



2025 Election

Candidate Information & References

This guide is provided for your information only.

All relevant legislation should be consulted for all purposes of interpreting and applying the law.

Visit fortsask.ca/elections for up-to-date information

Revised September 15, 2025

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Introduction & Contact Information

The Candidate Information Package has been prepared to provide Candidates with a general overview of information needed to prepare for the upcoming municipal election. Please note that this document is intended to serve as a summary of important information but **is not** inclusive of all the information contained within the relevant pieces of legislation.

The Candidate Information Package is not a replacement for legal advice. It is the candidate's sole responsibility to be familiar and comply with applicable legislation and City bylaw. You can access an online version, or purchase physical copies, of the *Local Authorities Election Act* (LAEA) by contacting Alberta's Kings Printer at the website below.

Alberta King's Printer

Website: <https://www.alberta.ca/alberta-kings-printer>

References and Legislation

[Municipal Government Act](#) (MGA)

[Local Authorities Election Act](#) (LAEA)

[Alberta Municipal Affairs](#)

[Elections Bylaw C22-24](#)

The content of the information package is subject to change. Please visit the [City of Fort Saskatchewan Elections website](#) for more information and updates.

If you have any questions regarding this material or the election process, please contact:

Returning Officer	Substitute Returning Officer
Andrew Kaiser City of Fort Saskatchewan 10005 – 102 Street Fort Saskatchewan, Alberta T8L 2C5 T: 780-992-6584 Email: akaiser@fortsask.ca	Iryna Kennedy City of Fort Saskatchewan 10005 102 Street Fort Saskatchewan, Alberta T8L 2C5 T: 780-992-6248 Email: ikennedy@fortsask.ca
Fort Sask Elections & Legislative Services	
Email: elections@fortsask.ca	T: 780-992-6200

The City of Fort Saskatchewan conducts elections on behalf of Elk Island Public Schools and Elk Island Catholic Separate School Boards to elect their Trustees.

Elk Island Public School - Returning Officer

Karen Baranec

T: 780-417-8169

Email: EIPS Returning Officer using the [online contact form](#)

[EIPS Trustee Election Information](#)

Elk Island Catholic Separate School Division – Returning Officer

Tracy Leigh

T: 780-449-6443

Email: tracy.leigh@eics.ab.ca

[EICS Trustee Election Information](#)

Important Dates

Please note: This list will be updated as dates are scheduled.

October 31, 2024	Campaign period begins, first day for candidates to submit Notice of Intent
January 1, 2025 – September 22, 2025	Nomination Period
January 2, 2025	Nomination packages accepted in-person at City Hall
March 1, 2025	2024 Campaign Disclosure Statements are due to Returning Officer
April 2, 2025	Campaign Disclosure Candidate late filing fees are due
May 30, 2025	Amended Candidate Campaign Disclosure Statements are due
August 1, 2025	Request for Special Ballot Packages are open to Electors
October 14 – 18, 2025 (various times)	Advance Voting Opportunities
September 22, 2025	Nomination Day (closes at noon)
September 23, 2025	Deadline to withdraw Nomination at noon
September 30, 2025	Last day to file Campaign Disclosure Statement for the January 1 – July 31, 2025 period
October 20, 2025	Election Day Completed Special Ballots must be received by the Returning Officer no later than 4:30 p.m. on October 20, 2025
October 24, 2025	Official Declaration of Election Results posted 12:00 PM noon.
October 27, 28 and November 3 and 4, 2025	Council Orientation <i>Note: Orientation is mandatory for successful candidates</i>
October 28, 2025	Swearing in Ceremony
October 28, 2025	Organizational Meeting
December 31, 2025	Campaign period ends for 2025 Municipal Election

Please note: Candidates will be provided with a more comprehensive list of events and time commitments following their filing of the Nomination Package.

Office of Mayor & Councillors

There are seven (7) positions on Council. The Mayor is the Chief Elected Official (CEO) of the City and is considered full-time. The position of Councillor is considered part-time. All positions are to fulfil the duties of a Member of Council. Council Members are elected “at-large” which means all members of Council are elected by voters from the entire municipality, rather than from specific wards or districts. In this system, all voters in the municipality have the opportunity to vote for multiple candidates to fill council seats, and the candidates with the most votes are elected to serve on Council.

Council Role	Positions	Term of Office
Mayor (Chief Elected Official)	1	4 Years
Councillors	6	

Members of Council Roles and Responsibilities

Council is the governing body of the municipality and the custodian of its legislative powers. As a member of Council, you will exercise the powers of the municipality through decisions made at Council meetings and define the policies and direction your municipal administration will put into action.

The Mayor is the Chief Elected Official of the City and has additional duties which encompass those of both Councillor and Chief Elected Official. The [Municipal Government Act](#) (MGA) prescribes the following duties of a Mayor (CEO) which includes:

- Presiding, when in attendance, over council meetings unless a bylaw provides that another councillor or other person is to preside,
- Performing any other duty imposed on a chief elected official by this or any other enactment or bylaw; and
- All other responsibilities assigned to councillors.

Councillors have the following duties, as prescribed by the MGA:

- To consider the welfare and interests of the municipality as a whole and to bring to the council’s attention anything that would promote the welfare and interest of the municipality.
- To promote an integrated and strategic approach to intermunicipal land use planning and service delivery with neighboring communities.
- To participate in developing and evaluating 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 council.

- To obtain information about the operation or administration of the municipality from the Chief Administrative Officer, otherwise known as the City Manager.
- To keep confidential matters discussed in private at a council or council committee meeting until discussed at a meeting held in public.
- To perform any other duty or function imposed on Councillors by this or any other enactment or by the Council.

In the event the Mayor is unable to perform their duties, each member of Council (other than the mayor) is appointed as the Deputy Mayor on a rotational basis for a period of 4 months, twice in their 4-year term. In the absence of the Mayor, the Deputy Mayor presides over council meetings, attends ceremonies, banquets, speaking engagements, etc. If the Deputy Mayor is not available, the Acting Mayor (the next Deputy Mayor) or another member of council may be called upon to carry out these duties.

Time Commitment

The time commitment required for Council members varies significantly depending on the size of the municipality, specific role of the Member, and nature of local issues. The MGA provides an outline of duties for members of the Council; however, it does not indicate the number of hours per week that should be spent performing those duties.

As a Council member, there will be significant demands on your time. There will be a council and committee of the whole meetings, and various other meetings and events to attend throughout the year. To participate effectively you will be required to review meeting materials and become familiar with issues that will be discussed.

Regular Council and Committee of the Whole Meetings

Regular Council Meetings are meetings of Council permitted by the MGA. They include regular, organizational, special, and committee meetings. Council meets for regular council meetings on the second and fourth Tuesday of each month. Meetings commence at 2:00 p.m. in Council Chamber at City Hall, unless otherwise approved by Council.

Committee of the Whole meetings take place the third Tuesday of each month. Meetings normally commence at 2:00 p.m. in the Council Chamber at City Hall.

The Deputy Mayor shall act as the Chair during the Committee of the Whole meetings. In lieu of the Deputy Mayor, the Mayor or designate shall chair the meetings.

These meetings shall be open to the public, unless Council or Council Committees close all or part of their meetings to the public if the matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of the *Access to Information Act*

Closed session means any part of a meeting held in the absence of the public and held in accordance with the MGA and Privacy Legislation. If required, closed sessions will be scheduled following the regular Council and Committee of the Whole meetings.

In accordance with the MGA, meetings may be conducted by Electronic Means (virtual). Council Members participating by virtual attendance are considered to be present for the duration that their connection remains active, provided that communication method is compatible with the format in which the meeting is conducted.

In preparation for the meeting, electronic agenda packages will be made available for members of Council on Wednesdays, six (6) calendar days before each Council or Committee of the Whole meeting. Agenda packages are available to the public at the same time and can be found on the City's website at <https://www.fortsask.ca/en/your-city-hall/agendas-and-minutes.aspx>

Organizational Meetings

Following a general election, Council Members cannot carry out any power, duty or function until they have taken the official oath, pursuant to the *Oath of Office Act*, Chapter 0-1, as amended. Organizational meetings of Council are held annually not later than two weeks after the third Monday in October, as required by the MGA. All Members of Council are required to attend.

The agenda for the Organizational meetings includes selection of Deputy Mayor appointments, establishment of Council and Committee of the Whole meeting dates for the year, establishment of Council Member appointments to Council Committees, and other business as required by Council or pursuant to the MGA.

Scheduled Events

Candidate Information Session - Online Resources

To provide greater convenience, the City will offer candidate information online in place of a traditional in-person session. Prospective candidates can access informative videos, useful guides, and direct links to key municipal resources through our website.

Visit [Fort Sask Elections](#) for more information.

This online format allows you to access the information you need, anytime and at your own pace. We encourage all prospective candidates to review the resources available and reach out if you have any questions.

Information Sharing and Communication to Candidates

Following submission of Nomination papers, responses to Candidates campaign requests and general inquiries will be distributed to all Candidates or made available to the public at large. This ensures that all Candidates have equal access to information.

Council Orientation

In accordance with the MGA, a municipality must offer, and each member of Council **must** attend orientation training. Topics of this orientation include:

- The role of municipalities in Alberta.
- Municipal organization and function.
- Roles and responsibilities of Council and Councillors.
- Role and responsibilities of the City Manager and staff.
- Key Municipal plans, policies and projects.
- Budgeting and financial administration.
- Public participation; and
- Any other topics prescribed by regulations.

Council Orientation will take place in-person on the following days between 8:30 AM and 4:30 PM:

Note: All events listed below will take place in Fort Saskatchewan

Council Orientation	
Day 1	Monday, October 27
Day 2	Tuesday, October 28
Day 3	Monday, November 3
Day 4	Tuesday, November 4
Elected Officials Education Program “Munis 101” (EOEP)	Friday, October 30

In addition to the City’s Council orientation, all members of the Council are registered to attend one (1) full day course through the Elected Officials Education Program on Friday, October 30th. Munis 101 is designed to provide fundamental professional development and information that any new or returning municipal elected official needs to govern their community. This is an all-day event taking place in Fort Saskatchewan.

Inaugural/Swearing-In Ceremony & Organizational Meeting

Following the 2025 municipal election, successful Candidates will be sworn-in as members of Council for the City of Fort Saskatchewan. The Swearing-In Ceremony will take place in Council Chamber at City Hall on Tuesday, October 28, 2025, followed by the annual organizational meeting.

Council Member Organizational Appointments

At the organizational meeting, members of Council are appointed to various Committees. These organizations may be Council-established or established externally (these entities which are established externally, but which Council has the authority to appointment).

All Council member appointments are made in accordance with the City’s [Council Committee Appointments Policy and Procedure \(GOV-017-C\)](#).

Budget Deliberations

Budget deliberations are an essential part of local governance. These meetings provide a platform for Council members to discuss, review, and approve the municipality’s budget for the upcoming fiscal year. The budget outlines how the municipality will allocate its resources across various departments, services, and projects, ensuring that funds are distributed according to the priorities of the community.

Council must adopt a Capital and Operating budget for each calendar year. The *tentative* dates for the 2026 Capital and Operating Budget meetings are scheduled for the following dates:

Budget Deliberation	
Day 1	Monday, November 17
Day 2	Thursday, November 20
Day 3	Tuesday, November 25
Day 4	Friday, November 28

Budget Meetings are held during the daytime, typically from 9:00 a.m. – 4:00 p.m.

Remuneration and Benefits

As the position of Mayor has additional commitments and responsibilities beyond that of a Councillor, the position is considered full-time; this is reflected in the remuneration. The Mayor receives an annual remuneration, paid by-weekly and shall be considered compensation for all duties of office.

As of January 1, 2024 the Mayor's annual remuneration is \$110,252.77

The position of Councillor is considered part-time. Each Councillor shall receive an annual base remuneration, paid by-weekly. Councillor base remuneration for activities includes:

- The preparation for and participation in all council and committee meetings.
- Participation in meetings with the City Manager or members of Administration, as required, and
- Attendance at community functions where the Councillor has been invited to attend and is acting in an official capacity.

As of January 1, 2024 the Councillor's annual remuneration is \$45,332.01

Every 4 years, prior to a new term of Council, the base amount of remuneration is reviewed by the City's People Services Department.

Per Diems

Per diems means the pre-determined amount to compensate eligible members of Council for their attendance at Council-related events. The Mayor does not receive a per diem from the City, however the Mayor may receive per diems from organizations which they are a member. Councillors may receive per diems when they attend functions or events as an official Council representative, at the request of the Mayor, or at the request of Council. Per Diems are paid at a rate of \$100 per half day (2-4 hours), and \$200 per full day (exceed of 4 hours). Travel time forms part of the per diem calculation. Per diems are reviewed every 4 years, prior to a new term of Council by the People Services Department.

Per Diems are not paid for attendance at the following:

- Council and Council committee meetings, unless 6 hours or longer in length.
- Sporting events.
- General public appearances.
- Community events, i.e. Canada Day, Remembrance Day, etc.
- Social events; and
- Attendance at political party functions or fundraisers of any type.

Further information on per diems is available in the [Council Remuneration & Expenses Policy and Procedure GOV-009-C](#).

Benefits

Council members may participate in the City's benefit programs, where eligible. Benefits include, but are not limited to:

- Extended health.
- Dental.
- Life insurance.
- Out-of-country travel insurance
- Health spending account.
- Discount on entry fees to City-owned and operated recreation facilities.
- Other savings or discounts available to all members of Administration; and
- Monthly Vehicle Allowance.

More information on council remuneration can be found in the [Council Remuneration and Expenses Policy and Procedure](#).

Nomination Process

The nomination period for the 2025 municipal election is **January 1, 2025 – September 22, 2025**. Candidates can submit their nomination forms in person beginning on January 2, 2025 during regular business hours, or nomination forms can be sent by mail or courier to:

The City of Fort Saskatchewan
10005 102 Street
Fort Saskatchewan, AB T8L 2C5
Attention: Returning Officer - Fort Saskatchewan Elections.

The nomination form must be signed by the Candidate and witnessed by a Commissioner of Oaths in Alberta. Fax transmissions and emails of scanned documents will not be accepted.

It is recommended that you schedule an appointment with the Returning Officer to submit your nomination papers. You can do this by emailing elections@fortsask.ca

The City has prepared a Candidate Nomination Package with the required forms and instructions that is available on the City's website at fortsask.ca/election. Candidates are responsible for ensuring that the nomination papers filed are fully completed and meet the requirements of the LAEA. If a nomination is challenged, the courts will assess eligibility.

Note: School Board Trustee nomination forms are not accepted by the City of Fort Saskatchewan. They must be delivered to the appropriate School Board Returning Officer.

Candidate Eligibility

Section 21 of the *Local Authorities Election Act* outlines the qualifications of a Candidate. A person may be nominated as a Candidate if on Nomination Day they are:

- At least 18 years old
- A Canadian Citizen
- Is a resident of Fort Saskatchewan on Election Day, and has been a resident of the City of Fort Saskatchewan for the 6 consecutive months immediately preceding Nomination Day; and
- Is not otherwise ineligible or disqualified under sections 22, 23, and 23.1 of the LAEA.

Candidate Ineligibility

Sections 22 and 23 of the LAEA provide an overview of instances where a person is ineligible to be nominated as a Candidate in a municipal election. These include:

- The person is an auditor for the city.
- The person is an employee of the city, unless that person takes a leave of absence.
- The person is indebted to the city for property taxes in default exceeding more than \$50 in arrears, not including current taxes or previous taxes addressed in a consolidation agreement.
- The person is indebted to the city for any amount equaling or exceeding \$500 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*; or
- The person, on nomination day, is employed by the Office of the Ombudsman, unless the person takes a leave of absence.

As this information does not detail all instances of ineligibility, Candidates are responsible for consulting the LAEA.

It is the Candidate's responsibility to ensure they are eligible for nomination.

Notice of Intent

Individuals who intend to run as a candidate must submit a written Notice of Intent to the Returning Officer. Once a Notice of Intent is accepted, an individual is allowed to be a candidate, accept contributions, or incur campaign expenses according to the rules set out in the LAEA and the Expense Limits regulation.

No individual and no person acting for the individual shall accept a contribution or incur an expense unless the individual has given written notice. Candidates can only accept campaign contributions and incur expenses once their notice of intent is completed, and they are added to the Register of Candidates.

The notice can be a letter, email, or completed form and must include the following:

- Full name and residential address, including postal code.
- Contact information including email, phone numbers, and mailing address (if different than above).
- Address of the place(s) where records are maintained and where communications may be addressed.

- Name and address of financial institution(s) used by or on behalf of the individual used for campaign contributions; and
- Name(s) of signing authorities for campaign account.

Note: Submitting a notice of intent is not the same as submitting nomination forms and does not mean you have been nominated. To become a nominated candidate and appear on the ballot you must complete and submit nomination forms during the nomination period.

The Register of Candidates is a record of all candidates who have given written notice to Fort Sask Elections. Once the notice is received and processed by the Returning Officer, the individual's name will be added to the register of candidates on the City's website.

Nomination Day

Nomination Day for the offices of Mayor, Councillor, Public School Trustee and Separate School Trustee is **Monday, September 22, 2025**. Candidates may file nomination papers any time between **January 1, 2025, until 12:00 noon on September 22, 2025**. If you are interested in submitting nomination papers for the EIPS Board Trustee or the EICS Board Trustee, contact the Returning Officers at the respective school boards for more information.

Withdrawal of Nomination

An individual nominated as a candidate may, at any time during the nomination period or within 24 hours after the close of the nomination period, withdraw as a candidate for the office for which the candidate was nominated by filing a withdrawal in writing with the returning officer.

Election by Acclamation

If, 24 hours after the close of nominations on September 22, 2025, the number of candidates nominated for any office is equal to the number of offices for which the election is held, the returning officer shall declare each the candidates to be elected to the office for which they were nominated.

Advertising

Candidates are not permitted to use, alter, or reproduce any City digital or print content, graphics, logos, branding, or images for any campaign related material.

In accordance with the LAEA, no person shall print, distribute or advertise a representation of the ballot produced for Election Day in their advertising. Candidate advertising at an advance vote or on election day is not permitted within the boundaries of the land where the voting station is located, or within the

building used for a voting station is located. The election worker at the voting station will remove any advertising that is present.

Election Signage

The City's [Election Signage Bylaw C7-19](#) provides information on the requirements for election signage, as well as permitted and prohibited signage locations within the City. Candidates are responsible for reviewing the Election Signage Bylaw to ensure compliance with the Bylaw. Contact Legislative Services at 780-992-6200 or email elections@fortsask.ca for further information.

Candidates must adhere to the provincial and municipal requirements with respect to election signage. Signage along provincial highways and on provincial land is regulated by the province. You can find the regulations at alberta.ca/election-signs

Official Agent and Scrutineers

Candidates may appoint an Official Agent by noting this on their nomination form. The Official Agent must not have been convicted of an offence within the previous 10 years under the *Local Authorities Election Act*, the *Election Act*, the *Election Finances and Contributions Disclosure Act* or the *Canada Elections Act* (Canada). Candidates cannot act as an official agent for any other Candidate. If it is necessary to appoint a new official agent, the candidate must immediately notify the Returning Officer in writing of the new official agent's contact information.

Each Candidate may appoint scrutineers to observe the voting process during the advance voting dates and on election day. To be a scrutineer, the person must:

- Be at least 18 years of age.
- Not have been convicted of an offence within the previous 10 years under the *Local Authorities Election Act*, the *Election Act*, the *Election Finances and Contributions Disclosure Act* or the *Canada Elections Act* (Canada).
- Must make a statement at each voting station in the prescribed form that they act on behalf of the candidate; and
- Present to the presiding deputy a written notice, in a form acceptable to the returning officer, stating that they represent the candidate as the candidate's scrutineer at the voting station.

Only one candidate, official agent or scrutineer is permitted to be present in a voting station at one time.

The presiding deputy returning officer may designate a place at each voting place where the candidate, official agent, or scrutineer of the candidate may observe the election procedure.

Election Finances and Contributions

Candidates for Mayor, Councillor and school board Trustee, or any person acting on behalf of a candidate, are responsible for ensuring they are familiar with and understand the campaign financial rules and legislation. Candidates are strongly encouraged to review Part 5.1 Election Finances and Contributions Disclosure of the [Local Authorities Election Act](#) (LAEA) that outlines all campaign finance rules and to seek legal advice when needed.

The Alberta government has introduced new campaign expense limits for municipal candidates and third-party advertisers across Alberta. [Refer to Changes to the Local Authorities Election Act 2024 fact sheet](#) for more information or visit the Municipal Affairs webpage for the most recent updates.

Candidates can only accept campaign contributions and incur expenses once their notice of intent has been submitted to the Returning Officer, and they are added to the register of candidates. More information on the Notice of Intent to Run can be on the fortsask.ca/election webpage.

Campaign expenses are any expense incurred, or non-monetary contribution received, by a candidate to the extent that the property or service that the expense was incurred for, or was received as a non-monetary contribution, is used to directly promote or oppose a candidate during a campaign period. This includes:

- The production of advertising or promotional material and any distribution, broadcasting or publication in the media.
- The payment of remuneration and expenses to or on behalf of a person for the person's services as a chief financial officer, or in any other capacity.
- Securing a meeting place; and
- Conducting election surveys or research.

Campaign Contributions

A contribution is any money, personal property, real property or service that is provided to or for the benefit of a candidate's election campaign without fair market value compensation from that candidate. It does not include services provided by individuals who voluntarily perform services and receives no compensation, directly or indirectly, in relation to the services or time spent provides those services.

No individual ordinarily resident outside of Alberta, or a prohibited organization, trade union or employee organization other than an Alberta trade union or Alberta employee organization, shall make contributions to a candidate.

Every candidate and every person acting on behalf of a candidate shall make every reasonable effort to advise prospective contributors of the provisions of the LAEA relating to contributions.

Prohibited organizations include:

- A Municipality.
- A corporation controlled by a municipality that meets the test in Section 1(2) of the *Municipal Government Act*.
- Non-profit organizations that has received a grant, or real or personal property from a municipality since the last general election.
- Provincial corporation as defined in the *Financial Administration Act*, including management bodies within the meaning of the *Alberta Housing Act*.
- Metis settlement.
- A School Board.
- Public post-secondary institution as defined in the *Post-Secondary Learning Act*.
- Corporation that does not carry on business in Alberta.
- Registered party as defined in the *Election Finances and Contributions Disclosure Act* or the *Canada Elections Act*; or
- An organization designated by the Lieutenant Governor in Council as a prohibited organization.

Limitations on Contributions

The [Expense Limits Regulation](https://open.alberta.ca/opendata/alberta-municipal-affairs-population-list) establishes the campaign expense limits for municipal candidates based on the population in the most recently published Municipal Affairs Population list. The list can be viewed at: <https://open.alberta.ca/opendata/alberta-municipal-affairs-population-list>

Contribution Limits	
Individuals ordinarily resident in Alberta	\$5,000 in aggregate to all candidates for election as a Councillor (per calendar year during campaign period)
Corporation, Alberta Trade Union, or Alberta Employee Organization	\$5,000 in aggregate to all candidates for election during the campaign period
Candidates (self-financing)	\$10,000 during campaign period

Candidates must ensure that when they receive campaign contributions exceeding \$1,000 in aggregate, they:

- open an account at a financial institution and deposit the funds in the name of that Candidate's election campaign or of the Candidate; and
- issue receipts for every contribution and retain receipts and records for all expenses.

Campaign Expense Limits during an Election Year	
Mayor & Councillors	Up to \$20,000 or \$1 per person based on the population of the municipality
Third Party Advertisers	\$0.50 per person based on the population of the municipality during the election year advertising period (May 1, 2025 - October 20, 2025)

Campaign Expense Limits for Non-Election Years	
Mayor and Councillors Candidates	Up to 10,000 or \$0.50 per person based on the population of the municipality

Candidates are not allowed to incur expenses in the first two years of a campaign period after a general election (e.g. 2026 and 2027 following the 2025 municipal election).

Campaign Disclosure Statements (section. 147.4 [LAEA](#))

In accordance with the *Local Authorities Election Act* s. 147.4(1) on or before March 1 of each year, a candidate who has received contributions in the previous year must file a disclosure statement in respect of the previous year.

New – On or before September 30 of the year in which a general election is to be held, Candidates who received contributions in the period beginning on January 1 and ending on July 31 of the year in which a general election is held, must file a disclosure statement in respect of that period.

Within 120 days of the day on which a by-election is held, candidates who received contributions during the campaign period for that by-election must file a disclosure statement in respect of the campaign period.

Disclosure statements must be in the prescribed form and filed with the Returning Officer at the City of Fort Saskatchewan. For more information on Campaign Disclosure Statements, review [Part 5.1 Election Finances and Contributions Disclosure of the Local Authorities Election Act \(LAEA\)](#)

Filed Campaign Disclosure Statements are publicly available on the City's website in accordance with the *Local Authorities Election Act*. Personal information including the residential address of the candidate, official agent, and contributors are redacted.

The prescribed form and many others can be found at <https://www.alberta.ca/municipal-election-forms> or use [Form 26 Campaign Disclosure Statement and Financial Statement](#) and submit to the Elections office at City Hall.

City of Fort Saskatchewan
Elections Office
10005 102 Street
Fort Saskatchewan, AB T8L 2C5

If you have any questions or would like to make an appointment to drop off the form, please contact our Elections office at 780-992-6200 or email elections@fortsask.ca

Late Filing

Candidates that do not file a Campaign Disclosure Statement and Financial Statement (FORM 26) by the deadline must pay a late filing fee of \$500.00 to the City of Fort Saskatchewan, in accordance with Section 147.7 of the *Local Authorities Election Act*

If the late filing fee is not paid within 30 days after the date the fee was payable, notification will be sent to the candidate indicating the amount of the late filing fee that is required to be paid. If the candidate fails to pay the late filing fee, the City of Fort Saskatchewan may file a copy of the notice with the clerk of the Court of King's Bench, and, on being filed, the notice has the same force and effect that may be enforced as if it were a judgement of the Court.

If a Candidate fails to file a Campaign Disclosure Statement as required by the LAEA, a report will be presented to Council and will be made available on the City's website.

Campaign Surplus

If a Candidate's Campaign Disclosure Statement shows a surplus exceeding \$1,000 or more, the candidate has 60 days after filing the disclosure statement to donate a sufficient amount to a designated charity so that the surplus is reduced to less than \$1,000.

Candidates that donate an amount to a registered charity shall, within 30 days after the expiration of the 60 day period, file an amended disclosure statement showing that the surplus has been dealt with in accordance with s.147.5(1)(2).

Campaign Contribution Offences

The *Local Authorities Election Act* sets out offences relating to contributions. It is important that candidates review these sections of the LAEA to ensure they are familiar with and in compliance.

Voting Process

On Election Day, Voting Stations will open at 9:00 a.m. and close at 8:00 p.m. Once the Voting Station is declared closed at 8:00 p.m., any Elector in the voting station or in line to enter the voting station who wishes to vote, will be permitted to do so.

The voting station's locations will be listed on the City website once they have been confirmed.

Advance Voting Opportunities

All eligible voters may vote in the Advance Vote. There will be five days of advance voting taking place October 14 – 18, 2025 in the Lions Banquet Hall at the Dow Centennial Centre.

Tuesday, October 14, 2025	10:00 a.m. – 3:00 p.m.
Wednesday, October 15, 2025	10:00 a.m. – 3:00 p.m.
Thursday, October 16, 2025	2:00 p.m. – 8:00 p.m.
Friday, October 17, 2025	12:00 noon – 4:00 p.m.
Saturday, October 18, 2025	12:00 noon – 4:00 p.m.

Permanent Electors Register and Elector Eligibility

Municipalities are required to create and maintain a permanent electors register that is compiled and revised primarily using the information received from the provincial Chief Electoral Officer (Elections Alberta). The permanent electors register is a list of all residents in the municipality who are eligible to vote. The registry may contain only the following information:

- Residential address and mailing address if different from the residential address.
- Surname, given name and middle initial.
- Gender.
- Date of birth; and
- Whether the person is a public-school resident or a separate school resident.

Only a Returning Officer may use a permanent electors register and only as it relates to the exercise of power or performance of a duty of a returning office under the LAEA. Candidates, official agents or scrutineers do not have access and may not use the permanent electors register.

Individuals attending a voting station will be asked to provide the required identification and the election worker will confirm if they are on the permanent electors register. Eligible electors listed on the permanent electors register and who have provided the required identification will receive a ballot(s) to cast their vote. If an individual is not on the permanent electors register, they will be required to complete the prescribed form (Form 13 Elector Register) and provide identification to declare their eligibility and to receive a ballot to vote.

Voters who arrive at the voting station that do not have the required identification, and who are not on the permanent electors register, can have an eligible elector that is on the permanent electors register vouch for them. Vouching is only permitted for the validation of the person's residence.

Proof of Elector Eligibility

A person is eligible to vote in the municipal election if the person:

1. Is at least 18 years old
2. Is a Canadian citizen; and
3. Resides in Alberta and the person's place of residence is located in Fort Saskatchewan on Election Day.

Every person who attends a voting station for the purpose of voting is permitted to vote if:

- The person is named on the permanent electors register, and
 - Produces one piece of identification issued by a Canadian government, whether federal, provincial or local, or an agency of that government, that contains a photograph
- OR**
- The person makes a statement that they are eligible to vote as an elector using a prescribed form available at the voting station, and
 - Validates the person's identity and address of the person's residence.

Additional information on Elector Proof of Eligibility can be found in the *Local Authorities Election Act*.

Special Ballots

An elector whose name is contained in the permanent electors register and who is unable to vote at an advance vote, or at a voting station on Election Day, may apply to vote by special ballot.

An elector whose name is not contained in the permanent electors register, and who is unable to vote at an advance vote, or at the voting station on election day, may apply to be added to the permanent electors register by:

- Completing an application in the prescribed form (Form 22)
- Make a statement in the prescribed form (Form 13) that the person is eligible to vote
- Include a copy of the elector's identification that meets the legislated requirements
- Submit to the Returning Officer.

Special Ballots can be requested using the following methods:

- In writing to the returning officer;
- By telephone;
- In-person;
- By email; or
- Through the City's secure website.

Requests for Special Ballot Packages will be accepted beginning August 1, 2025. The Election office will begin distributing the special ballot packages to those that have requested them on September 29 or as soon as the ballots have been received. Completed Special ballots must be received by the Returning Officer at the Elections Office at City Hall, no later than 4:30 p.m. on Election Day, October 20, 2025.

City of Fort Saskatchewan
Elections Office
10005 102 Street
Fort Saskatchewan, AB T8L 2C5

Election Results

The returning officer or presiding deputy returning officer will declare the voting station closed at 8:00 p.m. on election day. Any electors in the voting station or in line to enter the voting station who want to vote, shall be permitted to do so. The count procedures do not begin until all the voters have left the voting station.

The use of voting machines, vote recorders, automated voting systems or tabulators is prohibited.

Unofficial Election Results

Following the close of voting stations at 8:00 p.m. on October 20, 2025, unofficial election results will be available once the hand count has been completed. The City's website will be updated throughout the evening as results are received from the voting stations. As it is difficult to determine when the unofficial election results will be available, your patience is appreciated while election staff work towards providing timely and accurate results.

Official Election Results

The Returning Officer will post a statement of the results for Candidates, including a declaration that the candidate receiving the highest number of votes for each office to be elected on Friday, October 24, 2025, at 12:00 noon.

Recounts

The Returning Officer may make a recount of the votes at one or more voting stations if a Candidate, Official Agent, or a Scrutineer of a Candidate shows grounds that the Returning Officer considers reasonable for alleging that the record of the result of the count of votes at any voting station is inaccurate.

An application to the Returning Officer to conduct a recount can be made during the 44 hours immediately following the close of voting stations. In the event of a recount, the Returning Officer will notify affected Candidates at least 12 hours before conducting the recount.

More information on Recounts can be found under Section 98 and Section 99 of the *Local Authorities Election Act*.

Note: The Information provided is for reference only. It is the Candidate's responsibility to review and comply with legislation.



APPENDIX A

Resources

For ease of access, below is a list of resources for your reference.

City of Fort Saskatchewan Election Page	fortsask.ca/en/your-city-hall/election.aspx
City of Fort Saskatchewan Nomination Package	Candidate Nomination Package
City of Fort Saskatchewan Elections Bylaw C22-24	Elections Bylaw C22-24
City of Fort Saskatchewan Election Signage Bylaw C7-19	Election Signage Bylaw
City of Fort Saskatchewan Election Campaign Provisions Council Policy GOV-012-C	Election Campaign Provisions Policy GOV-012-C
City of Fort Saskatchewan Council Remuneration & Expenses Policy & Procedure	Council Remuneration & Expenses GOV-009-C
NEW City of Fort Saskatchewan Meeting Procedures Bylaw C8-25	Meeting Procedures Bylaw
Alberta Municipal Affairs – Video Resources	Video Resources for Prospective Candidates
<i>Municipal Government Act</i>	Municipal Government Act
Alberta Municipalities	Running for Municipal Office - Alberta Municipalities
Alberta Municipal Affairs	Municipal elections – Overview Alberta.ca
<i>Local Authorities Election Act</i>	Local Authorities Election Act
Election Forms	https://www.alberta.ca/municipal-election-forms
<i>Expense Limits Regulation</i>	Expense Limits Regulation, Alberta Regulation 171/2024
Bill 20: <i>Municipal Affairs Statutes Amendment Act</i>	Fact Sheet
Bill 50: <i>Municipal Affairs Statutes Amendment Act</i>	Fact Sheet
NEW <i>Election Statutes Amendment Act, 2025</i>	Fact Sheet
Provincial Election Signage Guidelines	Provincial Signage