

Nomination Process Checklist for Prospective Candidates

This checklist provides an overview of the nomination process for the 2024 Ward 4 By-Election and is intended to assist potential candidates and is not a substitute for legal advice. It is recommended that you obtain a copy of the *Local Authorities Election Act* (LAEA) and other relevant legislation and that you seek legal and accounting advice from professionals or contact Municipal Affairs regarding legislated requirements.

Check Eligibility

Confirm that you are eligible to run in the 2024 Ward 4 By-Election as a candidate. You must be:

- at least 18 years old;
- a Canadian citizen;
- a resident of the Regional Municipality of Wood Buffalo and Ward 4 for at least 6 consecutive months immediately preceding nomination day (October 7, 2024); and
- not otherwise ineligible or disqualified. There may be reasons you are ineligible to run as a candidate – refer to the LAEA

Complete Form 4: Candidate Nomination and Acceptance Form

Refer to the How to Guide provided by the Municipality.

Obtain signatures. You must gather a minimum of 5 signatures and residents who sign your nomination form must be eligible to vote. They must be:

- at least 18 years old;
- a Canadian citizen;
- reside in Alberta; and
- reside in the Regional Municipality of Wood Buffalo and reside in Ward 4 on the date they sign the nomination papers.

It is important to note that only original handwritten signatures can be accepted. Electronic or photocopied signatures are not valid. It is advisable to have more than the minimum required number of electors sign the form in case one or more signatures are not eligible to nominate.

Have Form 4 Commissioned. You must have Form 4 commissioned by a Commissioner for Oaths or Notary Public in and for Alberta if you intend to submit your nomination papers by mail or courier. If you intend to file your nomination papers in person, the Returning Officer is able to commission your papers.

Complete Form 5: Candidate Financial Information

Refer to the How to Guide provided by the Municipality. Do not use personal banking information.

Complete the Potential Candidate Contact Information Form (optional)

Information on this form is used to provide updates for the 2024 Ward 4 By-Election and other relevant election information.

□ **Complete the Electoral Candidate Contact Information Form (optional)**

Information provided on this form will be released to the public and media as required and posted on the Regional Municipality of Wood Buffalo website.

□ **Prepare a deposit**

When filing nomination papers, you must pay the required deposit of \$100 for the position of Councillor. The required deposit can be paid by cash, certified cheque, or money order. Do not send cash in the mail.

□ **File Form 4, Form 5, the appropriate deposit, and any optional forms**

Make an appointment:

Nomination papers and deposits can be filed in person with the Elections Office.

For more information and to make arrangements to file your nomination:

- Email elections@rmwb.ca
- Call 780-743-7000

The deposit may be paid by cash, certified cheque, or money order.

Mail / Courier your completed forms and deposit to:

Legislative Services
Regional Municipality of Wood Buffalo
9909 Franklin Avenue
Fort McMurray, AB T9H 2K4

Form 4 must be commissioned by a Commissioner for Oaths or Notary Public in and for Alberta.

Deposits must be paid by certified cheque or money order only. Do not send cash in the mail.

□ **Review campaign finance obligations**

The *Local Authorities Election Act* (LAEA) was amended prior to the 2021 General Municipal Election, including significant changes to the Campaign Disclosure and Finance requirements. For more information:

- Review the Candidate Information Guide available at www.rmwb.ca/elections for a brief overview.
- Review the LAEA and the *Municipal Government Act* available at <https://kings-printer.alberta.ca/Laws-Online.cfm>
- Obtain your own legal and accounting advice.

□ **For more information**

- Visit www.rmwb.ca/elections
- Visit www.alberta.ca/municipal-elections