



How to Guide – Nomination Paper and Candidate’s Acceptance (Form 4)

Candidates must complete and file Form 4 – Nomination Paper and Candidate’s Acceptance to become an official candidate in the 2025 General Election.

Before you start

Make sure you have the official nomination form as only official nomination papers are accepted. These are available:

- Online at (insert link)
- Online at www.alberta.ca/municipal-elections
- By contacting the Returning Officer at 403-887-2822 ext. 106 or tmusseau@sylvansummervillages.ca

o **Completing Form 4: Nomination Paper and Candidate’s Acceptance Form**

Candidate Information

LOCAL JURISDICTION:	the Summer Village of Birchcliff, Alberta
We, the undersigned electors of	the Summer Village of Birchcliff, nominate
Smith	John Allan
Candidate Surname	Given Names
000 Street, Birchcliff, Alberta A1A 1A1	
Complete Summer Village Address and Postal Code	
as a candidate at the election about to be held for the office of (Councillor), of the Summer Village of Birchcliff.	

Candidate Name: You must use your legal name as it appears on your government-issued identification.

Candidate Address: You must use your residential address not a post office box.

Obtain signatures from at least 5 electors eligible to vote at the election:

Printed Name of Elector	Complete Summer Village Address and Postal Code of Elector	Signature of Elector
1. Elector No. 1	111 Street, Community, AB A1A 1A1	Original signature only
2. Elector No. 2	222 Street, Community, AB A1A 1A1	Original signature only
3. Elector No. 3	333 Street, Community, AB A1A 1A1	Original signature only
4. Elector No. 4	444 Street, Community, AB A1A 1A1	Original signature only
5. Elector No. 5	555 Street, Community, AB A1A 1A1	Original signature only

Electors who sign your nomination form must:

- Fill out all three parts of this section:
 - o Name
 - o Complete Address with postal code
 - o Signature (only handwritten signatures can be accepted)



- Be eligible to vote in the Summer Village of Birchcliff General Election on the date of signing the nomination:
 - at least 18 years old;
 - a Canadian citizen;
 - is named on the certificate of title as the person who owns property within the summer village; or
 - the person is 18, a Canadian citizen and is the spouse or adult interdependent partner of the person who owns property with the summer village.

It is important to note that only original handwritten signatures can be accepted. Electronic or photocopied signatures are not valid. It is advisable to have more than the minimum required number of electors sign the form in case one or more signatures are not eligible to nominate you. If you use additional pages to collect signatures, this section must be completed on every page of the form, you must use your legal name and it must be the same on each page.

It is your responsibility to ensure you collect signatures from eligible residents only.

Candidate's Acceptance

CANDIDATE'S ACCEPTANCE

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

- THAT I am eligible under the 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 12, 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 Complete Address and Postal Code and Telephone Number of Official Agent

- THAT I will read and abide by the municipality's code of conduct; and
- THAT the electors who have signed this nomination paper are eligible to vote in accordance with the *Local Authorities Election Act* and reside in the local jurisdiction on the date of signing the nomination.

- It is essential that you read, understand and complete each of the requirements of this section.
- By completing and submitting the Nomination Paper and Candidate's Acceptance Form 4, you are confirming that:
 - You are an eligible candidate;
 - You will accept the office if elected;
 - You have read the sections of the *Local Authorities Election Act* that are listed in this section of the form;
 - You will read and follow the Council Code of Conduct if elected; and
 - All of the individuals who signed your nomination form are eligible to vote in this election.

Official Agents: You may choose to appoint an Official Agent, who can act on your behalf:

- You can only appoint one other person to be an Official Agent
- You are not required to appoint an Official Agent



Name on the Ballot:

PRINT NAME AS IT SHOULD APPEAR ON THE BALLOT:	
Smith	John Allan
Candidate's Surname	Given Names (may include nicknames, but not titles, i.e. Mr., Ms.)

- The name that you choose to appear on the ballot does not have to match your legal name.
- You cannot include on the ballot:
 - Titles, such as Mr., Ms., or Dr.
 - Symbols such as emojis
 - Characters such as \$, %, +, &, etc.

Commissioning the Form (to be completed by Commissioner, Notary Public or Returning Officer at time of signing)

SWORN (AFFIRMED) before me at the <u>Summer Village</u> of <u>Birchcliff</u> . In the Province of Alberta, This <u>ddd</u> day of <u>mmmmm</u> , 2025.
Signature of Returning Officer or Commissioner for Oaths or Notary Public in and for Alberta (Also include printed or stamped name and expiry date)

- Nomination forms must be commissioned by a Commissioner for Oaths or Notary Public in and for Alberta or the Returning Officer.

Candidate's Signature

To be signed in the presence of the Commissioner for Oaths, Notary Public or Returning Officer
Candidate's Signature

- You must sign your nomination form, but it is advisable to have the content reviewed by someone from the Elections Office first as changes, even minor corrections, cannot be made once the form is signed and commissioned.
- You must sign your nomination form in the presence of a Commissioner for Oaths, Notary Public in and for Alberta or the Returning Officer as it is part of the commissioning process.

It is an offence to sign a false affidavit or a form that contains a false statement.