

NOMINATION INFORMATION PACKAGE FOR THE OFFICES OF MAYOR & COUNCILLOR



Town of Ponoka

200, 5604 50 Street

Ponoka, AB T4J 1G5

Phone: 403-783-4431

Email: returningofficer@ponoka.ca

GENERAL INFORMATION

Town of Ponoka 2021 Election

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

Resources for candidates may be obtained from:

Alberta Municipal Affairs

Municipal Services Branch
17th Floor, Commerce Place
10155-102 Street
Edmonton, Alberta T5J 4L4

Online: www.municipalaffairs.alberta.ca

Telephone: 780-427-2732

Toll Free: 310-0000 (in Alberta only)

Fax: 780-422-1419

Alberta Queen's Printer

Copies of the *Local Authorities Election Act, RSA, 2000, c. L-21* and the *Municipal Government Act, RSA, 2000, c. M-26* can be obtained from the Alberta Queen's Printer.

Main Floor, Park Plaza
10611-98 Ave
Edmonton, AB T5K 2P7

Online: www.qp.alberta.ca

Telephone: 780-427-2711

Toll Free: 310-0000 (in Alberta only)

Nominations for Councillor will be accepted by the Returning Officer from Monday, January 4 until 12 noon on Monday, September 20, 2021. Prospective candidates filing their nominations must schedule an appointment with the Returning Officer.

Marvin Beier, Returning Officer
returningofficer@ponoka.ca
403-783-4431 ext. 124
Ponoka Civic Centre, 200 - 5604 50 Street Ponoka.

Form of Nomination

Nominations must be completed on the prescribed Form 4, Nomination Paper and Candidate's Acceptance and Form 5, Candidate Information. In accordance with section 27(2) of the *Local Authorities Election Act*, nominations must be signed by a minimum of 5 eligible electors and must include a deposit of \$100 by cash, certified cheque or money order made payable to the Town of Ponoka. Deposits may be provided to the Returning Officer by in-person payments using a debit card or credit card.

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 21 – Qualification of candidates

Section 22 – Ineligibility

Section 23 – Ineligibility for nomination

Section 27 – Form of nomination

Section 47 – Eligibility to vote

Section 68.1 – Option for Official agent

Section 151 – Offence

Part 5.1 – Election Finances and Contributions Disclosure

Nomination Dates

Nominations Open:	Monday, January 4, 2021
Nominations Close:	Monday, September 20, 2021 12 noon
Location:	Ponoka Civic Centre 200, 5604 50 Street Ponoka, AB. T4J 1G5

Nomination Checklist:

- ☐ Form 4, Nomination Paper and Candidate's Acceptance completed.
- ☐ Minimum of 5 signatures from *eligible* electors in the Town of Ponoka.
- ☐ Form 4 is commissioned by the Returning Officer or a Commissioner for Oaths.
- ☐ \$100 deposit, payable in cash, certified cheque or money order payable to the Town of Ponoka. Debit and credit cards accepted.
- ☐ Form 5, Candidate Information completed.

Other:

- ☐ Review Election Sign Bylaw
- ☐ Sign and submit Election Sign Acknowledgement Form

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, and 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 you will read and abide by the Council Code of Conduct if elected (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 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 for Oaths.

Candidate 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)
- ☐ 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 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 2021 election is therefore Tuesday, September 21, 2021 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 and the your name will appear on the ballot.

A notice of withdrawal must be submitted in person, in writing, to the Returning Officer at 200, 5604 50 Street, Ponoka. Withdrawal notices received by way of facsimile, email or phone will NOT be accepted.

For complete information see sections 32 and 34 of the *Local Authorities Election Act*.

Nomination Deposits

The Town's *Election Bylaw* requires that your nomination be accompanied by a deposit of \$100. 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

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 at least 18 years old, is a Canadian citizen, and whose place of residence is located in the area (within Town of Ponoka's municipal boundaries) on election day.

Acceptance of Nomination Papers

The 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 \$100 deposit.



FORM 4
**NOMINATION PAPER AND
CANDIDATE'S ACCEPTANCE**
Local Authorities Election Act,
Section 21, 22, 23, 27, 28, 47, 68.1, 151, Part 5.1

LOCAL JURISDICTION: Town of Ponoka, Province of Alberta

ELECTION DATE: Monday, October 18, 2021

We, the undersigned electors of the Town of Ponoka, in the Province of Alberta **nominate:**

____ of _____
(Candidate's Surname) (Candidate's Given Names) (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 _____ in the
Town of Ponoka, in the Province of Alberta. (Mayor or Councillor)

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.		
6.		
7.		
8.		
9.		
10.		



FORM 4
**NOMINATION PAPER AND
CANDIDATE'S ACCEPTANCE**

Local Authorities Election Act,
Section 21, 22, 23, 27, 28, 47, 68.1, 151, Part 5.1

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 or 23 of the *Local Authorities Election Act*;
- THAT I will accept the office if elected;
- THAT I have read sections 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 Address and Postal Code and Telephone Number of Official Agent) (if applicable)

- THAT I will read and abide by Council'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 resident in the local jurisdiction 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 the
Province of Alberta this ____ day of _____
2021.

Candidates Signature

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.

The personal information on this form is being collected in accordance with section 27 of the *Local Authorities Election Act* and 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 403-783-0130.



FORM 4
**NOMINATION PAPER AND
CANDIDATE'S ACCEPTANCE**

Local Authorities Election Act,
Section 21, 22, 23, 27, 28, 47, 68.1, 151, Part 5.1

Candidate's Surname

Candidate's Given Names

RETURNING OFFICER'S ACCEPTANCE

Returning Officer signals acceptance by signing this form:

Signature of Returning Officer

**CANDIDATE FINANCIAL INFORMATION***Local Authorities Election Act, Section 27*

Candidate's full name, address 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.



2021 Municipal Election
ELECTION SIGN ACKNOWLEDGEMENT FORM
Town of Ponoka

LOCAL JURISDICTION: Town of Ponoka, Province of Alberta

ELECTION DATE: Monday, October 18, 2021

Please be advised that this information notice has been prepared with public traffic safety concerns in mind, and is intended to provide guidelines to potential candidates in elections (whether it is provincial, federal, or municipal.)

1. Candidates are responsible to keep signs in a neat and clean appearance, and ensure that they are securely erected.
2. A sign not complying with these guidelines may be subject to enforcement action including removal and disposal by an Enforcement Officer.

Important Dates

- Election signs *may be* erected: commencing noon on Nomination Day (September 20, 2021)
- Election signs *must be* removed: within 3 days after the election (October 21, 2021)

Election Signs shall NOT:

- be illuminated;
- display an intermittent flashing, rotating or moving light or have moving parts;
- interfere with the safe and orderly movement of pedestrians or within the sight lines between pedestrians and/or vehicles;
- be located on any traffic control device or where it obscures, detracts from, or could be confused with a traffic control device;
- be placed on any physical roadway structure (bridges, guardrails, retaining walls, or concrete barriers);
- be placed upon the Town Hall site; streets fronting Town Hall or any Town owned buildings, trees, fences or street furniture (public property);
- be placed in a park or playground (public property);
- exceed 1 m² in sign face area.

Permitted Election Sign Size and Locations

Election Signs erected on public property:

- all election signs must be securely erected and free standing;
- the maximum size for any election sign on public property is 0.6 meters by 1.0 meters and the top of the sign cannot be more than 1.0 meter above the ground;
- all election signs can only have two sign faces;

Election Signs erected on private property must:

- have permission of the property owner;
- not exceed 1.0 sq. m in sign area;
- not exceed 1.2 m in sign height;
- be freestanding
- not present a safety hazard;



2021 Municipal Election
ELECTION SIGN ACKNOWLEDGEMENT FORM
Town of Ponoka

If driving large stakes into ground make sure you have contacted ALBERTA ONE CALL to ensure it is safe to do so in that location.

Recycling Election Signs

- Candidates and residents with plastic or cardboard election signs are encouraged to recycle them.

Acknowledgement and Agreement

I hereby agree that I have read, understand and agree to comply with all the Town of Ponoka election sign requirements as outlined in Election Sign Bylaw No. 448-20 and that I have received a copy of Election Sign Bylaw 448-20:

Candidate Name

Candidate Signature

Phone: _____

Address: _____

Email: _____

Witness Name

Witness Signature

Alternative Contact:

Name: _____

Phone: _____

Upon completion, please submit to the Town of Ponoka at 200, 5604 50 Street, Ponoka, or email it to:
legislativeservices@ponoka.ca

The personal information on this form is being collected under the authority of section 33(c) of the *Freedom of Information and Protection of Privacy (FOIP) Act*. It will be used to support the enforcement of election signage requirements in the Town of Ponoka for the 2021 election. The personal information will be protected in accordance with Part 2 of the Act. If you have any questions collection, use and disclosure of personal information, please contact the FOIP Coordinator at 403-783-0130.

GUIDANCE FOR CANVASSING AND CAMPAIGNING

Overview

Under current Chief Medical Officer of Health Orders, businesses and entities are required to:

- implement practices to minimize the risk of transmission of infection among attendees;
- provide procedures for rapid response if an attendee develops symptoms of illness;
- ensure that attendees maintain high levels of sanitation and personal hygiene;
- comply, to the extent possible, with the [COVID-19 General Relaunch Guidance](#), this guidance, and any other applicable Alberta Health guidance found at: <https://www.alberta.ca/guidance-documents.aspx>.

This document has been developed to support canvassing and campaigning operations in reducing the risk of transmission of COVID-19 among attendees (including workers, volunteers and the general public). The guidance provided outlines public health and infection prevention and control measures specific to these businesses.

This document and the guidance within it is subject to change and will be updated as needed. Current information related to COVID-19 can be found: <https://www.alberta.ca/covid-19-information.aspx>.

COVID-19 Risk Mitigation

General	<ul style="list-style-type: none">• Encourage and facilitate attendees to stay up to date with developments related to COVID-19.• Notify staff and volunteers of the steps being taken to prevent the risk of transmission, and the importance of their roles in these measures.<ul style="list-style-type: none">○ Encourage respiratory etiquette (e.g., coughing or sneezing into a bent elbow, promptly disposing of used tissues in a lined garbage bin).○ Encourage staff and volunteers to practice hand hygiene before and after a visit.• All Albertans must follow CMOH Order 05-2020, which establishes legal requirements for quarantine and isolation.<ul style="list-style-type: none">○ Anyone with symptoms of COVID-19; with a history of international travel in the last 14 days; or with close contact with a confirmed case of COVID-19 in the past 14 days must remain at home.• Operators and attendees should keep up to date with masking requirements set at the local level.• Encourage staff and volunteers to wear masks where direct interaction occurs with members of the public.<ul style="list-style-type: none">○ Ask staff and volunteers to supply their own mask or have a supply of masks on hand.
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GUIDANCE FOR CANVASSING AND CAMPAIGNING

	<ul style="list-style-type: none"> ○ For canvassing shifts that are longer in duration, it may be necessary for mask changes. Masks should be changed when damp, soiled or torn. • Maintain physical distancing of 2 metres between staff, volunteers and members of the public, where possible. • Consider implementing daily monitoring of staff and volunteers for symptoms of fever, sore throat, cough, runny nose or difficulty breathing. <ul style="list-style-type: none"> ○ Staff and volunteers may use the Alberta Health Services COVID-19 Self-Assessment tool. • Obtain a sufficient supply of masks, hand sanitizer, hand soap, and cleaning materials before starting canvassing shifts. <p>It is strongly recommended that staff and volunteer contact information and canvassing shifts be kept for a rolling 4 week period. This will assist in public health contact tracing where necessary. See the General Relaunch Guidance for more information</p> <ul style="list-style-type: none"> • Providing information is voluntary for staff and volunteers. An organization must obtain an individual's consent and notify them about the purpose and legal authority for the collection. • Any personal information that is collected for COVID-19 contact tracing can only be used for this purpose, unless an individual provides their consent.
Campaigning	<ul style="list-style-type: none"> • Ensure any group training events adhere to the Guidance for Indoor Events and ensure appropriate capacity restrictions are in place. • Ensure volunteers receive appropriate training and understand the importance of the organization's safety plan, including safe distancing, appropriate mask use and appropriate materials handling protocols. • While in the community, ensure campaign teams observe the Guidance for Multi-family Dwellings, Condominiums and Apartment Buildings. • Encourage the appropriate use of online forms to help canvassing teams reduce the number of forms which must be handled by multiple people for tracking canvassing routes and other campaign information collected by volunteers. • Encourage the online distribution of campaign materials, where possible.
Door-to-Door Interactions and Fundraising	<ul style="list-style-type: none"> • Bring hand sanitizer with at least 60% alcohol content to use before and after each interaction. • Wear a mask if you may be required to come within 2 metres of another person who is not from the same household or cohort.

GUIDANCE FOR CANVASSING AND CAMPAIGNING

	<ul style="list-style-type: none">• Bring disinfectant wipes to disinfect touched surfaces, such as payment devices, door knobs and door bells.• After ringing the bell or knocking, step back at least two metres before speaking with residents.• Use contactless payment, where possible, such as directing residents to web payment options.• Charitable organizations accepting cash donations should consider using an enclosed container with a slot to avoid handling cash.• Organizations doing collections (such as bottle or food drives) should consider advising neighborhoods of the drives in advance through fliers, newsletters and/or social media and conduct contactless pick-up where possible.• Avoid using sharing high-touch objects such as shared pens, clipboards and tablets.
Rapid Response Plan	<ul style="list-style-type: none">• Develop a rapid response plan that sets out a plan for responding to symptomatic volunteers or staff.<ul style="list-style-type: none">○ Immediately isolate the symptomatic person from others.○ Clean and disinfect all surfaces they may have come into contact with.○ Require hand hygiene and masking of the symptomatic person until they can travel home for isolation.