



## Aspiring Candidates | Nomination Process Checklist

This checklist describes the nomination process for the 2021 Edmonton General Election. It is intended for reference only and is not a substitute for legal advice. It is recommended that aspiring candidates review the *Local Authorities Election Act (LAEA)* to understand the full extent of their obligations.

<b>☐ Check Eligibility</b>
Confirm that you are eligible to run in the Edmonton General Election as a candidate. You must be: <ul style="list-style-type: none"><li>• At least 18 years old</li><li>• A Canadian citizen; and</li><li>• A resident of Edmonton for the six consecutive months immediately before Nomination Day (September 20, 2021)</li><li>• A resident of Edmonton on Election Day (October 18 2021)</li></ul> There may be reasons why you are ineligible to run as a candidate. Refer to the <i>LAEA</i> .

<b>☐ Complete Form 4: Candidate Nomination and Acceptance Form</b>
<b>Choose the correct Form 4.</b> There are different forms for each type of candidate: <ul style="list-style-type: none"><li>• <a href="#">Mayor</a></li><li>• Edmonton City <a href="#">Councillor</a></li><li>• <a href="#">Trustee</a> of the Edmonton Public School Division (Public)</li><li>• <a href="#">Trustee</a> of the Edmonton Separate Catholic School Division</li></ul>
<b>Complete Form 4.</b> Refer to the 'How to' Guide provided by Edmonton Elections
<b>Gather signatures.</b> Residents who sign your nomination form must be eligible to vote. This means they must be 18 years of age or older, a Canadian citizen, reside in Alberta and reside in Edmonton on Election Day)  You must gather signatures from residents who live in the ward you seek to represent. This does not apply to Mayoral candidates.  Edmonton's ward boundaries are changing. Visit <a href="http://edmonton.ca/elections">edmonton.ca/elections</a> for more information  Only original handwritten signatures can be accepted. Electronic or photocopied signatures are not valid.

**Complete Form 5: Candidate Financial Information**

Refer to the 'How To' Guide provided by Edmonton Elections. Do not use personal banking information.

**Complete Candidate Contact Form** *(optional)*

You can provide your contact information, including website address, telephone number and social media accounts to Edmonton Elections. Edmonton Elections will make the information shared on this form accessible to the public.

**Prepare Deposit**

You must pay a deposit when filing nomination papers:

- \$500 Mayor
- \$100 City Councillor, Trustee for Edmonton School Division (Public), Edmonton Separate Catholic School Division

Deposits can be paid with credit or debit card (in-person appointments only), money order, certified cheque or cash.

Certified cheques and money orders should be made payable to The City of Edmonton.

If using cash, please bring the exact required amount. Do not send cash in the mail.

**File Form 4, Form 5 and deposit in person or via mail**

**Make an appointment with Edmonton Elections**

Nomination papers and deposits can be filed in person at City Hall.

For more information and to make an appointment, choose one of these three options:

- Complete the appointment request form
- Email [electons@edmonton.ca](mailto:electons@edmonton.ca)
- Call (780) 496-8008

**Mail your forms and deposit to:**

Office of the City Clerk  
City Hall  
1 Sir Winston Churchill Square  
Edmonton, Alberta

Form 4 **must** be commissioned by a Commissioner for Oaths in and for Alberta.

Deposits must be paid by certified cheque or money order only. Do not send cash or credit or debit card information.

**For more information:**

- Visit [edmonton.ca/elections](http://edmonton.ca/elections)
- Subscribe to Edmonton Elections e-newsletter for candidates
- Watch Edmonton Elections Virtual Information Sessions for Aspiring Candidates
- Follow Edmonton Elections on Twitter @edmelections.