



**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.

(as of March 10, 2025)

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* or as outlined on Form 4:

- 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 & commissioned
- 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

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.

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.

NOMINATION PAPER AND CANDIDATE'S ACCEPTANCE

Local Authorities Election Act
 (Sections 12, 21, 22, 23, 23.1, 27, 28,
 47, 68.1, 151, 158.3, Part 5.1)
Education Act (Sections 4(4), 74)

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

FOIP COORDINATOR	780-967-5338
Business Title/Organization	Business Phone Number
4812 51 STREET	ONOWAY
Address	City or Town
	AB TOE 1V0
	Province Postal Code

LOCAL JURISDICTION: TOWN OF ONOWAY, PROVINCE OF ALBERTA

We, the undersigned electors of _____,
Name of Local Jurisdiction and Ward (if applicable)

nominate _____ of
Candidate's Surname and Given Names

Complete Address and Postal Code

as a candidate at the election about to be held for the office of COUNCILLOR
Office Nominated for

of TOWN OF ONOWAY
Name of Local Jurisdiction

The candidate's local political party or slate is _____ (if applicable).

Provide 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,

I am not otherwise disqualified under section 22, 23 or 23.1 of the *Local Authorities Election Act*,

I will accept the office if elected,

I have read sections 12, 21, 22, 23, 23.1, 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,

I am appointing _____
Name, Contact Information or Complete Address and Postal Code, and Telephone Number of Official Agent
as my official agent (if applicable),

I have provided a criminal record check with my nomination package (if applicable),

I will read and abide by the municipality's code of conduct if elected (if applicable), and

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
Candidate's 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____.



Signature of Candidate

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

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

FOIP COORDINATOR		780-967-5338	
<small>Business Title/Organization</small>		<small>Business Phone Number</small>	
4812 51 STREET	ONOWAY	AB	T0E 1V0
<small>Address</small>	<small>City or Town</small>	<small>Province</small>	<small>Postal Code</small>

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.



**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"/>

The personal information on this form is being collected in accordance with section 33(c) of the *Freedom of Information and Protection of Privacy Act*, and will be used to support the administrative requirements of the local authorities election process. The personal information will be managed in compliance with the privacy provisions of Part 2 of the *Freedom of Information and Protection of Privacy Act*. If you have any questions concerning the collection and use of this personal information, please contact the FOIP coordinator at 780-967-5790.

CANDIDATE OR OFFICIAL AGENT PROOF OF IDENTIFICATION FOR ACCESS

Local Authorities Election Act
(Section 52)

LOCAL JURISDICTION: TOWN OF ONOWAY, PROVINCE OF ALBERTA

ELECTION DATE: October 20, 2025

VOTING SUBDIVISION OR WARD (If applicable): _____

For the purposes of access authorized under section 52 of the *Local Authorities Election Act*, this constitutes identification

for _____
Name

of _____
Complete Address and Postal Code

serving in the capacity of _____
Office

This appointment is in effect for the 20 25 campaign period.

Section 52 of the *Local Authorities Election Act* states that a person to whom 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 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 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 Candidate or Official Agent named above