances disclosure

Nominations Open: January 2, 2025

Nominations Close: September 22, 2025 at 12 Noon

**Location: Town of Onoway
Administration Office**

4812-51 Street Onoway, AB

Nomination Checklist

- Notice of Intent submitted
- Form 4 – Nomination Paper and Candidate’s Acceptance completed
- Minimum of 5 signatures from *eligible* electors in Onoway
- Form 4 is commissioned by a Commissioner for Oaths or the Returning Officer
- \$50 deposit by cash, certified cheque or money order made payable to the Town of Onoway
- Form 5 – Candidate Financial

Information completed Other:

- Review election sign requirements Land Use Bylaw 708-13

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

- that you are eligible to be elected under sections 21 and 47 of the *Local Authorities Election Act*;
- that you are not otherwise disqualified under sections 22 or 23 of the *Local Authorities Election Act*;
- that you will accept the office if elected;
- that you have read sections 12, 21, 22, 23, 27, 28, 47, 68.1, 151 and Part 5.1 of the *Local Authorities Election Act* and understand their 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 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 on Form 4 must be witnessed by the Returning Officer or Commissioner for 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
- name(s) of signing authorities for each depository listed above (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 purposes 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

You can withdraw your candidacy anytime during the nomination period.

If at the close of nominations, there are more than one candidate for the office of councillor, you may withdraw within 24 hours of the close of nomination period. Provided there are more than one candidate for office of councillor, the deadline for candidate withdrawal for the 2025 Town of Onoway General Election is therefore **Tuesday, September 23rd, 2025 at 12 noon**. If at any time after the close of the nomination period, the number of candidates does not exceed the number of vacancies to be filled, the Returning Officer shall refuse to accept further withdrawals.

A notice of withdrawal must be submitted in person, in writing, to the Returning Officer at 4812-51 Street, Onoway, Alberta. Withdrawal notices received by way of email, phone, or facsimile will NOT be accepted.

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

Nomination Deposits

The Town's Election Deposit Bylaw 736-17 requires that your nomination be accompanied by a deposit of \$50. This deposit will be returned to you within two weeks of election day 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.

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

Minimum Number of Electors

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

An elector is defined as a person who is at least 18 years old, is a Canadian citizen, and whose place of residence is located within the Town of Onoway municipal boundaries on election day. It is the candidate's responsibility to ensure that the electors that sign their nomination papers are eligible.

Acceptance of Nomination Papers

The returning officer or substitute 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 \$50 deposit

NOTICE OF INTENT

Date: _____

Please accept this as my Notice of Intent as per Section 147.22 of the LAEA to be nominated as a candidate to run for election in Lac Ste Anne County for the position of Councillor in the upcoming Municipal Election on October 20th, 2025.

My full name, mailing and physical address, telephone number and email address are:

My campaign and financial records are maintained at the following address:

My financial institution (name and address) being used for my campaign is:

The signatories on the above accounts are:

Notice required re contributions and expenses

147.22(1) No individual and no person acting for the individual shall accept a contribution or incur a campaign expense unless the individual has given written notice in accordance with this section.

(4) No candidate and no person acting for a candidate shall accept a contribution in respect of an election outside the campaign period for that election.

Yours truly,

Signature

Print Full Name



LOCAL JURISDICTION: The Town of Onoway, Province of Alberta

ELECTION DATE: Monday, October 20th, 2025

We, the undersigned electors of the Town of Onoway, Province of Alberta **nominate:**

_____ of _____
(Candidate's Surname) (Candidate's Given Names) (Complete Address, Street Address or Legal Land Description, and Postal code)

as a candidate at the election about to be held for the office of councillor of the Town of Onoway, Province of Alberta.

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*.

| Printed Name of Elector | Complete Address (Street Address or Legal Land Description) and Postal Code of Residence of Elector | Signature of Elector |
|-------------------------|---|----------------------|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |
| 6. | | |
| 7. | | |
| 8. | | |
| 9. | | |
| 10. | | |

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 the FOIP Coordinator at 780-967-5338.



Candidate's Acceptance

I, _____, solemnly swear (affirm)

- THAT I am eligible under sections 21 and 47 of the *Local Authorities Election Act* 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 21, 22, 23, 27, 28, 47, 68.1 and 151 and Part 5.1 of the *Local Authorities Election Act* and understand their contents;
- THAT I am appointing as my official agent (if applicable):

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

- THAT I will read and abide by the Town of Onoway'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 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., Mrs., Dr.)

SWORN (AFFIRMED) before me at the
_____ of _____ in the
Province of Alberta this ___ day of _____
2025.

Candidates Signature

Signature of Returning Officer or Commissioner for Oaths

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

RETURNING OFFICER'S ACCEPTANCE

Returning Officer signals acceptance by signing this form:

Signature of Returning Officer



Candidate's Full Name _____

Candidate's Address and Postal Code _____

Address(es) of Place(s) where Candidate Records are Maintained _____

Name(s) 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.

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 the FOIP Coordinator at 780-967-5338.



**CANDIDATE INFORMATION
DISCLOSURE FORM**

LOCAL JURISDICTION: The Town of Onoway, Province of Alberta

ELECTION DATE: Monday, October 20th, 2025

I, _____, give permission to the Returning Officer of the Town of Onoway to release any or all of the information to the media, the general public, any legislated authority and for any purpose as set out in the *Local Authorities Election Act*, as indicated below.

Signature of Candidate

Date

Please ensure that the information provided on this form is accurate, as the Town of Onoway will not assume any responsibility for any errors or omissions.

| CANDIDATE INFORMATION | | Authorized for release |
|---|--|--------------------------|
| NAME | | <input type="checkbox"/> |
| EMAIL ADDRESS | | <input type="checkbox"/> |
| OFFICE PHONE NUMBER | | <input type="checkbox"/> |
| OTHER PHONE NUMBER | | <input type="checkbox"/> |
| MAILING ADDRESS | | <input type="checkbox"/> |
| CAMPAIGN OFFICE ADDRESS (if applicable) | | <input type="checkbox"/> |
| CAMPAIGN WEBSITE URL | | <input type="checkbox"/> |

**ENUMERATOR, CANDIDATE OR
OFFICIAL AGENT PROOF
OF IDENTIFICATION FOR SECTION 52 ACCESS**
Local Authorities Election Act (Section 52)

LOCAL JURISDICTION: TOWN OF ONOWAY IN THE PROVINCE OF ALBERTA

ELECTION DATE: OCTOBER 20TH, 2025

VOTING SUBDIVISION OR WARD (If Applicable): N/A

For the purposes of access authorized under section 52 of the *Local Authorities Election Act*, this constitutes identification for: _____
of _____
_____ serving in the capacity of _____.

This appointment is in effect for the 2025 campaign period.

[Section 52](#) of the [Local Authorities Election Act](#) states that a person to whom an enumerator, a candidate, an official agent or a campaign worker on behalf of a candidate has produced identification in the prescribed form, indicating that the person is an enumerator, a candidate, an official agent or a campaign worker, shall not

- (a) obstruct or interfere with, or,
- (b) cause or permit the obstruction or interference with the free access of the enumerator, candidate, official agent or campaign worker to each residence in a building containing 2 or more residences or to each residence in a mobile home park.

(Signature of Returning Officer, or Deputy Returning Officer)

(Signature of Enumerator, Candidate, or Official Agent named above)