



*Cypress County*  
**CANDIDATE NOMINATION CHECKLIST**

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The following list has been created to assist you with your candidate registration for the 2022 Municipal By-Election.

**1. Required forms:**

- Nomination Paper and Candidate's Acceptance – Form 4**  
*Once complete form 4 must be signed by a Commissioner of Oaths OR Notary Public for Alberta OR the Returning Officer/Delegate.*
- Candidate Information – Form 5**  
*If including banking information, do not use personal banking information.*
- Release of Candidate Information**
- Release of Official Agent Information (If applicable)**

**2. Acquire Signatures**

- Persons signing the candidate's nomination form must:**
  - *Be at least 18 years old*
  - *Be a Canadian citizen*
  - *Reside in the Cypress County Ward the candidate is running in on the date of signing the nomination AND on Election Day.*
- Original handwritten signatures are required.**  
*If more than five signatures are acquired the back of the form may be used.*

**3. Provide Deposit**

- \$100 deposit is required for Councillor candidates.**
  - *Deposit must be in the form of cash, certified cheque, money order, credit card, or debit.*
  - *Please do not send cash deposits in the mail or through the secure drop box.*
  - *Personal cheques will NOT be accepted.*

**4. File nomination with Cypress County prior to noon, Jan. 10, 2022**

- Nomination Paper and Candidate's Acceptance - Form 4**
- Candidate Information - Form 5**
- Release of Candidate Information**
- Release of Official Agent Information (If applicable)**
- \$100 deposit**

**5. File your nomination via ONE of the following methods:**

- In-Person by Appointment**  
To file your nomination in-person, please contact the Cypress County office at (403) 526-2888 or [info@cypress.ab.ca](mailto:info@cypress.ab.ca) to make an appointment with the Returning Officer.
- Secure Drop-box (24 hour) – Completed forms and deposit can be dropped off in the secure drop-box at the County office (816 - 2<sup>nd</sup> Ave, Dunmore).**
  - **Please mark your package "ELECTION."**

- Please do not drop off cash, only certified cheques or money orders payable to “Cypress County.”
- If paying via credit or debit card:
  - Visit [www.cypress.ab.ca](http://www.cypress.ab.ca)
  - Click “Online Payments” at the top of the page to make your deposit via Option Pay (there is a small fee to complete payment this way).
  - On the Option Pay page please enter your card details along with:
    - Payment Card Amount: \$100
    - Type: Other
    - Description: Election
    - Comments: Candidates Name

**By mail or courier** – Completed forms and deposit can be sent via mail or courier to:

**Cypress County – Election**  
**816 – 2<sup>nd</sup> Ave**  
**Dunmore, AB, T1B 0K3**

- Please do not mail cash, only certified cheques or money orders payable to “Cypress County.”
- If paying via credit or debit card:
  - Visit [www.cypress.ab.ca](http://www.cypress.ab.ca)
  - Click “Online Payments” at the top of the page to make your deposit via Option Pay (there is a small fee to complete payment this way).
  - On the Option Pay page please enter your card details along with:
    - Payment Card Amount: \$100
    - Type: Other
    - Description: Election
    - Comments: Candidates Name

***Disclaimer:*** *The information provided is for the convenience of reference only. Candidates are subject to requirements as per the Local Authorities Election Act. Candidates are advised to refer to the Act for full information regarding their obligations.*