



**By-Election 2024**

**HANDBOOK FOR CANDIDATES**

*June 25, 2024*

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### INTRODUCTION

This Candidate Information Package is designed to assist Candidates and potential Candidates in preparing for the October 2024 municipal by-election in the Town of Rimbey.

This package has been prepared based on available content from the *Municipal Government Act (MGA)*, the *Local Authorities Election Act (LAEA)*, Alberta Municipal Affairs, and questions most frequently asked by Candidates.

The *LAEA* is the primary legislation that guides the conduct of a municipal or school board election, by-election or vote on a question or bylaw.

Updates to this handbook may be posted, as required, to the Town of Rimbey Municipal Election webpage: <https://www.rimbey.com/elections->

The Government of Alberta website has a section dedicated to municipal election information and forms. Information released by Municipal Affairs is referenced on this website, along with related documents and information on voter identification requirements.

[WWW.ALBERTA.CA/MUNICIPAL-ELECTIONS.ASPX](http://WWW.ALBERTA.CA/MUNICIPAL-ELECTIONS.ASPX)

This Package is intended to provide a GENERAL overview of basic information Candidates should know about the legislation which governs municipal elections and the election process. It is NOT a substitute for the actual legislation.

Candidates and potential candidates are responsible to read and understand any election-related legislation. It is recommended that Candidates consult relevant statutes, regulations and bylaws, or obtain legal advice for clarification.

### Roles and responsibilities of local government

Canada has three levels of government: Municipal (local), Provincial and Federal. Each level of government has different responsibilities and authority. While elected officials at all levels can and do work together in service to the people they represent, candidates should first understand what falls under municipal jurisdiction. This is not an exhaustive list:



## Roles & Responsibilities of each Level of Government

<b>MUNICIPAL Government</b> 	<b>PROVINCIAL Government</b> 	<b>FEDERAL Government</b> 
 Utilities (Water, Wastewater)	 Schools	 Income Tax
 Parks and trails	 Hospitals and Health Care	 Employment Insurance
 Streets and Roads	 Social Services	 Borders
 Town Office	 Justice	 RCMP and Military
 Property Taxes (Municipal Portion)	 Post-Secondary Education	 Child Benefit
 Garbage and Recycling	 Highways	 Airports and aviation
 Municipal Enforcement	 Property Taxes (Provincial portion)	 Passports and International relations
 Fees and Licences	 Policing	 Safety regulations (ie: food and drug, consumer goods.)
 Fire Service	 Forestry and Wildfire	 National Parks
 Recreation Centres	 Mining and Natural Resources	
 Municipal Snow Removal	 Provincial parks and land use zones	



*Individuals elected to the Federal and Provincial governments typically represent a particular political party. There is no party system at the municipal level.*

### OVERVIEW OF COUNCIL

The Town of Rimbey Council is made up of a mayor and four councillors. Council is the governing and legislative body for the Town. Mayor and councillors are required to attend regular council meetings and are expected to sit on various committees, boards and external bodies. The term of office is four years, unless members are elected in a by-election. In those cases, the elected member's term will expire at the next General Municipal Election.

The Town does not run on a ward or district system. This means each member of council represents the town as a whole and not any particular neighbourhood.

### Roles and Responsibilities of Municipal Officials

#### Council

Under the *Municipal Government Act* section 201(1), a council is responsible for:

- a) developing and evaluating the policies and programs of the municipality;
- b) carrying out the powers, duties and functions expressly given to it under this or any other enactment.

Under the *Municipal Government Act* Section 153, councillors have the following general duties:

- a) to consider the welfare and interests of the municipality as a whole and to bring to council's attention anything that would promote the welfare or interests of the municipality;
  - (a.1) to promote an integrated and strategic approach to intermunicipal land use planning and service delivery with neighbouring municipalities;
- b) to participate generally in developing and evaluating the policies and programs of the municipality;
- c) to participate in council meetings and council committee meetings and meetings of other bodies to which they are appointed by the council;
- d) to obtain information about the operation or administration of the municipality from the chief administrative officer or a person designated by the chief administrative officer;
- e) to keep in confidence matters discussed in private at a council or council committee meeting until discussed at a meeting held in public;
  - (e.1) to adhere to the code of conduct established by the council under section 146.1(1);
- f) to perform any other duty or function imposed on councillors by this or any other enactment or by the council.

#### Council Meetings

Regular Meetings of Council are currently scheduled once a month on the fourth Monday at 5:00 p.m. Committee of the Whole Meetings are on the second Monday of the month at 3:00 p.m. Special meetings or additional Regular meetings may be called as required, for example to deal with time-sensitive matters. An annual Organizational meeting is held each year at the end of October to set Council's meeting schedule and board appointments. Councillors take turns serving as Deputy Mayor on an annual rotation.

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### Chief Elected Official – Mayor

The mayor, in addition to performing a councillor's duties, must preside when attending a council meeting, unless a bylaw provides otherwise. The mayor must also perform any other duty imposed under the *MGA* or any other enactment. In practice, the mayor is also generally the main spokesperson for the municipality, unless that duty is delegated to another councillor.

The mayor's role, unless a bylaw prescribes otherwise, includes, among others:

- Chairperson of council;
- Review council agendas with Chief Administrative Officer;
- Consensus seeker amongst members of council;
- Liaison with other levels of government and with senior elected officials (other municipalities, province, federal); and
- Key representative with regard to ceremonial responsibilities.

The position of the mayor is a significant commitment. The mayor's time is spent working closely with council, the CAO, other municipalities and levels of government and community representatives to develop plans, policies, and strategies important to Town of Rimbey businesses and residents.

The mayor is generally the chief spokesperson for the Town of Rimbey in discussions with elected officials in other municipalities or the provincial or federal governments. Often this involves initiating and building important relationships with decision-makers outside of the community.

### Councillor

Typically, councillors can expect to commit time during regular business hours and weekday, and occasional evenings and weekends to perform their duties (this varies according to time of year, emerging issues, meetings, etc.) A councillor may spend considerable time doing research, undertaking training, meeting with the public, attending public events and meetings.

### Chief Administrative Officer (CAO)

The Chief Administrative Officer is the administrative head of the municipality. The CAO's responsibilities include ensuring that the municipality's policies and programs are implemented, advising and informing Council on the operation of the municipality, and ensuring appropriate staffing is in place.

The *Municipal Government Act* Section 207 states the responsibilities of the chief administrative officer as follows:

- a) is the administrative head of the municipality;
- b) ensures that the policies and programs of the municipality are implemented;
- c) advises and informs the council on the operation and affairs of the municipality; and
- d) performs the duties and functions and exercises the powers assigned to a chief administrative officer by this and other enactments or assigned by council.

## 2024 Municipal By-election Handbook for Candidates

### Agencies, Boards and Commissions

Council members are appointed to various boards and committees in which the Town of Rimbey is involved. Appointments are made annually at the Organizational meeting.

<p><u>Town Committees</u></p> <p>Beatty Heritage House Society Bylaw Committee Citizens on Patrol Emergency Management Advisory Committee Emergency Management Agency Historical Society Board</p>	<p><u>Intermunicipal Committees</u></p> <p>Fire Commission Interagency Committee Intermunicipal Collaboration Framework/Intermunicipal Development Plan Committee (ICF)(IDP) Physician Retention Committee Ponoka &amp; Rimbey Adult Learning Society Ponoka Regional Emergency Management Society Rimbey FCSS Board Rimbey Municipal Library Rimbey Neighbourhood Place Rimoka Housing Foundation Board</p>
<p><u>External Committees</u></p> <p>Central Alberta Mayors and Reeves Central Alberta Economic Partnership (CAEP) Parkland Regional Library System Board</p>	

### Remuneration and expenses

Elected officials are compensated in accordance with the Town of Rimbey Council Remuneration Policy 155. Elected officials receive a bi-weekly honorarium for general duties and a per diem rate for attending meetings. Please refer to the policy for full information and conditions:

<https://www.rimbey.com/administration/policies>

<b>Bi-Weekly Honorarium</b>		Honorarium paid for general duties, including:
Mayor	\$1273.53	Preparation for Council Meetings or Council Committee Meetings; Ceremonies, grand openings, parades, etc.; Meetings with Administration; Dealing with and responding to public concerns from residents, organizations and businesses. <i>(Refer to Council Remuneration Policy)</i>
Deputy Mayor	\$ 691.33	
Councillor	\$ 637.34	
<b>Per Diem Rate</b>		Per Diem Rate paid for attendance at:
All Council	As per Schedule "A"	Regular, Special Council Meetings; Board/ Committee Meetings; Planning, Budget and Strategic Initiative meetings <i>(Refer to Council Remuneration Policy)</i>

Authorized expenses for costs incurred while carrying out Town business are reimbursed as per the Town's Travel and Expense Policy, such as meal allowances, accommodation and travel expenses.



**2024 Meeting Schedule**

**COMMITTEE OF THE WHOLE (COW) & REGULAR COUNCIL MEETING DATES & TIMES**

MEETING	DAY	DATE	TIME
COW	Wednesday	November 15, 2023	3:00 PM
REGULAR	Monday	November 27, 2023	5:00 PM
REGULAR	Monday	December 11, 2023	5:00 PM
COW	Monday	January 8, 2024	3:00 PM
REGULAR	Monday	January 22, 2024	1:00 PM
COW	Monday	February 12, 2024	3:00 PM
REGULAR	Monday	February 26, 2024	1:00 PM
COW	Monday	March 11, 2024	3:00 PM
REGULAR	Monday	March 25, 2024	5:00PM
COW	Monday	April 8, 2024	3:00 PM
REGULAR	Monday	April 22, 2024	5:00 PM
COW	Monday	May 13, 2024	3:00 PM
REGULAR	Monday	May 27, 2024	5:00 PM
COW	Monday	June 10, 2024	3:00 PM
REGULAR	Monday	June 24, 2024	5:00 PM
REGULAR	Monday	July 22, 2024	5:00 PM
REGULAR	Monday	August 26, 2024	5:00 PM
COW	Monday	September 9, 2024	3:00 PM
REGULAR	Monday	September 23, 2024	5:00 PM
COW	Wednesday	October 16, 2024	3:00 PM
REGULAR	Monday	October 28, 2024	5:00 PM

*All meetings are open to the public and held in Council Chambers, unless otherwise noted. Council Chambers are located at the Town Office at 4938-50 Avenue.*

*Special Council Meetings and Board and Committee meetings will be in addition to regular council meetings .*



### BY-ELECTION 2024

A By-election will be held on October 7, 2024 to fill one vacant councillor position.

#### Candidate Eligibility

Candidates must be eligible to vote in the by-election. All candidates must:

- be at least 18 years old,
- be a Canadian citizen,
- reside in the Town of Rimbey on Election Day,
- reside in the Town of Rimbey for the 6 months before Nomination Day (March 9, 2024), and
- not be otherwise ineligible or disqualified.

Candidates are subject to further requirements in the *Local Authorities Election Act* and are advised to refer to the *LAEA* and obtain legal advice regarding the full extent of their obligations and ineligibility criteria.

**It is the Candidate's responsibility to ensure they are eligible for nomination.**

#### Nomination Period

The *Local Authorities Election Act (LAEA)* governs elections for Alberta's local jurisdictions, including the Town of Rimbey. All candidates should check the *LAEA* for complete details on the nomination process.

All candidates must provide **Form 4 Nomination Paper and Candidate's Acceptance** completed in full, to the Town of Rimbey. The nomination period is between **June 25, 2024, and ends on September 9, 2024 at noon.**

**No nominations will be accepted after noon on September 9, 2024.**

The nominated Candidate is responsible for ensuring that the nomination paper filed is fully completed and meets the requirements of the *LAEA*. If a nomination is challenged, the courts will assess eligibility.

## 2024 Municipal By-election Handbook for Candidates

### Filing a nomination

Nominations must be filed at the Town Office:

**Town of Rimbey**  
**4938 – 50 Avenue**  
**Rimbey, Alberta T0C 2J0**

Choose ONE of the following methods to file your nomination:

1. **By appointment (RECOMMENDED).** Call 403-843-2113 to book an appointment with the Returning Officer or Substitute Returning Officer.
2. **By mail or courier<sup>2</sup>:** Send completed forms to the Town of Rimbey, Box 350, Rimbey, Alberta T0C 2J0
3. **By secure 24 hour drop box<sup>2</sup>:** Completed forms can be dropped off at the Town of Rimbey mail slot. Drop box location: Front of Administrative Office 4938 50 Ave, Rimbey, AB T0C 2J0

The Nomination Paper and Candidate Acceptance (Form 4) must include the name, address and signature of at least five eligible electors. Candidates will also be required to sign an affidavit confirming:

1. That they are eligible to be elected;
2. That they will accept the office if elected; and
3. That they have reviewed the *LAEA*.

The Candidate's Acceptance must be sworn or affirmed before the Returning Officer or a Commissioner for Oaths.

Under section 28 (4) of the *LAEA*, the returning officer will not accept the following:

- A nomination that is not completed in the prescribed manner;
- A nomination that is not signed by at least the minimum number of eligible electors; or
- A nomination that is not sworn or affirmed by the person nominated.

In accordance with Section 151 of the *LAEA* it is an offence for a Candidate to sign a Candidate's Acceptance Form that contains a false statement. A violation of this section is subject to a fine of up to \$1,000.

**The Candidate is responsible for ensuring that the nomination filed meets the requirements of the *Local Authorities Election Act*.**

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<sup>2</sup> nominations submitted by mail, courier or 24-hour drop box must be sworn or affirmed before and signed by a Commissioner of Oaths. Candidates filing in-person may swear or affirm before the Returning Officer.

## 2024 Municipal By-election Handbook for Candidates

### *Withdrawal of Nomination Papers*

Within 24 hours of the close of Nomination Day at 12 noon on September 9, 2024 a Candidate may withdraw their nomination, provided that more than one Candidate for councillor has been nominated. The Returning Officer is unable to accept a withdrawal if it would result in less than the required number of Candidates for that office.

If a Candidate wishes to withdraw their nomination papers, a written notice must be provided to the Returning Officer no later than 12 noon on September 9, 2024.

### **Election By Acclamation**

If at the close of Nomination Day at 12 noon on September 9, 2024, only one candidate has been nominated, the Returning Officer shall declare the Candidate to be acclaimed to office.

### **Your Campaign**

The 2024 By-election campaign period is September 9, 2024 to December 6, 2024.

Candidates do not have to inform the Returning Officer of their campaign activities or provide copies of campaign contribution receipts.

### *Campaign Finances*

**All candidates are responsible for managing their campaign finances in accordance with the *Local Authorities Election Act*.**

The LAEA legislation is binding on all Candidates running in municipal elections in Alberta, whether or not they are elected to a council position. It is very important that Candidates become familiar with the LAEA, as they are responsible for ensuring all aspects of their campaign finances comply with the legislation, including campaign contributions, campaign surpluses, financial disclosure by candidates and third-party advertisers.

All candidates and third-party advertisers must file a disclosure statement (Form 26) after the election with the municipality in which they sought election or advertised.

### *Campaign Advertising*

No advertisement or candidate's election signs can be displayed inside or on the outside of a building used as a voting station on Election Day, including pins or stickers worn by voters.

The Presiding Deputy Returning Officer at the Voting Station will remove any advertising which is present.

**All candidates are responsible for managing their campaign advertising in accordance with the *Local Authorities Election Act*.**

## 2024 Municipal By-election Handbook for Candidates

### Election Signs

All signs must comply with the [TOWN OF RIMBEY SIGNS ON TOWN OWNED PROPERTY POLICY 6102](#).

<https://www.rimbey.com/administration/policies>

Election Signs do not require a development permit.

Complaints about the location of election signs should be made to the candidate's office prior to submitting a complaint to the Town of Rimbey.

Alberta Transportation also has guidelines for campaign signage on Alberta highways, which can be found at: [WWW.ALBERTA.CA/ELECTION-SIGNS.ASPX](http://WWW.ALBERTA.CA/ELECTION-SIGNS.ASPX).

### Official Agents, Campaign Workers, And Scrutineers

**All candidates are responsible for ensuring official agents, campaign workers and scrutineers working on their behalf do so in compliance with the *Local Authorities Election Act*.**

#### **Third-party requests for information**

The Returning Officer shall release candidate contact information to Alberta Municipal Affairs, and in response to other third-party requests including media, electors, organizers of election forum or the general public.

**Candidates should complete a Release of Candidate Information Form and provide it to the Returning Officer with their nomination paper.**

The Returning Officer will answer questions from the media and the public on the by-election process and administration.

Complaints about campaign finance activities related to candidates and third-party advertisers can be made to [INVESTIGATIONS AT ELECTIONS ALBERTA](#). Learn more about Elections Alberta compliance and enforcement by visiting [www.elections.ab.ca/investigations](http://www.elections.ab.ca/investigations).

### **ELECTION DAY**

Election Day is **Monday, October 7, 2024**

#### **Voting Station location and hours**

**Peter Lougheed Community Centre  
5109-54<sup>th</sup> Street  
Rimbey, Alberta 10 a.m. to 8 p.m.**

Once the Voting Station is declared closed at 8:00 p.m., any Elector in the Voting Station who wishes to vote will be permitted to do so, but no other person will be allowed to enter the Voting Station.

#### **Elector Eligibility**

A person is eligible to vote in the municipal election if the person:

- Has not voted before in this election;
- is at least 18 years old;
- is a Canadian citizen;
- has resided in Alberta for 6 consecutive months before Election Day (April 7, 2024),  
and
- is a resident of the Town on Election Day.

The LAEA establishes the requirements for verification of an Elector's identity and current residence. In order to vote, voters will be required to provide proof of their name and home address. Come Prepared!

## 2024 Municipal By-election Handbook for Candidates

### **Election results**

#### Unofficial Election Results

Following the close of the Voting Station at 8:00 p.m., unofficial election results will be available for the convenience of Candidates and the public through the following sources:

1. Town of Rimbey Town Office, 4938 – 50 Avenue, Rimbey, AB T0C 2J0 and
2. Town of Rimbey website, located at [WWW.RIMBEY.COM](http://WWW.RIMBEY.COM).

Your patience is appreciated while election staff work towards providing timely and accurate results. Do not call the Election Office for results on Election Day.

#### Official Election Results

At noon on October 11, 2024, the Returning Officer will post the official election results at the Town Office and on the Town's website.

#### Recounts

If required, recounts called immediately after Election Day must be completed before the posting of the official election results. Therefore, recounts must be completed before noon on October 11, 2024.

#### *Returning Officer Recount*

On the Tuesday following Election Day, the Returning Officer will examine the results from the Voting Station in conjunction with the unofficial results. A recount may be conducted if the Returning Officer believes there has been an administrative or technical error made.

#### *Candidate Or Agent Recount Request*

A Candidate, Official Agent or Scrutineer may request a recount by submitting a notice to the Returning Officer within 44 hours of the close of Voting Stations (by 4:00 p.m. on October 9, 2024). The notice must show grounds, which the Returning Officer considers reasonable, to allege that the results of the count may be inaccurate.

#### *Candidate Notification Of Recount*

Candidates who are affected by a recount will receive at least 12 hours' notice of the recount.

#### *Recount Procedures*

The procedure for a recount will be the same as for Election Day. After completion of the recount, the ballot account will be adjusted if necessary.



### INFORMATION SOURCES

#### Legislation

You can obtain a copy of the *Local Authorities Election Act (LAEA)* and *Municipal Government Act (MGA)* from the following sources:

*Local Authorities Election Act (LAEA)*

[HTTPS://WWW.QP.ALBERTA.CA/DOCUMENTS/ACTS/L21.PDF](https://www.qp.alberta.ca/documents/acts/L21.pdf)

*Municipal Government Act (MGA)*

[HTTP://WWW.QP.ALBERTA.CA/DOCUMENTS/ACTS/M26.PDF](http://www.qp.alberta.ca/documents/acts/m26.pdf)

#### Alberta King's Printer

Suite 700, Park Plaza Building  
10611-98 Avenue NW  
Edmonton AB T5K 2P7

Phone: 780-427-4952  
Email: [kings-printer@gov.ab.ca](mailto:kings-printer@gov.ab.ca)

#### Alberta Municipal Affairs / Municipal Advisor

10155-102 Street, 17th Floor  
Edmonton AB T5J 4L4

Phone: 780-427-2225 / 310-0000  
(Toll free; AB only)  
Web: [WWW.MUNICIPALAFFAIRS.ALBERTA.CA](http://www.municipalaffairs.alberta.ca)

#### Online Resources

Town of Rimbey	<a href="http://www.townofrimbey.com">WWW.TOWNOFRIMBEY.COM</a>
Alberta Municipal Affairs	<a href="http://www.alberta.ca/municipal-elections.aspx">WWW.ALBERTA.CA/MUNICIPAL-ELECTIONS.ASPX</a>
Alberta King's Printer	<a href="http://www.alberta.ca/alberta-kings-printer">WWW.ALBERTA.CA/ALBERTA-KINGS-PRINTER</a>
Alberta Municipalities	<a href="http://www.abmunis.ca">WWW.ABMUNIS.CA</a>
Federation of Canadian Municipalities	<a href="http://www.fcm.ca">WWW.FCM.CA</a>

#### Other resources

**A CANDIDATE'S GUIDE TO RUNNING FOR MUNICIPAL OFFICE IN ALBERTA** Alberta Municipal Affairs  
([HTTPS://OPEN.ALBERTA.CA/PUBLICATIONS/CANDIDATES-GUIDE-RUNNING-FOR-MUNICIPAL-OFFICE-IN-ALBERTA](https://open.alberta.ca/publications/candidates-guide-running-for-municipal-office-in-alberta))

**WOMEN IN LEADERSHIP AND ELECTED OFFICE** Resources for women considering elected office.  
([WWW.ALBERTA.CA/WOMEN-LEADERSHIP-OFFICE](http://www.alberta.ca/women-leadership-office))

**WHAT EVERY COUNCILLOR NEEDS TO KNOW** Published by Alberta Municipal Affairs  
([HTTPS://WWW.ALBERTA.CA/MUNICIPAL-GOVERNMENT-RESOURCES](https://www.alberta.ca/municipal-government-resources))

Information updates on the Town of Rimbey 2024 By-election will be posted to  
[HTTPS://WWW.RIMBEY.COM/ELECTIONS-](https://www.rimbey.com/elections-)

## 2024 Municipal By-election Handbook for Candidates

### Returning Officer Contact Information

Returning Officer:

BONNIE RYBAK

403-843-2113

[Generalinfo@rimbey.com](mailto:Generalinfo@rimbey.com)

Substitute Returning Officer:

CRAIG DOUGLAS, CAO

403-843-2113

[Generalinfo@rimbey.com](mailto:Generalinfo@rimbey.com)

### Forms and documents

The following forms and documents referenced in this handbook are available at

[WWW.RIMBEY.COM](http://WWW.RIMBEY.COM).

- Town of Rimbey policies and bylaws;
- Release of Candidate Information Form;
- Release of Official Agent Information Form;
- Council meeting agendas and minutes

LAEA forms can be downloaded directly from the Municipal Affairs website at

[WWW.ALBERTA.CA/MUNICIPAL-ELECTION-FORMS.ASPX](http://WWW.ALBERTA.CA/MUNICIPAL-ELECTION-FORMS.ASPX).

- Form 4 – Nomination Paper and Candidates Acceptance Form – LGS0753;
- Form 5 – Candidate Financial Information – LGS12180;
- Form 11 – Enumerator, Candidate or Official Agent Proof of Identification – LGS1327;
- Form 12 – Campaign Worker Proof of Identification – LGS1327;
- Form 16 – Statement of Scrutineer or Official Agent – LGS0760;
- Form 26 – Campaign Disclosure Statement and Financial Statement – LGS0002;

### NOMINATION CHECKLIST FOR CANDIDATES

- Review the *Local Authorities Election Act*.
  - Candidate Eligibility
  - Nomination Process
  - Campaign Finances
  - Obtain your own legal advice, if desired
  
- Review the *Municipal Government Act*.
  - Councillor Responsibilities and Duties
  - Obtain your own legal advice, if desired
  
- Review the **COUNCIL CODE OF CONDUCT BYLAW** and **COUNCIL PROCEDURAL BYLAW**  
<https://www.rimbey.com/administration/bylaws>
  - Obtain your own legal advice, if desired
  
- Complete Form 4 Nomination Paper and Candidate's Acceptance
  - Local jurisdiction: Town of Rimbey
  - Office nominated for: Councillor
  - Collect original signatures from at least 5 eligible electors. Include full name and complete address with postal code.
  - Candidate's Acceptance: include your printed name as it should appear on the ballot.
  
- Complete Form 5, Candidate Financial Information (Recommended)
  - Review LAEA campaign finances obligations.
  - Do not use personal banking information.
  - Obtain your own legal advice, if desired
  
- Complete Release of Candidate Information Form.
  
- Complete Release of Official Agent Information Form (if applicable)
  
- Submit your Nomination (*See page 10: Filing a Nomination*)
  - If submitting nomination papers by mail or courier, Candidate's Acceptance must be sworn or affirmed before a Commissioner for Oaths or Notary Public.
  - If submitting nomination papers in person, you may swear or affirm in the presence of the Returning Officer.