

## How to Guide – Registration of a Third Party (Form 27)

For the 2024 Ward 4 By-Election Third party advertisers must complete and file Form 27 - Registration of a Third Party for review and acceptance with the Municipality if they intend to incur expenses or accept contributions of at least \$1000 for election advertising during the election period of September 10, 2024 to the close of voting stations on November 4, 2024.

### □ Check Eligibility

Confirm that you are eligible to register as a third party. You must be one of the following:

- An individual who resides in Alberta;
- A group of which all members reside in Alberta;
- A corporation that carries out business in Alberta; or
- An Alberta trade union or Alberta employee organization. Depending on its structure, a trade union or employee organization may be either a corporation or a group.

The following are not eligible to be registered as a third party:

- Any individual, group or corporation that does not meet the eligibility requirements listed above;
- A registered charity; and
- A prohibited corporation as described in the [Elections Finances and Contributions Disclosure Act](#).

### □ Before you start

Make sure you have the official Form 27 – Registration of a Third Party, which is available:

- Online at [www.rmwb.ca/elections](http://www.rmwb.ca/elections)
- Online at <https://www.alberta.ca/municipal-elections>
- By contacting the Elections Office at 780-743-7001 or [elections@rmwb.ca](mailto:elections@rmwb.ca)

If the third party filing the registration form has a governing body, a copy of the resolution authorizing the third party to incur election advertising expenses must be included with the form.

If the third party filing the registration form is a group, a listing of all Officers or Members must be included with the form.

### □ Completing Form 27: Registration of a Third Party

**Initial Registration or Update to Registration:** You must indicate if this is the initial registration or an update to the information provided previously.

When there is any change in the information provided on Form 27 – Registration of a Third Party, the registered third party must notify the Elections Office in writing within 30 days of such changes by submitting another completed registration form, by mail or email.

**Name of Third Party:** You must provide the name that the third party is to be registered under.

The Municipality cannot approve the registration of a third party if:

- the proposed name, or the abbreviation of the proposed name, closely resembles or creates confusion with the name, abbreviation of a name or a nickname of a candidate; or
- the proposed name was the name of a registered third party whose registration was cancelled or whose name has changed since the last election.

<input type="checkbox"/> Initial Registration	<input type="checkbox"/> Update to Registration
Name of Third Party	

**Entity Type:** You must include if the third party is an individual person, a group or a corporation.

**Primary Contact:** You must include the name and contact information of the third party as follows:

- for an individual, the primary contact information must be that of the individual;
- for a group, the primary contact information must be that of the principal officer or the principal member of the group, with a listing of the principal Officers or Members attached to the form; and
- for a corporation, the primary contact information must be that of the officer who has signing authority for the corporation.

<b>Entity Type</b>	
<input type="checkbox"/> Person	<input type="checkbox"/> Group <input type="checkbox"/> Corporation
<b>Primary Contact</b>	
Name (Include Title: Mr., Mrs., Ms., Dr.) _____	
Mailing Address _____	
Postal Code _____	Email Address _____
Primary Phone _____	Alternate Phone _____

**Chief Financial Officer (CFO):** You must include the name and contact information of the chief financial officer who is responsible for the advertising account of the third party.

<b>Chief Financial Officer (CFO)</b>	
Name (Include Title: Mr., Mrs., Ms., Dr.) _____	
Mailing Address _____	
Postal Code _____	Email Address _____
Primary Phone _____	Alternate Phone _____

**Location Records are Maintained and Communications Address :** You must include the address and telephone number of the place(s) in Alberta where the records of the third party are kept and to where communications may be sent.

<b>Location Records are Maintained and Communications Address (If Other Than CFO's Address)</b>	
Name (Include Title: Mr., Mrs., Ms., Dr.) _____	
Mailing Address _____	
Postal Code _____	Email Address _____
Primary Phone _____	Alternate Phone _____

**Financial Institutions:** Enter the name and address of the financial institution to be used by the third party for its advertising account and the names of individuals who have signing authority for the account.

<b>Financial Institution</b>	
Name (Include Title: Mr., Mrs., Ms., Dr.) _____	
Mailing Address _____	
Postal Code _____	Email Address _____
Office Phone _____	Signing Officer(s) _____

**Endorsement by Third Party CFO:** The third party CFO must complete and sign this section.

<b>Endorsement by Third Party CFO (For Initial Registration or Change to Registration Information)</b>		
Printed Name _____	Date yyyy-mm-dd _____	Signature of CFO _____

**Acceptance by Local Jurisdiction:** All registrations must be accepted by the Returning Officer before the third party can incur expenses or accept contributions or \$1000 or more.

<b>Acceptance by Local Jurisdiction (For Initial Registration or Change to Registration Information)</b>		
Printed Name _____	Date yyyy-mm-dd _____	Authorized Signature _____