



## TOWN OF CORONATION NOMINATION PACKAGE CHECKLIST

To ensure your nomination package for the Town of Coronation 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 (required prior to accruing campaign expenses or accepting campaign contributions)
- Form 4 – Nomination Paper and Candidate's Acceptance
- Form 5 – Candidate Financial Information

### How to Submit Your Nomination Package

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

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

1. **In person or through a representative:**
  - If filing before September 22, 2025, contact the Returning Officer in advance to arrange an appointment if required.
2. **By mail:**
  - Ensure the form is fully completed, signed by a Commissioner for Oaths, and received by the Town Office by noon on September 22, 2025.

### Important Notes

- Mailed nomination forms must be **received** by the Town 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.**

For inquiries, contact the Returning Officer, Quinton Wintfley, at 1-403-578-3679 or via the “2025 Municipal Elections” section on the Town of Coronation’s website information.