



Village of  
**Acme**  
*est. 1910*

## **Nomination Information Package**

*General Election October 20, 2025*



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

## Village of Acme 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 to comply with all applicable acts, regulations, and bylaws.

Resources for candidates may be obtained from:

### Returning Officer

Juanita Waugh, Returning Officer

Box 299  
615A Pacific Avenue  
Acme, AB. T0M 0A0

Phone: 403-546-3783

Email: [electons@acme.ca](mailto:electons@acme.ca)

### Municipal Affairs

Online: [www.municipalaffairs.alberta.ca](http://www.municipalaffairs.alberta.ca)

Phone: 780-427-2732

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

Email: [lgsmail@gov.ab.ca](mailto:lgsmail@gov.ab.ca)

### Kings 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

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

Email: [kings-printer@gov.ab.ca](mailto:kings-printer@gov.ab.ca)

Online: [www.alberta.ca/alberta-kings-printer](http://www.alberta.ca/alberta-kings-printer)

Nominations for Councillor will be accepted by the Returning Officer from Thursday, January 2, 2025 until noon on Monday, September 22, 2025. Prospective candidates filing their nominations must schedule an appointment with the Returning Officer.

## 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 and must include a deposit of \$100 payable to Village of Acme.

Section 30 (1) of the LAEA allows for deposits to be paid in cash, by certified cheque, by money order, by e-transfer, or by debit 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:

Thursday, January 2, 2025

Nominations Close:

Monday, September 22, 2025  
12:00 noon

Location:

Village of Acme Office  
615A Pacific Avenue  
Acme, AB. T0M 0A0  
403-546-3783

## Nomination Day Checklist

- Signed Intent to Run Form; and
- Completed Form 4, Nomination Paper and Candidate's Acceptance; and
- Completed Form 5, Candidate Information completed
- Minimum of five (5) signatures from eligible electors in Village of Acme
- Fill out supplementary Signature Form. (This is recommended, not mandatory)
- Form 4 is commissioned by the Returning Officer or a Commissioner of Oaths
- \$100 deposit, payable in cash, debit, credit card, certified cheque, or money order payable to Village of Acme
- Form 5, Candidate Information completed.
- Form A, Candidate Information Release Form completed.
- The candidate's signature on the nomination and candidate's acceptance form must be witnessed by a Commissioner for Oaths or the Returning Officer.



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, 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); 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)
- Phone Number and Email Address

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 person or in writing to the Returning Officer at 615A Pacific Avenue, Acme, AB. Withdrawal notices received by way of facsimile, email, 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.

## Nomination Deposits

*For complete information see Section 30 of the Local Authorities Election Act.*

Village of Acme's Election Bylaw requires that your nomination be accompanied by a deposit of \$100. This deposit will be returned to you after the election 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.

## 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 and is a resident of the Village of Acme where 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 signed by at least 5 electors;
- that is not sworn or affirmed by the person nominated; or
- is not accompanied by the \$100 deposit.

# Notice of Intent

*Local Authorities Election Act (Section 147.22)*

LOCAL JURISDICTION: VILLAGE OF ACME, PROVINCE OF ALBERTA

Election Date: October 20, 2025  
*date*

I, \_\_\_\_\_, of

\_\_\_\_\_ complete address and postal code

intend to be nominated, or have been nominated, to run for election as a candidate in the

\_\_\_\_\_ name of local jurisdiction and ward, if applicable

I understand that by completing this form, I am declaring my intent to become a candidate as defined in the *Local Authorities Election Act*, which carries with it certain obligations and responsibilities.

## Candidate Information

Title	Candidate Last Name	Candidate First Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Gender	Telephone Number	Email Address
<input type="text"/>	<input type="text"/>	<input type="text"/>

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):

SWORN (AFFIRMED) before me at the \_\_\_\_\_

of \_\_\_\_\_, in the Province of Alberta, this \_\_\_\_\_

day of \_\_\_\_\_, 20 \_\_\_\_

\_\_\_\_\_  
Signature of Returning Officer or Commissioner for Oaths or Notary Public in and for Alberta

\_\_\_\_\_  
Signature of Candidate

Commissioner for Oaths Stamp

**RETURNING OFFICER'S ACCEPTANCE**  
Returning office 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

The personal information collected through this form is for administering the election. This collection is authorized by section 33(c) of the *Freedom of Information and Protection of Privacy Act*. For questions about the collection of personal information, contact your local municipal office.

## 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

Returning Officer, Juanita Waugh                      403-546-3783  
 Title of the Responsible Official                      Business Phone Number

LOCAL JURISDICTION: VILLAGE OF ACME , PROVINCE OF ALBERTA

We, the undersigned electors of VILLAGE OF ACME , 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 COUNCILLOR  
Office Nominated for

of VILLAGE OF ACME  
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)

\_\_\_\_\_  
Commissioner for Oaths Stamp

**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**



# 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

Returning Officer, Juanita Waugh

403-546-3783

Title of the Responsible Official

Business Phone Number

## SUPPLEMENTARY SIGNATURES

\_\_\_\_\_,  
**Candidate's Surname**

\_\_\_\_\_  
**Candidate's Given Name**

Printed Name of Elector	Complete Address and Postal Code of Elector	Signature of Elector

# Candidate Financial Information

*Local Authorities Election Act*  
(Section 27)

**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

Returning Officer, Juanita Waugh

403-546-3783

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.



# CANDIDATE INFORMATION RELEASE FORM

I, \_\_\_\_\_,  authorize  do not authorize (check one)  
(Please Print)

the Village of Acme to release for publication purposes the below listed candidate information while participating in the 2025 General Municipal Election. I acknowledge that the Village of Acme may use my candidate information on their Village website/social media or provide my information to the media and members of the public.

**CANDIDATE INFORMATION:**

NAME: \_\_\_\_\_

MAILING ADDRESS  
& POSTAL CODE: \_\_\_\_\_

CELL PHONE NUMBER: \_\_\_\_\_

HOME PHONE NUMBER: \_\_\_\_\_

OTHER PHONE NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

BEST TIME TO CONTACT: \_\_\_\_\_

PREFERED METHOD  
OF 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 403-443-5541.