

General Election October 20, 2025

Nomination Information Package



TOWN OF
Oyen



The Town of Oyen assumes no responsibility for any candidate's failure to comply with any requirement of election procedure or legislation.

Town of Oyen 2025 Election

This booklet is published as a service to prospective candidates and is not inclusive of all information related to election procedure and legislation. Each candidate is responsible for complying with all applicable acts, regulations, and bylaws.

Resources for candidates may be obtained from:

Returning Officer

Debbie Ross, Returning Officer
Box 360
201 Main Street
Oyen, AB
T0J 2J0

Phone: 403-664-3511

Email: cao@oyen.ca

Municipal Affairs

Online: www.municipalaffairs.alberta.ca

Phone: 780-427-2732

Toll Free: 310-0000 before the phone number
(in Alberta)

Email: lgsmail@gov.ab.ca

King's Printer

Copies of Provincial Legislation, including the *Local Authorities Election Act* (LAEA) and the *Municipal Government Act* (MGA), contact:

King's Printer

Telephone: 780-427-4952

Email: Kings-printer@gov.ab.ca

Online: <https://www.alberta.ca/alberta-kings-printer>

Nominations for Councillor will be accepted by the Returning Officer from Wednesday, January 1, 2025, until noon on Monday, September 22, 2025. The Returning Officer will be available to receive information. However, it is recommended to call ahead to confirm their availability.

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(2) of the *Local Authorities Election Act*, nominations must be signed by a minimum of 5 eligible electors.

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 12- Summer Villages (this does not pertain to the Town of Oyen)
- ☐ Section 21- Qualification of Candidates
- ☐ Section 22- Ineligibility
- ☐ Section 23- Ineligibility for Nomination
- ☐ Section 23.1- Disqualification of a Candidate
- ☐ Section 27- Form of Nomination
- ☐ Section 28- Nominations
- ☐ Section 47- Eligibility to Vote
- ☐ Section 68.1- Option for Official Agent
- ☐ Section 151- Offence-Candidates Acceptance
- ☐ Part 5.1- Election Finances and Contributions Disclosure

Nomination Dates

Nominations Open: Wednesday, January 1, 2025

Nominations Close: Monday, September 22, 2025
12:00 Noon

Location: Town of Oyen Administration Office
201 Main Street
Oyen, AB. T0J 2J0

Nomination Checklist:

- ☐ Form 4, Nomination Paper and Candidate's Acceptance completed.
- ☐ Minimum of 5 signatures from eligible electors and are residents in the local jurisdiction on the date of signing the nomination.
- ☐ Fill out Supplementary Signature Form. (This is recommended, not mandatory)
- ☐ Form 4 is commissioned by the Returning Officer or a Commissioner of Oaths.
- ☐ Form 5, Candidate Financial Information completed
- ☐ Form A, Candidate Information Release form (This is not mandatory)

The written acceptance requires the completion of an affidavit that swears or affirms:

- That you are eligible to be elected under section 21 and 47 of the *Local Authorities Election Act*;
- That you are not otherwise disqualified under section 22 or 23 of the *Local Authorities Election Act*;
- That you will accept the office if elected;
- That you will 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 understand its contents;
- That you will provide name and contact information of your official agent (if applicable);
- That you will abide by the municipality's code of conduct if elected; 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 the name of your official agent, if you have chosen to appoint one, and provide 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 must be witnessed by the Returning Officer or a Commissioner of 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 (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 purpose 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

For complete information on Candidate Withdrawal see Sections 32 and 34 of the Local Authorities Election Act.

You can withdraw your candidacy anytime during the nomination period. There is no prescribed Form for a Candidate Withdrawal. A notice of withdrawal must be submitted in writing to the Returning Officer at 201 Main Street, Oyen, AB. Withdrawal notices received by way of facsimile, or phone will NOT be accepted.

If at the close of nominations, there are more candidates for any particular office, you may withdraw within 24 hours of the close of the nomination period. Provided there are more candidates than any particular office, the deadline for candidate withdrawal for the 2025 election is therefore Tuesday, September 23, 2025 at 12 noon. If at any time after the close of the nomination period, the number of candidates remaining does not exceed the number of vacancies to be filled, the Returning Officer shall refuse to accept further withdrawals.

Minimum Number of Electors

For complete information see Section 27 of the Local Authorities Election Act.

It is recommended that prospective candidates obtain signatures from more than the required five (5) electors to ensure that the candidate's nomination will not be adversely affected if a signatory is not eligible.

An elector is defined as a person who is eligible to vote, lives in the Town of Oyen and is a resident of the ward for which the candidate is being nominated on the date of signing the nomination.

An additional form is provided for candidates who wish to collect supplementary signatures.

Acceptance of Nomination Papers

For complete information see Section 28 (4) of the Local Authorities Election Act.

The returning officer will not accept a nomination paper that is:

- incomplete;
- not on prescribed form;
- not signed by at least 5 electors;
 - that is not sworn or affirmed by the person nominated.

**NOMINATION PAPER AND CANDIDATE'S ACCEPTANCE****Local Authorities Election Act**

Section 12, 21, 22, 23, 23.1, 27, 28, 47, 68.1, 151, Part 5.1

Page 1 of 3

LOCAL JURISDICTION:

Town of Oyen, Province of Alberta

ELECTION DATE:

Monday, October 20, 2025

Nomination

We, the undersigned electors of the Town of Oyen, Province of Alberta and Ward/Division _____ (if applicable), **nominate:**

_____ of _____
(Candidate's Surname) (Candidate's Given Name) (Complete address, Street Address or Legal Land Description, and Postal Code)

As a candidate at the election about to be held for the office of Councillor in the Town of Oyen.

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*.

	Printed Name of Elector	Complete Address (Street Address or Legal Land Description) and Postal Code of Residence of Elector	Signature of Elector
1.			
2.			
3.			
4.			
5.			

Supplementary signatures may be collected and documented on the supplementary sheet provided.

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 the Town of Oyen's FOIP Coordinator at 403-664-3511.

**NOMINATION PAPER AND CANDIDATE'S ACCEPTANCE****Local Authorities Election Act**

Section 12, 21, 22, 23, 23.1, 27, 28, 47, 68.1, 151, Part 5.1

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Candidate's Surname_____
Candidate's Given Names**Candidate's Acceptance**

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

- THAT I am eligible under 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, 23 or 23.1 of the *Local Authorities Election Act*;
- THAT I will accept the office if elected;
- THAT 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 understand their contents;
- THAT I am appointing as my official agent (if applicable);

(Name, Contact Information or Address and Postal Code and Telephone Number of Official Agent) (If Applicable)

- That I will read and abide by the municipality's code of conduct if elected; and
- That the electors who have signed this nomination paper are eligible to vote in accordance with the *Local Authorities Election Act* and are residents within the local jurisdiction (and ward, if applicable) on the date of signing the nomination.

PRINT NAME AS IT SHOULD APPEAR ON THE BALLOT:

Candidate's Surname_____
Given Names (may include nicknames, but not titles, i.e. Mr., Mrs., Dr.)

SWORN (AFFIRMED) before me at the

of _____ in _____
Candidates Signature

the Province of Alberta, this _____ day of _____ 2025.

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

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NOMINATION PAPER AND CANDIDATE'S ACCEPTANCE

Local Authorities Election Act

Section 12, 21, 22, 23, 23.1, 27, 28, 47, 68.1, 151, Part 5.1

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Supplementary Signatures

We, the undersigned electors of the Town of Oyen, Province of Alberta and Ward/Division _____ (if applicable), **nominate:**

_____ Of _____
 (Candidate's Surname) (Candidate's Given Name) (Complete address, Street Address or Legal Land Description, and Postal Code)

As a candidate at the election about to be held for the office of Councillor in the Town of Oyen.

Printed Name of Elector	Complete Address (Street Address or Legal Land Description) and Postal Code of Residence of Elector	Signature of Elector

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 the Town of Oyen's FOIP Coordinator at 403-664-3511.

**CANDIDATE FINANCIAL INFORMATION****Local Authorities Election Act, Section 27****Page 1 of 1**

LOCAL JURISDICTION:

Town of Oyen, Province of Alberta

ELECTION DATE:

Monday, October 20, 2025

TITLE OF RESPONSIBLE OFFICER:

Debbie Ross, Returning Officer, 403-664-3511

_____ of _____
(Candidate's Surname) (Candidate's Given Name) (Complete address, Street Address or Legal Land Description, and Postal Code)

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):

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.

The personal information on this form is being collected to support the administrative requirements of the local authorities election process and is authorized under section 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 the Town of Oyen's FOIP Coordinator at 403-664-3511.

**CANDIDATE INFORMATION RELEASE FORM**

I, _____, ☐ **authorize** ☐ **do not authorize** (check one)
(Please Print)

The Town of Oyen to release for publication purposes the below listed candidate information while participating in the 2025 General Municipal Election. I acknowledge that the Town of Oyen may use my candidate information on their county website/social media or provide my information to the

Candidate Information:

NAME: _____

MAILING ADDRESS
& POSTAL CODE: _____

HOME PHONE NUMBER: _____

OFFICE PHONE NUMBER: _____

OTHER PHONE NUMBER: _____

FAX NUMBER: _____

EMAIL ADDRESS: _____

BEST TIME TO CONTACT: _____

Signature

Date

Collection and Use of Personal Information

Personal information is being collected under the authority of section 33(a) and (c) of the *Freedom of Information and Protection of Privacy Act*, and will be used and disclosed as required for the management and administration of the election process under the *Local Authorities Election Act*. If you have questions regarding the collection, use or disclosure of this information, please contact the FOIP Coordinator at 403-664-3511.