



Disclosure information sheet for Third Party Advertisers

Disclosure statements must be received by Elections Calgary by March 1, 2022, 4:30 p.m.

All registered Third Party Advertisers must file [Form 28 Third Party Advertising Contribution Statement](#) (PDF) and an Election Advertising Return.

Submit disclosure statements to Elections Calgary

Original signatures and documents are required to be submitted to Elections Calgary. Final disclosure documents should be mailed to Elections Calgary. Emails and scanned documents will not be accepted. Please retain a copy for your own records.

City of Calgary
Attn: Elections Calgary, Mail code #207
P.O. Box 2100, Station M
Calgary, AB T2P 2M5

What is considered a contribution?	What is considered an expense?
Advertising contributions include any money and non-monetary contributions (i.e., properties, goods or services) for the benefit of the third party. See the LAEA 162(1)(b) for the complete definition of advertising contributions.	Advertising expense is any expense incurred in relation to the production and transmission of an election advertising message. See the LAEA 162(1)(c) for the complete definition of advertising expenses.

Complete Form 28 for contributions during the Election Advertising Period (May 1 to October 18, 2021)

- Total amount of contributions of \$250.00 or less.
- Total amount of contributions of \$250.01 and greater.
- Provide an itemized list of contributions of \$250.01 and greater, together with:
 - Contributor's full name (individual first and last name, corporation, trade union or employee organization)
 - Contributor's complete address (address, city, province, and postal code)
 - Contribution amount
 - Date of contribution.

Provide an election advertising return

The Chief Financial Officer of a registered Third Party Advertiser must file an election advertising return. The return must include:

- A financial statement

The information presented in this information sheet is for the convenience of reference only. Third Party Advertisers are subject to further requirements in the [Local Authorities Election Act \(LAEA\)](#). Third Party Advertisers are advised to refer to the LAEA and obtain their own legal advice regarding the full extent of their obligations.

- An election advertising expense limit report in relating to third party advertising expenses in relation to election advertising.
- A list of the time and place of broadcast or publication of the advertisements.
- Original bill, voucher or receipt for any election advertising expense of more than \$50.
- Any supporting information and documents relating to the election advertising return.

How to handle advertising account funds

A Third Party Advertiser may:

- Continue to hold funds to be used in the next election advertising period
OR
- Decide not to use the funds for the next election advertising period, in which case the funds must be either:
 - Transferred to another registered Third Party Advertiser.
 - Donated to a registered charity.
 - Returned to the contributors.
 - Paid to The City of Calgary.