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a guide for  
candidates  
on the *Election Act*



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## PART ONE – ELECTION PROCEDURES

This Guide has been produced to assist in the understanding of the *Election Act* as it applies to candidates. To ensure compliance with the legislation, please refer to the *Election Act*.

### Abbreviations

In order to reduce the size of entries, especially with respect to cross references to the *Election Act*, the following abbreviations will be used throughout this Guide:

Chief Electoral Officer	CEO
Returning officer	RO
Registration officer	RGO
Supervisory deputy returning officer	SDRO
Deputy returning officer	DRO
Section of the Election Act	sec.

### Definitions

Section (sec.) 1 of the *Election Act* defines important terms used throughout the election process. This section should be consulted to determine the specific definition of a word or phrase used in the statute.

### Writ of Election (sec. 39)

Each election is officially commenced by the passing of an Order in Council by the Lieutenant Governor and the issuance of a Writ of Election by the CEO to each RO.

The campaign period begins on the date on which the Writ of Election is issued for a by-election.

The election period is a total of 28 days after the issuance of the Writ of Election. Nomination day is the 10th day after the issuance of the Writ of Election, or if the 10th day is a holiday, the next following day not being a holiday. Election Day is the 28th day after the issuance of the Writ of Election.

### Election Proclamation (sec. 55)

The Proclamation contains the following information:

- the place and hours fixed for nomination of candidates, and the date fixed for the closing of nominations,
- the place, dates and hours for voting at the advance polls,
- the date and hours for voting,

- the date and time for the announcement of the official results, and
- the name and contact information for the RO.

As soon as possible following the issuance of the Writ of Election, Elections Alberta will publish on the CEO's website the information on the Proclamation and a map of the electoral division(s), including the polling subdivisions.

#### List of Electors (sec. 18, 19.1, 63)

Elections Alberta subscribes to the principles that limit the use and disclosure of personal information that is contained in the List of Electors. Therefore, copies of the List of Electors and Record of Electors who have Voted will be provided by the CEO to registered parties and candidates.

Prior to accessing the List of Electors, candidates and party executives must sign a "Declaration regarding Use of the List of Electors" and comply with the "Guidelines on Access to and Disclosure of Alberta's List of Electors" available on the CEOs website.

If the List of Electors is lost, the candidate must report it to the CEO immediately. All efforts should be made to retrieve the List. Procedures to follow are included in the "Guidelines on Access to and Disclosure of Alberta's List of Electors." <https://www.elections.ab.ca/political-participants/candidates/>

#### Revisions to the Lists of Electors (sec. 50, 51)

The RO will accept revisions to the Lists of Electors commencing upon the issuance of the Writ of Election and continuing each day, except Sundays and holidays, until 4:00 p.m. on the Saturday of the week preceding the opening of the advance polls.

Revisions will also be made by electors who have registered online using Voterlink ([www.voterlink.ab.ca](http://www.voterlink.ab.ca)).

The revisions will include names of electors who:

- were not included on the List of Electors,
- moved since the List of Electors was prepared, or
- recently became eligible electors.

The Additions to the List of Electors is available to parties and candidates throughout the writ period in the candidate portal.

Candidates and their campaign staff should encourage persons who are eligible to vote but whose names are not on the List of Electors, to contact their RO during the revision period so that their names will be included on the List of Electors for Election Day. This will reduce congestion at the polls by eliminating the need for electors to take a declaration and produce identification to the DRO or RGO.

## Electors (sec. 1)

An elector is a person who is a Canadian citizen, is 18 years of age or older and is ordinarily resident in Alberta.

## Persons Not Eligible to Vote (sec. 178, 181)

Persons who have been convicted of a corrupt practice are ineligible to vote.

## Candidate Qualifications (sec. 56, 57, 58, 61, 178, 181)

To qualify for nomination, a candidate must be a Canadian citizen, 18 years of age or older on Election Day, ordinarily resident in Alberta for the 6 months preceding Election Day, and who is not prohibited from being nominated or not disqualified as a candidate in accordance with any other Act. A person does not have to be ordinarily resident in an electoral division in order to be a candidate in that electoral division.

A candidate supported by a registered party must first participate in the party's nomination contest process and be endorsed by the party as the official candidate. Once endorsed, the candidate is automatically registered with Elections Alberta under the *Election Finances and Contributions Disclosure Act* (EFCDA), and is qualified to be nominated as a candidate under the *Election Act*.

A candidate with no party affiliation must first register as an "independent candidate" by filing a Registration of a Candidate form under the EFCDA with Elections Alberta, to qualify to be nominated as a candidate under the *Election Act*. Independent candidate registration applications are only accepted by Elections Alberta once the campaign period has started.

Additional information is available on the CEO's website (under Political Participants). By legislation, the RO cannot accept a Candidate Nomination Paper before a candidate has been registered with Elections Alberta and a \$500 candidate deposit is provided.

Once the campaign period begins the registered candidate may begin to collect and spend funds on the candidate's campaign. (sec. 9, 17(3) of the EFCDA)

Prospective candidates should consult all applicable Acts in conjunction with the *Election Act* to verify their status prior to completing the required declaration on their Candidate Nomination Paper.

## Candidate's Official Agent (sec. 60, 67)

Each candidate is required to appoint an elector as an official agent. The name and contact information of the appointee must be on the Candidate Nomination Paper and will be published by Elections Alberta on the CEO's website.

The official agent shall not perform the duties of the chief financial officer unless so appointed. Persons appointed as official agents must be electors, but need not be ordinarily resident in the electoral division where their candidate is seeking office. The official agent must consent to the

appointment by signing the appropriate section of the Candidate Nomination Paper.

If a change in appointment is made, the candidate shall immediately notify the RO in writing of the name and contact information of the new official agent.

**A candidate cannot act as an official agent.**

**Candidate's Nomination** (sec. 39, 59, 61)

The Candidate Nomination Paper may be obtained from the CEO's website (under Elections, Run as a Candidate) or from the RO within the campaign period, and must be filed with the RO before 2:00 p.m. of the day fixed for the closing of nominations (on the 10th day after the issuance of the Writ of Election). All forms must contain original signatures; **scanned or photocopied signatures will not be accepted.**

The names and signatures of a minimum of 25 qualified electors from the electoral division in which the candidate seeks to be nominated are required on the Candidate Nomination Paper. Because residency within the electoral division is a requirement, complete physical (residential) addresses should be collected (post office boxes and other mailing addresses will not be accepted). **Candidates are encouraged to collect more than 25 signatures to ensure the validity of the Candidate Nomination Paper should any signatures belong to unqualified electors.** The nominators' signatures must be witnessed by an elector. The witness(es) must complete the required oath on the appropriate paper(s) containing the signatures they witnessed.

Registered political parties can provide the Candidate Nomination Endorsement on Election Alberta's Online Financial System. Candidates must indicate whether they have a Candidate Nomination Endorsement from a registered political party, or if they are running as an independent candidate. Where applicable, the returning officer will verify that the endorsement has been completed when the Candidate Nomination Paper is filed.

The candidate must complete the required affidavit to consent to their nomination, to swear to their eligibility for nomination, confirm the appointment of their official agent and that they are either the officially endorsed candidate of a registered political party or that they are an independent candidate. The candidate must also provide the returning officer with authorized identification to confirm their identity.

An elector residing in the electoral division may inspect the nomination papers, any time after nomination day and ending on Election Day, on application to the RO.

**Candidate's Nomination Deposit** (sec. 61, 62)

The candidate's deposit shall be cash, a certified cheque and/or a bank or postal money order made payable to "Government of Alberta". The RO will provide the candidate with a receipt for the \$500 nomination deposit. The receipt constitutes formal acceptance of the Candidate Nomination Paper by the RO. This deposit will be refunded to the chief financial officer if the

Candidate Campaign Return is filed within four months after Election Day (the time period prescribed by sec. 43(2) of the EFCDA). Nomination deposit refund cheques are issued after the financial filing deadline.

### Material Provided to the Candidate (sec. 63, 133)

Following the acceptance of the Candidate Nomination Paper, candidates will receive an email from Elections Alberta with instructions on how to access the candidate portal and important links to materials on the Elections Alberta website.

The candidate portal will provide:

- a copy of the Proclamation,
- a list of polling place locations,
- Appointment of Scrutineer forms, and
- Special Ballot Application Forms.

The Returning Officer will provide candidates with:

- the Guide for Scrutineers,
- campaign worker identification cards, and
- campaign worker access procedure information.

For an independent candidate, the RO will, in addition, provide a polling subdivision map of the electoral division.

### Canvassing in Multiple Dwelling Sites (sec. 133, 133.1)

The candidate, upon receipt of the endorsement from a registered political party, can canvass in multiple dwelling sites in the electoral division in which they are a candidate. The candidate can identify one campaign worker to accompany them when canvassing. The candidate may request from Elections Alberta a campaign worker identification card that can be used until the start of the campaign period.

Once the campaign period has commenced, the candidate can obtain campaign worker identification cards for the canvassing of multiple dwelling sites from the returning officer.

### Ballots (sec. 83)

Candidates' names will be listed on the ballots in alphabetical order by surname. A candidate may include a given name, a middle name, a nickname and/or initials, in addition to his or her surname. No titles, degrees, prefixes or suffixes may be included. The CEO may disallow the use of a name that is not their legal name or a nickname provided by the candidate having regard to the integrity of the election.

The name of the registered political party, in the form requested by the political party, will

appear immediately below the name of the endorsed candidate. For a candidate who has not been endorsed by a registered political party, the word “Independent” will be printed beneath the candidate’s name.

### Scrutineers (sec. 79, 92, 93, 111)

A candidate may have electors appointed as scrutineers in attendance at polling stations, RGO stations, ballot boxes at advance polls, and any location where a count of ballots is conducted to observe election procedures. Scrutineers must be electors and must be appointed in writing by the candidate.

Scrutineers are appointed to a polling place and may observe at any polling station, RGO’s stations, or advance poll ballot box in that station. Up to four scrutineers may be appointed per polling station, RGO’s station, and advance poll ballot box. No more than one scrutineer per candidate may be present at any one time at a polling station, RGO’s station, or advance poll ballot box. A scrutineer may be appointed to more than one polling place.

Scrutineers shall take the Oath of Secrecy with the SDRO at the polling place before performing their duties. Scrutineers may represent the candidate at each polling station and at the returning office during the unofficial count after close of polls on Election Day.

Each scrutineer must have read and signed the Code of Conduct for Scrutineers and shall comply with the Code of Conduct at all times while performing their duties. A scrutineer may be removed from the polling place if, in the opinion of the SDRO or DRO, the scrutineer fails to comply with that code after receiving one written warning.

All scrutineers should be familiar with the contents of “A Guide for Scrutineers,” which is available online at [www.elections.ab.ca/elections/volunteer-as-a-scrutineer/](http://www.elections.ab.ca/elections/volunteer-as-a-scrutineer/). An online training video is also available for scrutineers at this website.

### Polls

There are five types of polls used to conduct voting in each electoral division; Special Ballot poll, advance poll, special mobile poll, mobile poll and Election Day.

#### 1. Special Ballot Poll (sec. 116-119)

Commencing with the issuance of the Writ of Election, a Special Ballot may be used by electors who are unable to vote at an advance poll or on Election Day due to:

- 1) physical incapacity,
- 2) absence from the electoral division,
- 3) being an inmate,
- 4) being an election officer,
- 5) being a candidate, official agent or scrutineer,

- 6) being a resident of a designated remote area, or
- 7) for a reason specified by the CEO.

For the Fort McMurray – Lac La Biche by-election, the CEO has prescribed three additional reasons to receive a special ballot:

- 8) concerns related to the pandemic
- 9) being a resident of a supportive living or long-term care facility, or
- 10) receiving services at a hospital, emergency shelter or community support centre.

Electors may request a Special Ballot once the writ has been issued through Elections Alberta website ([www.elections.ab.ca](http://www.elections.ab.ca)) or by phone at 1-877-422-8683. Electors must apply directly to Elections Alberta or the RO for the ballot. Special Ballots cannot be sent out prior to the issuance of the Writ of Election. The ballot will normally be sent by Xpresspost mail in Canada, unless the elector makes other arrangements. The elector is responsible for the return of the ballot and documentation to the RO office prior to the close of polls on Election Day.

## 2. Advance Poll (sec. 97, 98, 99)

ROs must establish a minimum of one and generally not more than four advance polling places. These polls will allow electors to vote in advance of Election Day. The normal voting procedure is followed for electors that reside within the electoral division in which the poll is located.

Advance polls will be open from 9:00 a.m. to 8:00 p.m. on the Tuesday, Wednesday, Thursday, Friday and Saturday of the full week preceding Election Day. The dates and locations will be published by the RO in the Proclamation and on the CEO's website.

## 3. Special Mobile Poll (sec. 125.1)

ROs may establish a polling station in facilities on campuses or public post-secondary institutions, facilities on Indian reserves or Metis Settlements, work camps, correctional institutions or public buildings. Special mobile polls must meet safety and security guidelines of the CEO and are established only on days of the advance polls. The times of operation of the special mobile polls can be determined in consultation with the official of each facility. The normal voting procedure is followed for electors that reside within the electoral division in which the poll is located.

## 4. Mobile Poll (sec. 120-125)

ROs may establish one or more polling stations in treatment centres, supportive living facilities, emergency shelters and community support centres, which have 10 or more electors who are in-patients, residents or individuals who are receiving supports and

services. The hours of conducting mobile poll voting on Election Day are set by the RO in consultation with the facility representatives. Treatment centre and emergency shelter staff may limit the persons allowed to be present at a mobile poll to the DRO, poll clerk, interpreter and a facility staff member.

Electors in treatment centres, emergency shelters and community support centres will not appear on the List of Electors and must sign the required declaration prior to voting.

Electors who are in-patients at a treatment centre, resident at an emergency shelter, or who are receiving support and services at a community support centre on Election Day, and who have not already voted at the advance poll or by Special Ballot, are deemed to be ordinarily resident in the electoral division where the facility is located.

Electors in supportive living facilities must appear on the List of Electors or sign the required declaration prior to voting. Electors who are resident in a supportive living facility on Election Day and who have not already voted at the advance poll or by Special Ballot, are deemed to be ordinarily resident in the electoral division where the supportive living facility is located.

Electors in treatment centres, supportive living facilities, emergency shelters and community support centres do not have to produce identification when they complete their declarations.

On October 4, 2021, Elections Alberta received approval from the Standing Committee on Legislative Offices to test new equipment and procedures, including alternative voting options for mobile poll facilities when access for a mobile poll is not possible.

Where access for a mobile poll is not possible in a supportive living or long-term care facility, modified special ballot voting packages will be provided for all eligible voters in the facility through the facility administrator. As electors at a mobile poll are deemed resident of the facility and not required to show ID, a form of “attestation” will be used to allow the facility administrator to confirm the electors’ identity, rather than requiring the copy of the elector’s identification usually required for special ballot voting.

The voting packages will be provided following the close of nominations, once ballots are printed, so electors do not have to use the write-in ballot normally provided in Special Ballot packages. A sealed ballot box will be provided to the facility to collect all completed packages and will be picked up at a pre-established time on Election Day, allowing mobile poll electors increased time for voting.

Where access for a mobile poll is not possible in a treatment centre, emergency shelter or community support centre, the above alternate process is not feasible, as the facility does not have the information about who may be present in the facility on Election Day. To facilitate voting, information and materials will be made available in the facility outlining the process for ordering and designating a person to pickup and drop-off Special Ballot

packages. The same modified procedures for the package and identification will be implemented for these Special Ballot packages.

The complete proposal to the Standing Committee on Legislative Offices, including detailed procedures for the modification of special ballot voting, are available at:

[www.elections.ab.ca/elections/upcoming-by-election/](http://www.elections.ab.ca/elections/upcoming-by-election/).

#### 5. Election Day Polls (sec. 52, 53, 54, 70, 92)

Polling hours are 9:00 a.m. to 8:00 p.m., on the date published in the Proclamation. The location of each polling place will be advertised on the CEO's website and in one or more newspaper(s) of general circulation in the RO's electoral division, during the 7 days preceding Election Day.

Normally, one polling station will be established for each polling subdivision. Several polling stations may be located at one polling place.

The *Election Act* permits a candidate to briefly visit polling places during polling hours, but campaigning is prohibited. Students and members of the media are also permitted to briefly visit, with permission of an election officer and cannot interfere with the voting process.

Cell phone calls are prohibited within a polling place to avoid disruptions.

The votes cast at all types of polls are counted after the close of polls on Election Day.

#### Employees' Time for Voting (sec. 132)

An employee who is eligible to vote must be allowed three consecutive hours during the time polls are open for the purpose of casting a ballot on Election Day.

#### Spoiled Ballots (sec. 102)

If a voter mistakenly marks the ballot, another ballot may be obtained from the DRO upon returning the spoiled ballot.

#### Voter Assistance (sec. 78, 96)

The DRO may appoint an interpreter to translate questions and answers concerning voting procedures for persons not conversant in the English language. An interpreter must take the applicable oath.

Assistance in marking a ballot may be provided by a friend or an election officer at the request of the voter, if the voter is unable to vote in the usual manner due to a physical disability or inability to read the ballot.

If the voter requests assistance from a friend, both must take the appropriate oath before the friend accompanies the voter into a polling booth to assist in marking the ballot, as directed by the voter.

If the voter requests assistance from an election officer, the DRO accompanies the voter into

the polling booth and, in the presence of the poll clerk, assists in marking the ballot as directed by the voter.

In each case, the voter or the person assisting the voter returns the marked ballot to the DRO to verify it was the one issued before it is deposited into the ballot box by the voter, or the election officer, upon request.

A vision impaired voter may use the Voter Template to vote if the voter does not wish to be assisted by a friend or election officer.

If a voter is unable to access the polling place because of a physical disability, the DRO, poll clerk and any other election officer that the DRO deems necessary, may, after advising the scrutineer, take the ballot box to some other place on the site on which the polling place is located. The scrutineer may accompany the election officers.

### Unofficial Count (sec. 4.11, 111, 112)

The unofficial count of ballots is conducted for all polling stations immediately following the close of polls on Election Day.

The procedures involved in the unofficial count of Election Day ballots are detailed in sec. 111 and 112. Each candidate, official agent and/or one of their scrutineers may attend the count. Disputes on ballots will be recorded and decided by the DRO.

Mobile poll and advance poll ballots are counted at a location determined by the Returning Officer.

Special Ballots will be counted in the location that they were received. This will include Elections Alberta office in Edmonton, the returning office in Fort McMurray and the satellite office in Lac La Biche.

Each candidate, official agent and/or one of their scrutineers may attend all the unofficial count locations.

The election officers at all locations where the unofficial count is taking place will provide one copy of the Statement of Poll to the candidate or the official agent or the scrutineer, provided that one of them is present at the conclusion of the unofficial count.

### Campaign Printing and Advertising (sec. 134, 135.5)

Subject to sec. 134, every printed or electronic election advertisement shall include the name and contact information of the sponsor, and shall indicate whether the sponsor authorizes the advertisement. This information must be stated at the beginning of any advertisement with audio or video content, whether transmitted by television, radio, online or otherwise. The Guidelines will appear on the CEO's website.

If an advertisement is transmitted to a telephone, whether it is live or automated, the phone

number of the sponsor must not be blocked so that it can be displayed on call display to those who subscribe to that service. At the beginning of the advertisement it must state the name and party affiliation of the sponsor, as well as whether the sponsor has authorized the advertisement. The telephone number of the sponsor or sponsor's campaign office must be stated at the end of the advertisement.

If the advertisements are not compliant with the Act, the CEO may have the advertising removed or discontinued. The CEO or any person acting for the CEO is not liable for trespass or damage resulting from the removal.

No landlord, condominium corporation or owner, can prohibit tenants from displaying election material on the premises of their units, but may set reasonable conditions as to the size or type of advertising that is displayed. The landlord may prohibit advertising in common areas.

There is a prohibition against distributing election material within the polling place or displaying election or other advertising material within a polling place, on the outside of a building used for a polling place, or within the boundaries of the land on which the building used as a polling place is located, except those posted by election officers as required by the *Election Act*.

Candidates should check municipal or local by-laws concerning prohibitions against posting election campaign material on public property.

### Conducting Election Surveys (sec. 135)

Subject to sec. 135.11, every printed or electronic survey shall include prior to the start of the survey:

- the name and contact information of the person or organization on whose behalf the survey is being conducted and whether the person or organization has approved the content of the survey, and
- the name and contact information of the person or organization conducting the survey if different than the person or organization on whose behalf the survey is being conducted.

In addition, if a survey is transmitted to a telephone, whether it is live or automated, the phone number of the sponsor must not be blocked so that it can be displayed on call display to those who subscribe to that service.

Guidelines will appear on the CEO website.

### Transmitting Election Surveys (sec. 135.2, 135.4)

Surveys transmitted to the public for the first time, and within 24 hours of the first transmission, must provide detailed information including:

- name of the sponsor,

- name of the person or organization that conducted the survey,
- the date(s) on which the survey was conducted,
- the population from which the sample of respondents was drawn,
- the number of people contacted to participate, and
- if applicable, any margin of error.

In addition, surveys that are transmitted by a means other than broadcasting must also include:

- the wording of the survey questions, and
- the means by which a detailed report of the survey may be obtained.

A previously unpublished survey must not be transmitted to the public on Election Day before the close of polls.

Additional requirements appear in the *Election Act* and guidelines are posted on the CEO website.

### Official Count (sec. 136-138)

The official count or official results verification must be completed not later than the 10th day after Election Day. The official count or official results verification will be completed by the returning officer for all ballots cast in the electoral division.

Each candidate or official agent will receive written notice from the RO concerning the place, date, and time for conducting the official counts of the ballots from each polling station. The candidate, official agent and/or electors of the electoral division appointed, in writing, by the candidate, may be present at the official count.

For the 2022 By-Election in Fort McMurray-Lac La Biche, Elections Alberta received approval from the Standing Committee on Legislative Offices to test new equipment and procedures, including changes to the processes for the Official Count.

If the difference between the votes for the candidate with the highest number of votes and the candidate with the next highest number of votes is 100 or less, the returning officer shall conduct a full official count.

If the difference between the votes for the candidate with the highest number of votes and the candidate with the next highest number of votes is 101 or more, the returning officer shall conduct an official count by:

- a. checking the accuracy of the Statement of Poll,
- b. deciding any questions arising out of an objection regardless of whether a decision was made by the election officer responsible for the count in the first instance
- c. inspecting all rejected ballots and deciding on the validity of each ballot regardless of

the previous rejection by the election officer responsible for the count, and

- d. reviewing such records and inspecting such ballots as necessary to satisfy the returning officer that the returning officer may sign the Statement of Official Results and Certificate and Return.

The complete proposal to the Standing Committee on Legislative Offices, including detailed procedures for the conduct of the official count, are available at:

[www.elections.ab.ca/elections/upcoming-by-election/](http://www.elections.ab.ca/elections/upcoming-by-election/).

### Appeals (sec. 144-148)

A candidate or official agent may appeal any decision of the CEO or the RO concerning a ballot or may appeal to the Court for a recount of the votes. The application must be made not later than 8 days after the announcement of the official count.

### Administrative Penalties and Offences (Parts 5 & 6)

The *Election Act* includes lengthy lists of offences and corrupt practices for which varying penalties are provided.

### Inspection of Election Documents (sec. 152)

Within 30 days of the publication of elected candidates in the Alberta Gazette, a candidate or official agent may inspect all election documentation from their electoral division, on request, with the exception of the ballots. Any candidate, official agent or party may request, in writing to the CEO, a copy of the poll book for the relevant electoral division(s), at a cost determined by the CEO, during the same 30-day period. Upon receipt, all reasonable steps must be taken to protect the poll book and all information in it from loss and unauthorized use and, if lost, the candidate, official agent or party shall immediately notify the CEO. The CEO shall direct them to take any action deemed necessary.

### Controverted Election

The procedure for petitioning against the undue return or undue election of a candidate is contained at Part 7 of the *Election Act*.

### Non-Compliance

Any non-compliance with the CEO Guidelines on Election Advertising or Surveys and provisions of the *Election Act* will be referred to the Election Commissioner, who may enter into a compliance agreement, issue a letter of reprimand or administrative penalty, or may refer the matter for prosecution.

## PART TWO – FORMS AND GUIDES

The following forms and guides are available from the online Candidate Portal or online at [www.elections.ab.ca/political-participants/candidates/](http://www.elections.ab.ca/political-participants/candidates/).

Relating to the *Election Act* (available online – under ‘Forms & Guides’ at the above link)

- Candidate Nomination Paper
- Guidelines on Access to and Disclosure of Alberta’s List of Electors
- CEO Guidelines for Election Surveys
- CEO Guidelines for Election Advertising
- A Guide for Scrutineers (including Code of Conduct for Scrutineers)

Relating to the *Election Act* (available in the online candidate portal)

- Application for Special Ballot
- Appointment of Scrutineer
- Campaign Worker Access Procedure

Relating to the *Election Finances and Contributions Disclosure Act* (available online – under ‘Forms & Guides’ at the above link)

- Registration of a Candidate
- Candidate Guide to the EFCDA
- Guide for Contributors
- Advertising Guidelines for Political Participants

Copies of the *Election Act* and the *Election Finances and Contributions Disclosure Act* may be obtained from the Queen’s Printer Bookstores by ordering online or by calling the Edmonton office at 1-780-427-4952 (310-0000 Toll-free in Alberta).

## PART THREE – ELECTION FORMS

### Registration of a Nomination Contestant

*Additional information on this process can be found in the 'Nomination Contestant Guide to the EFCDAs', available at [www.elections.ab.ca/political-participants/nomination-contestants/](http://www.elections.ab.ca/political-participants/nomination-contestants/)*

- A registered party, or registered constituency association of a registered party must hold a Nomination Contest to select a candidate to endorse in an election
- A Nomination Contest Statement form must be filed with Elections Alberta or use Elections Alberta's Online Financial System (OFS) to inform Elections Alberta of the nomination contest
- A Nomination Contest Endorsement Authorization form must be completed and filed with the CEO to advise who, within the party, has authorization to endorse a candidate for election
- A Registration of a Nomination Contestant form must be filed by each person who intends to seek endorsement as the official candidate of a registered party in an electoral division. OFS may also be used to inform Elections Alberta of the registration of the nomination contestant.
- The nomination contestant registration application must be accurately and fully completed using the paper form or using OFS, and must contain the appropriate signatures, that is:
  - the chief financial officer must consent to the appointment in writing, or consent electronically using OFS; and
  - the nomination contestant must confirm the contestant's eligibility by signing the form, or confirm electronically using OFS.
- A Nomination Contest Results form must be filed (paper or through OFS) to notify the CEO of the results of the Nomination Contest and who the endorsed candidate is, within 10 days of the contest selection date
- The endorsed candidate is automatically registered as a candidate in the next election
- A candidate cannot be a chief financial officer for any campaign including his or her own
- Elections Alberta must be notified within forty-eight (48) hours of any changes to the nomination contestant's, candidate's or chief financial officer's information.

### Registration of a Candidate

- Prospective independent candidates may obtain the Registration of Candidate form on the Elections Alberta website
- The independent candidate registration application must be accurately and fully completed and must contain the appropriate signatures, that is:
  - The chief financial officer must consent to the appointment in writing; and
  - The candidate must confirm the candidate's eligibility by signing the form.
- A candidate cannot be a chief financial officer for any campaign including his or her own

- Elections Alberta must be notified within forty-eight (48) hours of any changes to the candidate's or chief financial officer's information.

### Candidate Nomination Paper (sec. 56, 61)

- Can be obtained from the RO within the campaign period, or is available on the CEO's website
- Must be filed with the RO before 2:00 p.m. on nomination day (day 10 of the election period)
- Cannot be filed before the candidate has been registered with Elections Alberta pursuant to the *Election Finances and Contributions Disclosure Act*
- Nominating electors must be ordinarily resident within the electoral division
- A candidate is advised to collect information from more than 25 electors, in case some entries are incomplete or invalid
- A candidate is not required to be ordinarily resident within the electoral division, but must be eligible under sec. 56
- The witness is not required to be ordinarily resident within the electoral division, but must be an elector
- Two or more pages may be submitted, with witnesses to the signatures included on each page, as long as they are properly completed
- The official agent must consent to the appointment in writing
- The official agent is not required to be ordinarily resident within the electoral division, but must be an elector
- No candidate shall act as an official agent
- The candidate must consent to their nomination, to their eligibility for nomination, the appointment of their official agent and that they are either the officially endorsed candidate of a registered political party or that they are an independent candidate
- The candidate must provide authorized identification to the RO when filing their nomination papers

### Candidate Nomination Deposit (sec. 61)

- Must provide a \$500 nomination deposit in the form of:
  - cash
  - certified cheque and/or
  - bank or postal money order payable to "Government of Alberta"

### Receipt for Deposit and Filing of Candidate Nomination Papers (sec. 61)

- Provision of the completed receipt to the candidate indicates formal acceptance of the nomination by the RO

### Appointment of Scrutineer (sec. 79)

- Scrutineers may be appointed from electors to observe Election Day proceedings

- Scrutineers are appointed to a polling place and may observe any polling station, RGO's station, or advance poll ballot box at the polling place
- Up to four scrutineers may be appointed for each polling station, RGO's station, or advance poll ballot box during different time periods
- Only one scrutineer per candidate may be present at a polling station, RGO's station, or advance poll ballot box at one time
- A scrutineer may be appointed to observe proceedings at more than one polling place

### Code of Conduct for Scrutineers

- A scrutineer must read, sign and abide by the Code of Conduct for Scrutineers
- A scrutineer who does not abide by the Code of Conduct for Scrutineers will be removed from the polling place after receiving a written warning if the behaviour continues



## Candidate Nomination Paper

**E-18-405**  
Election Act  
Sections 59, 61

We, the undersigned electors, resident in the Electoral Division of \_\_\_\_\_,  
nominate \_\_\_\_\_, representing \_\_\_\_\_,  
(printed name of candidate) (political party, if applicable)  
as a candidate for this election.

<u>Printed Name of Elector</u>	<u>Residential Address in the Electoral Division</u>	<u>Signature of Elector</u>
1		
2		
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# Candidate Nomination Paper

**E-18-405**  
Election Act  
Sections 59, 61

We, the undersigned electors, resident in the Electoral Division of \_\_\_\_\_,  
nominate \_\_\_\_\_,  
(printed name of candidate) representing \_\_\_\_\_,  
(political party, if applicable)  
as a candidate for this election.

<u>Printed Name of Elector</u>	<u>Residential Address in the Electoral Division</u>	<u>Signature of Elector</u>
26		
27		
28		
29		
30		

I, \_\_\_\_\_,  
(printed name of witness) swear (or affirm) that I witnessed the signatures of the electors  
recorded on this Candidate Nomination Paper.

Sworn (or affirmed) before me at the

\_\_\_\_\_ of \_\_\_\_\_,

in the Province of Alberta, this \_\_\_\_\_

day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
(signature of witness)

\_\_\_\_\_  
(signature of authorized person)

Print name: \_\_\_\_\_

Authority to administer oath: \_\_\_\_\_

**A person who takes a false oath under the *Election Act* commits an offense and is liable to a fine of not more than \$10,000 or to imprisonment for not more than 1 year or to both a fine and imprisonment.**

- (1) Each elector must be ordinarily resident in the named electoral division**
- (2) Elections Alberta will verify each address to ensure the elector's residence is within the electoral division.**
- (3) To be signed by 25 or more electors in the presence of the witness**



### Candidate Address for Service

Documents may be served and notices given respecting the candidate at:

\_\_\_\_\_ (complete address including postal code)

\_\_\_\_\_ (mailing address, if the above is not a mailing address)

\_\_\_\_\_ (telephone number) \_\_\_\_\_ (email)

### Candidate Nomination Endorsement

Complete A or B, whichever applies	
(A)	The Candidate Nomination Endorsement from _____ (political party) confirms that I am the officially endorsed candidate for the Electoral Division of _____.
- OR -	
(B)	I am an independent candidate for the Electoral Division of _____.

### Appointment of Official Agent

In accordance with section 60 and 67(2)(b) of the *Election Act*  
The contact information provided will be published on the Elections Alberta website  
(agent name, campaign address, and telephone number will be published; email is for Elections Alberta use only)

I appoint \_\_\_\_\_ of \_\_\_\_\_ (print name of official agent)

FOR PUBLICATION: \_\_\_\_\_ (complete campaign address including postal code)

FOR PUBLICATION: \_\_\_\_\_ (campaign telephone number)

NOT FOR PUBLICATION: \_\_\_\_\_ as my official agent. (email address)

OFFICIAL AGENT: I confirm that I am not a candidate and that I consent to my appointment as the official agent.

\_\_\_\_\_ (signature of official agent)

\_\_\_\_\_ (date)

**A person who takes a false oath under the *Election Act* commits an offense and is liable to a fine of not more than \$10,000 or to imprisonment for not more than 1 year or to both a fine and imprisonment.**



**Affidavit of Candidate**  
In accordance with section 61 of the *Election Act*

I, \_\_\_\_\_  
(print name of candidate)

swear (or affirm) that I am eligible to be a candidate, that I consent to my nomination, that I confirm the appointment of my official agent, and that I am the officially endorsed candidate of a registered political party or that I am an independent candidate.

Sworn (or affirmed) before me at the  
\_\_\_\_\_ of \_\_\_\_\_  
in the Province of Alberta, this \_\_\_\_  
day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
(signature of candidate)

\_\_\_\_\_  
(signature of authorized person)

Print name: \_\_\_\_\_

Authority to administer oath: \_\_\_\_\_

INITIAL

I understand that prior to my nomination being accepted, I must be registered with the Office of the Chief Electoral Officer pursuant to section 9 of the *Election Finances and Contributions Disclosure Act*.

INITIAL

I wish for my name to appear on the ballot paper as:

\_\_\_\_\_  
(print any combination of given name, middle name, initials, or nickname)

\_\_\_\_\_  
(print surname)

**Returning Officer Only:**

INITIAL

Identification confirmed by returning officer

\_\_\_\_\_  
(type of identification provided)

Official Receipt Number: \_\_\_\_\_

**An official receipt is issued when a completed Candidate Nomination Paper and \$500 is received.**



**Receipt for Deposit and  
Filing of Candidate Nomination Paper**

**E-18-410**  
Election Act  
Section 61(3)

Received on behalf of: \_\_\_\_\_  
(print name of candidate)

\_\_\_\_\_ (political party, if applicable)

the sum of \_\_\_\_\_ \$ 500.00,

and the Candidate Nomination Paper

**SAMPLE**

Issued by \_\_\_\_\_ the returning officer for the Electoral Division of

\_\_\_\_\_ (electoral division)

\_\_\_\_\_  
(signature of returning officer) \_\_\_\_\_ (mm/dd/yyyy) **000000**



# Appointment of Scrutineer

**E-21-414**  
Election Act  
Section 79

Electoral Division of \_\_\_\_\_

## Appointment of Scrutineer

**INSTRUCTIONS:** This section is to be completed by the candidate or candidate’s official agent. Scrutineers may be appointed to observe at voting stations, registration officer stations, and the ballot box on any voting day, and for the completion of the unofficial count upon the close of polls on Election Day. Scrutineers must be electors:

- 18 years of age, or older
- Canadian Citizen
- Ordinarily resident in Alberta

I hereby appoint, \_\_\_\_\_  
(print name of scrutineer)

residing at: \_\_\_\_\_  
(physical address)

as a scrutineer for \_\_\_\_\_  
(name of candidate) (political party, if applicable)

at the following polling place(s): \_\_\_\_\_

\_\_\_\_\_  
(signature of candidate or official agent) (date of signature)

## Instructions for Scrutineers

### PREPARING FOR YOUR ROLE:

- (1) Learn more about the role of scrutineers online at [www.elections.ab.ca/elections/volunteer-as-a-scrutineer/](http://www.elections.ab.ca/elections/volunteer-as-a-scrutineer/)
- (2) Review the Code of Conduct for Scrutineers. You will be asked to agree to the Code at the polling place.
- (3) Plan your arrival time. Scrutineers can arrive up to 30 minutes in advance of the scheduled opening time, or at any time during poll operations. Scrutineers that want to observe the unofficial count must arrive before the close of polls (8 pm).

### WHAT TO EXPECT WHEN YOU ARRIVE AT A VOTING PLACE:

- (1) Notify the Supervisor that you have arrived. Provide your signed Appointment of Scrutineer Form.
- (2) Take the Oath of Secrecy and sign the Code of Conduct.
- (3) Receive information from the Supervisor on site specifics - where scrutineer observation chairs are set-up, location of washrooms, emergency procedures, etc.

Code of Conduct for Scrutineers on Reverse Side



## Code of Conduct for Scrutineers

### **As a Scrutineer I shall:**

- Comply with the legislation and the Code of Conduct;
- Present a properly completed Appointment of Scrutineer identifying all polling places I will attend;
- Comply with the COVID precautions identified in the Guide for Scrutineers and by the Chief Medical Officer of Health;
- Complete an Oath of Secrecy before the Supervisory Deputy Returning Officer in charge of the polling place to which I have been assigned;
- Familiarize myself with my rights and responsibilities under the law and act accordingly, after reading the Guide for Scrutineers,
- Perform my duties with honesty and integrity and in a manner that is helpful, respectful, and courteous; and
- Be guided at all times by the values of respect, integrity, and professionalism when dealing with members of the public, electors, election officers, colleagues, and all election stakeholders.

### **As a Scrutineer, I shall not:**

- Engage in any political campaigning or promotion for or against a candidate or political party while performing my duties at a polling place;
- Unduly interrupt the voting process or the orderly conduct of the election,
- Make or accept cell phone calls in the polling place;
- Engage in harassing<sup>1</sup> or discriminatory<sup>2</sup> behaviour; or
- Make abusive, derisive, threatening, insulting, offensive or provocative statements or gestures to or about another person.

A Scrutineer who fails to comply with this Code of Conduct will receive a written warning concerning his or her actions. A Scrutineer will be removed from the polling place if, in the opinion of the Supervisory Deputy Returning Officer, the Scrutineer fails to comply with the Code of Conduct after receiving such a warning.

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<sup>1</sup>Harassment is any conduct by an individual that is directed at and offensive to another person in the polling place, and that the individual knows or ought reasonably to know would cause offence or harm. It comprises any objectionable act, comment or display that demeans, belittles, or causes personal humiliation or embarrassment, or any act of intimidation or threat.

<sup>2</sup>Discrimination involves treating someone differently or unfairly because of a personal characteristic or distinction.

Appointment of Scrutineer on Reverse Side



Suite 100, 11510 Kingsway NW  
Edmonton, Alberta, Canada T5G 2Y5  
Tel: 1.877.422.8683 Fax: 780.422.2900  
E-mail: [info@elections.ab.ca](mailto:info@elections.ab.ca)