



# 2021 Town of Banff Municipal Election

## Checklist of Candidate's Nomination

### Required:

- Complete Nomination Paper and Candidate's Acceptance – Form TOB 4**
  - Form 4 **MUST** contain the required number of signatures and **BE SIGNED BY**:
    - A Commissioner of Oaths of Notary Public for Alberta; or
    - The Returning Officer of Delegate (available in person at Banff Town Hall, 110 Bear Street, by appointment only)

Note: do not sign until in the presence of the Returning Officer or a Commissioner of Oaths.

- Complete Candidate's Financial Information – Form TOB 5**
  - Include campaign banking information. Do not use personal banking information.

### Encouraged:

- Complete Candidate and Official Agent Consent Form – Form TOB 4B**

### Filing of Nomination Papers

All candidates running for Mayor or Councillor must submit the completed Nomination Paper and Candidate's Acceptance (Form 4). The Nomination Paper must be signed by a minimum of five (5) eligible electors. To ensure the validity of their Nomination Papers, a Candidate is encouraged to submit more than the required five (5) electors' signatures. No deposit is required.

A candidate must swear or affirm before the Returning Officer or a Commissioner for Oaths confirming that they have reviewed the legislation and are eligible to be elected.

The Returning Officer is required to refuse a candidate's nomination **only** if:

- The paper has not been signed by five (5) eligible electors.

The Returning Officer does not have the authority to challenge the validity of the information provided on the Nomination Paper and Candidate's Acceptance Form. This is the responsibility of the electors of the Municipality and may be challenged through the Court.



# 2021 Town of Banff Municipal Election

Nominations (Form 4, 4B, and 5) for Mayor and Councillors may be filed in the following manners:

1. **By appointment.** Call 403-762-1209 or email [Municipal.Clerk@banff.ca](mailto:Municipal.Clerk@banff.ca) to book an appointment;
2. **By mail or courier.** Send completed forms to the Returning Officer at the following address:

For regular mail and registered mail with Canada Post	For couriers and deliveries
Banff Town Hall PO Box 1260 110 Bear Street Box 1260, Alberta Canada, T1L 1A1	Banff Town Hall 110 Bear Street Box 1260, Alberta Canada, T1L 1A1

3. **By secure 24 hour drop box.** Completed forms may be dropped off at the secure drop box located at Banff Town Hall, 110 Bear Street. The drop box is located to the left of the main entrance to the building.
4. **Nomination Day.** Completed Nomination papers will be received at the Council Chamber, Banff Town Hall, 110 Bear Street, Banff, Alberta, **between 10:00 a.m. and 12:00 Noon** on Nomination Day, **Monday, 2021 September 20.**

**Please note: Nomination Papers cannot be faxed.**

### Other:

Candidates will be contacted after Nomination Day (September 20, 2021) to submit their candidate profile (i.e. text and photo) for publishing on [www.banff.ca/Election](http://www.banff.ca/Election)

Candidates may prepare the following information in advance:

- Biography / About me;
- Platform description / Why vote for me;
- Website address;
- Social media accounts links;
- Contact information (e.g. campaign email and telephone number; and
- Photo.

### **Review campaign finance obligations (recommended)**

*The Local Authorities Election Act (LAEA)* was updated on September 1, 2020 and included significant changes to campaign finances. For a brief summary, go to [www.banff.ca/Election](http://www.banff.ca/Election). Candidates should review the LAEA and obtain their own legal advice if necessary.

For information regarding nominations for School Board Trustees for the Canadian Rockies School Division, please contact their office directly.

**It is recommended that candidates review information and resources available on [www.banff.ca/Election](http://www.banff.ca/Election)**