

Preparing for Your Nomination

The Nomination Period runs from Jan. 1, 2025 to 12 p.m. (noon) on Monday, Sept. 22, 2025. To file your nomination, you must follow the below steps:

1. **Meet all eligibility requirements**

To be nominated as a candidate in the 2025 General Election, you must be eligible to vote, therefore you must be:

- at least 18 years old;
- a Canadian citizen;
- a resident of the Regional Municipality of Wood Buffalo and the ward they are running in for at least 6 consecutive months immediately preceding nomination day, September 22, 2025 (that being March 22, 2025); and
- not otherwise ineligible or disqualified.

There may be other reasons you are ineligible to run as a candidate – refer to the [Local Authorities Election Act \(LAEA\)](#).

2. **Complete the Notice of Intent**

Anyone who intends to run as a candidate in the 2025 Municipal Election must file a [Notice of Intent](#).

Prospective candidates can submit their Notice of Intent from now until September 22, 2025. 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.

Candidates who plan to run in the 2025 Election can only accept campaign contributions and incur campaign expenses once their Notice of Intent is accepted by the Returning Officer and they are added to the ¹Register of Candidates.

3. **File your Notice of Intent**

Submit the completed form to the Returning Officer in one of the following ways:

Email: elections@rmwb.ca

In-Person during regular business hours Mon - Fri 8:30 a.m. to 4:30 p.m.:

Attention: RMWB Elections Team, Legislative Services, 7th Floor, Jubilee Building, 9909 Franklin Avenue, T9H 2K4

Mail / Courier:

Attention: RMWB Elections Team, Legislative Services, Jubilee Building, 9909 Franklin Avenue, T9H 2K4

4. **Complete Form 4 and Form 5**

[Form 4 - Candidate Nomination and Acceptance Form](#). Refer to the [How to Guide Form 4](#) for guidance on completing Form 4.

[Form 5: Candidate Financial Information](#). Candidates disclose information on where their campaign

¹ 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.

records will be maintained and their campaign bank account information. Refer to the [How to Guide Form 5](#) for guidance on completing Form 5.

5. **Deposit**

When filing nomination papers for the position of Mayor or Councillor, you must pay the required deposit of \$250 for the position of Mayor and \$100 for Councillor.

The required deposit can be paid by cash, certified cheque, money order, debit card or credit card. Payments by credit card or debit card can only be made at in-person appointments. Do not send cash in the mail.

6. **File your nomination forms**

Make an appointment:

Nomination papers and deposits can be filed during regular business hours Mon – Fri 8:30 a.m. to 4:30 p.m. in person with the Elections Office by making an appointment.

For more information and to make arrangements to file your nomination:

- Email elections@rmwb.ca
- Call 780-743-7000

Mail / Courier your completed forms and deposit:

Completed nomination papers and deposit can be sent by mail or courier to the Elections Office at:

Legislative Services
Regional Municipality of Wood Buffalo
9909 Franklin Avenue
Fort McMurray, AB T9H 2K4

Form 4 must be commissioned by a Commissioner for Oaths or Notary Public in and for Alberta.

The deposit must be paid by certified cheque or money order payable to the Regional Municipality of Wood Buffalo. Do not send cash.

If you have filed via email the Elections Office will acknowledge your email and confirm that you have been accepted as a candidate within 3 business days.

If you have filed your nomination papers via mail or courier, confirmation may take up to 5 business days from the date of receipt of your papers.

7. **For more information**

- Visit www.rmwb.ca/elections
- Visit www.alberta.ca/municipal-elections

Nomination Process Checklist for Prospective Candidates

<input type="checkbox"/>	Check Eligibility Requirements
<input type="checkbox"/>	Complete and File Notice of Intent Form
<input type="checkbox"/>	Complete Form 5 – Candidate Financial Information
<input type="checkbox"/>	Complete Form 4 – Candidate Nomination and Acceptance Form
<input type="checkbox"/>	Obtain Signature from Electors
<input type="checkbox"/>	Have Form 4 Commissioned
<input type="checkbox"/>	File Form 4 with required deposit