

# Information Bulletin 05/2021

## Nomination Day & Elections Database Information

### **NOMINATION DAY – SEPTEMBER 20, 2021\***

\*Candidates were able to submit nomination papers as early as January 1, 2021 but must have them in by the September 20 deadline, referred to as nomination day, in order to run in the municipal election.

Section 26(1) of the *Local Authorities Election Act* (LAEA) requires returning officers to give notice of nomination day in the prescribed form (Form 3 of the LAEA Forms Regulation). This must be done by one of the following methods:

- publishing a notice at least once a week in each of the 2 weeks before nomination day in a newspaper or other publication circulating in the area;
- mailing or delivering a notice to every residence in the local jurisdiction at least one week before nomination day; or
- the method or methods for advertising authorized by a bylaw passed in accordance with section 606.1 of the *Municipal Government Act* (MGA) (if applicable)

If using one of the first two methods, notices must be published the week of September 6, 2021 and September 13, 2021, or mailed or delivered to every residence by September 13, 2021. Once notification has been provided by at least one of these methods, the returning officer may publish, mail and deliver additional notices and give notice by any other method as many times as considered appropriate.

A copy of Form 3, being the Notice of Nomination Day, can be found at: [www.alberta.ca/municipal-election-forms.aspx](http://www.alberta.ca/municipal-election-forms.aspx)

**NOTE:** Fillable PDF forms do not open properly on some mobile devices and web browsers. To fill in and save the form:

1. Save the PDF form to your computer – click or right-click the link and download the form.
2. Open the PDF form with Adobe Reader (latest version available at <https://get.adobe.com/reader/>). Fill it in and save it.

If you have any questions about the requirements for nomination day, please call 780-427-2225 (toll-free in Alberta by dialing 310-0000 first) or email [ma.lqsmail@gov.ab.ca](mailto:ma.lqsmail@gov.ab.ca).

### **Submission of Candidate Nomination Information**

All municipalities are required to submit candidate nomination information by the end of business day on Tuesday, September 21, 2021 through the Elections Database (EDB).

Municipalities may access the database through [MAConnect](#), the web portal that provides external stakeholders secure access to Municipal Affairs' key business applications. Municipalities that have not previously used MAConnect will have to enter into a Stakeholder Agreement before requesting access to the EDB. To request a Stakeholder Agreement, please contact [MAConnect@gov.ab.ca](mailto:MAConnect@gov.ab.ca) or call toll-free by dialing 310-0000 then (780) 427-3895.

Municipalities that have access to the EDB are encouraged to login to it to enter the returning officer information located under the "Elections Details" tab and the candidate information under the "Municipal Candidates" tab. Once the candidate nomination information has been entered, you will be able to finalize candidates and generate a completed Candidate Nomination Information Form. Finalizing the nominations in the database replaces the need for ministry submission of the Candidate Nomination Information Form.

If you require assistance using the EDB, please contact a Municipal Information Advisor toll-free by dialing 310-0000 then (780) 427-2225.

Returning officers must ensure the names of the candidates that have been nominated and the offices for which they have been nominated are posted at the local jurisdiction office by 12:00 p.m. on Wednesday, September 22, 2021.

**Note:** School divisions must submit their candidate nomination information to the Deputy Minister of Education. Please visit <https://education.alberta.ca/school-board-elections/> for more information.

For more election resources, visit [www.alberta.ca/municipal-elections-overview.aspx](http://www.alberta.ca/municipal-elections-overview.aspx)

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