

Nomination Package Checklist

This checklist outlines key *Local Authorities Election Act (LAEA)* candidate nomination requirements for returning officers (RO) when receiving and processing nominations.

After the campaign period opens	
Notice of Intent forms are printed and available to prospective candidates during the campaign and nomination periods.	
Receive the notice of intent to run (if required) and confirm the election (by-election or next general election) to which it applies and post it on the municipality's website upon receipt. This may occur before the candidate files their nomination papers. (s. 147.221 LAEA)	
Ensure all information required under the notice of intent provisions is published. (s. 147.221 and 147.22 LAEA).	
Before nominations open	
Current nomination packages and forms are printed and available to prospective candidates.	
Candidate eligibility requirements are printed for reference (s. 21, 21.1, 22, 23, and 23.1 LAEA).	
Determine whether a nomination deposit bylaw is in effect and ensure nomination deposit and receipt procedures are in place (s. 29 LAEA).	
Secure storage is available for nomination records and supporting documents.	
On nomination day, signage and candidate waiting area are prepared (recommended).	
Candidate information package available (optional).	
Staff instructed to refer all nomination questions to the RO.	
Receiving and reviewing nominations	
Welcome the candidate and explain that the nomination package will be reviewed for completeness.	
Confirm the nomination was submitted before 12 noon on nomination day (s. 25 LAEA).	
Review the package for completeness:	
All prescribed forms completed.	
Form 4: Nomination paper and candidate acceptance.	
Form 5: Candidate financial information.	
Form 26: Campaign disclosure statement and financial statement (if applicable).	
Form 16: Statement of Scrutineer or Official Agent (if applicable).	
Candidate has specified the office being sought.	
Candidate signature provided.	
Minimum elector signatures provided (s. 27(1)(b) and 28(4)(b) LAEA).	
Candidate acceptance statement sworn or affirmed (s. 27(1)(c) and 28(4)(c) LAEA).	
Criminal record check included, if required by bylaw (s. 27(1)(e) and 28(4)(c.1) LAEA). If required, must be provided by the candidate at the time the nomination is submitted.	
If nomination package is completed , next steps:	
RO signs in the "Returning Officer Acceptance" space provided on Form 4.	

RO signs in the “Signature of Returning Officer or Commissioner for Oaths” space provided on Form 4 if the document has not been commissioned already (ROs are authorized to administer oaths for election purposes, s. 20 <i>LAEA</i>).	
Accept the nomination deposit, where applicable. (s. 29 <i>LAEA</i>).	
Issue a receipt and provide a copy to the candidate (recommended).	
Provide the candidate with a photocopy of the nomination package (recommended).	
Securely file the nomination documents.	
Provide Form 16 Statement of Scrutineer or Official Agent for future use, if requested (recommended).	
If nomination package is not completed , next steps:	
Advise the candidate of any correctable deficiencies before the nomination deadline (s. 28(4) <i>LAEA</i>).	
RO shall not accept the nomination if legislative requirements have not been met (s. 28(4) <i>LAEA</i>).	

After a nomination is filed	
Add the candidate to the municipality’s website (s. 147.221 <i>LAEA</i>).	
Post the names of all nominated candidates and the offices sought at the local jurisdiction office within 48 hours of the close of nominations (s. 28(10) <i>LAEA</i>).	
Confirm that access and privacy legislation (s. 20 <i>Access to Information Act (ATIA)</i>) has been considered and a municipal policy is in place before publishing candidate information beyond the scope or timeframe prescribed in the <i>LAEA</i> .	
Retain all filed nomination papers until the applicable term of office has expired (s. 34(4) <i>LAEA</i>).	
Make a copy of each filed nomination paper, redact the copy for public inspection, and store the original and redacted versions separately to avoid inadvertent disclosure of personal information (s. 28(6.1) <i>LAEA</i>).	
If a criminal record check accompanies a candidate’s nomination papers, the results of the criminal record check must not be withheld or redacted under section 6.1 of <i>ATIA</i> except to ensure that the mailing address of the candidate and of the candidate’s official agent is not disclosed.	
Make redacted nomination papers available for public inspection during regular business hours in the presence of the RO, deputy, or secretary (s. 34(3) <i>LAEA</i>).	
Retain nomination papers until the applicable term of office has expired (s. 34(4) <i>LAEA</i>).	

Reminder to ROs:

- ✓ Apply the same process to every candidate.
- ✓ Follow the *LAEA*, regulations, and municipal bylaws.
- ✓ Follow the notice of nomination day provided in the prescribed form within the required timelines (s. 26 *LAEA*).
- ✓ Contact Municipal Affairs Advisory Services if assistance is required.
- ✓ A printed copy of this checklist may be used for each candidate processed.
- ✓ Review nominations for completeness only.
- ✓ A consistent nomination approach promotes fairness, transparency, and confidence in the election process.
- ✓ If applicable, follow *LAEA* requirements related to insufficient nominations, candidate withdrawals, candidate death, or acclamation.

Should you have any questions regarding the content of this document, please contact a municipal advisor at 780-427-2225 (toll-free in Alberta by dialing 310-0000) or email ma.advisory@gov.ab.ca.

This is not a legal document. If there is any discrepancy between this checklist and the *LAEA*, the *LAEA* shall prevail. Copies of the *LAEA* can be obtained from the King's Printer bookstore.

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