



**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  
17<sup>th</sup> Floor, Commerce Place  
10155-102 Street  
Edmonton, Alberta T5J 4L4

Online: [www.alberta.ca/municipal-elections.aspx](http://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](mailto: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 the Town of Onoway for the position of Councillor in the upcoming Municipal Election on October 20<sup>th</sup>, 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