

Sample Supply Lists

Prospective Candidate Package, Nomination Day
& Election Day

Alberta Municipal Affairs

Updated 2017

Sample Prospective Candidate Package Supply List

The municipality may choose to make nomination packages available to prospective candidates. This list will help get you started. Information included in prospective candidate packages may include but is not limited to:

- A copy of the Nomination Form and Candidates Acceptance;
- A council calendar outlining the dates of council and committee meetings;
- A copy of the municipalities procedural bylaw or a link to municipal bylaws available online;
- A copy of any information regarding restrictions on placement of campaign signage;
- Key dates including nomination day, advance vote days (if applicable), election day, organizational meeting/swearing-in ceremony, date to file campaign disclosure;
- A brief description of the municipality;
- Contact information for the municipality or returning officer;
- A copy of training dates for the candidate available through Alberta Municipal Affairs or the municipality; and
- Information about resources available to the candidate through Alberta Municipal Affairs
 - Prospective Candidate's Guide; and
 - *Local Authorities Election Act* and additional regulations.

Sample Nomination Day Supply List

Nomination day supplies include but are not limited to:

- Cash box for candidate deposits (if applicable);
- Receipt book for candidate deposits (if applicable);
- Bible for the swearing of candidates if required;
- Commissioner for Oaths;
- Enough tables and chairs to accommodate the returning officer and deputy returning officers accepting nominations;
- Directional Signage;
- Pens (both for candidates and returning officer);
- Folders to place completed nomination forms;
- Copy of the *Local Authorities Election Act*
- Copies of Nomination Form and Candidate's Acceptance;
- Copies of Enumerator, Candidate or Official Agent Proof of Identification for Section 52 Access (if applicable);
- Copies of Campaign Worker Proof of Identification (if applicable); and
- Information packages
 - Information regarding any public forums (if applicable);
 - Appropriate bylaw (ie: campaign signage); and
 - Contact information for returning officer.

Sample Election Day Supplies

Election Day supplies may include but are not limited to:

- Ballot box(es) (designed in accordance with the Ballot Box Regulation);
- Ballot box labels with voting station name or number;
- Sealing equipment to seal ballot boxes;
- Ballots (Chief Elected Official, Councillor, School Trustee, Question/Bylaw);
- Bibles (1 per station);
- Pencils (minimum of 1 per voting compartment);
- Pens for election officials;
- Sharpies;
- Rulers;
- Scissors;
- Tape or sticky tack;
- Extension Cords (if using voting machines);
- Directional signage;
- Municipal Maps;
- Summary of acceptable forms of identification;
- Voting compartments;
- Tables and chairs;
- *Local Authorities Election Act* (minimum of 1 per voting station);
- Election Procedural Manual;
- Contact information for Alberta Municipal Affairs;
- Envelopes labelled and prepared for:
 - Valid ballots;
 - Valid ballots objected to;
 - Rejected ballots;
 - Spoiled ballots;
 - Unused ballots; and
 - The voting Register.
- Printed Forms;
 - Oath of Returning Officer (should already be completed) (Form 1)
 - Statement of Deputy Returning Officer, Enumerator, and Constable (Form 1A)
 - Instructions for Electors (Form 7)
 - Voting Register – Local Jurisdictions (Form 8)
 - Voting Register – Summer Villages (if applicable) (Form 8 SV);
 - Presiding Deputy’s Certification (Form 9);
 - Statement of Scrutineer or Official Agent (Form 10);
 - Statement of Interpreter (Form 11);
 - Note of Object to a Ballot (Form 12); and
 - Ballot Account Form (Form 13).