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**NOTICE OF NOMINATION DAY  
AND  
ELECTIONS DATABASE INFORMATION**

**NOMINATION DAY – SEPTEMBER 18, 2017**

Section 26(1) of the *Local Authorities Election Act (LAEA)* requires returning officers to give notice of nomination day in the prescribed form (Form 2 of the *LAEA Forms Regulation*). This must be done by:

- publishing a notice at least once a week in each of the 2 weeks before nomination day in a newspaper or other publication circulating in the area; or
- mailing or delivering a notice to every residence in the local jurisdiction at least one week before nomination day.

Notices must be published the week of September 4, 2017 and September 11, 2017, or mailed / delivered to every residence by September 11, 2017.

A copy of Form 2, being the Notice of Nomination Day, can be found at the ministry website: <http://www.municipalaffairs.alberta.ca/election-forms>

**NOTE:** The forms posted on the website are published in PDF format unless otherwise noted. Adobe Reader 9.1 or higher is required to view these forms. If you get an error when opening the forms in Chrome or Firefox, we recommend that you download the forms by right clicking the link and click "Save Link As". You should be able to open the forms from the saved location. Alternatively, you may use Internet Explorer to access the forms.

**SUBMISSION OF CANDIDATE NOMINATION INFORMATION**

All municipalities are required to submit a copy of the completed Candidate Nomination Information Form by the end of business day on Tuesday, September 19, 2017. The following options are available for reporting the information to Alberta Municipal Affairs.

1. Elections Database (EDB): Municipal Affairs would like to encourage Returning Officers to use the EDB for reporting election nomination information.

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Access to the EDB is available through MAConnect, the web portal that provides external stakeholders secure access to Municipal Affairs' key business applications. MAConnect can be found at <http://www.maconnect.alberta.ca>.

Municipalities that have not previously used MAConnect will have to enter into a Stakeholder Agreement before requesting access to the EDB. To request a Stakeholder Agreement, please contact [MAConnect@gov.ab.ca](mailto:MAConnect@gov.ab.ca) or call toll free by dialing 310-0000 then (780) 427-3895.

Municipalities that currently have access to the EDB are encouraged to login to the EDB to enter the returning officer information located under the "Elections Details" tab and the candidate information under the "Candidates" tab. Once the candidate nomination information has been entered into the EDB, the system will generate your completed Candidate Nomination Information Form.

If you require assistance on the EDB, please contact a Municipal Information Advisor toll free by dialing 310-0000 then (780) 427-2225.

2. Fillable Candidate Nomination Information Form: Municipalities also have the option of using the fillable Candidates Nomination Information Form (MA1332) found at the ministry website: <http://www.municipalaffairs.alberta.ca/election-forms>.

When using this method, please attach and email the pdf document to [lgs.update@gov.ab.ca](mailto:lgs.update@gov.ab.ca).

Signed, dated and completed forms can be submitted by:

- Email: [lgs.update@gov.ab.ca](mailto:lgs.update@gov.ab.ca);
- Fax: 780-420-1016; or
- Mail: Alberta Municipal Affairs  
17th floor, Commerce Place  
10155 - 102 Street  
Edmonton, AB T5J 4L4