

# NOMINATION PACKAGE INSTRUCTIONS

## Completing Your Nomination Package

The checklist below serves as Instruction for all candidates submitting their nomination packages. Make sure to complete and include all the forms listed below:

### Section A: Candidate Information.

- Ensure that you list your residential address, along with your mailing address (if it is different).
- Pay attention to the “Name as Shown on Ballot” if you go by a name that differs from your legal name.

### Section B: Candidate Requirements

- These sections will need to be included as attachments.
  - A deposit paid by cash, certified cheque or bank and/or postal money order, *if applicable*.
    - Deposit amount for Provincial, Citizens’ Representatives & District Captains is **\$200.00**, and for Youth Representatives is **\$100.00**.
    - Certified cheques, bank drafts or money orders must be made out to *Métis Nation of Alberta*.
    - The deposit can be paid from your personal funds or from your candidate campaign bank account.
    - Personal cheques cannot be accepted for the candidate’s deposit.
  - A photocopy of government-issued photo ID showing residential address, or other proof of residential address and photo ID.
  - A Criminal Record Check (completed in the last 30 days), *if applicable*.

### Section C: Electors Consenting to Candidacy Form.

- The Chief Electoral Office must validate all signatures received. All signatures must be original/”wet”. Digital/photocopied signatures will **not** be accepted.
- It is recommended that candidates collect additional signatures than what is required, to ensure you have collected enough valid signatures.
- Citizens can sign nomination papers for more than one candidate, even if they are running for the same position.
- Each Citizen running for a position within the Otipemisiwak Métis Government must acquire signatures from Métis Citizens residing in Alberta or from the district in which the Citizen is running.
  - President, Women’s Representative & Youth Representative- requires min. 150 signatures
  - Citizens’ Representatives, District Captains & District Councillors – requires min. 10 signatures

### Section D: Candidate Declarations

- Please ensure that you have read and understood the declaration in Section 1, and what is required of you as a candidate. Any questions about the Election Law can be directed to the Chief Electoral Officer.
- This document must be signed in front of, and by a Commissioner of Oaths.
- If you are unsure where to find Commissioner of Oaths services (sometimes this is offered free of charge by elected officials like MLAs or MPs), please contact the OCEO. Our staff would be happy to provide some suggestions for you.

# NOMINATION PACKAGE INSTRUCTIONS

## ***Submitting Your Nomination Package***

- All packages **must** be submitted by **5:00 pm on the due date noted on the Notice of Vote**. Any packages received after this deadline cannot be accepted. The Notice of Vote can be found on the Office of the Chief Electoral Officer website at [metiselectionsab.com](https://www.metiselectionsab.com).
- All nomination packages are required to have original/"wet" candidate signatures.
- Packages must be mailed, couriered, or dropped off to the Office of the Chief Electoral Officer.  
Office of the Chief Electoral Officer  
12304 111 Ave NW  
Edmonton, AB, T5M 2N4
- The OCEO cannot accept any nomination packages via email.
- Ensure that you have thoroughly reviewed the Checklist and instructions that you have all required documentation and information submitted. **Incomplete packages will not be accepted.**

## ***Next Steps (after submitting a package):***

- No later than one week after the nomination package deadline, the Chief Electoral Officer will send a letter (via email and post) announcing whether you have been accepted as a candidate. If your nomination package isn't accepted, the letter will explain why.
- All nominees who have been accepted will be announced as Certified Candidates via Public Notice.
- If your nomination has been accepted, you will receive a Candidate Guide, along with forms that you will require. Be sure to pay attention to which forms are required back immediately, and to ensure that you have a plan in place for forms that are required after the election.

If you have any questions, require any advice or help, please don't hesitate to contact the OCEO. We are here to help!



## **Position Overview**

### **CONSTITUTIONAL RESPONSIBILITY OF DISTRICT COUNCIL**

The authority and responsibility of District Councils extends to the following matters:

- (a) the operation of the District Council, including the holding of meetings, elections, financial management, accountability, and reporting to Citizens residing in the District;
- (b) administration of the business of the District Council;
- (c) the conduct of consultation and accommodation with the Crown, industry, and other Indigenous groups on behalf of the Citizens residing in the District regarding their rights, claims, and interests;
- (d) environmental monitoring in relation to the District;
- (e) repatriation, ownership, and management of lands for the use and benefit of the Citizens residing in the District;
- (f) overseeing Institutions to develop and deliver programs and services for the benefit of the Citizens residing in the District;
- (g) consulting with Citizens within the District regarding and voting on ratification of any modern-day treaty or land claims agreement with the Crown;
- (h) authority and responsibility regarding specified matters as delegated by the Citizens' Council; and instituting and amending policies in relation to the above listed matters provided that such policies are consistent with Otipemisiwak Métis Government laws.

A District Council:

- (a) must consist of a District Captain, a District Secretary, and a District Treasurer; and
- (b) may include additional District Councillors, as provided for in the District Council's Bylaws.

***Unless otherwise provided for in the Bylaws, the District Captain must appoint District Councillors to the roles of District Secretary and District Treasurer within 30 days after the election for the District Council.***

The District Secretary must:

- (a) issue notices of all District Council Meetings;
- (b) keep or cause to be kept minutes of all District Council Meetings;
- (c) be the custodian of all books and documents of the District Council;
- (d) have custody of the seal of the District Council; and
- (e) perform such other duties as may be determined by the District Councillors or perform any other duty assigned to them under the District's Bylaws or an Otipemisiwak Métis Government Law.

The District Treasurer must:

- (a) keep or cause to be kept a full and accurate account of receipts and disbursements and books belonging to the District Council;
- (b) deposit or cause to be deposited all monies and other valuables or effects in the name and to the credit of the District Council in such chartered banks or other financial institutions as designated by the District Councillors;
- (c) review all expenses of District Councillors; and
- (d) perform such other duties as may be determined by the District Councillors or perform any other duty assigned to them.

### **TIME COMMITMENT**

This is a part-time, elected role with a 4-year, staggered term under the Election Law. This role requires the ability to travel and there may be additional time required as needed, based on the work of the Otipemisiwak Métis Government.

### **RENUMERATION AND EXPENSES**

A District Councillor may be reimbursed for reasonable travelling expenses for attending business of the District Council, meetings of the District Councillors, and any Annual or Special District Gathering, and all travelling expenses must be reviewed and approved by the District Treasurer.



**Section A - Candidate Information (Mandatory)**

**CANDIDATE INFORMATION**

Prefix	First Name(s)	Last Name	Métis ID Number
Residential Street Address		City	Province
Postal Code			
District	Email	Phone Number	Date of Birth (YYYY/MM/DD)

District Role

District Councillor       Youth Councillor

Sub-District Councillor       Senior Councillor       Other \_\_\_\_\_

Are you currently employed by the MNA, an MNA Region, MNA Local, or MNA Affiliate (i.e., Rupertsland Institute, Métis Housing, etc.)?  Yes  No

**NAME AS SHOWN ON BALLOT**

First Name(s)	Last Name
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**MAILING ADDRESS - same as residential address**

Address or PO Box	City	Province	Postal Code
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**Section B - Candidate Requirements (Mandatory)**

**GOVERNMENT ISSUED IDENTIFICATION**

*Required per Section 21(1) of the District Councils Act.*

Check this box to confirm you have attached a photocopy of government-issued photo ID showing residential address, or other proof of residential address and photo ID.

**NOMINATION SIGNATURES**

*Required as per Section 36 (3)(b) of the Elections and Referenda Act, and section 17(2) of the District Councils Act*

Check this box to confirm you have attached Section C (Section C – Electors Consenting to Candidacy Form) with a minimum of ten (10) signatures.

**SIGNED DECLARATIONS**

Check this box to confirm that you have attached your signed Candidate Declarations.

**Section B - Candidate Requirements (If required)**

*This section does not apply to all District Councils. Please refer to your District's bylaws or contact the Office of the Chief Electoral Officer to confirm if a criminal record check is required for your District.*

**CRIMINAL RECORD CHECK**

Check the box to confirm you have attached a copy of a recent criminal record check (completed in the last 30 days) to this registration.





**Section D – Candidate Declarations – District Councillor (Mandatory)**

**1. DECLARATION OF CANDIDACY**

I, the undersigned, am aware of my obligations under the Election Law, and do hereby solemnly declare that:

1. My name (including any name I wish to appear on the ballot), my address, and occupation are as stated in the previous sections;
2. I designate the residential address in this *Candidate Nomination Form* as the address for the service of process and papers under the Election Law;
3. I understand the permitted uses of the list of voters and will maintain the confidentiality of the information on the list of voters;
4. I understand that by running for District Councillor, I am unable to run for any other current position(s) under the Election Law.
5. I understand that I must file a Candidate Campaign Financial Declaration within 60 Days after the Election.

I further state that:

1. I consent to the nomination;
2. I am a Citizen who is eligible to vote under the Election Law;
3. I am 18 years of age or older on the closing of the voting;
4. I have been ordinarily resident in the District in which I am seeking election at least 90 days;
5. I have no financial debt owing to the Otipemisiwak Métis Government or its affiliates that is more than 30 days in arrears.

**2. DECLARATION OF NOT BEING REGISTERED WITH THE DEPARTMENT OF CROWN INDIGENOUS RELATIONS**

I declare that I am not currently registered with the Department of Crown Indigenous Relations.

**3. STATUTORY DECLARATION: NOT ON AN INDIAN REGISTRY / BAND LIST**

This information is being collected for the purpose of securing nomination as a candidate for District Councillor under the Elections and Referenda Act of the Otipemisiwak Métis Government. This information will be securely stored under the control of the Métis Nation of Alberta. It is protected from disclosure to unauthorized persons or agencies pursuant to the provisions of the Personal Information Protection Act. Under the Act, I have the right to request access to my personal information held by the Métis Nation of Alberta and to request corrections should I believe the information contains errors or omissions.

In the matter of securing nomination as a candidate for District Councillor during an Otipemisiwak Métis Government Election and in the matter of non-registration on the Indian Registry System and/or Band List, I solemnly declare that I am not registered on the Indian Registry System, pursuant to the Indian Act, and/or a Band List, and that I will immediately inform the Métis Nation of Alberta should I become registered on the Indian Registry System pursuant to the Indian Act and/or a Band List.

I hereby consent to a search of the Indian Registry System to determine if I am listed therein. I authorize the Métis Nation of Alberta to request such a search on my behalf, to release to the Indian Registry System the information necessary for such a search to be conducted, and to be given the results thereof.

I make these declarations conscientiously believing it to be true and knowing that it has the same force and effect as if made under oath.

City/Town/Hamlet	Signature of Declarant	Date
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Signature of Commissioner for Oaths
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