

Elections



NOTICE OF INTENT TO RUN

Elections How-to Guide

Notice of Intent to run for prospective candidates

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

Section 147.22 of the LAEA requires an individual who intends to be nominated, or has been nominated, to run as a candidate for the municipal election to give **written notice** to the local jurisdiction (Okotoks) before accepting a campaign contribution or incurring a campaign expense.

A Notice of Intent may be submitted either by mail, email or in-person. A prospective candidate can submit their Notice of Intent any time during the campaign period.

It is important that prospective candidates understand the full extent of their legislated obligations. The information below is provided as a guide to assist prospective Okotoks Town Council candidates in preparing written notice to the Okotoks Elections Returning Officer, who oversees the Okotoks municipal election.

Before completing Notice of Intent

Confirm eligibility

Individuals are encouraged to review the eligibility criteria in the [LAEA](#) prior to submitting a Notice of Intent. To be eligible to be nominated as a candidate and run in the 2025 Okotoks municipal election you must be:

- At least 18 years old on nomination day (September 22, 2025);
- A Canadian citizen;
- A resident of the Town of Okotoks for the six (6) consecutive months immediately preceding nomination day (September 22, 2025);
- A resident of Okotoks on election day (October 20, 2025);
- Not otherwise ineligible or disqualified under the [Local Authorities Election Act](#) (LAEA).

Write your Notice of Intent

Complete the [Notice of Intent Form](#), which must include the following information:

- First and last name
- Residential address, including postal code
- Contact information (email address, phone number or mailing address if different from above)
- Address of place(s) where candidate records are maintained
- Name and address of financial institution(s) used for campaign contributions
- Name(s) of signing authorities for campaign account(s)

Submit your Notice of Intent

You may submit your Notice of Intent using the [Notice of Intent Form](#), in person, by mail or email:

Email your completed form to: elections@okotoks.ca

Mail or Drop Off your completed form to:

Town of Okotoks
Legislative Affairs
Attention: Elections Returning Officer
PO Box 20, Station Main
5 Elizabeth Street
Okotoks, AB T1S 1K1

Confirmation

Within five (5) business days, a member of the Okotoks elections team will contact you to confirm your Notice of Intent has been received, and they will inform you whether your submission meets the requirements, or if additional information or amendments are necessary.

Next steps

1. Once the Returning Officer receives your completed form and has confirmed you've met the requirements, your name will be added to the Register of Candidates.
2. Being added to the Registry of Candidates is not a substitute for completing the nomination process. To become a nominated candidate and appear on the ballot, you must then complete the nomination process during the nomination period from January 2, 2025 to 12 p.m. on September 22, 2025. Please see okotoks.ca/elections for further details on completing the nomination process.

If changes are made to the above information after your submission has been confirmed, please provide a written update to the Okotoks Elections Returning Officer.

Notice of Intent

Local Authorities Election Act (Section 147.22)

LOCAL JURISDICTION: _____, PROVINCE OF ALBERTA

Election Date: _____
date

I, _____, of

_____ complete address and postal code

intend to be nominated, or have been nominated, to run for election as a candidate in the

_____ name of local jurisdiction and ward, if applicable

I understand that by completing this form, I am declaring my intent to become a candidate as defined in the *Local Authorities Election Act*, which carries with it certain obligations and responsibilities.

Candidate Information

Title Candidate Last Name Candidate First Name

Gender Telephone Number Email Address

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):

SWORN (AFFIRMED) before me at the _____

of _____, in the Province of Alberta, this _____

day of _____, 20 ____

Signature of Returning Officer or Commissioner for Oaths or Notary Public in
and for Alberta

Signature of Candidate

Commissioner for Oaths Stamp

RETURNING OFFICER'S ACCEPTANCE

Returning office signals acceptance by signing this form

Signature of Returning Officer

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 33(c) of the *Freedom of Information and Protection of Privacy Act*. For questions about the collection of personal information, contact your local municipal office.