

NOMINATION PACKAGE CHECKLIST

To ensure your nomination package is complete, please review and complete this checklist. Submit it along with all required documents to the Returning Officer.

Checklist

I have reviewed the Candidate Information Package

Completed Nomination Forms

Notice of Intent (*disregard if previously submitted*)

Form 4 - Nomination Paper and Candidate's Acceptance

Form 5 - Candidate Financial Information

Other Requirements:

Certified criminal record check

\$100 nomination deposit (*may be paid by debit or credit card, money order, certified cheque, or cash, at time of package submission*)

How to submit your nomination package

Your nomination package must be filed with the Returning Officer at the Beaver County Services Centre before the close of nominations at noon on Nomination Day (Monday, September 22, 2025). The reception desk clock at the County Services Centre will serve as the official timekeeper.

You may file your nomination using one of the following methods:

- In person or through a representative. If filing before September 22, 2025, please contact the Returning Officer in advance to arrange an appointment.
- By mail, or
- Via the County's drop-box, provided the form is fully completed.

If submitting by mail or via the drop-box, the form must be fully completed and signed by a Commissioner for Oaths.

Important:

- Mailed nomination forms must be received by the County Office by noon on September 22, 2025. Forms received after this deadline, even if postmarked on or before September 22, will not be accepted.
- Faxed or emailed nomination forms will not be accepted.

Returning Officer, Margaret Jones, can be contacted at 780-663-3730 ext. 1016, or by selecting "Election" on our website [Contact Form](#).