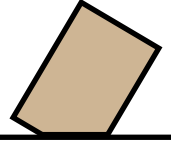


ROCKY VIEW COUNTY Election 2025



Nomination Checklist for Candidates

Review the following information to assist with your 2025 Election Candidate registration:

1. Complete Required Forms

- Form 4 – Nomination Paper and Candidate's Acceptance

Form 4 must be signed by a Commissioner of Oaths OR Notary Public for Alberta OR the Returning Officer / Delegate.

- Form 5 – Candidate Information

Include banking information. Do not use personal banking information.

- Form 29 – Notice of Intent

Form 29 must be completed for candidates to accept campaign contributions or incur campaign expenses.

- Candidate / Official Agent Communications Consent Form (*optional*)

2. Obtain Five Signatures

- Persons signing the candidate's nomination form must:

- Be at least 18 years old
- Be a Canadian citizen
- Reside in Alberta
- Reside in Rocky View County and the electoral division that the candidate is being nominated for on the date of signing the nomination

- Original hand written signatures are required. Digital signatures will not be accepted.

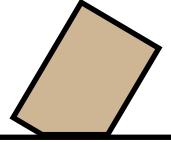
**It is advisable to have more than the minimum number required of electors sign the form in case one or more signatures are not eligible to nominate. The back of the nomination form may be used.*

3. Provide a Deposit

- \$100 for councillor candidates

- Deposit must be in the form of cash, certified cheque, credit card, or debit.
- Personal cheques are NOT accepted.

ROCKY VIEW COUNTY Election 2025



4. Criminal Record Check

- Obtain and provide a criminal record check
 - The criminal record check must have been completed within the previous six months from the date that the candidate files their nomination papers.
 - It must be completed by a police service operating in Alberta, such as the Royal Canadian Mounted Police or Calgary Police Service. Criminal records checks will not be accepted if they are conducted by a third-party criminal record check provider.

5. Notice of Intent

- Form 29 – Notice of Intent
 - The *Local Authorities Election Act* requires all candidates to file a notice of intent with Rocky View County in order to accept campaign contributions or incur campaign expenses.
 - It is an offense under the *Local Authorities Election Act* to accept campaign contributions or incur campaign expenses without first filing a notice of intent.

6. File your nomination with Rocky View County before noon, September 22, 2025

- Form 4 – Nomination Paper and Candidate's Acceptance
- Form 5 – Candidate Information
- Candidate / Official Agent Communications Consent Form (*optional*)
- \$100 deposit
- Criminal Record Check
- Form 29 – Notice of Intent
- Schedule an appointment to submit nominations
 - Candidates must submit their nominations in person at County Hall:
262075 Rocky View Point, Rocky View County, AB
Business hours: Monday – Friday, 8:00 a.m. to 4:30 p.m.
 - To book an appointment, phone 403-230-1401 or email elections@rockyview.ca.

Disclaimer: The information provided in candidate documents is provided for the convenience of reference only. Candidates are subject to further requirements in the *Local Authorities Election Act* and *Rocky View County's Election Bylaw*. Candidates are advised to refer to the Act and obtain legal advice regarding the full extent of their obligations.