

ELECTION DAY

Monday, October 18, 2021

CEO - Chief Elected Official  
RO - Returning Officer  
SRO - Substitute Returning Officer  
DRO - Deputy Returning Officer  
EA - Elections Alberta  
MGA - Municipal Government Act  
LAEA - Local Authorities Election Act  
EDB - Elections Database  
ASEA - Alberta Senate Elections Act

*Adjust appropriately when dates fall on statutory holidays or weekends (per Interpretation Act)*

Recommended Preliminary Actions

*Obtain the latest copies of the Local Authorities Election Act (LAEA), Municipal Government Act (MGA), Education Act (EA), Alberta Senate Elections Act (ASEA), Referendum Act*

*Provide prospective candidate packages (if applicable) – see Returning Officer Handbook for examples of items to include.*

*Ensure RO, SRO & all DROs have subscribed to the prescribed oath/statement prior to performing any duties such as receiving nomination papers*

*School divisions are required to take certain actions under sections 76 and 260 of the Education Act before Dec. 31, 2020.*

**Activities that are shaded grey represent mandatory activities**

This resource is designed to supplement the LAEA and the MGA and the dates and deadlines prescribed within. It is **not** designed to be a substitute for the relevant legislation or for legal advice. It should be reviewed throughout the duration of the election year to ensure adequate time for the resolutions and bylaws to be passed by councils.

For further information, please contact a municipal advisor at 780-427-2225 (toll-free in Alberta by dialing 310-0000) or email: [ma.lgsmail@gov.ab.ca](mailto:ma.lgsmail@gov.ab.ca).

LAEA Section	Date	Options - Statutory Deadlines	Additional Information
MGA 144, 606, 231	Thursday, December 31, 2020	Deadline to pass a bylaw to change number of councillors	<i>Include time for advertising requirements and petitioning period</i>
MGA 149, 606, 231	Thursday, December 31, 2020	Deadline to change the division or ward system	<i>Include time for advertising requirements and petitioning period</i>
MGA 151, 606, 231	Thursday, December 31, 2020	Deadline to change the manner in which the CEO is elected/appointed	<i>Include time for advertising requirements and petitioning period</i>
27(2)	Thursday, December 31, 2020	Deadline to pass a bylaw to specify minimum number of electors to sign nomination of a candidate for office	<i>Applies to jurisdictions with populations over 10,000</i>
28(1.1)	Thursday, December 31, 2020	Deadline to establish one or more locations where nominations can be received	<i>In addition to local jurisdiction office</i>
53.01, 53.1, 231	Saturday, March 20, 2021	Deadline to pass bylaw for additional number and types of identification to verify name and address of an elector	<i>At least <b>6 months</b> before Nomination Day; requires advertising</i>
13(1), 13(2.1)	Wednesday, June 30, 2021	Deadline to appoint RO & SRO	<b>Prior to June 30</b>
37(3)	Wednesday, June 30, 2021	Deadline to pass a bylaw allowing RO to designate more than one voting station for each subdivision	<b>by June 30</b>

46(2), 46(2.1)	Wednesday, June 30, 2021	Deadline to pass a bylaw allowing voting stations to open prior to 10 a.m.	<b>Prior to June 30</b>
78(4.1)	Wednesday, June 30, 2021	Deadline to pass a bylaw for blind elector template if requested by elector	<i>Must specify when the blind elector template is available and how the municipality will notify electors of its availability</i>
85.1(4)	Wednesday, June 30, 2021	Deadline to pass a bylaw to allow RO to count special ballots, advance vote ballots, and institutional ballots no earlier than 7:30 pm	<i>In accordance with bylaw made under s.84(1)</i>
43(3)	Wednesday, August 18, 2021	Deadline to pass a bylaw to authorize the printing of ballots in lots	<i>No later than <b>2 months</b> prior to Election Day</i>
29(1)	Saturday, August 21, 2021	Deadline to pass a bylaw requiring every nomination be accompanied with a deposit in the amount fixed by bylaw	<i>Not fewer than 30 days before nomination day; recommended bylaw be passed before Jan. 1, 2021</i>
33	Sunday, September 19, 2021	Deadline to pass bylaw to discontinue an election for an office for which a candidate has died	<b>Prior to Nomination Day</b>
77.1(2)	Sunday, September 19, 2021	Deadline to pass resolution to provide for special ballots and methods by which application may be made	<b>Prior to Nomination Day</b>

**Options - Dates Not Legislated**

36	No legislated date	Council may pass a resolution to divide the local jurisdiction into voting subdivisions	<i>Cannot alter between time of giving notice of election day and the election day</i>
49	No legislated date	Council may pass a bylaw to provide for a permanent electors register	
50, 51	No legislated date	Council may pass a bylaw to authorize the compiling of a list of electors	<i>Requires enumeration of electors residing in each voting subdivision or ward</i>
73	No legislated date	Council may, by resolution, provide for an advance vote (for jurisdictions with populations under 5000)	<i>For jurisdictions with populations less than 5000</i>
77.2(3.1)	No legislated date	Council may set a time and date earlier than the closing of the voting station on election day for when an outer envelope must be received by RO	<i>May be done by resolution</i>
78(4.2)	No legislated date	Council may pass a bylaw setting out the blind elector template even if no request is made	<i>Must specify when the blind elector template is available and how the municipality will notify electors of its availability</i>
79	No legislated date	Council may, by resolution, provide for electors with physical disabilities to vote at home	<i>During the hours an advance voting station is open or other times as may be fixed by resolution</i>
80	No legislated date	Council may, by resolution, provide for one or more institutional voting stations	<i>Post notice in institution <b>not fewer than 2 days</b> before the day on which the vote is to be taken</i>

84	No legislated date	Council may pass a bylaw to provide for the use of voting machines, vote recorders or automated voting systems	<i>Requirement to print a sufficient number of senate ballots to meet s. 18 of the ASEA.</i>
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		Recommended/Required Actions	
		<i>Obtain the latest copies of the LAEA, MGA, Education Act, Alberta Senate Elections Act, Referendum Act</i>	
16(1) & 16(2)	As early as possible	RO to complete prescribed oath and every deputy to subscribe to prescribed statement	<i>No legislated date, must occur before undertaking any election activities; Form 1</i>
		<i>Order election supplies, other than ballots</i>	
25(2), 28(1)	Friday, January 1, 2021	<b>Nomination Period begins</b>	<i>Persons can submit nominationw at the local jurisdiction office at any time until 12 p.m. nomination day</i>
	Wednesday, March 31, 2021	Submit "Municipality Details for Senate Election" Form to Elections Alberta (through EDB)	<i>Where information is not yet known, leave section blank and re-submit <b>by June 30</b></i>
162(1)(e), 163	Saturday, May 1, 2021	Start of "election advertising period" in which local jursidictions must maintain a register of third parties who engage in election advertising	<i>\$1,000 threshold for incurring advertising expenses &amp; contributions</i>
22(5), 22(5.1)	Thursday, July 1, 2021	Earliest date a municipal/school employee wishing to be nominated may notify the employer that they are taking a leave of absence	<i>Until the last working day prior to nomination day that the person is taking a leave of absence</i>
		<i>Determine staffing requirements for voting stations, hiring process and payment schedule.</i>	
		<i>Consider local newspaper advertising deadlines to publish Notice of Nomination Day (if advertisement bylaw has not been passed)</i>	
26(1), 158.1	Monday, September 6, 2021	Notice of Nomination Day advertisement (first week)	<i>Use methods in advertising bylaw, if applicable</i>
26(1), 158.1	Monday, September 13, 2021	Notice of Nomination Day advertisement (second week)	<i>May mail or deliver notice to every residence if not using newspaper or an electronic method in advertising bylaw</i>
25	Monday, September 20, 2021	<b>Nomination Day</b>	<i>Nomination period closes at 12 noon</i>
35		If, at close, the number of nominations = number of offices, RO declares persons elected	<i>Notify DM via Elections Database or by emailing a signed statement to LGS.Update@gov.ab.ca</i>
31		If insufficient nominations, adjourn to the next day between 10 am and 12 pm	<i>Continue to adjourn for <b>up to 6 days</b> in same manner; notify relevant Minister if still insufficient</i>

32	Tuesday, September 21, 2021	Candidate may withdraw their nomination in writing, in person, until 12 pm	<i>If more than the required number of candidates for any particular office are nominated</i>
28(8)	Tuesday, September 21, 2021	RO to forward a signed statement showing the name of each nominated candidate to the relevant DM	<i>Through the Elections Database or by emailing a signed statement to LGS.Update@gov.ab.ca</i>
28(10)	Wednesday, September 22, 2021	RO to post at the local jurisdiction office the names of all candidates that have been nominated and the offices for which they were nominated	<i>Within <b>48 hours</b> of close of nominations on nomination day</i>
<i>Order ballots</i>			
<i>Post information provided by Elections Alberta, including the election proclamation (returning office)</i>			
35, 158.1	Monday, October 4, 2021	Notice of Election Day advertisement (first week)	<i>Use methods in advertising bylaw, if applicable; include election details for senate election (Form 6SE)</i>
35, 158.1	Monday, October 11, 2021	Notice of Election Day advertisement (second week)	<i>May mail or deliver notice to every residence if not using newspaper or an electronic method in advertising bylaw</i>
74, 35	As early as possible	Notice of Advance Vote - date , hours & locations (mandatory for jurisdiction with populations over 5000 to hold advance vote)	<i>At least <b>one week</b> before date set for advance vote; see s. 35 for requirements</i>
<i>Begin to assemble supplies for DROs</i>			
<i>Training for advance vote DROs and other officials should be held at least 2 day before the first advance vote</i>			
16(2)	On or before advance vote and/or election day	Ensure all DROs and constables have subscribed to the prescribed statement prior to performing any duties	<i>Form 2</i>
73	Saturday, October 16, 2021	Last day to hold an advance vote, if applicable	<i>Required for jurisdictions with population over 5000</i>
11	Monday, October 18, 2021	<b>Election Day</b>	<i>Voting hours are from 10 a.m. to 8 p.m. unless earlier opening provided for by bylaw</i>
98	Wednesday, October 20, 2021	Deadline to receive a request for a recount (4 p.m.)	<i><b>Within 44 hours</b> immediately following the closing of the voting stations</i>
98(5)	Friday, October 22, 2021	Complete recount, if required, by 12 noon	
97	Friday, October 22, 2021	Announce and post statement of the results, send signed statement to relevant Deputy Minister	<i>12 noon on the 4th day after election day; send statement via EDB or LGS.Update@gov.ab.ca</i>
30	no legislated date	Return nomination deposits to candidates, as applicable	<i>See section 30</i>

	Tuesday, October 26, 2021	Complete & submit official tabulation of Senate Election results	<i>Through MA Connect - Elections Database</i>
MGA 192	Monday, November 1, 2021	Last day to hold organizational meeting	Not later than <b>2 weeks after 3rd Monday in October</b>
103	Saturday, November 6, 2021	Last day for an elector to request a judicial recount	At any time <b>within 19 days</b> after the close of the voting stations of election day
101(1)	Monday, November 29, 2021	First day to destroy election materials (unless ruled otherwise by a judge); does not apply if composite tabulator ballots were used	<i>At least <b>6 weeks</b> from day of voting; note different retention timelines for ASEA material and LAEA material</i>
101(2)	Monday, January 10, 2022	Last day to destroy election materials (unless ruled otherwise by a judge); applies if composite tabulator ballots were used	<i>No later than <b>12 weeks</b> after voting day</i>
		<i>A reminder may be sent to all candidates regarding the requirement to file the Campaign Finance and Disclosure statement before March 1, 2022</i>	
147.4	Tuesday, March 1, 2022	Last day for candidates to file the Campaign Disclosure and Financial Statement	<i>A candidate who has incurred campaign expenses or received contributions of \$50 000 or more shall also file a review engagement</i>