

Information Bulletin 04/2025

Nomination Day & Elections Database Information

NOMINATION DAY – SEPTEMBER 22, 2025

Candidates were able to submit nomination papers as early as January 1, 2025, but must have them in by noon, September 22, 2025 (referred to as Nomination Day), in order to run in the municipal election.

New for this election is the requirement for candidates to submit their notice of intent to become a candidate. Candidates who have not already submitted this notice are required to do so at the same time they submit [Form 4 – Nomination Paper and Candidate's Acceptance](#) and [Form 5 – Candidate Financial Information](#). Please refer to sections 147.22 and 147.221 of the *Local Authorities Election Act* (LAEA) for notice of intent requirements and disclosure.

Also new for this election is the ability of candidates to withdraw within 24 hours after the close of the nomination period (by 12 noon on Tuesday, September 23, 2025), even if this creates an insufficient number of nominations for that office (per LAEA s.32). If an insufficient number of nominations occurs this way, the municipality would be required to follow the process under LAEA s.31.

Please note that LAEA sections 31 and 34 have also undergone changes for this election. A nominations fact sheet explains these amendments in more detail and is located at [Local Authorities Election Act Change Summary: Nominations](#).

Notice of Nomination Day

Section 26(1) of the LAEA requires returning officers to give notice of nomination day in the prescribed form (Form 3 of the LAEA Forms Regulation). This must be done by one of the following methods:

- publishing a notice at least once a week in each of the two weeks before nomination day in a newspaper or other publication circulating in the area;
- mailing or delivering a notice to every residence in the local jurisdiction at least one week before nomination day; or
- the method or methods for advertising authorized by a bylaw passed in accordance with section 606.1 of the *Municipal Government Act* (MGA) (if applicable).

If using one of the first two methods, notices must be published the week of September 8, 2025 and September 15, 2025, or mailed or delivered to every residence by September 15, 2025. Once notification has been provided by at least one of these methods, the returning officer may publish, mail and deliver additional notices, and/or give notice by any other method, as many times as considered appropriate.

Form 3 (Notice of Nomination Day) is available at: www.alberta.ca/municipal-election-forms.aspx

NOTE: Fillable PDF forms do not open properly on some mobile devices and web browsers.

1. Save the PDF form to your computer – click or right-click the link and download the form.
2. Open the PDF form with Adobe Reader (latest version available at <https://get.adobe.com/reader/>). Fill it in and save it.

If you have any questions about the requirements for nomination day, please call 780-427-2225 (toll-free in Alberta by dialing 310-0000 first) or email ma.advisory@gov.ab.ca.

Submission of Candidate Nomination Information

All municipalities are required to submit candidate nomination information by the end of business on Tuesday, September 23, 2025 through the Elections Database (EDB).

Municipalities may access the database through [MAConnect](#), the web portal that provides external stakeholders secure access to Municipal Affairs' key business applications. Municipalities that do not have a stakeholder administrator 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 or call toll-free by dialing 310-0000 then 780-427-3895. All returning officers should contact their MAConnect Stakeholder Administrator to obtain access to the EDB.

Returning officers are encouraged to log into the EDB to enter the returning officer information located under the "Elections Details" tab and complete the Electoral System tab. Returning officers will not be able to enter candidates until these two tabs have been completed.

Municipalities can enter candidate information under the "Municipal Candidates" tab. Once the candidate nomination information has been entered, municipalities are required to finalize candidates within 24 hours after the close of nominations. A completed Candidate Nomination Information Form can be generated by using the "print" button on the Municipal Candidate screen. Finalizing the nominations in the database replaces the need to submit a Candidate Nomination Information Form.

If you require assistance using the EDB, please review our instructional videos located on the [Municipal Elections website](#). The videos provide step-by-step instructions from how to get started on the Elections Database to completing and submitting your election results. You can also contact a Municipal Information Advisor toll-free by dialing 310-0000 then 780-427-2225.

Returning officers must ensure the names of the candidates that have been nominated and the offices for which they have been nominated are posted at the local jurisdiction office by 12:00 p.m. on Wednesday, September 24, 2025.

Note: School divisions must submit their candidate nomination information to the Deputy Minister of Education. Please visit [School board elections | Alberta.ca](#) for more information.

Local elections manuals, samples, and webinars have now been updated to reflect all amendments to the LAEA that came into effect on May 15, 2025.

Modules 1 to 8 of the returning officer manual, samples, and the training videos are available at [Municipal elections – Overview | Alberta.ca](#)
