



Dear Candidate:

**RE: SCHOOL BOARD BY- ELECTION – OCTOBER 18, 2021**

Thank you for your interest in the upcoming School Board Election.

The following information and attachments are provided for your convenience:

- Form 4: Nomination Paper and Candidate's Acceptance:
- A minimum of 5 signatures of electors eligible to vote is required. Only electors who are a resident of the Ward/Electoral Subdivision for which the candidate for election is being nominated may sign the nomination of the candidate.
- The candidate's name must be printed as it should appear on the ballot.
- The nomination paper must be signed by the candidate and be sworn or affirmed before the Returning Officer or a Commissioner for Oaths.
- A nomination paper faxed or electronically submitted will not be accepted.
- The nomination paper will only be accepted on September 20, 2021. between the hours of 10:00 a.m. and 12:00 noon. A deposit of \$50 in cash, certified cheque or money order must accompany the nomination filed. (A nomination paper will not be accepted without the deposit).
- Form 5 – Candidate Information – please complete.
- Anyone can file the nomination paper at any one of the following locations:
  - Division Office, 4816 – 49 Ave., Whitecourt, AB
  - Onoway Elementary School, 5108 – Lac Ste. Anne Trail North, Onoway, AB
  - Elmer Elson Elementary School, Mayerthorpe, AB
  - Hillside High School, Valleyview, AB
  - Fox Creek School, Fox Creek, AB

Election day is October 18, 2021.

- Notice of Nomination day, Election Day, and voter identification will be advertised in the local newspapers and on the Northern Gateway website. <https://www.ngps.ca/>
- Voter Identification and Eligibility: Section 53 now includes a requirement for a person to provide proof of identity and current residence in order to vote. The identification requirement sets a uniform standard of one piece of picture identification or one piece of identification authorized by the Chief Electoral Officer under the Election Act. The kinds of elector identification valid for proving eligibility to vote is attached.
- Electoral Subdivision Boundary map (See attached).
- Role of the Trustee – See attached information from Alberta School Board Association (A.S.B.A.) and Board Policies:
  - Policy 2 – Role of the Board
  - Policy 3 – Role of the Trustee
  - Policy 4 – Trustee Code of Conduct
- The following sections of the Local Authorities Election Act and Education Act are attached for your information:
  - Section 21 – Qualification of Candidates
  - Section 22 – Ineligibility
  - Section 23 – Ineligibility for Nomination
  - Section 27 – Form of Nomination
  - Section 30 – Disposition of Deposit
  - Section 31 – Insufficient Nominations
  - Section 32 – Withdrawal of Nomination
  - Section 4(4) – Eligibility for School Trustee
  - Section 47 – Eligibility to Vote
  - Section 48 – Rules of Residence
  - Section 52 – Access for campaigners
  - Section 53 – Proof of Elector Eligibility
  - Section 68.1 – Official Agent (if you wish to appoint an official agent, you must specify on your nomination paper.
  - Section 69 – Candidates’ Scrutineer
  - Section 151 - Offense
- Candidates’ Scrutineer – shall make a statement in the prescribed form (Form 16 attached). Form 16 is to be presented to the presiding deputy returning officer at the applicable polling station. Photocopying of the form is permissible. The presiding deputy returning officer will designate a location within the voting station where the scrutineer may observe the election procedure.

\*Please note the difference between an official agent and the candidates' scrutineer. The agent is the official contact person for the candidate and the scrutineer only observes the vote count. The duties of an official agent are those assigned to the official agent by the candidate.

Form 11 – Enumerator, Candidate or Official Agent Proof of Identification for Section 52 Access. Please note Form 11 requires the signature of the Returning Officer or Deputy Returning Officer.

Form 12 – Campaign Worker Proof of Identification. Please note Form 12 requires the signature of both the campaign worker & candidate.

Frequently asked questions about Elections. – see attached

Questions can be directed to the undersigned at 778-2800 or 1-800-262-8674. Please note it is the responsibility of the candidate to ensure that the nomination paper is properly completed. It is not the responsibility of the Returning Officer to decide on the validity of information contained in the nomination paper. If a nomination is not signed by at least the minimum number of electors required to sign the nomination, the returning officer shall not accept it for filing.

Good Luck!

Sincerely,

Tamara Spong  
**RETURNING OFFICER**

SP/wr

Attach.

cc: file

# 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

Secretary-Treasurer 780-778-2800  
 Title of the Responsible Official Business Phone Number

LOCAL JURISDICTION: Northern Gateway Public School Division , PROVINCE OF ALBERTA

We, the undersigned electors of Northern Gateway Public School Division - Ward , nominate  
Name of Local Jurisdiction and Ward (if applicable)

\_\_\_\_\_ of  
Candidate Surname Given Names

\_\_\_\_\_ as a candidate at the election  
Complete Address and postal code

about to be held for the office of School Board Trustee - Ward  
Office Nominated for

of Northern Gateway Public School Division .  
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

**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

\_\_\_\_\_  
 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

\_\_\_\_\_  
 Candidate's Surname      Given Names (may include nicknames, but not titles, i.e., Mr., Ms., Dr.)

SWORN (AFFIRMED) before me

at the \_\_\_\_\_ of \_\_\_\_\_ ,  
 in the Province of Alberta,  
 this \_\_\_\_\_ day of \_\_\_\_\_ , 20 \_\_\_\_\_ .



\_\_\_\_\_  
 Candidate's Signature

\_\_\_\_\_  
 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

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

**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 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

Secretary-Treasurer

780-778-2800

Title of the Responsible Official

Business Phone Number

Candidate's Full Name \_\_\_\_\_

Candidate's Address and Postal Code \_\_\_\_\_

Address(es) 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.