

2027

COUNTY OF NORTHERN LIGHTS

MUNICIPAL BY-ELECTION

CANDIDATES GUIDE

This package is for information only and has no legislative sanction. Relevant statutes, regulations, policies and bylaws should be consulted in their entirety. Changes to the Local Authorities Election Act have recently been passed, please do your due diligence in becoming familiar with your legislated responsibility as a candidate.

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AUTHORITY

This guide has been compiled by the County of Northern Lights using information from several sources such as: the *Local Authorities Election Act*, the *Municipal Government Act*, current County Policies, Bylaws, and Alberta Municipal Affairs resources.

The Guide has no legislative sanction and is to be used only as a guide. Please refer to the *Local Authorities Election Act* and the *Municipal Government Act* for clarification.

If you are considering running in the 2027 Municipal By-Election, carefully read through the guide before you file your NOTICE OF INTENT FORM and FORM 4, NOMINATION PAPER AND CANDIDATE'S ACCEPTANCE.

Any person wanting a complete copy of the ***Local Authorities Election Act (LAEA)***, or the ***Municipal Government Act (MGA)*** may view/obtain/purchase copies from Alberta King's Printer:
https://www.alberta.ca/alberta-kings-printer
MGA **https://open.alberta.ca/publications/m26**
LAEA **https://open.alberta.ca/publications/l21**

> Note: The County of Northern Lights assumes no responsibility for any Candidate's failure to comply with any legislated requirement.

CONTACT INFORMATION

A Returning Officer is a person appointed by Council for the purpose of conducting an election under the *Local Authorities Election Act*. If you require additional information regarding the election, please contact the County Office and ask for:

Jessica Gummesen, Returning Officer
Office: 780.836.3348 Ext. 235
Email: ea@countynl.ca

CALENDAR SUMMARY

Nomination Deadline Day	Monday, January 25, 2027	12 noon
Withdrawal of Nominations Cease	Tuesday, January 26, 2027	12 noon
Election Day	Monday, February 22, 2027	7:30 am -8 pm
Official Declaration of Results	Friday, February 26, 2027	12 noon
Orientation Meeting	Tuesday, February 23, 2027	After Council Meeting
1st Council Meeting	Tuesday, February 23, 2027	9am-4:30pm

GENERAL CANDIDATE INFORMATION

Overview

A By-Election occurs when a council member steps down from Council and the seat becomes vacant, or the seat is unfilled in the first election. The 2027 Municipal By-Election is for a three (3) year term of office, to complete the original 4-year term from the 2025 General Election. General Elections are held every four years on the third Monday in October. The next General Municipal Election is October 15, 2029.

Understanding the Position

As a member of council, you will have the opportunity to significantly influence the future of your community. Your power as a member of council depends on your ability to persuade the other members of council to adopt your view. All decisions must be made at meetings held in public, at which a quorum is present through a resolution/motion, policy, and or bylaw.

As an individual member of council, you will not have the power to commit your municipality to any expenditure or to direct the activities of the municipal employees. Any promise you make as part of your election campaign that involves municipal expenditure's, services and programs, can only be carried out if you can convince a majority of council that it is a good idea.

Therefore, visionary thinking, strong communications and debate skills, active listening, conflict resolution skills, and an ability to be persuasive and accept opposing views are definite assets to bring to the decision-making process around the council table.

The Canadian Constitution delegates responsibility for municipal institutions to the provinces. Through a variety of legislation, the Alberta Legislative Assembly has delegated some of its authority to municipal councils. The legislation that most guides you as an Elected Official is the *Municipal Government Act.*

Local legislation is in the form of bylaws that remain in effect until they are amended or repealed. You will not be starting with a blank slate or creating your ideal municipality from scratch. If you are running with some kind of reform in mind, you should become familiar with what exists, how it has been created — by bylaw, resolution or tradition — and why it exists.

Examples of local documents you will often refer to are:

- Council's Strategic Plan - https://www.countyofnorthernlights.com/strategic-plan
- Land Use Bylaw - https://www.countyofnorthernlights.com/index-pages/bylaws/land-use-bylaw
- Budget - https://www.countyofnorthernlights.com/government/budget
- County Bylaws – https://www.countyofnorthernlights.com/bylaws
- County Policies - https://www.countyofnorthernlights.com/policies

Why Should I Run for the Position of Councillor?

Municipal Councils reflect the diversity of views and opinions that their residents express. As a Councillor, you have the opportunity to support resident views while also being a proponent, champion, and leader in your community.

The best way to understand the job of an Elected Official is to attend a Council meeting, read a Council Agenda or Council Minutes. Talk to current or previous members of Council and talk to the Chief Administrative Officer, (CAO) Gerhard Stickling. This will help you in your campaign and assist you in assuming office. Remember, once you are elected, you have a duty to your Ward residents and to the residents of the County as a whole.

For reference, you can review Section 153 and 201 of the Municipal Government Act regarding the General Duties of Councillors and Council's Principal Role in Municipal Organization.

The Councillor Position will allow you to:

- Bring the perspective of your demographic community to the decision-making table.
- Influence changes that benefit your community and the County as a whole.
- Participate in healthy debate over possible services, programs, budgets and economic opportunities.
- Provide a voice for your Community and County via lobbying efforts with other levels of government and organizations.
- Provide an opportunity to create a future that reflects your community's ideology.

Administration of the Municipality

As a member of Council, it will be your duty to govern, not to micro-manage or perform any administrative duties. It is the job of the administration to implement the directions and actions that Council provides through their governance.
Alberta municipalities have competent and dedicated administrators. You will need the support, advice and assistance of the CAO and Management Team if you are to be an effective member of Council. Their education, training, experience, and understanding of how and why things have developed as they have, will be an important resource for you.

For reference, refer to Section 207 of the Municipal Government Act regarding CAO Responsibilities.

Organizational Meeting and Boards & Committees

After the election, and every twelve months thereafter, an Organizational Meeting is held when Councillors are appointed to various Committees and Boards. It is also, at this time, that a ballot amongst the Councillors is conducted for the office of Reeve (Chief Elected Official) and Deputy Reeve (Deputy Chief Elected Official).

For reference see Section 154 of the Municipal Government Act regarding General Duties of Chief Elected Official.

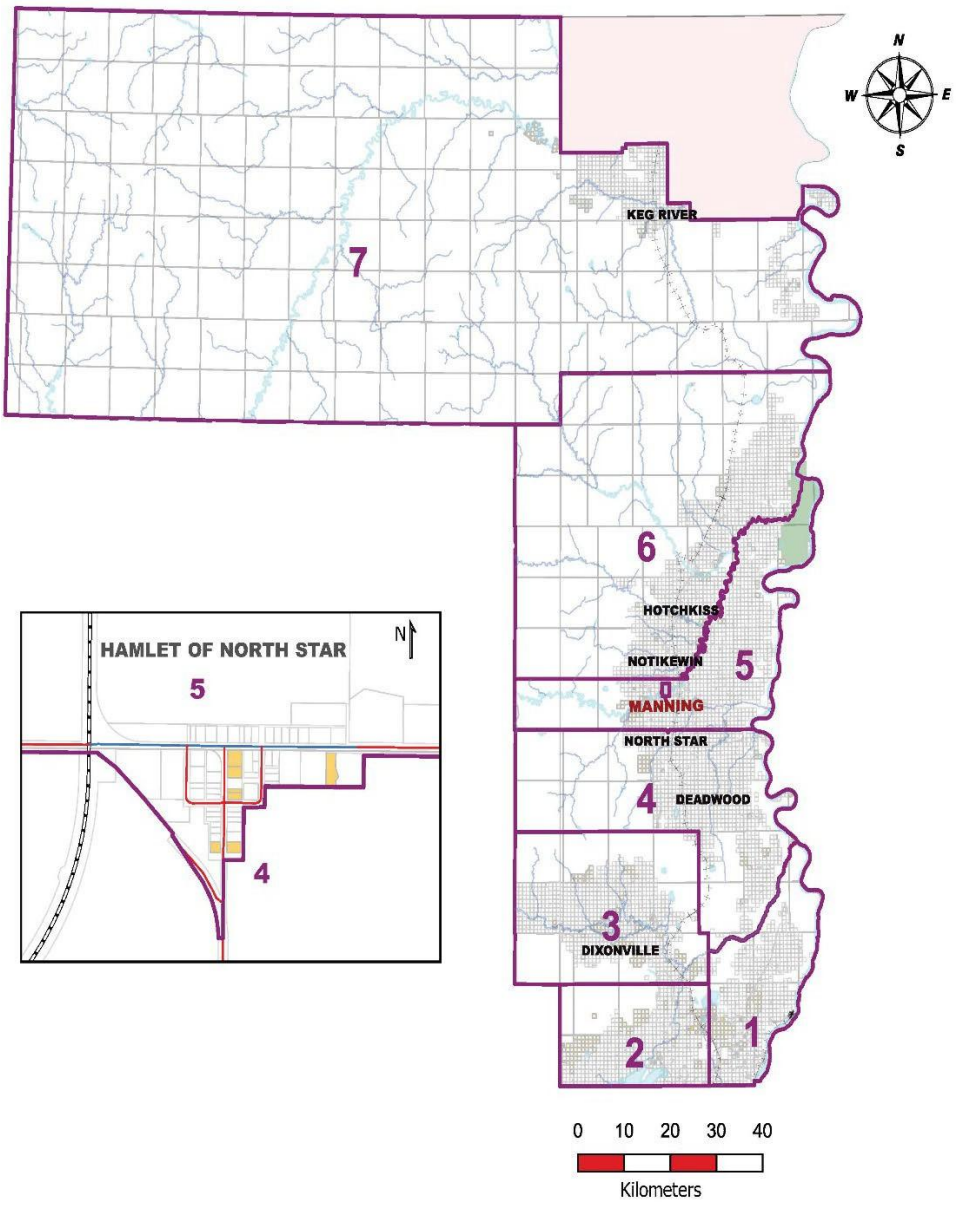
The County of Northern Lights partners with a number of Municipalities and Organizations to provide services, programs and facilities for their residents. Members of Council provide a County perspective on these Boards and Committees. These meetings are held during the day or evening and are, for the most part, located in the Peace Region. For a current Listing with appointments visit: https://www.countyofnorthernlights.com/boards-and-committees

BOARD AND COMMITTEE COUNCIL REPRESENTATION	
Committee	**Meeting Frequency**
Agriculture Service Board (ASB) (the whole Council)	during regular scheduled Council meetings
Alberta Pond Hockey Association	as required
Community Rail Advocacy Alliance (CRAA)	as required
County of Northern Lights Bursary Committee	annually
County of Northern Lights North Recreation Board	as required
County of Northern Lights South Recreation Board	quarterly
Mercer - Public Advisory Council (PAC)	quarterly
Emergency Management Advisory Committee	as required

Family & Community Support Services (FCSS) Manning & District	monthly
Manning Rural Fire Protection Area Advisory Committee	quarterly
Peace Rural Fire Protection Area Advisory Committee	quarterly
Grimshaw Gravels Aquifer Management Advisory Association	quarterly
Grimshaw Regional Health Care Recruitment & Retention	monthly
Intermunicipal Collaboration Framework Committee (ICF) Clear Hills	as required
Intermunicipal Collaboration Framework Committee (ICF) Manning	annually
Intermunicipal Collaboration Task Force (Manning/CNL)	as required
Intermunicipal Collaboration Framework Committee & Intermunicipal Development Plan Committee (ICF & IDP) MD of Peace No.135	annually
Intermunicipal Collaboration Framework Committee: Mackenzie County	2022/2026
Intermunicipal Collaboration Framework Committee: Northern Sunrise County	as required
Intermunicipal Collaboration Framework Committee: Town of Peace River	annually
Intermunicipal Development Plan Committee: Manning	annually
Intermunicipal Development Plan Committee: Peace River	annually
Joint Council – Town of Manning & County of Northern Lights	quarterly
Long Lake Regional Waste Management Commission	monthly
Manning & Area Food Bank Society	quarterly
Manning Beautification Committee	as required
Manning Co-op Seed Cleaning Plant	monthly
Manning Sport Center Association	as required
Manning Municipal Library	monthly
Manning Area Attraction & Retention Committee (MAARC)	monthly
Mental Health and Addictions Task Force	as required
Mighty Peace Tourism Association	quarterly
Mighty Peace Watershed Alliance	Annual AGM
North Peace Applied Research Association	monthly
North Peace Housing Foundation	monthly
Northern Alberta Elected Leaders (NAEL) (Reeve)	quarterly
Northern Sunrise County Rural Crime Watch Committee	quarterly
Northern Transportation Advocacy Bureau (NTAB)	as required
Northwest Species at Risk Committee (NWSAR)	as required
Peace Library System Board	quarterly
Peace Regional Economic Development Alliance (PREDA)	monthly
Peace Regional Healthcare Attraction & Recruitment Committee	quarterly
Peace River Aboriginal Interagency	monthly
Peace River RCMP Advisory	monthly
Peace Regional Energy Committee	monthly
VSI Service [1980] Ltd	annually
Municipal Planning Commission	as required

Electoral Divisions - Wards

The County of Northern Lights is divided into seven (7) *Electoral Divisions* or *Wards*, each having one Council position. To view the Electoral Boundaries Bylaw visit: https://www.countyofnorthernlights.com/index-pages/bylaws/electoral-boundaries-bylaw



Ward One:
Weberville/Stewart

Ward Two:
Warrensville/Lac Cardinal

Ward Three:
Dixonville/Chinook Valley

Ward Four:
Deadwood/Sunny Valley

Ward Five:
Breaking Point/North Star

Ward Six:
Hotchkiss/Hawk Hills

Ward Seven:
Keg River/Carcajou

Regular Scheduled Meetings, Conventions/Conferences and Training

Council Meetings	Held on the ***second*** and ***fourth*** Tuesday of each month in the Council Chambers, beginning at 9:00 a.m. (virtual attendance available)
Council Strategic Planning Meeting	Annually in Fall
Agriculture Service Board (ASB)	Conducted as required on Council Days
Agricultural Service Board Conference	Annually (District & Provincial)
Federation of Canadian Municipalities	Annual (end of May first of June)
Municipal Planning Commission (MPC)	Conducted as required on Council Days
Rural Municipalities of Alberta (RMA)	Annually in November and March
RMA District Four Zone Meetings	Semi-annual

Throughout your term there will be opportunities to attend educational seminars and courses to enrich your understanding of your Elected Official duties and responsibilities. Some are mandatory and will need to be completed in the first year of office. Others, such as the Elected Official Education Programs (EOEP) courses are offered throughout the year. The budget has historically dedicated funds for 2 EOEP courses per year per Councillor.

Note: A valid drivers license will be necessary as travel will be required. Meetings are scheduled during the day and evening. Many are located within the County and surrounding Peace Region.

Time Commitment

Councillors will be required to attend Council meetings, Board meetings, and Committee meetings, Workshops for training and discussion and Conventions/Conferences. You will also accept phone calls and emails on resident issues and represent the County at public or social functions promoting the Municipality. Time will also be required for preparation and reading of materials so that you are able to make informed decisions. Balancing personal time, home, work and elected official duties can be challenging and we encourage you to seriously consider the effect this may have on you and your family.

Remuneration

Councillors receive an honorarium and per diem according to the County of Northern Lights Remuneration Policy.

Remuneration Policy

HONORARIA

1. Councillors shall be entitled to receive monthly honorariums for their time spent conducting the daily local business of the municipality (ward work) as follows:
    a) Reeve $2000 per month
    b) Deputy Reeve $1800 per month
    c) Councillor $1600 per month

"Ward work" shall include transportation, mileage, meals, site inspections, phone calls and time invested within your ward.

2. Councillors/M-A-L attending meetings of Council/Committees thereof, or for assuming/performing any approved related duties [duties connected to meetings, attendance at conventions or seminars, or public relation endeavors performed on behalf of the municipality] shall also receive a 'Per Diem':

Duration		Councillors
Full day	greater than 4 hours, but less than 8 hours*	$250
Half day	less or equal to than 4 hours*	$130
Evening	same as for half day, if 4 hours or less*	$130
Evening	same as for full day if over 4 hours*	$250

*Including travel time from Councillor residence to place of meeting and return.

When meeting attendance and travel time total more than 8 hours per day, a full day and a half day rate may be claimed for that day.

In accordance with Revenue Canada's provisions for Municipal Official's T4 slips the following will apply - expenses are deemed deductible and tax free, however all honoraria is considered earnings and subject to income tax.

County Policies can be viewed here: https://www.countyofnorthernlights.com/policies

Notice of Intent to Run

Any qualifying resident who intends to run for Councillor must submit a Notice of Intent to Run **anytime from now until January 25, 2027,** to the Returning Officer **BEFORE** campaigning, accepting campaign contributions or incurring campaign expenses, as set out in the *Local Authorities Election Act*.

This form can be found in the back of the Candidates Guide or online at:
https://www.countyofnorthernlights.com/government/elections

Nomination Deadline Day

Nomination Deadline Day is **Monday, January 25, 2027, closing at 12 noon** at the County of Northern Lights Administration Building located at #600, 7th Avenue NW, Manning.

Also, the Returning Officer will accept nominations at the above location at anytime during the nomination period.

The Returning Officer must refuse a Candidates Nomination Form if:

- It is not in the prescribed Form (Form 4);
- It is not signed by the required number of eligible electors;
- And has not been sworn/affirmed by the person nominated.

Note: The County does not require a fee nor a criminal record check upon delivery of nomination forms.

For reference view Section 25, 27, 28 and 47 of the Local Authorities Election Act

NOTICE OF INTENT TO RUN

Notice of Intent to Run must be submitted either before or at the same time as the nomination papers from everyone intending to run in the municipal election.

NOMINATION DEADLINE DAY

Nominations Opened on November 12, 2026

Nomination Deadline Day is **Monday, January 25, 2027 at 12 pm noon.**

The Returning Officer will be available to receive nominations during office hours anytime during the nomination period. However, it is recommended to call ahead and confirm availability.

Returning Officer: Jessica Gummesen

County of Northern Lights Administration Office

600 – 7th Ave. NW Manning

Monday to Thursday
8 am to 4:30 pm
Friday 8 am to 3 pm
CLOSED during the lunch hour
Office: 780.836.3348

Filing of Nomination Forms

Nomination papers must be hand delivered, they cannot be faxed or e-mailed.
However, anyone may file your nomination paper on your behalf. If you are unable to file your nomination paper yourself, ensure that the nomination paper is completed fully. You, as the candidate, are responsible for ensuring that the nomination form is fully completed and meets the requirements for filing under section 27 of the *Local Authorities Election Act*.

Nomination forms for the 2027 Municipal By-Election can be found at the back of the County's By-Election Candidates Guide. Or online at:
https://www.countyofnorthernlights.com/government/elections

https://www.alberta.ca/municipal-election-forms

Eligibility of Electors Who Sign Nomination Papers

ONLY eligible voters can sign nomination papers.

An elector (voter) is eligible to sign nominations forms for a candidate if, on the date of signing the nomination form:

- Is at least 18 years old,
- Is a Canadian citizen,
- Lives in the province of Alberta and their place of residence on election day is in the Ward for which the candidate is being nominated.

For reference view Section 47, Eligibility to Vote, Local Authorities Election Act

To ensure validity of the nomination paper, Candidate's are encouraged to submit more than the required five (5) elector's signatures to prevent rejection of the paper if challenged.

Eligibility of Candidates

CANDIDATE - THE NOMINATION FORM STATES THAT YOU ARE REQUIRED TO MAKE AN AFFIDAVIT SAYING THAT YOU ARE ELIGIBLE FOR NOMINATION, NOT DISQUALIFIED FROM OFFICE, AND THAT YOU WILL ACCEPT THE OFFICE IF YOU ARE ELECTED.
YOU MUST SWEAR OR AFFIRM THAT AFFIDAVIT BEFORE A COMMISSIONER FOR OATHS.

A Candidate must be:

- at least 18 years of age on nomination day,
- a Canadian citizen,
- eligible to vote in the general municipal election,
- a resident of the County of Northern Lights for the six (6) consecutive months preceding nomination deadline day,
- a resident of the electoral division or ward in which the candidate intends to run, for the six consecutive months preceding nomination day, and
- is not otherwise ineligible or disqualified.

Ineligibility of Candidates

A person is not eligible to be nominated as a candidate in the 2027 Municipal By-Election under any of the following circumstances:

- If you are the auditor of the County of Northern Lights,
- If you are an employee of the County of Northern Lights, unless granted a leave of absence prior to nomination day,
- If your property taxes are more than $50 in arrears or you are in default, for more than 90 days, for any other debt in excess of $500 to the County of Northern Lights, and
- If the person has, within the previous 10 years, been convicted of an offence under the *Local Authorities Election Act*, the *Election Act*, the *Election Finances and Contributions Disclosure Act* or the *Canada Elections Act* (Canada).

The list of reasons for ineligibility is long; the above list contains the most common points. The complete list is in Section 22 of the Local Authorities Election Act.

Withdrawal of Nomination

- A candidate may withdraw at any time during the nomination period.
- If at the close of nominations, if there are more candidates for any particular office, a candidate may withdraw within 24 hours of the close of the nomination period.
- All notices of withdrawal must be submitted to the Returning Officer in writing.
- 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.

For reference, reasons for withdrawal are noted in Section 32 of the Local Authorities Election Act.

Deadline for Candidate Withdrawal – Tuesday, January 26, at 12 noon

NOTE: a candidate must withdraw in writing and may not withdraw if the number of nominations does not exceed the number of vacancies to be filled in that ward.

Insufficient Nominations

If the number of nominations filed is less than the number of vacancies, the Returning Officer will be available the next day at the County of Northern Lights Administration Building, (and for up to six days; including nomination day, but not including Saturday, Sunday and Holidays) from 10 a.m. until 12 noon to receive further nominations. This will continue until the end of the six-day period has expired.

For reference, view Section 31 of the Local Authorities Election Act.

Acclamations

If at the close of the nomination period the number of candidates nominated for any office is the same as the number required to be elected for that office, the Returning Officer shall declare the person(s) to be elected.

To clarify, no election of that particular ward will take place on Monday, February 22, 2027 as the candidate will have been declared Acclaimed as the Elected Official for that Ward.

For reference, view Section 34 of the Local Authorities Election Act.

Candidates' Option for Agents/Scrutineers

This is the process if a candidate would like to observe the election process at the voting station either personally or by way of an agent. Each person nominated as a candidate may, on the nomination form, appoint an elector to be the candidate's official agent. The duties of an Official Agent are those assigned by the candidate.

An individual cannot be appointed as a Candidate's Official Agent if:

- that person is also a Candidate,
- that person has, within the previous 10 years, been convicted of an offence under this Act, the Election Act, the Election Finances and Contributions Disclosure Act or the Canada Elections Act (Canada).

AT THE VOTING STATION

A Candidate may only have **ONE** representative present at a voting station at any given time.

Either:

- the Candidate,
- the Official Agent, or
- the Scrutineer.

The Election Official at the voting station will inform the candidates representative where they may observe the election proceedings.



Candidates are prohibited from any type of campaign activities and any actions considered to be an attempt to solicit or influence votes in and on the property surrounding a building used as a voting station.

If it becomes necessary to appoint a new official agent, the candidate shall immediately notify the Returning Officer in writing of the contact information of the new official agent.

For reference view Section 68 of the Local Authorities Election Act.

Candidates may appoint a Scrutineer to observe the voting process at Advance Vote polling station and Election Day polling station.

If, at any time during voting hours, a person who is at least 18 years old presents to the presiding deputy a written notice, in a form acceptable to the returning officer, signed by a candidate, and stating that the person presenting the notice is to represent that candidate as the candidate's scrutineer at the voting station, the person presenting the notice shall be recognized by the presiding deputy as the scrutineer of the candidate. [Form 16]

For reference, view Section 16, 68, and 69 of the Local Authorities Election Act.

Local authorities Election Act states:

Oath or Statement

16(1) *Every returning officer and official agent before performing the duties of that office must take and subscribe to the official oath in the prescribed form.*

(2) *Every deputy, enumerator, scrutineer and constable before performing the duties of that office must subscribe to a statement in the prescribed form.*

Campaigning and Campaign Activities at a Voting Station

Once your nomination papers have been received and accepted by the Returning Officer, you are considered a Candidate and may begin to campaign and accept contributions. The 'Campaign Period' is November 12, 2026 to

April 23, 2027. You must not accept campaign contributions or incur any campaign expenses until you have submitted your **NOTICE OF INTENT TO RUN.**

How you advertise and campaign is up to you the candidate, there is no County bylaw governing this. For the 2027 Municipal By-Election, the County will post a list of candidates on their media platforms and include: candidate`s ward, photo, and contact information. **Please be prepared to have your photo taken when you hand deliver your nomination form.**

Legislation extends the prohibition of campaign activities and advertising within the boundaries of land on which a building is located for the use as a voting station. Therefore, **candidates are prohibited from any type of campaign activities and any actions considered to be an attempt to solicit or influence votes in and on the property surrounding a building used as a voting station.** Those found guilty may be subject to a fine.

The voting environment must be protected. Electors that feel campaigning is taking place unlawfully can report it to the Returning Officer who has the authority to stop the activity and if necessary, call a Peace Officer.

For Reference, Part 6 of the Local Authorities Election Act contains all the information regarding Offences. Advertisement distribution is under section 152(1) and Campaign activities at a voting station are under section

Any individual who intends to run as a candidate for election is to give written notice to Teresa Tupper, Returning Officer. Not to worry, there is a pre-written **INTENT TO RUN NOTICE** at the back of this Candidate's Guide.

Once this form is received, a register listing all the candidates who have given notice will be made publicly available on the County's website.

This way, residents and campaign contributors will have access to know who is running for election and it provides credibility to the candidate when campaigning for finances or contributions.

152(1)(1)

Campaign Contributions – Disclosure Requirements – Campaign Surplus

- As a Candidate, you are responsible for ensuring that your campaign is conducted in accordance with all applicable legislation.

- All candidates who intend to campaign for contributions or finances should read ***section 147 of the Local Authorities Election Act*** to understand all the particulars surrounding campaigning, contributions, finances and disclosure.
- A failure to comply may leave you guilty of an offence, ineligible to run in future municipal elections, and liable to significant fines.

REMINDER:

The County of Northern Lights assumes no responsibility for any Candidate's failure to comply with any requirement of the Election Procedure or *The Local Authorities Election Act* and its legislation.

- All Candidates are reminded to reconcile their election campaign finances following the 2027 Municipal By-Election and submit the proper forms to the Returning Officer on or before June 22, 2027.

HELPFUL ELECTION LINKS

https://www.alberta.ca/municipal-elections-overview#jumplinks-4

https://rmalberta.com/advocacy/municipal-election-awareness/

https://www.youtube.com/playlist?list=PLgou_qQG9_mMOmp-3qmwE0HzsvhBbzjcU

https://www.abmunis.ca/advocacy-resources/running-municipal-office

https://open.alberta.ca/publications/m26

https://open.alberta.ca/publications/l21

https://www.countyofnorthernlights.com/government/elections

WHAT YOU NEED TO BRING ON OR BEFORE NOMINATION DAY

(these forms are attached)

Form 29	Notice of Intent to Run
Form 4	Nomination Paper and Candidate's Acceptance
Form 5	Candidate Financial Information
Form A	County of Northern Lights Candidate Information Release Form

WHAT YOU WILL RECEIVE ON NOMINATION DAY

Form 11	Enumerator, Candidate or Official Agent Proof of Identification for section 52 Access. (You must have this document available while conducting campaign business.)
Form 12	Campaign Worker Proof of Identification. (Your campaign workers must have this document available while campaigning.)
Form 26	Campaign Disclosure Statement and Financial Statement (due March 01st, 2026)

ASSISTANCE

Under the *Local Authorities Election Act* (LAEA), it is the responsibility of the candidate to know his or her responsibilities as a candidate. However, if you have questions, please feel free to contact Jessica Gummesen, Returning Officer at the County of Northern Lights at 780.836.3348 or email: ea@countynl.ca

Election Day

ELECTION DAY

MONDAY, February 22, 2027

Voting Station: Deadwood Community Hall
#224013 HWY 360
Deadwood, AB

Voting station will open promptly at **7:30 a.m.**
and will be kept open continuously until **8:00 p.m.**

Unofficial results may be made available following the counting. The **Official** results are announced at noon on the fourth day after the election: **Friday, February 26, 2027**.

After the Election

The County of Northern Lights **Orientation Day** will be **Tuesday, February 23, 2027 after the Council meeting** where you will be sworn in as an Elected Official for the County of Northern Lights.

The Municipal Government Act legislates mandatory attendance at training and orientation sessions within 90 days of taking office. The County will provide dates and times of these sessions when they have been confirmed.

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

LOCAL JURISDICTION:	County of Northern Lights, Province of Alberta 600 7 Ave NW, Manning, AB 780-836-3348
ELECTION DATE:	Monday, February 22, 2027

Nomination

We, the undersigned electors of County of Northern Lights, Province of Alberta and Ward 4 (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 Ward 4 of the Northern Lights.

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 County of Northern Lights ATI & Privacy Officer at 780-836-3348 or toll-free at 1-888-525-3481.

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

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 _____

202__.

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

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 County of Northern Lights ATI & Privacy Officer at 780-836-3348 or toll-free at 1-888-525-3481.

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

Supplementary Signatures

We, the undersigned electors of County of Northern Lights, Province of Alberta and Ward 4 (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 Ward 4 of the County of Northern Lights.

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 County of Northern Lights ATI & Privacy Officer at 780-836-3348 or toll-free at 1-888-525-3481.

CANDIDATE FINANCIAL INFORMATION

Local Authorities Election Act, Section 27

LOCAL JURISDICTION:	County of Northern Lights, Province of Alberta
ELECTION DATE:	Monday, February 22, 2027
TITLE OF RESPONSIBLE OFFICER:	Jessica Gummesen, Returning Officer, 780-836-3348

_____ 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 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 County of Northern Lights ATI & Privacy Officer at 780-836-3348 or toll-free at 1-888-525-3481.

COUNTY OF
Northern Lights

#600, 7th Ave NW, PO Box 10, Manning AB T0H 2M0
Phone 780-836-3348 Fax 780-836-3663
Toll Free 1-888-525-3481

NOTICE OF INTENT TO RUN FORM 29

Local Elections Authorities Act (section 147.22)

An individual intending to run for Councillor must submit this form to the County of Northern Lights Returning Officer, **before campaigning, accepting campaign contributions or incurring campaign expenses,** as set out in the Elections Act.

INSTRUCTIONS

1. Complete this form.
2. Submit the completed form to the Returning Officer in person at the County Office Building located at 600-7th Ave NW Manning, Alberta, or by email at: ea@countynl.ca
3. Once received, your name will be added to the registry list and made publicly available on the County's website.
4. If there are changes to the information provided on this form, notify the Returning Officer immediately in writing, either by email or mail: PO Box 10 Manning, AB T0H 2M0

CANDIDATE INFORMATION

I am intending to run in the 2027 Municipal By-Election for Councillor in the following Ward:

[X] WARD 4 Deadwood/Sunny Valley

Last Name, First Name: _____

Rural Address: _____

Address for Mailing Communications: _____

_____

Home Phone: _____

Cell Phone: _____

Email: _____

Address of Places(s) where Candidate Records are stored/maintained: _____

_____

Name and Address of Financial Institution to be used as depositories for campaign contributions: _____

_____

Name(s) of signing authority for each of the depositories: _____

_____

DECLARATION

I hereby declare my intention to run as a Candidate in the 2027 Municipal By-Election for the office of Councillor in the County of Northern Lights.

I acknowledge that submission of the 'Notice of Intent to Run' form does not exempt me from completing the required nomination forms with the minimum number of nominations (FIVE).

Signing my name to this form indicates that the information I have entered is accurate and there is an understanding of my intent to run in the election.

SWORN (AFFIRMED) before me at the

_____ of _____, in the Province

of Alberta, this _____ day of

_____ , 202__. **_____**

Signature of Candidate

_____

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

Commissioner for Oaths Stamp

RETURNING OFFICER'S ACCEPTANCE of FORM

_____ _____

Signature of Returning Officer or Substitute **Date Received**

The personal information on this form is being collected to support administrative requirements of the local authorities election process and is authorized under sections 147.22 of the Local Authorities Election Act and section 33© of the Freedom of Information and Protection of Privacy Act. The personal information will be managed in compliance to the mention sections. Questions and or concerns regarding the collection, management and destruction of this information can be directed to the ATI & Privacy Officer at the County of Northern Lights. (780.836.3348 or ea@countynl.ca)

CANDIDATE INFORMATION RELEASE FORM

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

County of Northern Lights to release for publication purposes the below listed candidate information while participating in the 2027 Municipal By-Election. I acknowledge that County of Northern Lights may use my candidate information on their county website/social media or provide my information to the media and members of the public.

Candidate Information:

NAME: _____

MAILING ADDRESS
& POSTAL CODE: _____

HOME PHONE NUMBER: _____

OFFICE PHONE NUMBER: _____

OTHER PHONE NUMBER: _____

SOCIAL MEDIA: _____

EMAIL ADDRESS: _____

NUMBER TO CONTACT _____

ON ELECTION NIGHT:

_____ _____
Signature Date

Collection and Use of Personal Information
Is now under the Access To Information Act and Protection Of Privacy Act. If you have questions regarding the collection, use or disclosure of this information, please contact the ATI & Privacy Officer at 780-836-3348 or toll free at 1-888-525-3481.