

Instructions for filling out the “Nomination Paper and Candidate’s Acceptance” Form 4 & “Candidate Information” Form 5 for the 2020 Village of Milo By-Election

As per village by-law, a \$100 deposit by cash, certified cheque or money order must accompany each nomination paper (Sections 29 & 30 of Local Authorities Election Act).

Alberta municipal elections information, including the Local Authorities Election Act can be found at: http://www.municipalaffairs.alberta.ca/mc_elections

A 9-page handout of the parts of the Act referred to in this form and Section 48: Rules of Residency is included with your nomination package.

FORM 4 **Nomination Paper and Candidate's Acceptance**

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

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

Chief Administrative Officer 403-599-3883
Title of the Responsible Official Business Phone Number

LOCAL JURISDICTION: **Village of Milo**, PROVINCE OF ALBERTA

We, the undersigned electors of **Village of Milo**, nominate
Name of Local Jurisdiction and Ward (if applicable)

(1)
Candidate Surname of Given Names
Complete Address and postal code as a candidate at the election

about to be held for the office of **Councilor (1)**
Office Nominated for

of **Village of Milo**
Name of Local Jurisdiction

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
	(2)	

LGS0753 Rev. 2019-10 **Reset** **Save** **Print** Page 1 of 2

Instructions Page 1 Form 4:

Part (1)

Candidate is to fill in their surname and given names

example: Doe, John Joseph

Candidate is to fill in their complete mailing address including postal code.

example: PO Box 1000, Milo, Alberta T0L 1L0

Part (2)

At least five (5) electors’ resident in the Village of Milo must print their name, complete mailing address and postal code, and provide their signature.

example	Jane Smith	PO Box 2000, Milo, AB T0L 1L0	<i>Jane Smith</i>
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Purpose: Form 4 serves as an affidavit, which is a statement made under oath. It contains statements that are verified by the oath of the candidate making the statement. Legal rights are therefore established. The importance of the affidavit is reflected in the Criminal Code which provides a maximum penalty of 14 years imprisonment for any person making a false affidavit.

The form also serves as a vehicle for the electors nominating the candidate to record their name, address and signature. The reverse of the form may be used if more than five electors are nominating the candidate.

The person who is nominated as a candidate is responsible for ensuring the nomination meets the requirement of the Act.

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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;
- 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 sections 4(4) and 74 of the *Education Act* (if applicable) and understand their contents;
- THAT I am appointing (3)
 Name, Contact Information or Complete Address and Postal Code and Telephone Number of Official Agent (if applicable) as my official agent.
- THAT I will read and abide by the municipality’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 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 (4)
 Candidate’s Surname Given Names (may include nicknames, but not titles, i.e., Mr., Ms., Dr.)

SWORN (AFFIRMED) before me (5)
 at the _____ of _____,
 in the Province of Alberta,
 this ____ day of _____, 20____

 Candidate’s Signature

 Commissioner for Oaths Stamp (6)

Signature of Returning Officer or Commissioner for Oaths or Notary Public in and for Alberta
 (Also include printed or stamped name and expiry date)

RETURNING OFFICER’S ACCEPTANCE
 Returning Officer signals acceptance by signing this form:

 Signature of Returning Officer (7)

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

Instructions Page 2 Form 4:

Page 2 can be filled out with the returning officer if the candidate is presenting their nomination paper in person on Nomination Day which is:

Tuesday, August 18, 2020 10:00 a.m. to noon, Village of Milo Office.

If someone else is dropping off the nomination form for the candidate, the candidate must complete parts (3) and (4), then have a Commissioner for Oaths witness their signature parts (5) and (6).

Part (3) Official Agent information, if applicable (not common to appoint one in small municipalities)

Part (4) Candidate will print their name as they want it to appear on the ballot should an election be called. (Example: Doe, Johnny)

Part (5) Signature – Candidate to sign in front of Commissioner for Oaths or Returning Officer

Part (6) Signature – for Commissioner or Returning Officer to complete

Part (7) Signature – for Returning Officer to complete

If more than one nomination is received, there is a 24-hour withdrawal period before a by-election is called. The number of nominations received will be posted in Village Office shortly after noon on nomination day.

Section 32 Local Authorities Election Act: *Withdrawal of nomination 32(1) Subject to subsection (2), if more than the required number of candidates for any particular office are nominated, any person so nominated may, at any time within 24 hours after the close of the nomination period, withdraw as a candidate for the office for which the candidate was nominated by filing with the returning officer a withdrawal in writing. (2) If, after one or more candidates have withdrawn, the number of remaining candidates does not exceed the number of vacancies to be filled, the returning officer shall refuse to accept further withdrawals.*

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FORM 5 **Candidate Information**
Local Authorities Election Act
(Section 27)

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Chief Administrative Officer Title of the Responsible Official	403-599-3883 Business Phone Number
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Candidate's Full Name (1)

Candidate's Address and Postal Code (2)

Address of place(s) where candidate records are maintained **Village of Milo Office**
200 Centre Street Milo, Alberta (Mailing Address: Box 65 Milo, AB T0L 1L0)

Name(s) and address(es) of financial institutions where campaign contributions will be deposited (if applicable)
 (3)

Name(s) of signing authorities for each depository listed above (if applicable)
 (4)

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.

Instructions Page 1 Form 5:

Part (1) Candidate’s Full Name

Part (2) Candidate’s Address and Postal Code

Part (3) If there are campaign contributions fill out the name and the address for the financial institution where the contributions will be deposited. If there will be no campaign contributions fill in with N/A.

Part (4) If you have listed a financial institution in part three you must fill out the names of the signing authorities on those accounts.