

2021 General Election

Information session for candidates #1: How to submit your nomination papers

November 2020

- Please note: the information in this presentation is provided for convenience of reference only. Candidates are subject to further requirements as set out in the Local Authorities Elections Act.



About this information session

What to expect today:

- **Local Authorities Election Act (LAEA)**
- **Election preview, important dates and what's new for 2021**
- **Candidate eligibility and the nomination process**
- **Contributions before January 2021**
- **Q & A's**

What is not covered today:

- Campaign finances during the campaign period
- Third party advertisers
- Voters' list
- Voting options, COVID protocols
- Scrutineers
- Temporary Signs on Highways Bylaw (Bylaw 29M97)
- Election day results reporting
- Recounts

Local Authorities Elections Act (LAEA)

- Elections administered in keeping with LAEA. The most recent version of the legislation follows Bill 29 amendments.
- Defines roles of Elector, Candidate, Third Party Advertiser and Returning Officer.
- Each stakeholder plays an important and inter-connected role in the election process.
- Returning Officer (RO) impartial and independent.
- Candidates are advised to refer to the legislation and obtain legal advice regarding the full extent of their obligations.



What's on the ballot?

General Election

- Mayor
- Councillors
- Calgary Board of Education trustees
- Calgary Roman Catholic Separate School District No. 1 trustees

Anticipated

- Senate election (Alberta Senate Election Act)
- Provincial referendum question(s) (Referendum Act)

Potential

- Council-approved referendum question(s)

The 2021 General Election will use composite ballots, meaning you will see multiple races on the same ballot paper. Depending on the number of items to vote on and any legal or accessibility requirements related to font size, it might mean each elector will receive two ballots.



Electors

Eligibility to vote:

- At least 18 years old.
- Are a Canadian Citizen.
- Are a resident of Alberta.
- Are a resident on Election Day;
 - of the city of Calgary, to vote for Mayor;
 - of the ward, to vote for Councillor; and
 - of the Calgary Board of Education, for Public School Trustee; or
 - of the Calgary Roman Catholic Separate School District No. 1, for Separate School Trustee.

Elector count:

The number of total electors (or eligible voters) is a subset of the total population. Elected offices represent their respective constituents regardless of their ability to vote.

- ~800,000 eligible electors
- ~2/3 public school electors
- ~1/3 separate school electors
- 1,285,600 2019 census population

References:

- *LAEA 47 Eligibility to vote*
- *LAEA 48 Rules of residence*

Accountabilities

Government of Alberta

- Local Authorities Election Act (LAEA)
- Senate Election Act
- Referendum Act
- Other related legislation
- Set provincial referendum question(s)
- Set associated regulations

Elections Alberta

- Provides list of electors through an agreement with Elections Calgary
- Election Commissioner
 - Candidate and third party advertiser campaign finance complaints and enforcement
- Senate candidates
- Senate third party advertisers
- Provincial election finances and disclosure compliance
- Senate and provincial referendum official tabulation and results
- Judicial Recount and appeals

Council

- Ward Boundaries Bylaw 23M2020
- Election Bylaw 35M2018
- General Election referendum question(s)

Elections Calgary

- General Election candidates
- General Election third party advertisers
- Conduct the vote and requirements under LAEA, Senate Election Act, Referendum Act
- General Election official tabulation and results
- Recount



Important dates

2021

- **January 1 to September 20 (noon)** – Nomination period.

Candidates can file or withdraw nomination papers anytime during the nomination period.

- **January 4** – First day nominations may be received.
- **January 1 to December 31** – Campaign period.
- **September 20** – Nomination Day.
- **September 21 (noon)** - Last day to withdraw nomination.
 - Can withdrawal at anytime during the nomination period.
 - Must complete Statement of Withdrawal by Candidate form
- **October 18** - Election Day.

2022

- **March 1** – Disclosure statements due.

2021

JANUARY

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DECEMBER

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New for 2021 General Election

- **Bill 29 amendments to LAEA.**
- **Third party advertising.** A third party advertiser is an individual, group or corporation (but does not include a candidate) who supports or opposes a candidate.
- **Campaign surpluses held in trust from 2017 General Election.**
 - Cannot be used for the 2021 General Election. Surpluses over \$1,000 must be donated to a charity by January 1, 2022.
- **Bill 45 (first reading Nov. 4, 2020)**
 - Senate, provincial referendum votes held on Election Day.
 - Contribution limit of up to \$30,000 per donor to each third party advertiser.

References:

- *LAEA Part 8 Third Party Advertising*
- *LAEA 147.51 Transitional – Campaign Surpluses*

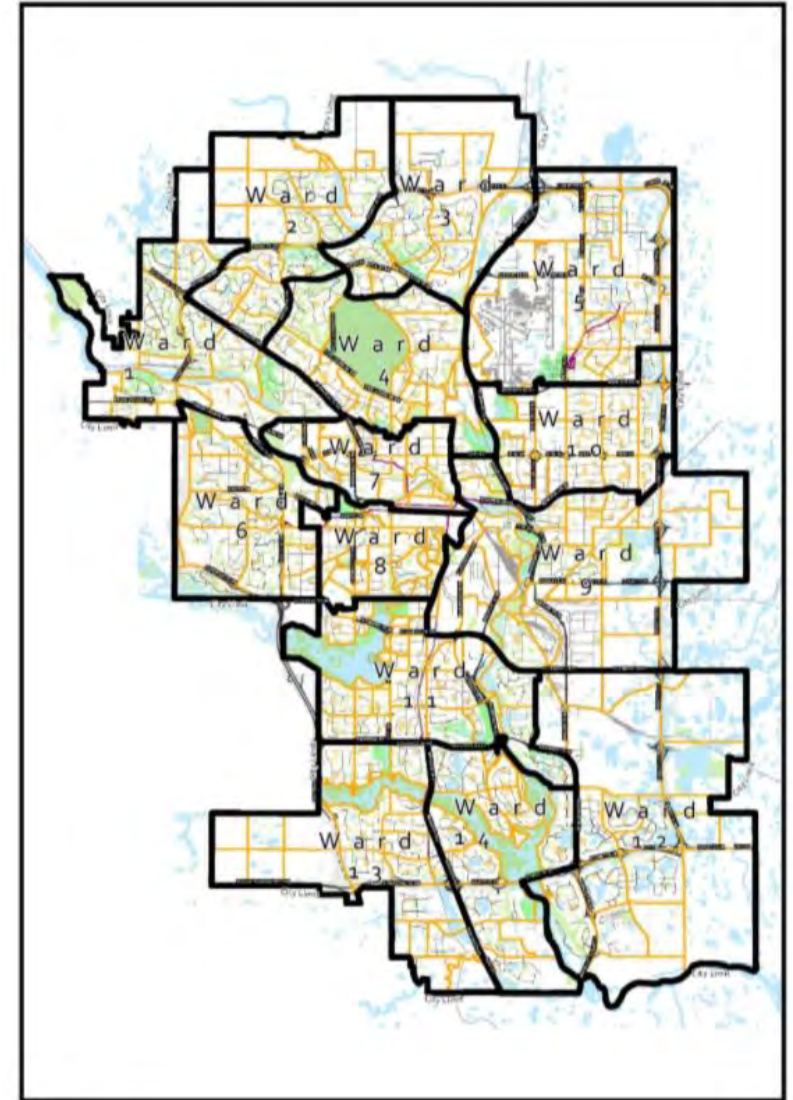
New for 2021 (continued)

New boundaries for the 2021 General Election

- Candidates run for office based on new ward boundaries.
- Existing ward boundaries in effect until Election Day.
- Ward maps are available on ElectionsCalgary.ca (Candidate > Resources).
- Find your current and future ward:
- <https://www.calgary.ca/election/information-for-voters/wards-and-boundaries.html>

Ward boundary review in 2020

- Population imbalance in Wards 3, 7 and 12.
- Supports effective representation.
- All community boundaries contained in single ward.
- Ward boundary review process:
- <https://engage.calgary.ca/wardboundaries>



Becoming a candidate

Applies to candidates for Mayor, Councillor and School Board Trustee

Who is eligible to be a candidate?

- ✓ **Eligible to vote in that election.** At least 18 years old, is a Canadian citizen, resides in Alberta and your place of residence is in Calgary on Election Day. LAEA 21.
- ✓ **Resident of Calgary** for the 6 consecutive months immediately preceding Nomination Day. (March 20, 2021) LAEA 21.
- ✓ Councillors and school board trustees in Calgary **do not have to be a resident of the ward** they wish to represent. LAEA 21.
- ✓ Separate school board trustee candidates have additional requirements. Education Act 74.



References:

- *LAEA 21 Qualification of candidate*
- *LAEA 22 and 23 Ineligibility*
- *Education Act 74 Eligibility*

Becoming a candidate

Applies to candidates for Mayor, Councillor and School Board Trustee

Who is NOT eligible to be a candidate?

The person is not eligible to be nominated if on Nomination Day:

- × **City employee** who has **not** taken a leave of absence.
- × **Employees of the school division, charter school or private school** who has **not** taken a leave of absence (school board trustee candidates only).
- × **Indebted** to The City in taxes exceeding \$50.
 - × Does not include current taxes.
 - × Does not include indebtedness already in a consolidation agreement.
- × **Indebted** to The City exceeding \$500 and in default for more than 90 days.
- × **Convicted of an offence** in the last 10 years under the LAEA, the Election Act, the Election Finances and Contributions Disclosure Act or the Canada Elections Act (Canada).

References:

- *LAEA 21 Qualification of candidate*
- *LAEA 22 and 23 Ineligibility*
- *Education Act 74 Eligibility*

Becoming a candidate

Applies to candidates for Mayor, Councillor and School Board Trustee

✓ **Become familiar with LAEA, new ward boundaries**

✓ **Complete forms**

- Form 4 Nomination Paper and Candidate's Acceptance. Form 5 Candidate Information. Have your banking information ready.
- Candidate Contact Information and Consent Form.
- Form 4 must be signed by a Commissioner of Oaths, Notary Public or Returning Officer or delegate.
- All forms must be completed entirely and correctly for the Returning Officer or delegate to accept.

✓ **Obtain elector signatures**

- For mayoral and council candidates: Minimum of 100 signatures.
- For school board trustee candidates: Minimum of 25 signatures.
- Signatures of electors within the ward you are running in on the date they sign the nomination (councillor and school board trustee). FULL address needed including city, province and postal code.
- Original signatures. Digital signatures not accepted.
- Recommend collecting more than the minimum required signatures.

✓ **Provide a deposit**

- \$500 (Mayor)
- \$100 (all other offices).
- Deposit in cash, certified cheque or money order. Personal cheques are *not* accepted (LAEA 29).

References:

- *LAEA 27 Form of nomination*
- *LAEA 28 Nominations*
- *LAEA 29 Deposit*

Form 4 and Form 5, including the elector signatures and deposits are due when you file your nomination papers, which can be anytime between January 4 - September 20, 2021.



Becoming a candidate

Applies to candidates for Mayor, Councillor and School Board Trustee


Form 4 - Nomination Paper and Candidate's Acceptance form

- Space to collect the required number of elector signatures for nomination (100 for Mayoral and Councillor candidates and 25 for school board candidates).

Note: that they must be an eligible elector at the time they sign Form 4.
Electors signing your Form 4 must reside in the ward you plan to represent.

- Full addresses and signatures are required from each elector. Consider collecting more than the minimum number of elector signatures to ensure your form is accepted.
- **Digital signatures are not permissible, only original signatures are acceptable.** [Click here](#) for options to safely collect signatures.
- Form 4 identifies how candidates wish to have their surname and given name(s) on the ballot. Note: the use of titles such as Ms. Mr. or Dr. with given name(s)] are not accepted.
- Contains the candidate's sworn statement that they are qualified to hold the elected office they are seeking. The sworn statement must be made in the presence of a Commissioner of Oaths or Notary Public in the Province of Alberta, or by the Returning Officer or Returning Officer's delegate.

Form #4 (EC-04-01-CA-04)



Nomination Paper and Candidate's Acceptance (Councillor)
Local Authorities Election Act
 (Sections 12,21,22,23,27,28,47,68.1,151, Part 5.1)

Local Jurisdiction: The City of Calgary, Province of Alberta

The personal information on this form is being collected to support the administrative requirements of 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 Deputy City Clerk, Elections at (403) 476-4100 or candidates@calgary.ca.

We, the undersigned electors of The City of Calgary, Ward _____, nominate:

PRINT (Candidate Surname) (Given Names)

of _____
(Candidate Address – Include Postal Code)

as a candidate at the election about to be held for the office of COUNCILLOR in Ward _____ of The City of Calgary.

Signatures of at least **100 ELECTORS ELIGIBLE TO VOTE** in this election in accordance with sections 27 and 47 of the *Local Authorities Election Act*. To ensure your nomination form is not rejected, Elections Calgary suggests you exceed the minimum number of required electors.

	Print Name of Elector	Complete Address and Postal Code of Elector	Signature of Elector
1			
2			
3			




Becoming a candidate

Applies to candidates for Mayor, Councillor and School Board Trustee

Form 5 – Candidate Information form

- Identifies where campaign records will be retained, and name(s), address(es), and signing authorities of financial institutions where campaign contributions will be deposited.
- LAEA requires candidates to open a campaign account in the name of the candidate or campaign at the time of nomination or as soon as the total amount of contributions first exceeds \$1000 in the aggregate.
- Candidates are required to submit a deposit with their nomination forms.
 - \$500 for Mayor and \$100 for all other offices.
 - Deposits must be in the form of cash, certified cheque or money order. Personal cheques, debit or credit card payments are not accepted (LAEA 29).
- Deposits are returned if candidates are elected to office, if they withdraw their nomination, or they obtain a number of votes at least equal to 1/2 of the total number of votes cast for the candidate elected to the office with the least number of votes.
- Candidates are required to notify Elections Calgary within 48 hours of any changes to Form 5.

Form #5 (EC-05-01-CA-05)



Candidate Information
Local Authorities Election Act
(Section 27)

Local Jurisdiction: The City of Calgary, Province of Alberta

The personal information on this form is being collected to support the administrative requirements of 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 Deputy City Clerk, Elections at (403) 476-4100 or candidates@calgary.ca.

Candidate's Information

Name _____

Address _____ Postal Code _____

Address of place(s) where candidate records are maintained

1. Address _____ Postal Code _____

2. Address _____ Postal Code _____

3. Address _____ Postal Code _____

Name(s), address(es), and signing authorities of financial institutions where campaign contributions will be deposited

1. Financial Institution _____

Address _____ Postal Code _____

Signing Authority _____

2. Financial Institution _____

Note: nomination forms are available for inspection by the public in the presence of Elections Calgary staff during regular business hours.

Becoming a candidate

Applies to candidates for Mayor, Councillor and School Board Trustee

Nomination considerations

- The person nominated as a candidate is responsible for ensuring that the nomination filed under this section meets the requirements of section 27.
- Persons must take an affidavit prior to submitting Form 4.
- It is an offence to sign a false affidavit or a form that contains a false statement.
- Elections Calgary does not require people to present ID, nor does it investigate claims of a person's qualifications to become a candidate.

Returning Officer or delegate shall not accept the following for filing:

- X Not completed in the prescribed form.
- X Not signed by at least the minimum number of persons required to sign the nomination.
- X Not sworn or affirmed by the person nominated.
- X Not accompanied by the required deposit.

The Returning Officer does not investigate any claim of a person's qualifications to hold office. Complaints of that nature should be referred to the Police for investigation.

References:

- *LAEA 27 Form of nomination*
- *LAEA 28(2) Nominations*
- *LAEA 147.3*

Campaign account:

- ✓ Open a campaign account at a financial institution at the time of the nomination or as soon as the total contributions first exceeds \$1,000.

Becoming a candidate

Applies to candidates for Mayor, Councillor and School Board Trustee

Official agent

- An official agent is appointed by the candidate to undertake the duties assigned to them by the candidate.
- Official agents are optional, but must be an elector.
- A person who has, within the previous 10 years, been convicted of an offence under the LAEA, the *Election Act*, the *Election Finances and Contributions Disclosure Act* or the *Canada Elections Act* (Canada) is not eligible to be appointed as an official agent.
- No candidate shall act as an official agent for any other candidate.
- The duties of an official agent are those assigned to the official agent by the candidate. Afforded similar rights as candidates, scrutineers in LAEA.
- Appointment made on Form 4, including their contact information.
- If candidate changes their official agent, notify Elections Calgary in writing, including their respective contact information.

References:

- *LAEA 68.1 Option for official agent*



Becoming a candidate

Applies to candidates for Mayor, Councillor and School Board Trustee

Submit your nomination papers to Elections Calgary.

Two options are available:

1. By appointment

- Book an appointment online or call Elections Calgary to make an appointment.
- To ensure physical distancing, appointment is limited to two people.
- Face coverings/masks will be required if bylaw is still in effect.
- Appointments are recommended for those who would like to review their nomination forms with a staff member. Drop offs at the Elections Calgary office (**2340 22 St NE**) will be received by reception. However, an appointment is required if you would like to meet with a staff member to have a discussion or ask questions.

2. Mail-in (reduced contact option)

- Send the original forms (no copies) and your deposit (do not send cash in the mail).
- Registered mail or courier is recommended for tracking purposes.
- 24-hour secure drop box on the east side of Municipal Building (800 Macleod Trail S.E., facing the Central Library).
- Election official will phone you when papers are processed.
- Confirmation email with official candidate date.

Regular mail and registered mail address:
Elections Calgary, Mailcode #8
PO Box 2100
Station M
Calgary, AB T2P 2M3

Courier address:
Elections Calgary, Mailcode #8
825-3rd Street S.E.
Calgary, AB T2G 5E6

Campaign finance outside campaign period

Campaign period: January 1 to December 31 of the year of a general election.

Outside of this timeframe, a person may:

- ✓ Receive contributions of up to \$5,000 in the aggregate per year.
- ✓ Not more than \$10,000 in the aggregate per year from your own funds (self-funding).



Resources

Visit ElectionsCalgary.ca

- Council and school board roles
- Nomination forms, withdrawal forms
- Updated ward boundary maps
- Useful data: Community profiles, citizen satisfaction survey results, and census data.

Legislation

- [Local Authorities Elections Act](#)
- [Municipal Government Act](#)
- [Education Act](#)

Other websites:

- [Ministry of Municipal Affairs](#)
- [Ministry of Education](#)
- [The Calgary Board of Education](#)
- [The Calgary Roman Catholic Separate School Division/ Calgary Catholic School District](#)

City of Calgary bylaws

- [Bylaw 35M2018 Elections bylaw](#)
- [Bylaw 29M97 Temporary Signs on Highways](#)



Thank you!

- Plan to hold future information sessions.
- Candidate profile video and photo session (Summer 2021).

Contact us

Elections Calgary

Tel 403-476-4100

Email: candidates@calgary.ca

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