



2025 Okotoks Election Nomination Information

For Okotoks Town Council Term 2025-2029





Agenda

- Okotoks 2025 Election Information
- New Nomination Processes for 2025
- Nomination Suggestions
- Contact Information



Nomination Process 2025



Notice of Intent

- The Notice of Intent is a required step for candidates who wish to collect campaign contributions and/or incur campaign expenses
- This form can be submitted anytime until September 22, 2025
- The Notice of Intent form can be found on the Town website at Okotoks.ca/election-candidate

Nomination Process

- Filing of nomination papers is required for candidates to appear on the ballot
- Nomination Period is from January 2 until noon on September 22, 2025
- Legislated forms 4 and 5 must be used
- The province is working on updating these regulated forms

Nomination Process 2025



Filing Nomination Papers

Individuals must:

- Confirm that they meet eligibility requirements as set under the *Local Authorities Election Act (LAEA)*
- Complete the legislated nomination forms and ensure:
 - the required number of signatures from Okotoks' eligible electors is included; and
 - Forms are affirmed with a Commissioner for Oaths
- Submit the completed nomination forms along with the applicable deposit to Okotoks Elections in-person at the Municipal Centre

Eligibility Requirements

Nominees must be:

- At least 18 years of age 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 the Town of Okotoks on Election Day (October 20, 2025) and be a resident for the full four (4) year term of Council, and
- Not otherwise be ineligible under the LAEA

Ineligibility



Provisions under the *LAEA* disqualify individuals if they:

- Are an employee of the Town of Okotoks (unless the person is granted a leave of absence)
- Are indebted to the Town of Okotoks for taxes for more than \$50 (except current taxes or if an agreement is entered into; not in default)
- Are indebted to the Town of Okotoks over \$500 for any debt that is in default for over 90 days
- Have been convicted of an offence under an *Elections Act* within the past 10 years
- Have run in a previous municipal election and did not file a disclosure statement

Filing Your Papers & What's Next



After filing the Notice of Intent and Nomination Papers:

- The candidates' name will be posted to the Town website on the registry of candidates, once the Notice of Intent is received as required under legislation
- The candidates' name and contact information will be posted to the Town website, once nomination papers are filed and accepted by the Returning Officer

At the time of filing Nomination Papers, candidates are required to sign a consent to disclose their information

Important Nomination Dates

Nomination Period: begins January 2, 2025

Nomination Day is: Monday, September 22, 2025

Submit Nomination Forms:

- **Before September 22:** make an appointment by email at elections@okotoks.ca; or
- **On September 22:** in person at the Municipal Centre, Council Chamber between 10 a.m. and 12 p.m. (noon)

Nomination Forms



Nomination Forms must be fully complete by ensuring:

- **At least** five (5) electors who are eligible to vote in Okotoks have signed the form;
- Witnessed by a Commissioner for Oaths;
- Official agent information is included if appointing;
- Deposit is paid (\$500 for Mayor / \$250 deposit for Councillor);

Also for submission is the:

- Candidate information form; and
- Candidate Consent to Disclose Candidate's information form.

Nomination Recommendations

- Exceed the minimum number of signatures required on your nomination form.
- Only accept signatures from eligible Okotoks residents and addresses are complete and legible.
- Review all materials and double check your forms.
- Your forms do not need to be commissioned prior to your submission. An election officer can commission forms.
- Submit in-person and make an appointment.
- Bring all forms and government issued ID to the appointment along with your deposit in the form of cash, or use a debit or credit card for faster processing.



Questions?

Cathy Duplessis, CLGM

Returning Officer

Town of Okotoks

elections@okotoks.ca