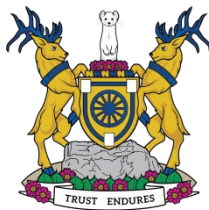




# 2025

## General Election Nomination Package



**RUNNING FOR TOWN COUNCIL:**  
A GUIDE FOR INDIVIDUALS CONSIDERING  
NOMINATION IN THE NEXT MUNICIPAL ELECTION

# Important Dates

<b>Jan 1, 2025</b>	<p>Nomination period begins</p> <p>Candidates must complete the following forms and pay a deposit of \$100.00:</p> <ul style="list-style-type: none"> <li>• Notice of Intent (<i>recommended, even if no financial contributions are received</i>)</li> <li>• Form 4 - Nomination Paper and Candidate's Acceptance</li> <li>• Form 5 - Candidate Financial Information</li> <li>• Form 26 - Campaign Disclosure Statement and Financial Statement</li> </ul>
<b>Mar 1, 2025</b>	2024 campaign disclosure statements are due (past candidates)
<b>Apr 2, 2025</b>	Candidate late filing fees are due (past candidates)
<b>May 30, 2025</b>	Amended candidate campaign disclosure statements are due (past candidates)
<b>Aug 1, 2025</b>	Special ballot applications open (current)
<b>Sept 22, 2025</b>	<p>Close of nominations (noon)</p> <p>Election advertising period begins (candidates may put up election signage)</p>
<b>Sept 23, 2025</b>	Deadline to withdraw nomination (noon)
<b>Oct 20, 2025</b>	<p>Election Day</p> <p>Election advertising period ends</p>
<b>Oct 22, 2025</b>	<p>Deadline for applications for a recount based on concerns at a voting station (4:00 pm)</p> <p>Election signage must be removed by this date</p>
<b>Oct 24, 2025</b>	The latest date in which the statement of results is announced or posted (noon)
<b>Oct 26, 2025</b>	Deadline for applications for a threshold recount (noon)
<b>Nov 10, 2025</b>	Elector deadline to apply for judicial recount
<b>Dec 31, 2025</b>	Campaign period ends
<b>Jan 1, 2026</b>	Campaign period for 2029 Municipal Election begins
<b>Mar 1, 2026</b>	<p>2025 campaign disclosure statements due.</p> <p>Third Party Advertising return and contributions reports due</p>
<b>Apr 1, 2026</b>	Candidate late filing fees are due
<b>May 30, 2026</b>	Amended candidate campaign disclosure statements are due

# Considering a Run for Town Council?

Serving as a councillor is a rewarding way to contribute to your community and shape its future. Councillors are the voice of residents, working collaboratively to make decisions on local policies, services, and infrastructure that impact daily life in Cardston. The role requires commitment, thoughtful decision-making, and a willingness to engage with the community.

If you're considering running for office but are unsure if it's the right fit, here's what you need to know:

## What Does a Councillor Do?

Councillors are responsible for representing the interests of residents, attending regular council meetings, and making decisions about municipal budgets, bylaws, and policies. They work with the mayor and administration to set the strategic direction for the town and address community concerns.

While the role requires time and effort, it offers the opportunity to make a meaningful difference in Cardston's growth and development.

## How Can You Become a Councillor?

The process begins by submitting your **Nomination Papers** during the nomination period (January 1, 2025, to September 22, 2025). You'll need to complete the required forms, meet eligibility requirements, and pay a \$100 deposit. Once nominated, you can begin your campaign to connect with residents and share your vision for Cardston.

For interested individuals who are hesitant about running for Council, consider doing some research:

- Attend a town council meeting to see local government in action.
  - Meetings are at 5:00PM on the first, second and fourth Tuesdays of the month.
  - Past meetings can be viewed online (see [www.cardston.ca/government/town-council/council-meetings](http://www.cardston.ca/government/town-council/council-meetings))
- Speak with current or former councillors to learn about their experiences.
- Review resources like [A candidate's guide : running for local elected office in Alberta](#) available for download from Municipal Affairs on alberta.ca, a link is available on the Town website.
- Talk to residents and hear their concerns—it's an excellent way to understand the community's priorities.

Serving as a councillor is both a privilege and a responsibility. If you're passionate about Cardston and want to make a difference, this may be your chance to step up and lead.

# Steps to Become a Candidate

## 1. Check eligibility

Review eligibility requirements for all candidates.

## 2. Notice of intent to be nominated

Notify the Town Office of your intent to run. If you plan to accept donations or spend money, you must first file a Notice of Intent form.

## 3. File nomination

File your nomination with the Town by the deadline of Sept. 22, 2025, at noon.

## Candidate Eligibility

### **Eligible Candidates:**

According to sections 21 – 23 of the *Local Authorities Election Act* (LAEA), an individual is **eligible** to be nominated as a candidate if the person is:

- eligible to vote in the election,
- has been a resident in the municipality for 6 consecutive months immediately preceding Nomination Day, and
- not otherwise ineligible or disqualified

### **Non-eligible Candidates:**

According to section 22 of the LAEA, a person is **not eligible** to be nominated as a candidate if the person:

- is the auditor of the municipality,
- is an employee of the municipality (unless on a leave of absence),
- is indebted to the municipality for taxes exceeding \$50,
- is indebted to the municipality for any debt exceeding \$500 and in default for more than 90 days, or
- has been convicted of an election offence in Canada within the last 10 years

Please consult sections 21 – 23 of the LAEA for more information on candidate eligibility/ineligibility.

## Notice of Intent

Under recent changes to the Local Authorities Election Act, anyone who wishes to accept campaign contributions or incur expenses must file a Notice of Intent Form with the Town before doing so. While this Form is only mandatory if money is raised or spent, it's recommended that all candidates file it early in case plans change. This helps ensure compliance and avoids potential issues with eligibility.

Your notice of intent must be submitted before you campaign or receive any donations. If you do not intend to receive any financial contributions, the form may still be submitted with your nomination papers as a precaution in case your plans change.

Notice of Intent Form may be downloaded from the Alberta Municipal Election forms page, a link is available on the Town website [www.cardston.ca/election](http://www.cardston.ca/election).

## **Nominations and Nomination Day**

Nomination Papers can be submitted to the Town Office (67 – 3<sup>rd</sup> Ave W) during regular office hours anytime from January 1, 2025 to September 22, 2025. Nomination papers will not be accepted after 12:00pm on September 22. Nomination papers will be accepted in person, or can be mailed or couriered to the town office:

67 – 3<sup>rd</sup> Ave W  
PO Box 280  
Cardston, AB  
T0K 0K0

A nomination deposit of \$100 cash must accompany all nomination papers. The deposit will be returned if:

- You are elected;
- You get at least one-half the number of votes of the elected person to office with the least number of votes; or
- You withdraw your name as a candidate in accordance with Section 32 of the LAEA.

### **Candidates must submit the following as their Nomination Papers:**

*NOTICE OF INTENT (recommended)*

*FORM 4 - Nomination Paper and Candidate's Acceptance*

*FORM 5 - Candidate Information*

All candidates, whether successful or not, must also submit the following Form by no later than March 2<sup>nd</sup> of 2026, in accordance with Section 147.4 of the Local Authorities Election Act. Failure to do so may result in disqualification from Council, or even running for Council in a future election:

*FORM 26 - Campaign Disclosure Statement and Financial Statement*

Forms may be downloaded from the Alberta Municipal Election forms page, links are provided on the Town website [www.cardston.ca/election](http://www.cardston.ca/election).

You may have to download these files to your computer to view them as fillable forms cannot be viewed in all web browsers. Forms may also be available at the Town Office. Please call the Returning Officer at (403)653-3366 if you are having issues accessing the nomination Form or any other election forms.

**Please note:**

- 1) Nomination Papers (Forms 4 & 5) can be submitted to the Town Office during regular office hours anytime from January 1, 2025 to September 22, 2025. Nominations papers will not be accepted after 12:00pm on September 22.**
- 2) A candidate may withdraw his or her nomination at any time during the nomination period and up to 24 hours after the close of nominations on nomination day (until 12:00 p.m. September 23, 2025).**

## **Voter Information**

### **Voter Eligibility**

According to Section 47 of the LAEA, a person is eligible to vote in an election held pursuant to this Act if the person:

- is at least 18 years old,
- is a Canadian citizen, and
- resides in Alberta and the person's place of residence is located in the local jurisdiction on election day.

### **Advanced Poll**

The Town plans to hold an Advance Poll. However, we have not yet established the date and venue. \* All eligible voters can vote during the advanced poll.

### **Election Day**

The election will be held on Monday, October 20, 2025 between 10:00am and 8:00pm. The Town has not yet established the venue. \* All eligible voters must show valid government issued identification.

# **NOTES**

## **1) RESEARCH**

### **Your Role as a Councillor:**

Are you wondering what it means to be the Mayor or a Councillor in municipal government? If you are deciding whether running for office is right for you, consider a variety of research, such as:

- Read the Alberta Municipal Affairs document on Running for Municipal Office in Alberta.
- Visit Town Council Meetings or view the meetings on YouTube.
- Speak with existing or past Town Councillors
- Speak with Jeff Shaw, CAO, at the Town Office, (403)653-3366
- Speak with the residents of the Town of Cardston
- Consult <https://www.alberta.ca/municipal-elections-overview> for more information

### **Council Bylaws**

The Role of Council is defined in the Municipal Government Act, which prescribes Council's authority and limitations, but in addition to the Act the Town of Cardston has local legislation governing council conduct and meeting procedure. These bylaws may be viewed on the Town website (<https://www.cardston.ca/government/bylaws>):

- Bylaw 1703 - Council Procedural Bylaw
- Bylaw 1668 - Council Code of Conduct Bylaw

The following bylaws are specific to municipal elections:

- Bylaw 1660 - Council Candidate Nomination Deposit
- Bylaw 1664 - Council Election Signage Bylaw

## **2) PUBLIC FORUM**

The Town of Cardston does not organize or participate in public forums for candidates. Candidates, or an interested group, may organize a forum. In the past such forums have been hosted by the Chamber of Commerce in the High School Gym. This document will be updated if/when dates and times are established for Mayoral and Councillor Forums.

## **3) SIGNAGE**

- No signage is permitted:
  - To be stapled or taped to telephone or power poles.
  - On public property, such as churches, schools, hospitals, parks or municipal facilities.

- At any polling station.
- Signs are permitted on boulevards only with permission of the property owner on whose residence the signage is located.
- Signs must be removed from all sites within 48 hours of closing of the polling stations.

See the Town of Cardston Election Signage Bylaw (Bylaw 1644) for more details.

#### **4) POLLING STATION**

- In the past, the polling station has typically been at the Cardston Civic Centre.
- On Election Day, no candidate or agent is permitted to greet voters at the polling station. However, a designated area will be available for all candidates, or their agent, to observe the election process.
- An agent must be designated in advance on Form *11 – Enumerator, Candidate of Official Agent Proof of Identification for Section 52 Access* (Available at <https://www.alberta.ca/municipal-election-forms>).
- The candidate or agent may be present during the counting of the ballots. Only one (1) representative for each candidate may be present.

**If you have any questions you feel are left unanswered by this package, please do not hesitate to call the Town Office at (403)653-3366.**