



REGIONAL MUNICIPALITY  
OF WOOD BUFFALO

# 2025 - 2029 CANDIDATE NOMINATION INFORMATION PACKAGE

**GENERAL ELECTION**  
OCTOBER 20, 2025

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# Contact Information

Questions or information relative to the Office of Mayor or Councillor, contact:

Returning Officer  
Elections Office  
Regional Municipality of Wood Buffalo  
9909 Franklin Avenue  
Fort McMurray, AB T9H 2K4  
Tel: (780) 743-7000  
[elections@rmwb.ca](mailto:elections@rmwb.ca)  
[www.rmwb.ca/elections](http://www.rmwb.ca/elections)

Questions or information relative to the Office of Public School Trustee, contact:

Fort McMurray Public School District No. 2833  
231 Hardin Street  
Fort McMurray, AB T9H 2G2  
Tel: (780) 799-7900  
[www.fmppsdschools.ca](http://www.fmppsdschools.ca)

Questions or information relative to the Office of Roman Catholic Separate School Trustee, contact:

Fort McMurray Roman Catholic Separate School Division  
9809 Main Street  
Fort McMurray, AB T9H 1T7  
Tel: (780) 799-5700  
[www.fmcschools.ca](http://www.fmcschools.ca)

Copies of Provincial Legislation, including the *Local Authorities Election Act* (LAEA), the *Municipal Government Act* (MGA), and the *Education Act*, contact:

Alberta King's Printer  
5th Floor Park Plaza Building  
10611 - 98 Avenue  
Edmonton, AB T5K 2P7  
Telephone: (780) 427-4952 Fax: (780) 452-0668  
[qp@gov.ab.ca](mailto:qp@gov.ab.ca)  
[www.alberta.ca/alberta-kings-printer](http://www.alberta.ca/alberta-kings-printer)



# Qualifications of Candidates

## Qualifications

The *Local Authorities Election Act* (LAEA) legislates the qualifications of candidates, including rules of residence.

A person is eligible to be nominated as a candidate if on nomination day the person:

- is at least 18 years old;
- is a Canadian citizen
- has lived in the Regional Municipality of Wood Buffalo and the ward they are running in for at least 6 consecutive months immediately preceding nomination day; and
- is not otherwise ineligible or disqualified.

A candidate must swear or affirm an affidavit (Form 4 – Nomination Paper and Candidate's Acceptance and complete Form 5 – Candidate Financial Information) before the Returning Officer or a Commissioner for Oaths confirming that they have reviewed the legislation and are eligible to be elected.

## Ineligibility

The LAEA also legislates who is ineligible to be nominated as a candidate, such as:

- The person is an auditor of the municipality or school board;
- The person is an employee of the municipality or school board, unless the person takes a leave of absence;
- The person is in tax arrears for more than \$50 (except current taxes or arrears for which a consolidation agreement is in place and not in default);
- The person is in arrears to the municipality for any amount exceeding \$500 for more than 90 days;
- The person has 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*;
- The person has not met the campaign disclosure requirements from a previous election.

The above information is not inclusive of all reasons for ineligibility. It is the candidate's responsibility to ensure they read and understand the legislation and ensure they are eligible to be nominated.



# Nomination Period

Nomination period for the 2025 General Election for the positions of Mayor, Councillors, Fort McMurray Public School Trustees, and Fort McMurray Catholic (Separate) School Trustees is **Wednesday, January 1, 2025 until 12 noon on Monday, September 22, 2025**. The dates and times for accepting nomination forms are legislated and **cannot** be changed or extended.

## Notice of Intent

Anyone who intends to run as a candidate in the 2025 General Election **must** submit a Notice of Intent. Prospective candidates can submit their Notice of Intent up until September 22, 2025.

Candidates who plan to run in the 2025 General Election can only accept campaign contributions and incur campaign expenses once their Notice of Intent is complete and they are added to the <sup>1</sup>Register of Candidates. The Notice of Intent must be filed, it can be filed prior to filing nomination papers or filed at the time the nomination papers are filed.

## Obtaining Notice of Intent Form

Please visit [www.rmwb.ca/elections](http://www.rmwb.ca/elections) for the Notice of Intent form.

## Submitting your Notice of Intent

The completed form must be submitted to the Returning Officer in one of the following ways:

- Email: [elections@rmwb.ca](mailto:elections@rmwb.ca)
- In-Person: RMWB Elections Office, Legislative Services, 7th Floor, Jubilee Building, 9909 Franklin Avenue, T9H 2K4
- Mail: RMWB Elections Office, Legislative Services, Jubilee Building, 9909 Franklin Avenue, T9H 2K4

## Acknowledging receipt of Notice of Intent

Following receipt of a Notice of Intent, RMWB Elections Office will confirm within 3 business days if the Notice of Intent meets legislated requirements. If the notice meets requirements, the candidate's name and information will be added to the Register of Candidates within 2 business days.

**Note:** It is a candidate's responsibility to notify the Elections Office if there are any changes to the information provided on this form.

<sup>1</sup> The Register of Candidates is a record of all candidates who have given notice to RMWB Elections that they intend to seek nomination for office in the next general election, as required by the *Local Authorities Election Act*. As RMWB Elections administers elections for Municipal Council and the Fort McMurray school districts, all candidates registered to run in these jurisdictions will be listed in the Register of Candidates and located on the Municipal website.



## Obtaining Nomination Forms

Please visit [www.rmwb.ca/elections](http://www.rmwb.ca/elections) for the Candidate Nomination Package containing the required forms or visit Municipal Affairs at [www.municipalaffairs.alberta.ca/mc\\_elections](http://www.municipalaffairs.alberta.ca/mc_elections) for all forms and related candidate information.

Nomination forms for the 2025 General Election for Mayor or Councillors, Fort McMurray Public School Trustees or Fort McMurray Catholic (Separate) School Trustees may also be obtained by calling 780-743-7000 or emailing [elections@rmwb.ca](mailto:elections@rmwb.ca).

Nomination forms for the Fort McMurray Catholic (Separate) School Trustees may be obtained by calling 780-799-5700.

Nomination forms for the Fort McMurray Public School Trustees may be obtained by calling 780-799-7900.

## Filing of Nomination Papers

All candidates running for Mayor or Councillor must submit the completed Notice of Intent form, Nomination Paper and Candidate's Acceptance (Form 4) and must submit the Candidate Financial Information (Form 5) as soon as they are required to open a bank account.

The Nomination Paper **must** be signed by a minimum of ten (10) eligible electors and accompanied by the required deposit of \$250 for the position of Mayor or signed by a minimum of ten (10) eligible electors and accompanied by the required deposit of \$100 for the position of Councillor. The deposit must be paid by either cash, certified cheque, money order, debit card or credit card.

To ensure the validity of their Nomination Papers, a Candidate is encouraged to submit more than the required minimum electors' signatures.

The Returning Officer cannot accept a nomination that is:

- not completed in the prescribed form;
- not signed by at least the required minimum eligible electors;
- not sworn or affirmed by the person nominated;
- not accompanied by the required deposit.

The Returning Officer does not have the authority to challenge the validity of the information provided on the Nomination Paper and Candidate's Acceptance Form or the Candidate Information Form. This is the responsibility of the electors of the Municipality and may be challenged through the Court system.



All Nominations for the 2025 General Election will be accepted at the RMWB Elections Office during regular business hours (8:30 a.m. to 4:30 p.m.) from Wednesday, January 1, 2025 to 12 noon on Monday, September 22, 2025. To make arrangements to file your Nomination, please call 780-743-7000 or email [elections@rmwb.ca](mailto:elections@rmwb.ca).

**NOTE:** Faxed or electronically submitted Nomination forms **will not** be accepted. The Nomination Paper and Candidate Acceptance Form and the Candidate Information Form are legislated forms and must be received in their original format and not be modified in any way.

A candidate who signs a Nomination Paper and Candidate Acceptance Form that contains a false statement is guilty of an offence and liable to a fine under the *Local Authorities Election Act*.

## Qualifications of Electors Who Sign Nomination Forms

The *Local Authorities Election Act* requires that a person who signs a candidate's nomination forms be eligible to vote in that election and be a resident of the ward for which a candidate is being nominated on the date of signing the nomination.

An elector (voter) is eligible to sign nomination forms for a candidate if on the date of signing the nomination:

- is at least 18 years old;
- is a Canadian citizen;
- resides in Alberta; and
- lives in the Regional Municipality of Wood Buffalo and is a resident of the ward for which the candidate is being nominated on the date they sign the nomination papers.

## Withdrawal of Nomination

A candidate may withdraw their nomination in writing any time during the nomination period up to within 24 hours after the close of nominations at 12 noon on Monday, September 22, 2025. The legislated deadline for withdrawals is 12 noon on Tuesday, September 23, 2025. The Returning Officer cannot accept a withdrawal if it results in less than the required number of candidates to fill that office.



## Official Agent and Scrutineers

When filing a Nomination, a candidate may appoint an eligible elector to be their Official Agent, who:

- cannot have been convicted of an offence within the previous 10 years under the *Local Authorities Election Act*, the *Election Act*, the *Election Finances and Disclosure Contributions Act* or the *Canada Elections Act*;
- is not a candidate in the same election; and
- performs the duties assigned by the candidate.

If it becomes necessary to appoint a new official agent, the candidate must immediately provide in writing to the Returning Officer the name and contact information of the new official agent.

Each candidate may appoint scrutineers to observe the voting process during the advance votes 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 Disclosure Contributions Act* or the *Canada Elections Act*;
- present to the presiding deputy returning officer a written notice signed by the candidate appointing the person to represent that candidate as scrutineer at the voting station;
- must make a statement at each voting station in the prescribed form that they act on behalf of the candidate and will maintain the secrecy of the vote; and

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





