



How to File your Notice of Intent to Run 2025 Municipal Election

Municipal Elections in Alberta are governed by the [Local Authorities Elections Act](#) (LAEA).

Local Authorities Election Act, Section 147.22 requires an individual who intends to be nominated or has been nominated to run for election in a local jurisdiction as a candidate must give written notice to the local jurisdiction in which the individual intends to be or has been nominated. No individual and no person acting for the individual shall accept a contribution or incur a campaign expense unless the individual has given written notice.

The information within this form is intended as a guide only, and to provide a general overview of basic information prospective candidates should know about the legislation which governs municipal elections and the election process. It is *NOT* a substitute for the actual legislation. Candidates are responsible to read and understand any election-related material. It is recommended to consult relevant statutes, regulations and bylaws, or obtain legal advice for clarification.

Before completing and submitting a Notice of Intent, ensure that you are eligible to run as a candidate in the upcoming 2025 municipal election.

Eligibility Requirements:

To be eligible to be nominated as a candidate, an individual must be:

- At least 18 years of age on nomination day which is September 22, 2025
- A Canadian Citizen
- A resident of Fort Saskatchewan for the 6 consecutive months immediately preceding nomination day
- A resident of Fort Saskatchewan on Election Day which is October 20, 2025, and
- Not otherwise ineligible or disqualified under sections 22, 23, and 23.1 of the *Local Authorities Elections Act*.

We encourage you to review the eligibility requirements in the LAEA prior to submitting a Written Notice of Intent. Submitting the notice of intent and being added to the Registry of Candidates is not a substitute for completing the nomination process.

Completing Notice of Intent

There are several methods to complete a notice of intent. You may choose any of the 3 methods below:

1. Complete the Letter of Intent Form
2. Writing a letter of intent
3. Emailing a letter of intent



Use the checklist below to ensure you have included all the requirements for the notice of intent.

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| <ul style="list-style-type: none">☐ Office for which you are seeking election (Mayor or Councillor)☐ Full name is provided including Last Name, First, and Middle name or Initial☐ Complete Residential address, including postal code☐ Contact information that includes your email address, phone number or mailing address if different than residential address)☐ Address is provided of the place(s) where records are maintained and where communications may be addressed☐ Financial Institution(s) name and full address, including postal code where campaign contributions will be deposited☐ Full Name(s) of all Signing authorities for campaign account(s) |
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Submit your notice of intent:

Once completed, submit your written notice of intent by email, mail or drop off.

Email:	Mail or drop off in person:
elections@fortsask.ca	City of Fort Saskatchewan, Attention: Legislative Services, Elections 10005 102 Street, Fort Saskatchewan, AB T8L 2C5

Legislative Services will respond by email confirming receipt of the Notice of Intent and inform if the submission meets the requirements or requires additional information.

If there are changes to the information collected, notify Legislative Services, Elections by email at elections@fortsask.ca.