

INTRODUCTION

This manual has been developed to assist you in conducting an election in accordance with the *Local Authorities Election Act* and its amendments. All references to sections of the Act in this manual are to the *Local Authorities Election Act* as amended unless otherwise stated.

Please ensure that you have a copy of this Act. Copies can be purchased at the Queen's Printer Bookstore, located at 10611 98th Avenue, Edmonton or from the website at www.qp.alberta.ca/.

The information has been arranged in sequence, in the order that events occur during the election process -

- * Before Nomination Day
- * During Nomination Day
- * In Preparation for Election Day
- * During Election Day
- * After Election Day

As well, this manual provides information on by-elections, votes on bylaws and questions to the electors for their approval, and the powers of the Ministers and the Lieutenant Governor in Council. We have also provided copies of forms and regulations.

As the manual has no legislative sanction, **we strongly recommend that you review the *Local Authorities Election Act* and other relevant statutes and regulations.** During your review, special attention should be given to the sections dealing with controverted elections, and offences and penalties, as these matters have not been included in the contents of the manual.

For those of you involved in conducting an election for a summer village please note that some different rules apply. For convenience, this information has been referenced in the appropriate locations throughout the manual.

To assist you in locating relevant sections of the Act, section numbers have been referenced opposite subject headings.

We wish each one of you a smooth running, problem-free election. If you require assistance or clarification, please contact the Capacity Building Unit at (780) 427-2225.

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