

CEO - Chief Elected Official
RO - Returning Officer
SRO - Substitute Returning Officer
DRO - Deputy Returning Officer
EA - Elections Alberta
MGA - Municipal Government Act
LAEA - Local Authorities Election Act
EDB - Elections Database
ASEA - Alberta Senate Elections Act

Activities that are shaded grey represent mandatory activities

ELECTION DAY

October 18, 2021

Adjust appropriately when dates fall on statutory holidays or weekends (per Interpretation Act)

Recommended Preliminary Actions

Obtain the latest copies of the Local Authorities Election Act (LAEA), Municipal Government Act (MGA), Education Act (EA), Alberta Senate Elections Act (ASEA), Referendum Act

Provide prospective candidate packages (if applicable) – see Returning Officer Handbook for examples of items to include.

Ensure RO, SRO & all DROs have subscribed to the prescribed oath/statement prior to performing any duties such as receiving nomination papers

School divisions are required to take certain actions under sections 76 and 260 of the Education Act before Dec. 31, 2020.

LAEA Section	Date	Options - Statutory Deadlines
MGA 144, 606, 231	December 31, 2020	Deadline to pass a bylaw to change number of councillors
MGA 149, 606, 231	December 31, 2020	Deadline to change the division or ward system
MGA 151, 606, 231	December 31, 2020	Deadline to change the manner in which the CEO is elected/appointed
27(2)	December 31, 2020	Deadline to pass a bylaw to specify minimum number of electors to sign nomination of a candidate for office
28(1.1)	December 31, 2020	Deadline to establish one or more locations where nominations can be received
53.01, 53.1, 231	March 20, 2021	Deadline to pass bylaw for additional number and types of identification to verify name and address of an elector
13(1), 13(2.1)	June 30, 2021	Deadline to appoint RO & SRO
37(3)	June 30, 2021	Deadline to pass a bylaw allowing RO to designate more than one voting station for each subdivision

46(2), 46(2.1)	June 30, 2021	Deadline to pass a bylaw allowing voting stations to open prior to 10 a.m.
78(4.1)	June 30, 2021	Deadline to pass a bylaw for blind elector template if requested by elector
85.1(4)	June 30, 2021	Deadline to pass a bylaw to allow RO to count special ballots, advance vote ballots, and institutional ballots no earlier than 7:30 pm
43(3)	August 18, 2021	Deadline to pass a bylaw to authorize the printing of ballots in lots
29(1)	August 21, 2021	Deadline to pass a bylaw requiring every nomination be accompanied with a deposit in the amount fixed by bylaw
33	September 19, 2021	Deadline to pass bylaw to discontinue an election for an office for which a candidate has died
77.1(2)	September 19, 2021	Deadline to pass resolution to provide for special ballots and methods by which application may be made

Options - Dates Not Legislated

36	No legislated date	Council may pass a resolution to divide the local jurisdiction into voting subdivisions
49	No legislated date	Council may pass a bylaw to provide for a permanent electors register
50, 51	No legislated date	Council may pass a bylaw to authorize the compiling of a list of electors
73	No legislated date	Council may, by resolution, provide for an advance vote (for jurisdictions with populations under 5000)
77.2(3.1)	No legislated date	Council may set a time and date earlier than the closing of the voting station on election day for when an outer envelope must be received by RO
78(4.2)	No legislated date	Council may pass a bylaw setting out the blind elector template even if no request is made
79	No legislated date	Council may, by resolution, provide for electors with physical disabilities to vote at home
80	No legislated date	Council may, by resolution, provide for one or more institutional voting stations

84	No legislated date	Council may pass a bylaw to provide for the use of voting machines, vote recorders or automated voting systems
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		Recommended/Required Actions
		<i>Obtain the latest copies of the LAEA, MGA, Education Act, Alberta Senate Elections Act, Referendum Act</i>
16(1) & 16(2)	As early as possible	RO to complete prescribed oath and every deputy to subscribe to prescribed statement
		<i>Order election supplies, other than ballots</i>
25(2), 28(1)	January 1, 2021	Nomination Period begins
	April 30, 2021	CAO/RO to enter referendum and senate election details (returning officer, contact information, supply orders, etc.) through EDB
162(1)(e), 163	May 1, 2021	Start of "election advertising period" in which local jurisdictions must maintain a register of third parties who engage in election advertising
22(5), 22(5.1)	July 1, 2021	Earliest date a municipal/school employee wishing to be nominated may notify the employer that they are taking a leave of absence
		<i>Determine staffing requirements for voting stations, hiring process and payment schedule.</i>
		<i>Consider local newspaper advertising deadlines to publish Notice of Nomination Day (if advertisement bylaw has not been passed)</i>
26(1), 158.1	September 6, 2021	Notice of Nomination Day advertisement (first week)
26(1), 158.1	September 13, 2021	Notice of Nomination Day advertisement (second week)
25	September 20, 2021	Nomination Day
35		If, at close, the number of nominations = number of offices, RO declares persons elected
31		If insufficient nominations, adjourn to the next day between 10 am and 12 pm

32	September 21, 2021	Candidate may withdraw their nomination in writing, in person, until 12 pm
28(8)	September 21, 2021	RO to forward a signed statement showing the name of each nominated candidate to the relevant DM
28(10)	September 22, 2021	RO to post at the local jurisdiction office the names of all candidates that have been nominated and the offices for which they were nominated
		<i>Order ballots</i>
		<i>Post information provided by Elections Alberta, including the election proclamation (returning office)</i>
35, 158.1	October 4, 2021	Notice of Election Day advertisement (first week)
35, 158.1	October 11, 2021	Notice of Election Day advertisement (second week)
74, 35	As early as possible	Notice of Advance Vote - date , hours & locations (mandatory for jurisdiction with populations over 5000 to hold advance vote)
		<i>Begin to assemble supplies for DROs</i>
		<i>Training for advance vote DROs and other officials should be held at least 2 day before the first advance vote</i>
16(2)	On or before advance vote and/or election day	Ensure all DROs and constables have subscribed to the prescribed statement prior to performing any duties
73	October 16, 2021	Last day to hold an advance vote, if applicable
11	October 18, 2021	Election Day
98	October 20, 2021	Deadline to receive a request for a recount (4 p.m.)
98(5)	October 22, 2021	Complete recount, if required, by 12 noon
97	October 22, 2021	Announce and post statement of the results, send signed statement to relevant Deputy Minister

30	no legislated date	Return nomination deposits to candidates, as applicable
	October 26, 2021	Complete & submit official tabulation of Senate Election results
MGA 192	November 1, 2021	Last day to hold organizational meeting
103	November 6, 2021	Last day for an elector to request a judicial recount
101(1)	November 29, 2021	First day to destroy election materials (unless ruled otherwise by a judge); does not apply if composite tabulator ballots were used
101(2)	January 10, 2022	Last day to destroy election materials (unless ruled otherwise by a judge); applies if composite tabulator ballots were used
<i>A reminder may be sent to all candidates regarding the requirement to file the Campaign Finance and Disclosure statement before March 1, 2022</i>		
147.4, 182	March 1, 2022	Last day for candidates to file the Campaign Disclosure and Financial Statement; registered third parties must file election advertising return
147.7(2), 184(2)	March 2, 2022	Late filing fee of \$500 is imposed on candidates and registered third party advertisers that have not filed required disclosure statements
147.7(2), 147.8(1)	March 12, 2022	Transmit report on late filing of candidates to council/school board; report is made public on its receipt
147.7(4), 184(5), 205	April 1, 2022	Send notices to candidates and registered third party advertisers who have not paid late filing fee

This resource is designed to supplement *the LAEA* and the *MGA* and the dates and deadlines prescribed within. It is **not** designed to be a substitute for the relevant legislation or for legal advice. It should be reviewed throughout the duration of the election year to ensure adequate time for the resolutions and bylaws to be passed by councils.

For further information, please contact a municipal advisor at 780-427-2225 (toll-free in Alberta by dialing 310-0000) or email: ma.lgsmail@gov.ab.ca.

Additional Information

<i>Include time for advertising requirements and petitioning period</i>
<i>Include time for advertising requirements and petitioning period</i>
<i>Include time for advertising requirements and petitioning period</i>
<i>Applies to jurisdictions with populations over 10,000</i>
<i>In addition to local jurisdiction office</i>
<i>At least 6 months before Nomination Day; requires advertising</i>
Prior to June 30
by June 30

Prior to June 30
<i>Must specify when the blind elector template is available and how the municipality will notify electors of its availability</i>
<i>In accordance with bylaw made under s.84(1)</i>
<i>No later than 2 months prior to Election Day</i>
<i>Not fewer than 30 days before nomination day; recommended bylaw be passed before Jan. 1, 2021</i>
Prior to Nomination Day
Prior to Nomination Day

<i>Cannot alter between time of giving notice of election day and the election day</i>
<i>Requires enumeration of electors residing in each voting subdivision or ward</i>
<i>For jurisdictions with populations less than 5000</i>
<i>May be done by resolution</i>
<i>Must specify when the blind elector template is available and how the municipality will notify electors of its availability</i>
<i>During the hours an advance voting station is open or other times as may be fixed by resolution</i>
<i>Post notice in institution not fewer than 2 days before the day on which the vote is to be taken</i>

Requirement to print a sufficient number of senate ballots to meet s. 18 of the ASEA.

No legislated date, must occur before undertaking any election activities; Form 1

Persons can submit nominationw at the local jurisdiction office at any time until 12 p.m. nomination day

*Confirm details & make updates **by June 30***

\$1,000 threshold for incurring advertising expenses & contributions

Until the last working day prior to nomination day that the person is taking a leave of absence

Use methods in advertising bylaw, if applicable

May mail or deliver notice to every residence if not using newspaper or an electronic method in advertising bylaw

Nomination period closes at 12 noon

Notify DM via Elections Database or by emailing a signed statement to LGS.Update@gov.ab.ca

*Continue to adjourn for **up to 6 days** in same manner; notify relevant Minister if still insufficient*

If more than the required number of candidates for any particular office are nominated

Through the Elections Database or by emailing a signed statement to LGS.Update@gov.ab.ca

*Within **48 hours** of close of nominations on nomination day*

Use methods in advertising bylaw, if applicable; include election details for senate election (Form 6SE)

May mail or deliver notice to every residence if not using newspaper or an electronic method in advertising bylaw

*At least **one week** before date set for advance vote; see s. 35 for requirements*

Form 2

Required for jurisdictions with population over 5000

Voting hours are from 10 a.m. to 8 p.m. unless earlier opening provided for by bylaw

***Within 44 hours** immediately following the closing of the voting stations*

12 noon on the 4th day after election day; send statement via EDB or LGS.Update@gov.ab.ca

See section 30

Through MA Connect - Elections Database

Not later than **2 weeks after 3rd Monday in October**

At any time **within 19 days** after the close of the voting stations of election day

At least 6 weeks from day of voting; note different retention timelines for ASEA material and LAEA material

No later than 12 weeks after voting day

A candidate who has incurred campaign expenses or received contributions of \$50 000 or more shall also file a review engagement

No report to council/school board if disclosure statements are filed within 10 days after deadline

Duty to refer to Election Commissioner, may also file copy of notice with Court of Queen's Bench