

## How-to Guide: Notice of Intent to Run for Prospective Candidates

Municipal and school board 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 for election in a local jurisdiction as a candidate to give written notice to the local jurisdiction before accepting a campaign contribution or incurring a campaign expense. A notice of intent may be submitted either by mail or email.

It is essential that prospective candidates understand the full extent of their legislated obligations. The information below is provided as a guide. Edmonton Elections encourages prospective candidates to seek independent legal advice.

This checklist is designed to guide prospective candidates for Edmonton City Council, Edmonton Public School Board and Edmonton Catholic Separate School Division in preparing their written notice to Edmonton Elections.

### Before completing notice of intent

#### Confirm eligibility

To be eligible to be nominated as a candidate, an individual must be:

- At least 18 years old on nomination day (September 22, 2025)
- A Canadian citizen
- A resident of the City of Edmonton for the 6 consecutive months immediately preceding nomination day (September 22, 2025)
- A resident of Edmonton on election day (October 20, 2025)
- Not otherwise ineligible or disqualified under sections 22, 23 and 23.1 of the [Local Authorities Election Act](#) (LAEA)

Individuals are encouraged to review the eligibility criteria in the [LAEA](#) prior to submitting a

notice of intent. Being added to the Registry of Candidates is not a substitute for completing the nomination process. Please see [edmonton.ca/elections](http://edmonton.ca/elections) for further details.

### Write notice of intent

Using a blank document or paper, provide the following information.

Tips:

- Refer to this checklist and check off each box as you write your notice of intent
- Type in font size 11 or larger, or print clearly to assist Edmonton Elections in reviewing your notice of intent
- Information can be provided in point form to assist Edmonton Elections in reviewing your notice of intent

#### Candidate's Information

- Last name
- Given name(s)
- Complete residential address (including postal code)
- Contact information, such as:
  - Email
  - Phone number
  - Mailing address (if different from above)

#### Jurisdiction candidate intends to be nominated in (indicate one of the following):

- City of Edmonton (Councillor or Mayor)
- Edmonton School Board (Edmonton Public Schools)
- Edmonton Catholic Separate School Division

#### Address of place(s) where records are maintained and where communications may be addressed

- Include full address(es), including postal code(s)

#### Financial institution(s) where campaign contributions will be deposited. For each financial institution, include:

- Name of financial institution
- Full address of the financial institution, including postal code
- Signing authorities for each account

**Submit notice of intent**

Once complete, submit your written notice to Edmonton Elections via:

Email	<a href="mailto:elections@edmonton.ca">elections@edmonton.ca</a>
Mail	Office of the City Clerk Attention: Edmonton Elections 3rd Floor, City Hall 1 Sir Winston Churchill Square Edmonton, AB T5J 2R7

Edmonton Elections will confirm receipt of notice of intent, advising the potential candidate if additional information or amendments are necessary.

Within 3 business days from the day of receipt, Edmonton Elections will:

- Advise the candidate that their notice of intent meets legislated requirements and their name and information will be added to the Registry of Candidates within 3 business days.

**or**

- Advise the prospective candidate if their notice of intent does not meet legislated requirements.

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