

Municipal Election Calendar

(Excludes Summer Villages)

Updated 2017

This calendar is designed to supplement the *Local Authorities Election Act (LAEA)* and the dates and deadlines prescribed. This calendar is not designed to be the sole source of information. The dates provided for in the calendar are absolute deadlines based on the *LAEA* and should be reviewed throughout the duration of the election year to ensure adequate time for the resolutions and bylaws to be passed by municipal councils. For further information and if you have any questions, please contact Municipal Services Branch at 780-427-2225, toll-free in Alberta by dialing 310-0000, and ask to speak with a municipal advisor.

January 2017

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|---------------------|--|---------|-----------|----------|--------|----------|
| 1 New Year's Day | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 Review <i>Local Authorities Election Act, MGA, & School Act.</i> | 31 | | | | |

February 2017

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|--------|---|---------|-----------|----------|--------|----------|
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 <i>Review Local Authorities Election Act, MGA, & School Act</i> | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 Family Day | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | | | | |

March 2017

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|--------|---|---------|-----------|----------|---|----------|
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 Last day for a bylaw to be passed for additional number and types of identification to verify name and address of an elector (s.53) | 18 |
| 19 | 20 Elected Authority may, by resolution, appoint a returning officer if someone other than the chief administrative officer or school secretary is to be the returning officer (s.13). | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

April 2017

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|--------|----------------------------|---------|--|----------|--------------------------|--|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 Good Friday | 15 School boards may pass a bylaw, prior to April 15, requiring disclosure of campaign contributions and expenses (s.118) |
| 16 | 17 Easter Monday | 18 | 19 Last day to for a bylaw to be passed to change the division or ward system (MGA s.149) Last day for a bylaw to be passed to change the manner in which the chief elected official is selected (MGA s.151) | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | | | | | | |

May 2017

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|--------|---|---------|-----------|----------|--------|----------|
| | 1 <i>Review Local Authorities Election Act, MGA, & School Act</i> | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 Provide prospective candidate packages (if applicable) – see procedural manual for an example of items to include. | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 Victoria Day | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

June 2017

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|--------|--------|---------|-----------|---|--|----------|
| | | | | 1 Arrange for voting stations (s.37 and s.75). | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 *IMPORTANT* *See Notes* | |

Notes:

- May pass a bylaw prior to June 30 to provide that Election Day is to be the Saturday before October 16, 2017 (s. 11(2)).
- May pass a bylaw prior to June 30 specifying the minimum number of electors required to sign the nomination of a candidate for office, if over 5 (s.27(2)).
- May pass a bylaw prior to June 30 allowing returning officers to accept nominations prior to 10am and establishing additional locations where a deputy may receive nominations (s. 28(2)).
- May pass a bylaw prior to June 30 allowing voting stations to open prior to 10am (s. 46(2) and s.46(2.1)).

July 2017

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|--------|--------|---------|-----------|----------|--------|--|
| | | | | | | 1 Canada Day The earliest date that Municipal employees wishing to be nominated as a candidate, may notify employer that they are taking a leave of absence (s.22(5), 22(5.1)) |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

Note:

Council may, by resolution, provide for an advanced vote (s. 73).

Council may, by resolution, provide for incapacitated elector voting at home (s.79)

Council may, by resolution, provide for an institutional vote (s.80).

Council may, by resolution, set an earlier deadline for when special ballots must be received by a returning officer (s.77.2 (3.1)).

Ensure Returning officer has been appointed and completed official oath (s.16).

Council may pass a bylaw to authorize the compiling of voters list (s. 50).

August 2017

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|--------|---|---------|-----------|---|--------|--|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 Heritage Day | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 Determine staffing requirements for voting stations; determine hiring process and payment schedule. | 15 | 16 | 17 | 18 | 19 Council may pass a bylaw not less than 30 days prior to nomination day requiring a deposit with nomination papers (s. 29). |
| 20 | 21 No later than two months prior to election Council may pass a bylaw to authorize the printing of ballots in lots (s. 43). | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 Prepare Nomination Day materials. | | |

September 2017

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|--------|---|--|---|--|----------------|----------|
| | | | | | 1 | 2 |
| 3 | 4 Labour Day Notice of Nomination Day Advertisement (s.27) | 5 Hire all election officials including deputy returning officers and constables (s.14). | 6 | 7 | 8 | 9 |
| 10 | 11 Notice of Nomination Day Advertisement (s.27) | 12 Confirm all materials for nomination day. | 13 | 14 | 15 *See below* | 16 |
| 17 | 18 Nomination Day (s.25) Hours (s.28) Deposits (s.29) Acclamations (s.34) | 19 *See below* Deadline to withdraw Nomination is 12noon. Delivered, in person and in writing to the returning officer. (s.32). | 20 Confirm election day and advance vote (if required) voting station locations. Order/confirm election materials. | 21 Prepare notice of election (Form 4) form and notice of advance vote (if required) (s.35 & s.74). | 22 | 23 |
| 24 | 25 | 26 Confirm advance vote materials (supply list can be found in Elections Procedural Manual). | 27 | 28 | 29 | 30 |

September 15, 2017

- Municipal employees seeking election must take leave of absence before the last working day prior to nomination day. (s.22(5))
- Council may pass a bylaw prior to nomination day to discontinue an election for an office for which a candidate has died. (s.33).

September 19, 2017

- Twenty-four hours after the close of nominations, the returning officer shall forward a signed statement showing the name of each nominated candidate to the deputy minister (through the Elections Database or by emailing a signed statement to LGS.Update@gov.ab.ca).

October 2017

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|--|---|--|--|---|--|---|
| 1 | 2 Notice of Election Day Advertisement (s.35) | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 Thanksgiving Notice of Election Day Advertisement (s.35) | 10 Confirm all Election Day materials | 11 | 12 Ensure training for all deputy returning officers and constables is complete. | 13 Ensure all deputy returning officers and constables have subscribed to the prescribed statement prior to performing any duties (s.16 (2)). | 14 Election Day (if bylaw passed under s.11). Last day to hold any advance voting opportunities (if applicable) (s.73). |
| 15 | 16 Election Day (s.11) Unofficial results posted on the Election Database following the completion of the count on Election Night. | 17 | 18 Deadline to ask Returning Officer for Recount (4pm) (s.98) | 19 | 20 *See Below* Official Results released at 12noon (s.97). | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 Deadline to hold organizational meeting. MGA s.192 | 31 | | | | |
| <p>October 20, 2017</p> <ul style="list-style-type: none"> • If a recount is required, it must be completed by 12noon on Friday October 20, 2017 (s.98). • The returning officer shall forward a signed statement showing the number of votes for each candidate and indicate each candidate declared to be elected to the Deputy Minister (through the election database or by emailing a signed statement to LGS.update@gov.ab.ca) (s.97 (4)). | | | | | | |

November 2017

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|--------|---|---------|-----------|----------|---|-----------------------|
| | | | 1 | 2 | 3 Last Day to for an elector to request a judicial recount. S.103. | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 Remembrance Day |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 Destruction of Election Materials (unless ruled otherwise by a judge). S.101. | 28 | 29 | 30 | | |

NOTE:

March 1, 2018 – Last day for candidates in the municipality (not including school boards unless a bylaw passed under s.118) to file Form 21 – Campaign Disclosure and Financial Statement. (LAEA s.147.4).

December 2017

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|--------|---------------------|------------------|-----------|----------|--------|----------|
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 Christmas Day | 26 Boxing Day | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

NOTE:

You may send a reminder to all candidates regarding the requirement to file Form 21 being the Campaign Finance and Disclosure Statement.