



2025 Municipal Election Candidate Information Package



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Disclaimer: This document is provided for reference purposes only. Candidates must comply with all requirements outlined in the Local Authorities Election Act. It is recommended that candidates consult the Act directly and seek legal advice to fully understand their responsibilities.

General Information

Thank you for your interest in the 2025 Municipal Elections and for considering serving in this important role. In Grimshaw, you have the opportunity to run for the position of Mayor or for one of six Councillor positions on Town Council. This information package contains key information geared for those interested in serving as an elected official for the Town of Grimshaw. If you have questions or need assistance, please contact the Returning Officer, Belinda Russell, at 780-332-4626 or via email at municlerk@grimshaw.ca.

Key Dates

- Nomination Period Begins: January 1, 2025
- Nomination Day (deadline to submit): Noon on Monday, September 22, 2025
- Deadline for Withdrawal of Nomination: Noon on Tuesday, September 23, 2025
- Advance Vote: TBD
- Special Ballot: TBD
- Election Day: Monday, October 20, 2025

Nomination Period

The nomination period for the 2025 general election begins on January 1, 2025, and runs until 12:00 p.m. on September 22, 2025 (Nomination Day). Nominations must be submitted at the Town of Grimshaw Administration Office in person by the candidate or by another person on behalf of the candidate.

Register of Candidates

The Register of Candidates is a record of all candidates who have given notice to the Town of Grimshaw that they intend to seek nomination for office in the next general election, as required by the Local Authorities Election Act. The Register of Candidates is posted at grimshaw.ca.

Eligibility

According to section 21 (1) of the Local Authorities Elections Act.

A person is eligible to be nominated as a candidate in any election if on nomination day they are:

- Eligible to vote in that election;
- At least 18 years of age
- A Canadian citizen
- A resident of Alberta & local jurisdiction on Election Day
- A resident of the local jurisdiction and the ward, if any, for six consecutive months immediately preceding nomination day, and;
- Not otherwise ineligible or disqualified (see Local Authorities Election Act s. 22)

Ineligibility

According to section 22 (1) of the Local Authorities Elections Act.

A person is not eligible to be nominated as a candidate in the election if on nomination day:

- The person is the auditor of the local jurisdiction for which the election is to be held;
- The person is an employee of the local jurisdiction for which the election is to be held unless the person takes a leave of absence;
- The person is indebted to the municipality of which the person is an elector for taxes in default exceeding \$50, excluding from that amount (i) any indebtedness for current taxes, and (ii) any indebtedness for arrears of taxes for which the person has entered into a consolidation agreement with the municipality, unless the person is in default in the payment of any money due under the agreement;
- The person is indebted to the local jurisdiction for which the election is to be held for any debt exceeding \$500 and in default for more than 90 days;
- The person has, within the previous 10 years, been convicted of an offence under the LAEA , the Election Act , the Election Finances and Contributions Disclosure Act or the Canada Elections Act (Canada).

Duties of Councillor and Mayor

Duties are as outlined under section 153 of the Municipal Government Act (MGA)

Councillor

- To consider the welfare and interests of the municipality as a whole and to bring to Council's attention anything that would promote the welfare or interests of the municipality;
- To promote an integrated and strategic approach to intermunicipal land use planning and service delivery with neighbouring municipalities;
- To participate generally in developing and evaluating the policies and programs of the municipality;
- To participate in Council meetings, Council Committee meetings, and meetings of other bodies to which they are appointed by the Council to obtain information about the operation or administration of the municipality from the Chief Administrative Officer or a person designated by the Chief Administrative Officer;
- to keep in confidence matters discussed in private at a Council or Council Committee meeting until discussed at a meeting held in public;
- to adhere to the Code of Conduct established by the Council under section 146.1(1);
- to perform any other duty or function imposed on Councillors by this or any other enactment or by the Council.

Mayor

In addition to performing the duties of a councillor, the Mayor has the following duties:

- preside when in attendance at a council meeting unless a bylaw provides that another councillor or other person is to preside
- perform any other duty imposed on a chief elected official by this or any other enactment or bylaw.

Time Commitment

You will be required to attend several meetings and events that include:

- Regular and Special Meetings of Council. Regular meetings are held on the second and fourth Wednesday of every month at 7:00 p.m.
- Meetings of other boards, committees and agencies to which you are appointed as a Council representative.
- Various other conferences, conventions, seminars and workshops for training and discussion.
- Social and other events promoting your municipality.

A Councillor must also spend time reading the agenda and preparing for meetings, as well as, speaking with members of the public, the Chief Administrative Officer and other parties related to the municipality. There may also be events in the community and area where Councillors receive invitations to attend. During their term(s), Councillors sit on a range of Boards & Committees important to Grimshaw and the surrounding region.

Oath of Office

Before taking part in your first Council meeting, you will be required to make and subscribe to the official oath. By the oath, you swear or declare that you will diligently, faithfully, and to the best of your ability, fulfill the duties of the office to which you have been elected. Oath of Office

Organizational Meeting

The first meeting of Council will be the Organizational Meeting. This marks the official commencement of your term of office and the completion of the previous Council's term. This meeting allows Council to address preliminary matters and appointing Councillors to the various committees and other bodies associated with Council. Following the adjournment of the Organizational meeting, the first regular meeting of Council will be convened and recorded as a separate meeting.



2025 Council Calendar

All Council Meetings Commence at 7:00pm in Council Chambers

January

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

RMA Spring Convention

April

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

■ Regular Council Meetings
■ STAT Holidays ■ Conferences

AB Municipalities Conference

RMA Fall Convention

Nomination Requirements

Every Candidate must complete and provide the following nomination papers to the Returning Officer by noon on September 22, 2025:

- Notice of Intent to Run (Page 9)
- Form 4 - Nomination Paper and Candidate's Acceptance (Page 10)
- Form 5 - Candidate Financial Information (Page 11)
- Minimum of 5 signatures from eligible electors in the Town of Grimshaw

Intent to Run

Anyone intending to run as a candidate in the 2025 Municipal Election must file a Notice of Intent. Prospective candidates can submit their Notice of Intent anytime from now until September 22, 2025. This notice may be filed either before or at the same time as the nomination papers. Candidates are only permitted to accept campaign contributions and incur campaign expenses after their Notice of Intent has been accepted by the Returning Officer and their name has been added to the Register of Candidates.

Written Acceptance

Form 4 contains a candidate's written acceptance and that be commissioned by the Returning Officer or a Commissioner for Oaths. To complete the candidate acceptance, the candidate must be familiar with the following sections of the LAEA:

- Section 21 - Qualification of Candidates
- Section 22 – Ineligibility • Section 23 & 23.1 – Disqualification of Candidate
- Section 27 – Form of Nomination
- Section 47 – Eligibility to Vote
- Section 68.1 – option for Official Agent
- Section 151 – Offence
- Part 5.1 - Election Finances and Contributions Disclosures

Filing Nomination Forms

Nomination papers must be completed using the prescribed forms from Alberta Municipal Affairs. Nomination papers must be filed in-person at the Town of Grimshaw Administration Office during regular business hours. You must sign the nomination paper in the presence of a Commissioner for Oaths or the Returning Officer at the Town of Grimshaw Administration Office. Email municlerk@grimshaw.ca or call 780-332-4626 for more information. Commissioner for Oaths services are also available through any law office.

Nomination Withdrawal

A person nominated as a candidate may withdraw as a candidate at any time during the nomination period and up to 24 hours after the close of the nomination period. However, as per LAEA Section 32(3) the Returning Officer shall refuse to accept further withdrawals if, after one or more candidates have withdrawn, the number of remaining candidates does not exceed the number of vacancies to be filled.

Training/Orientation

Newly elected Town Councillors are mandated to attend orientation sessions to prepare for their term of office on Council. Attendance at the orientation sessions is required by the Municipal Government Act.

Additional Information and Resources

[Town of Grimshaw Elections Website](#)

[Town of Grimshaw Strategic Plan](#)

[Town of Grimshaw Council Code of Conduct Bylaw 1188](#)

[Running for Office - by Alberta Municipalities](#)



Notice of Intent

Local Authorities Election Act (Section 147.22)

LOCAL JURISDICTION: _____, PROVINCE OF ALBERTA

Election Date: _____
date

I, _____, of

_____ complete address and postal code

intend to be nominated, or have been nominated, to run for election as a candidate in the

_____ name of local jurisdiction and ward, if applicable

I understand that by completing this form, I am declaring my intent to become a candidate as defined in the *Local Authorities Election Act*, which carries with it certain obligations and responsibilities.

Candidate Information

Title	Candidate Last Name	Candidate First Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Gender	Telephone Number	Email Address
<input type="text"/>	<input type="text"/>	<input type="text"/>

Address of place(s) where candidate records are maintained:

Name(s) and address(es) of financial institutions where campaign contributions will be deposited (if applicable):

Name(s) of signing authorities for each depository listed above (if applicable):

SWORN (AFFIRMED) before me at the _____
of _____, in the Province of Alberta, this _____
day of _____, 20 ____

Signature of Returning Officer or Commissioner for Oaths or Notary Public in
and for Alberta

Signature of Candidate

Commissioner for Oaths Stamp

RETURNING OFFICER'S ACCEPTANCE
Returning office signals acceptance by signing this form

Signature of Returning Officer

IT IS AN OFFENCE TO SIGN A FALSE AFFIDAVIT OR A FORM THAT CONTAINS A FALSE STATEMENT

The personal information collected through this form is for administering the election. This collection is authorized by section 33(c) of the *Freedom of Information and Protection of Privacy Act*. For questions about the collection of personal information, contact your local municipal office.



Nomination Paper and Candidate's Acceptance

Local Authorities Election Act
 (Sections 12, 21, 22, 23, 27, 28, 47,
 68.1, 151, Part 5.1)
Education Act (Sections 4(4), 74)

Note: The personal information on this form is being collected to support the administrative requirements of the local authorities election process and is authorized under sections 21 and 27 of the *Local Authorities Election Act* and section 33(c) of the *Freedom of Information and Protection of Privacy Act*. The personal information will be managed in compliance with the privacy provisions of the *Freedom of Information and Protection of Privacy Act*. If you have any questions concerning the collection of this personal information, please contact

Returning Officer 780-332-4626
 Title of the Responsible Official Business Phone Number

LOCAL JURISDICTION: Town of Grimshaw, PROVINCE OF ALBERTA

We, the undersigned electors of _____, nominate
 Name of Local Jurisdiction and Ward (if applicable)

_____ of
 Candidate Surname Given Names
 _____ as a candidate at the election
 Complete Address and postal code

about to be held for the office of _____
 Office Nominated for

of _____
 Name of Local Jurisdiction

Signatures of at least **5 ELECTORS ELIGIBLE TO VOTE** in this election in accordance with sections 27 and 47 of the *Local Authorities Election Act* and sections 4(4) and 74 of the *Education Act* (if applicable). If a city or a board of trustees under the *Education Act* passes a bylaw under section 27(2) of the *Local Authorities Election Act*, then the signatures of up to 100 electors eligible to vote may be required.

Printed Name of Elector	Complete Address and Postal Code of Elector	Signature of Elector

Candidate's Acceptance

I, the above named candidate, solemnly swear (affirm)

- THAT I am eligible under sections 21 and 47 (and section 12, in the case of summer villages) of the *Local Authorities Election Act* and sections 4(4) and 74 of the *Education Act* (if applicable) to be elected to the office;
- THAT I am not otherwise disqualified under section 22 or 23 of the *Local Authorities Election Act*;
- THAT I will accept the office if elected;
- THAT I have read sections 12, 21, 22, 23, 27, 28, 47, 68.1, and 151 and Part 5.1 of the *Local Authorities Election Act* and sections 4(4) and 74 of the *Education Act* (if applicable) and understand their contents;
- THAT I am appointing

Name, Contact Information or Complete Address and Postal Code and Telephone Number of Official Agent (if applicable)

as my official agent.

- THAT I will read and abide by the municipality's code of conduct if elected (if applicable); and
- THAT the electors who have signed this nomination paper are eligible to vote in accordance with the *Local Authorities Election Act* and the *Education Act* and resident in the local jurisdiction on the date of signing the nomination.

Print name as it should appear on the ballot

Candidate's Surname Given Names (may include nicknames but not titles, i.e., Mr., Ms., Dr.)

SWORN (AFFIRMED) before me

at the _____ of _____,

in the Province of Alberta,

this _____ day of _____, 20____.



Candidate's Signature

Signature of Returning Officer or Commissioner for Oaths
or Notary Public in and for Alberta
(Also include printed or stamped name and expiry date)



RETURNING OFFICER'S ACCEPTANCE

Returning Officer signals acceptance by signing this form

Signature of Returning Officer

**IT IS AN OFFENCE TO SIGN A FALSE AFFIDAVIT OR A FORM THAT
CONTAINS A FALSE STATEMENT**



Candidate Financial Information

*Local Authorities Election Act
(Section 27)*

Note: The personal information on this form is being collected to support the administrative requirements of the local authorities election process and is authorized under section 27 of the *Local Authorities Election Act* and section 33(c) of the *Freedom of Information and Protection of Privacy Act*. The personal information will be managed in compliance with the privacy provisions of the *Freedom of Information and Protection of Privacy Act*. If you have any questions concerning the collection of this personal information, please contact

Returning Officer
Title of the Responsible Official

780-332-4626
Business Phone Number

Candidate's Full Name

Candidate's Address and Postal Code

Address(es) of Place(s) where Candidate Records are Maintained

Name(s) and Address(es) of Financial Institutions where Campaign Contributions will be Deposited (if applicable)

Name(s) of Signing Authorities for each Depository Listed Above (if applicable)

Where there is any change in the above mentioned information, the candidate shall notify the local jurisdiction in writing within 48 hours of such changes by submitting a completed information form.