



# Nomination Checklist for Candidates

Before you file your nomination papers with Elections Beaumont, use this checklist to help you prepare.

*Note: The information provided here is provided for the convenience of reference only. Candidates are subject to further requirements in the Local Authorities Election Act (LAEA). Candidates are advised to refer to the LAEA and obtain legal advice regarding the full extent of their obligations.*

**It is recommended to review the Candidate Resources page at <https://www.beaumont.ab.ca/715/Candidate-resources-links-and-legislatio> for helpful resources.**

## 1. Complete required forms

### Mayor and Councillors:

Complete Form 4. Form 4 must be signed by:

- A Commissioner of Oaths or Notary Public for Alberta, or
- The Returning Officer or delegate (available in person at the Elections Beaumont office by appointment only).

Complete Form 5. Include campaign banking information. Do not use personal banking information. Complete the Candidate Information Disclosure Form.

### School Board Trustees:

Nominations packages can be obtained and returned to the respective School Boards.

#### Black Gold School Division:

Nomination forms for trustee for Black Gold School Division can be found on Black Gold's website: <https://www.blackgold.ca/about-bgsd/board/becoming-a-trustee/about-nominations/>.

#### St. Thomas Aquinas Roman Catholic Separate School Division:

4906 50th Avenue,  
Leduc  
780-986-2500

## 2. Obtain the required number of signatures

Persons signing a candidate's nomination paper must be an eligible elector (i.e. 18 years of age and a Canadian citizen, residing in Alberta; the person's place of residence must be located in the local jurisdiction on Election Day).

Original hand-written signatures are required. Digital signatures are not accepted.

For mayor and councillor candidates, a minimum of 5 signatures is required.\*

For school board trustee candidates, a minimum of 5 signatures is required.\*

\*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.

## 3. File your nomination forms with Elections Beaumont

All candidates must provide Form 4, Form 5 and the Candidate Information Disclosure Form completed in full, to Elections Beaumont before noon on September 20, 2021.

Submitting your nomination forms:

Due to COVID-19 physical distancing precautions, Nominations Forms will be accepted by **appointment**. Call 780-929-1352 or email [city.clerk@beaumont.ab.ca](mailto:city.clerk@beaumont.ab.ca). Please ensure that forms are filled out ahead of time; they can be reviewed by a staff member at your appointment.

#### 4. Prepare your candidate profile information for submission (recommended)

Candidates will be contacted in the summer of 2021 to submit their candidate profile (i.e. text, photo and a video) for publishing on the Elections Beaumont website. Only videos and photos produced by Elections Beaumont will be added to the candidate profile list.

A form will be provided to all candidates to collect their candidate profile. However, you can prepare the following information in advance:

- Biography / About me - 200 word maximum.
- Platform description / Why vote for me - 400 word maximum.
- Website address
- Social media accounts links
- Contact information (e.g. campaign email and telephone number).
- Prepare a 2-minute video script. All candidates will have the opportunity to record an unedited 2-minute video at the Elections Beaumont office.

#### 5. Review campaign finance obligations (recommended)

The *Local Authorities Election Act* (LAEA) was updated on September 1, 2020 and included significant changes to campaign finances. For a brief summary, go to [beaumont.ab.ca](http://beaumont.ab.ca), search "2021 Municipal Election," then go to Candidate Information > Campaign finances.

- Review the LAEA.
  - Obtain your own legal advice.
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