

**NOMINATION PACKAGE
FOR THE OFFICES OF**

Mayor & Councillor

GENERAL INFORMATION

City of Spruce Grove 2025 Election

This booklet is published as a service to prospective candidates and is not inclusive of all information related to election procedures, legislation, or each elected office. Each candidate is responsible to comply with all applicable acts, regulations, and bylaws.

Resources for candidates may be obtained from:

Alberta Municipal Affairs

Municipal Services Branch
17th Floor, Commerce Place
10155-102 Street
Edmonton, Alberta T5J 4L4

Online: www.alberta.ca/municipal-elections-overview

Telephone: 780-427-2225

Toll Free: 310-0000 (in Alberta only)

Alberta King's Printer

Copies of the *Local Authorities Election Act*, R.S.A. 2000, c L-21 and the *Municipal Government Act*, R.S.A. 2000, c M-26 can be obtained from the Alberta King's Printer.

Suite 700, Park Plaza
10611-98 Ave
Edmonton, AB T5K 2P7

Online: www.alberta.ca/alberta-kings-printer

Telephone: 780-427-4952

Toll Free: 310-0000 (in Alberta only)

The City of Spruce Grove assumes no responsibility for any candidate's failure to comply with any requirement of election procedures or legislation.



Nominations for elected offices will be accepted by the Returning Officer from Thursday, January 1, 2025 until 12 noon on Monday, September 22, 2025. Prospective candidates filing their nominations must schedule an appointment with the Returning Officer or in the absence of the Returning Officer, the Substitute Returning Officer.

Lindsay O'Mara, Returning Officer

elections@sprucegrove.org

780-962-7634 ext. 425

City Hall, 315 Jespersen Avenue, Spruce Grove

Form of Nomination

Nominations must be completed on the prescribed Form 4 - Nomination Paper and Candidate's Acceptance and Form 5 - Candidate Financial Information. In accordance with section 27(2) of the *Local Authorities Election Act* and section 5 of the *City's Elections Bylaw*, nominations must be signed by a minimum of 25 eligible electors, include a deposit of \$100 by cash, certified cheque, debit card, credit card, or money order made payable to the City of Spruce Grove and a criminal record check.

Written Acceptance

Form 4 contains a candidate's written acceptance. In order to complete this candidate acceptance, you must be familiar with the following sections of the *Local Authorities Election Act*:

- ☐ Section 21 – Qualification of candidates
- ☐ Section 22 – Ineligibility
- ☐ Section 23 – Ineligibility for nomination
- ☐ Section 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

Nomination Dates

Nominations Open:	Wednesday, January 1, 2025
Nominations Close:	Monday, September 22, 2025 12:00 Noon
Location:	City Hall 315 Jespersen Avenue Spruce Grove, AB T7X 3E8

Nomination Checklist:

- ☐ Notice of Intent to Run
- ☐ Form 4 - Nomination Paper and Candidate's Acceptance completed
- ☐ Minimum of 25 signatures from *eligible* electors in Spruce Grove
- ☐ Form 4 is commissioned by the Returning Officer or a Commissioner for Oaths
- ☐ \$100 deposit by cash, certified cheque, debit card, credit card, or money order made payable to the City of Spruce Grove
- ☐ Criminal record check
- ☐ Form 5 - Candidate Financial Information completed

Other:

- ☐ Review Election Sign Bylaw and Election Sign Guidelines
- ☐ Sign and submit Election Sign Acknowledgement Form

☐ Part 5.1 – Election Finances and Contributions Disclosure

The written acceptance requires the completion of an affidavit that swears or affirms:

- That you are eligible to be elected under sections 21 and 47 of the *Local Authorities Election Act*;
- That you are not otherwise disqualified under sections 22 or 23 of the *Local Authorities Election Act*;
- That you will accept the office if elected;
- That you 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 understand their contents;
- That you will provide name and contact information of your official agent (if applicable);
- That you will read and abide by the municipality's code of conduct if elected ; and
- That the electors who have signed the nomination paper are eligible to vote in accordance with the *Local Authorities Election Act*.

This acceptance also requires you to provide your name as it should appear on the ballot. This name may include nicknames, however, titles are not permitted (Dr., Mrs., Mr. etc).

The signature of the candidate must be witnessed by the Returning Officer or a Commissioner for Oaths.

Candidate Information

Form 5 requires you to provide the following information:

- ☐ Your full name, address and contact information
- ☐ Address of where your candidate records are maintained
- ☐ Name(s) and address(es) of financial institutions where your 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, you must notify the Returning Officer in writing within 48 hours of such changes by submitting a completed information form.

In accordance with section 147.3 of the *Local Authorities Election Act* you are required to open a campaign account at a financial institution. That account is to be in your name or your election campaign's name for the purposes of the election campaign at the time you provide a written notice under the *Local Authorities Election Act* section 147.22 or as soon as possible after the total amount of contributions you receive first exceeds \$1,000.



Individual Notice of Intent

You may accept contributions only after you have given written notice to the Returning Officer in accordance with the *Local Authorities Election Act* section 147.22.

Contributions can only be accepted within the campaign period time frame for the election in which you intend to run. The campaign period for contributions begins on January 1 of the year immediately following an election to December 31 following the next election.

You are required to provide the following information:

- ☐ Full name, address and contact information
- ☐ Address of where records are maintained and communications sent
- ☐ 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)

Candidate Withdrawal

You can withdraw your candidacy anytime during the nomination period.

If, at the close of nominations, there are more candidates than are required to be elected for any particular office, you may withdraw within 24 hours of the close of the nomination period. The deadline for candidate withdrawal for the 2025 election is Tuesday, September 23, 2025 at 12 noon.

A notice of withdrawal must be submitted in person, in writing, to the Returning Officer at 315 Jespersen Avenue, Spruce Grove. Withdrawal notices received by way of facsimile, email or phone will NOT be accepted.

For complete information see sections 32 and 34 of the *Local Authorities Election Act*.

Nomination Deposits

The City's *Elections Bylaw* requires that your nomination be accompanied by a deposit of \$100. This deposit will be returned to you within two weeks of election day if you are elected, if your nomination is withdrawn in accordance with section 32 of the *Local Authorities Election Act*, or if you receive at least half the number of votes as the candidate elected in your race with the least number of votes.

For complete information see section 30 of the *Local Authorities Election Act*.

Example 1

Amy filed nomination papers but submitted a written notice of withdrawal to the Returning Officer in person prior to 12 noon on September 23, 2025. Amy's deposit may be reclaimed.

Example 2

Wyatt ran for office of councillor and received 800 votes. The elected candidate with the least amount of votes received 3,000. Wyatt would need a minimum of 1,500 votes to reclaim their deposit. With only 800, their deposit will not be returned.

Example 3

Makenna ran for office of councillor and received 1,200 votes. The elected candidate that received the lowest number of votes received 1,500. Makenna received the required minimum of 750 votes and therefore their deposit may be reclaimed.

Criminal record check

The City's *Elections Bylaw* requires that your nomination be accompanied with a criminal record check. Ensure the criminal record check is dated no earlier than 30 days prior to submitting your nomination papers.

A criminal record check can be obtained from the local RCMP detachment or a police department. There is a cost associated with having the criminal record check completed and this is not reimbursed by the City. Be sure to allow the processing time to receive the criminal record check prior as it is required to be submitted with your nomination papers.

Filed nomination papers and required attachments may be viewed by a person at any time after the commencement of the nomination period until the term of office to which the filed nomination papers related has expired. Therefore, the criminal record check will not be withheld or redacted, except for the mailing address of the candidate.

Minimum Number of Electors

It is recommended that prospective candidates obtain signatures from more than the required twenty-five (25) electors to ensure that the candidate's nomination will not be adversely affected if a signatory is not eligible.



An elector is defined as a person who is at least 18 years old, is a Canadian citizen, and whose place of residence is located in the area (within City of Spruce Grove municipal boundaries) on election day.

An additional form is provided for candidates who wish to collect supplementary signatures.

Filed Nomination Papers

The filed nomination papers including all attachments may be viewed by a person at any time after the commencement of the nomination period until the term of office to which the filed nomination papers relate has expired. The review of submitted nomination papers is done in the presence of the Returning Officer or Substitute Returning Officer and no copies or pictures may be taken.

Acceptance of Nomination Papers

The returning officer will not accept a nomination paper that is:

- not completed on the appropriate nomination forms;
- not signed by at least 25 electors;
- not sworn or affirmed by the person nominated;
- not accompanied with the criminal record check; or
- not accompanied by the \$100 deposit.



Notice of Intent to Run
Local Authorities Election Act (Section 147.22)

LOCAL JURISDICTION: The City of Spruce Grove, Province of Alberta

ELECTION DATE: Monday, October 20, 2025

An individual intending to run for Mayor or Councillor must submit this form to the Election Office before accepting campaign contributions or incurring campaign expenses as set out in **Part 5.1 Election Finances and Contributions Disclosure** of the *Local Authorities Election Act*.

INSTRUCTIONS

1. Complete the form below.
2. File the completed form with the Election Office by mailing: Election Office c/o City Clerk's Office, 315 Jespersen Avenue, Spruce Grove, AB T7X 3E8, or by emailing: elections@sprucegrove.org.
3. When there are any changes to the information below, notify the Election Office in writing within 48 hours by submitting a revised Candidate Financial Information form.

I am intending to run for: ☐ Mayor ☐ Councillor

Candidate's full name: _____

Candidate's complete address and postal code: _____

Phone number(s): _____

Email address: _____

Address of place(s) where candidate records are maintained (records must be kept for a period of three years following election day):

Address of place(s) where communications may be sent:

Name(s) and address(es) of the financial institution where campaign contributions will be deposited. (List additional financial institutions on page 2, if any):

(Name of financial institution)

(Address of financial institution)

(Name(s) of signing authorities for the above depository)

Name

Signature

Date

By typing your name in the signature box above, this indicates that the information entered into this form is accurate.

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*. The personal information will be managed in compliance with the privacy provisions of Part 2 of the *Freedom of Information and Protection of Privacy Act*. If you have any questions concerning the collection and use of this personal information, please contact the FOIP Coordinator at 780-962-2611.



Notice of Intent to Run
Local Authorities Election Act (Section 147.22)

Name and address of additional financial institutions where campaign contributions will be deposited (if any):

(Name of financial institution)

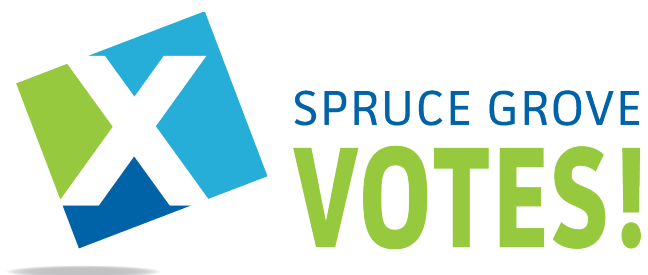
(Address of financial institution)

(Name(s) of signing authorities for the above depository)

(Name of financial institution)

(Address of financial institution)

(Name(s) of signing authorities for the above depository)



FORM 4
**NOMINATION PAPER AND
CANDIDATE'S ACCEPTANCE**
Local Authorities Election Act
(Sections 12, 21, 22, 23, 23.1, 27,
28, 47, 68.1, 151, 158.3, Part 5.1)
Education Act (Sections 4(4), 74)

LOCAL JURISDICTION: The City of Spruce Grove, Province of Alberta

ELECTION DATE: Monday, October 20, 2025

We, the undersigned electors of the City of Spruce Grove, Province of Alberta nominate:

(Candidate's Surname) (Candidate's Given Names) of _____
(Complete Address, and Postal Code)

as a candidate at the election about to be held for the office of _____ of the City of
Spruce Grove, Province of Alberta. (identify office of Mayor or Councillor)

Provide signatures of at least **25 ELECTORS ELIGIBLE TO VOTE** in this election in accordance with
sections 27 and 47 of the *Local Authorities Election Act*.

Printed Name of Elector	Complete Address and Postal Code of Elector	Signature of Elector
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		

The personal information collected through this form is for administering the election. This collection is authorized by section 27 of the *Local Authorities Election Act* and section 33(c) of the *Freedom of Information and Protection of Privacy Act*. For questions about the collection of personal information, contact the FOIP Coordinator, City of Spruce Grove, at 780-962-2611 or 315 Jespersen Ave, Spruce Grove, AB T7X 3E8.

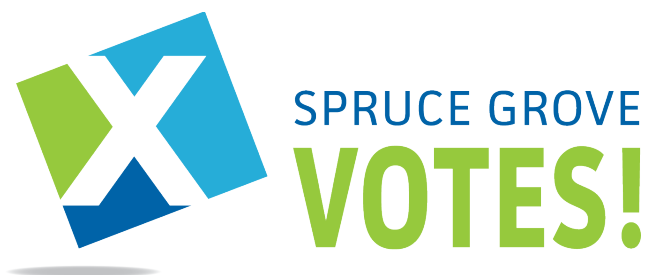


SPRUCE GROVE VOTES!

FORM 4
**NOMINATION PAPER AND
CANDIDATE'S ACCEPTANCE**
Local Authorities Election Act
(Sections 12, 21, 22, 23, 23.1, 27,
28, 47, 68.1, 151, 158.3, Part 5.1)
Education Act (Sections 4(4), 74)

13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		
21.		
22.		
23.		
24.		
25.		

Supplementary signatures may be collected and documented on the supplementary sheet provided.



FORM 4
**NOMINATION PAPER AND
CANDIDATE'S ACCEPTANCE**
Local Authorities Election Act
(Sections 12, 21, 22, 23, 23.1, 27,
28, 47, 68.1, 151, 158.3, Part 5.1)
Education Act (Sections 4(4), 74)

CANDIDATE'S ACCEPTANCE

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

I am eligible under sections 21 and 47 of the *Local Authorities Election Act* to be elected to the office;

I am not otherwise disqualified under section 22, 23 or 23.1 of the *Local Authorities Election Act*;

I will accept the office if elected;

I have read sections 12, 21, 22, 23, 23.1, 27, 28, 47, 68.1 and 151 and Part 5.1 of the *Local Authorities Election Act* and understand their contents;

I am appointing _____ as my official agent
(if applicable), (name, contact information or complete address and postal code, and telephone number of official agent)

I have provided a criminal record check with my nomination package;

I will read and abide by the municipality's code of conduct if elected; and

The electors who have signed this nomination paper are eligible to vote in accordance with the *Local Authorities Election Act* and are a 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., Mrs., Dr.)

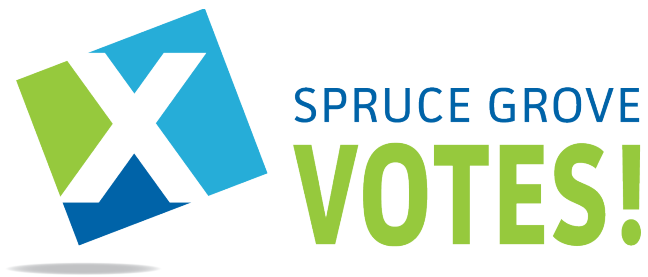
SWORN (AFFIRMED) BEFORE ME at the
_____ of _____ in the
Province of Alberta this ____ day of _____
2025.

Signature of Candidate

Signature of Returning Officer or Commissioner for Oaths

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 27 of the *Local Authorities Election Act* and section 33(c) of the *Freedom of Information and Protection of Privacy Act*. For questions about the collection of personal information, contact the FOIP Coordinator, City of Spruce Grove, at 780-962-2611 or 315 Jespersen Ave, Spruce Grove, AB T7X 3E8.



FORM 4
**NOMINATION PAPER AND
CANDIDATE'S ACCEPTANCE**
Local Authorities Election Act
(Sections 12, 21, 22, 23, 23.1, 27,
28, 47, 68.1, 151, 158.3, Part 5.1)
Education Act (Sections 4(4), 74)

RETURNING OFFICER'S ACCEPTANCE

Returning Officer signals acceptance by signing this form:

Signature of Returning Officer

Supplementary Signatures

Candidate's Surname

Candidate's Given Names

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



SPRUCE GROVE VOTES!

FORM 5
CANDIDATE FINANCIAL INFORMATION
Local Authorities Election Act
(Section 27)

Candidate's Full Name, Address and Postal Code: _____

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): _____

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.



CANDIDATE INFORMATION DISCLOSURE FORM

LOCAL JURISDICTION: The City of Spruce Grove, Province of Alberta

ELECTION DATE: Monday, October 20, 2025

I, _____, give permission to the Returning Officer of the City of Spruce Grove to release any or all of the following information to the media, the general public, any legislated authority, and for any purpose as set out in the *Local Authorities Election Act*.

Signature of Candidate

Date

Please ensure that the information provided on this form is accurate, as the City of Spruce Grove will not assume any responsibility for any errors or omissions.

CANDIDATE INFORMATION	
NAME	
EMAIL ADDRESS	
OFFICE PHONE NUMBER	
OTHER PHONE NUMBER	
MAILING ADDRESS	
CAMPAIGN OFFICE ADDRESS (if applicable)	
CAMPAIGN WEBSITE URL i.e.: www.JaneForMayor.ca	

The personal information on this form is being collected in accordance with section 33(c) of the *Freedom of Information and Protection of Privacy (FOIP) Act*, and will be used to support the administrative requirements of the local authorities election process. The personal information will be managed in compliance with the privacy provisions of Part 2 of the *Freedom of Information and Protection of Privacy Act*. If you have any questions concerning the collection and use of this personal information, please contact the FOIP Coordinator at 780-962-2611.



ELECTION SIGN ACKNOWLEDGEMENT FORM

LOCAL JURISDICTION: The City of Spruce Grove, Province of Alberta

ELECTION DATE: Monday, October 20, 2025

I certify that I have received a copy of C-1281-23 Election Sign Bylaw.

I further certify that I have read, understand, and agree to comply with the City of Spruce Grove election sign requirements as outlined in C-1281-23 Election Sign Bylaw in its entirety.

I acknowledge that a violation of the Election Sign Bylaw may result in the removal of my election signs and a fine.

Candidate Name: _____

Complete Address:

Phone Number: _____ E-mail: _____

Alternative contact:

Name: _____ Phone Number: _____

Candidate Signature: _____ Date: _____

Witness Name: _____ Witness Signature: _____

Completed *Election Sign Acknowledgment Forms* must be delivered to the Returning Officer at City Hall (315 Jespersen Avenue) or emailed to elections@sprucegrove.org no later than one week from submitting the nomination form, provided one week is not later than Nomination Day (September 22, 2025)

The personal information on this form is being collected under the authority of section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act. It will be used to support the enforcement of election signage requirements in the City of Spruce Grove for the 2025 election. The personal information will be protected in accordance with Part 2 of the Act. If you have any questions collection, use and disclosure of personal information, please contact the FOIP Coordinator at 780-962-2611 or foip@sprucegrove.org