



Election Office

## Instructions for Submitting your Nomination

Email [info@minburncounty.ab.ca](mailto:info@minburncounty.ab.ca) Phone 780-632-2082

### Preparing to File your Nomination:

1. Review the candidate qualifications in the *Local Authorities Election Act*.

Section 21 of the *Local Authorities Election Act* describes the qualifications for candidates. Sections 22, 23 and 23.1 describe circumstances that make a person ineligible for election or nomination. Please read these sections carefully. Candidates must read sections 21, 22, 23, 23.1, 27, 28, 47, 68.1, and 151, and Part 5.1 of the Act before completing the "Nomination Paper and Candidate's Acceptance" form.

2. If you have not already submitted a "Notice of intent" form, complete that form. All candidates are required to file a notice of intent to run with the Election Office and it must be filed before accepting campaign contributions or incurring campaign expenses as set out in section 147.22 of the *Local Authorities Election Act*. Once filed, the candidate's name will be added to the website.
3. Complete the "Nomination Paper and Candidate's Acceptance" form.
  - o Must be signed by five (5) or more electors eligible to vote in the election.
    - A person is eligible to vote in the election if the person:
      - is at least 18 years old
      - is a Canadian citizen, and
      - resides in Alberta and their place of residence is located in the County of Minburn on election day (must also be a resident of the Division if signing a nomination for a candidate for Councillor).
  - o Must be signed and sworn/affirmed by the candidate before a Notary Public or Commissioner for Oaths – this can be done at the Election Office at the time of filing.
4. Complete the "Candidate Financial Information" form.
  - o Required fields include:
    - Full name and contact information of the candidate
    - The address of the place(s) where records are maintained
    - The address of the place where communications may be addressed
  - o Other fields include:
    - Name and address of the financial institution(s) to be used for the candidate's campaign account and name(s) of signing authorities for each account
      - Candidates are required to open a campaign account in the name of the candidate or the candidate's election campaign at a financial institution for the purposes of the election campaign at the time the candidate files their notice of intent to run or as soon as possible after the total amount of contributions first exceeds \$1000 in the aggregate.
      - If this information is not available at the time of submitting your nomination, email the Election Office to provide the information as soon as it is available.

5. Arrange for a \$100 CAD deposit payable to the County of Minburn by cash, certified cheque, money order, debit card, credit card, or e-transfer to [payments@minburncounty.ab.ca](mailto:payments@minburncounty.ab.ca).
6. Review and complete the "Acknowledgement of Council Meeting Dates and Mandatory Orientation" form.

### **Filing your Nomination**

1. Nominations can be filed at the Election Office between January 2, 2025 and 12 noon on nomination day. You are encouraged to contact the Election Office to make an appointment to file. Bring all completed forms noted above along with your \$100 deposit.

The Election Office is temporarily located at:

County of Minburn No. 27  
4909-50 Street  
Vegreville, Alberta

Phone: 780-632-2082

Email: [info@minburncounty.ab.ca](mailto:info@minburncounty.ab.ca)

Business hours are Monday to Friday (closed on statutory holidays) from 8:30 a.m. – 12 Noon and 1 p.m. – 4:30 p.m.

### **Withdrawing a Nomination**

1. A candidate may withdraw their nomination as a candidate:
  - a. before 12 noon on Nomination Day (close of nomination period), or
  - b. within 24 hours after the close of the nomination period, if more than the required number of candidates for the office are nominated.
2. Withdrawals must be filed with the returning officer in writing. For convenience, a "Withdrawal of Nomination" form is available on the website.