

TOWN OF RAYMOND

CANDIDATE GUIDE

2025 MUNICIPAL ELECTION



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Important Dates – Election 2025

Date	Event
January 1, 2025 – September 22, 2025	Nomination Period
TBD*	Mayors Forum
TBD*	Councillors Forum
TBD	Advance Poll
TBD	Institutional Voting
September 22, 2025	Nomination Day
September 23, 2024	Withdrawal Deadline
October 20, 2025	Election Day
October 22, 2025	Deadline to Request a Recount
October 24, 2025	Official Results Announced
November 10, 2025	Judicial Recount Elector Deadline

As dates are determined this document will be updated.

* The Town of Raymond does not organize or participate in public forums for candidates. Candidates, or an interested group, may organize a forum, and the Town will make the theatre available upon request.

Candidate Eligibility

Prospective candidates may only run for one office (i.e., Mayor **OR** Councillor), as per Section 23 of the *Local Authorities Election Act*.

As per Section 21 of the *Local Authorities Election Act*, an individual is **eligible** to be nominated as a candidate if the person is:

- eligible to vote in the election,
- has been a resident in the municipality for 6 consecutive months immediately preceding Nomination Day, and
- not otherwise ineligible or disqualified

As per Section 22 of the *Local Authorities Election Act*, a person is **not eligible** to be nominated as a candidate if the person:

- is the auditor of the local jurisdiction;
- is an employee of the local jurisdiction for which the election is to be held, unless the person has taken a leave of absence;
- is indebted to the municipality for taxes in default exceeding \$50 (excluding indebtedness on current taxes, and indebtedness for arrears of taxes for which the person has entered into a consolidation agreement with the municipality);
- is indebted to the local jurisdiction for any debt equaling or exceeding \$500 and is in default for more than 90 days;
- has, within the previous 10 years, been convicted of an offence under the LAEA, the Election Act, the Election Finances and Contributions Disclosure Act, or the Canada Elections Act (Canada).
- on nomination day, is employed by the Office of the Ombudsman, unless the person takes a leave of absence.

Please consult sections 21 – 23 of the *Local Authorities Election Act* for more information on candidate eligibility/ineligibility.

Submitting Your Nomination Application

Candidates must complete the **Notice of Intent**, the **Nomination Paper and Candidate's Acceptance** (Form 4) as well as the **Candidate Information** (Form 5). Additionally, if you intend to run in the election and plan to raise funds to support your campaigning, you must first be registered with the Town Office. All required election forms are in this package, as well as available at <https://www.alberta.ca/municipal-election-forms>.

A nomination deposit of \$100 cash must accompany all nomination papers. The deposit will be returned if:

- You are elected;
- You get at least one-half the number of votes of the elected person to office with the least number of votes; or
- You withdraw your name as a candidate in accordance with Section 32 of the Local Authorities Election Act.

Nomination Papers may be submitted to the Town Office (210N 200W) during regular office hours anytime between January 1, 2025 to September 22, 2025. Nomination papers will not be accepted after 12:00pm on September 22. Nomination papers will be accepted in person, or can be mailed or couriered to the town office:

**210 W 200N
PO Box 629
Raymond, Ab
T0K 2S0**

Nomination Applications are included in this package. It is the candidate's responsibility to ensure the form is completed correctly. The Returning Officer is required to reject a candidate's nomination form if it has not been completed correctly. Your application must:

- Be signed by a minimum of 5 eligible electors;
- Include an affidavit stating that you are eligible to be a candidate in the election;

Nomination papers may be examined by any person in the presence of the Returning Officer, following 12:00pm (noon) on September 23, 2025. The examination of nomination papers must be done during regular business hours (8:30am – 4:30pm, Monday - Friday).

Campaign Finance and Contribution Disclosure

If you are receiving donations to help finance your election campaign, you are required to disclose names and addresses of donors whose contributions exceed \$50. Additionally, financial disclosure statements are required from all candidates, including self-funded campaigns. A candidate who has incurred campaign expenses or contributions of \$50,000 or more, must file a review engagement (as defined by the Chartered Professional Accountants Act) with their disclosure statements.

The province has instituted rules to govern the repayment of any outstanding deficits you have incurred, or for the distribution of any surplus funds you have received. For more information on Municipal Election Finance and Contribution Disclosure, please read section 147 of the *Local Authorities Election Act*.

Duties of a Mayor or Councillor

As a member of Council, you have the ability to significantly impact and influence Raymond's future. The *Municipal Government Act* outlines the following general duties and principles for Mayor and Councillors:

- Consider and promote the welfare and interests of the municipality;
- Develop and evaluate municipal policies and programs;
- Participate in Council meetings, Council committee meetings, and meetings of other bodies to which they have been appointed;
- Obtain information about the operation or administration of the municipality from the Chief Administrative Officer (CAO);
- Keep in confidence matters discussed in private at a Council or committee meeting until discussed at a public meeting;
- Perform any other duty or function imposed on Council members by the MGA, any other enactment or by Council.

The term of office for a Mayor or Town Councillor is 4 Years and is an at-large designation, meaning that the elected representatives represent the Town as a whole and not a particular ward or section of the Town. There are six Councillors in the Town of Raymond. The position of the councillor is a part-time commitment and during that time you will be required to attend:

- Regular and Special meetings of Council;
- Council committee meetings;
- Meetings of other boards and agencies to which you are appointed as a Council representative;
- Conferences, conventions, seminars and workshops for training and discussion.

The Mayor adheres to these requirements, and additionally:

- Presides at Council meetings;
- Act as the key public representative of the Town and is called on to represent the Town and the community at meetings, public functions, ceremonies and other events;
- Act as the chief spokesperson for the Town in discussions with elected officials in other municipalities or the provincial and federal governments.

Raymond Town Council as a whole meets regularly twice a month, with Council meetings occurring on the first Tuesday of the month, and Council Committee Meetings occurring on the third Tuesday of the month.

For any further information regarding the role of a member of Raymond Town Council, please contact Kassidy Stevens, Returning Officer, at the Town Office, calling 403-752-3322 (ext:1007), or emailing kassidystevens@raymond.ca.

Managing Your Campaign

The campaign period (the time in which you can accept contributions and incur campaign expenses) is January 1 to December 31, 2025. You must file your nomination papers before you accept contributions or incur expenses during this period.

A candidate may contribute up to \$10,000 to their own campaign, and up to \$5,000 from any Alberta resident who wishes to contribute to the candidate's campaign. Campaign contributions include money, personal property, real property or service that is provided for the benefit of a candidate's election campaign without fair market compensation but does not include a service provided by an individual who voluntarily performs the services and receives no compensation, directly or indirectly.

A candidate who funds a campaign by contributions must open a campaign account at a financial institution (s. 147.3 LAEA). A candidate **MUST** open a bank account in their own name or the name of the campaign as soon as possible after the amount of contributions exceeds \$1000 in aggregate (s.147.3(1) LAEA). All contributions must be deposited in that account, and the money is to be used only for campaign expenses.

Receipts must be issued for every contribution and obtained for every expense. Records of all contributions and expenses are to be kept for 4 years. Section 147 of the LAEA sets out the rules regarding who can contribute to your campaign and identifies those who cannot.

Form 26 **Campaign Disclosure Statement and Financial Statement** must be completed by all candidates. The form requires candidates to disclose names and addresses of donors whose contributions exceed \$50, information about campaign contributions received, other sources of funding, campaign expenditures, and the campaign surplus or deficit. Disclosure statements must be filed with the municipality on or before March 1, 2026. It is an offence to fail to file a disclosure statement. Candidates will be levied a late filing fee of \$500 as per Section 147.4(1) of the *Local Authorities Election Act*.

When filing nomination papers, candidates may appoint an official agent. The duties of the official agent are those assigned by the candidate. An individual cannot be appointed as candidate's official agent if:

- That person is also candidate; or
- That person is under the age of 18 years; or
- That person has been convicted of an offence under the Local Authorities Election Act, The Alberta Election Act or the Canada Elections Act within the previous 10 years.

If you need to appoint a new official agent, you must notify the Returning Officer in writing, and provide the official agent's name and contact information.

Candidates may appoint a scrutineer for the Advance Vote and Election Day to observe the processes at the voting stations. Candidates must complete the **Candidate Scrutineer Appointment Form** to provide written authorization of appointment. Upon attending a voting station, a scrutineer is required to report to the Presiding Deputy Returning Officer or designate at that voting station. The Presiding Deputy will examine the Candidate's Scrutineer Appointment Form, and the scrutineer will

be required to complete Form 16, **Statement of Scrutineer or Official Agent**, prior to commencing scrutineer duties at that voting station. At the voting station, a candidate may only have one representative at the voting station at one time. Either the candidate, a scrutineer, or an official agent may be present at a voting station at one time. The presiding deputy at the voting station will inform candidates, scrutineers, and official agents where they may observe the voting process.

For candidates who choose to utilize signage for their campaign, please know that:

- No signage is permitted:
 - To be stapled or taped to telephone or power poles.
 - On public property, such as churches, schools, hospitals, parks or municipal facilities.
 - At any polling station.
- Signs are permitted on boulevards only with permission of the property owner on whose residence the signage is located.
- Signs must be removed from all sites by Wednesday October 22, 2025. If the signs are not removed, the Town crew will be instructed to remove and dispose of them.

Election Day

The 2025 Municipal Election will take place on October 20, 2025 between 10:00am and 8:00pm at the Raymond Seniors Centre (55E 100N), which includes all facilities which share the same building, grounds, parking lot and public sidewalk around the facility.

The Town plans to hold an Advance Poll at the Town of Raymond Council Chambers, with the date to be announced. All eligible voters may vote during the advanced poll.

The Town will also be providing institutional voting at the Raymond Hospital, Ridgeview Lodge and Prairie Ridge with the dates to be announced.

On Election Day, no candidate or agent is permitted to greet voters at the polling station. However, a designated area will be available for all candidates, or their agent, to observe the election process.

The candidate or agent may be present during the counting of the ballots. Only one (1) representative for each candidate may be present.

Voter Eligibility: As per Section 47 of the *Local Authorities Election Act*, a person is “eligible to vote in an election held pursuant to this Act if the person:

- is at least 18 years old,
- is a Canadian citizen, and
- resides in Alberta and the person’s place of residence is located in the local jurisdiction on election day.

All eligible voters must show valid government issued identification at the time of their vote.

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.

Nomination Paper and Candidate's Acceptance

Local Authorities Election Act
(Sections 12, 21, 22, 23, 27, 28, 47,
68.1, 151, Part 5.1)
Education Act (Sections 4(4), 74)

Note: The personal information on this form is being collected to support the administrative requirements of the local authorities election process and is authorized under sections 21 and 27 of the *Local Authorities Election Act* and section 33(c) of the *Freedom of Information and Protection of Privacy Act*. The personal information will be managed in compliance with the privacy provisions of the *Freedom of Information and Protection of Privacy Act*. If you have any questions concerning the collection of this personal information, please contact

Returning Officer

403-752-3322

Title of the Responsible Official

Business Phone Number

LOCAL JURISDICTION: _____, PROVINCE OF ALBERTA

We, the undersigned electors of _____, nominate
Name of Local Jurisdiction and Ward (if applicable)

_____ of
Candidate Surname Given Names

_____ as a candidate at the election
Complete Address and postal code

about to be held for the office of _____
Office Nominated for

of _____
Name of Local Jurisdiction

Signatures of at least **5 ELECTORS ELIGIBLE TO VOTE** in this election in accordance with sections 27 and 47 of the *Local Authorities Election Act* and sections 4(4) and 74 of the *Education Act* (if applicable). If a city or a board of trustees under the *Education Act* passes a bylaw under section 27(2) of the *Local Authorities Election Act*, then the signatures of up to 100 electors eligible to vote may be required.

Printed Name of Elector	Complete Address and Postal Code of Elector	Signature of Elector

Candidate's Acceptance

I, the above named candidate, solemnly swear (affirm)

- THAT I am eligible under sections 21 and 47 (and section 12, in the case of summer villages) of the *Local Authorities Election Act* and sections 4(4) and 74 of the *Education Act* (if applicable) to be elected to the office;
- THAT I am not otherwise disqualified under section 22 or 23 of the *Local Authorities Election Act*;
- THAT I will accept the office if elected;
- THAT I have read sections 12, 21, 22, 23, 27, 28, 47, 68.1, and 151 and Part 5.1 of the *Local Authorities Election Act* and sections 4(4) and 74 of the *Education Act* (if applicable) and understand their contents;
- THAT I am appointing

Name, Contact Information or Complete Address and Postal Code and Telephone Number of Official Agent (if applicable)

as my official agent.

- THAT I will read and abide by the municipality's code of conduct if elected (if applicable); and
- THAT the electors who have signed this nomination paper are eligible to vote in accordance with the *Local Authorities Election Act* and the *Education Act* and resident in the local jurisdiction on the date of signing the nomination.

Print name as it should appear on the ballot

Candidate's Surname

Given Names (may include nicknames, but not titles, i.e., Mr., Ms., Dr.)

SWORN (AFFIRMED) before me

at the _____ of _____ ,

in the Province of Alberta,

this _____ day of _____ , 20 _____ .



Candidate's Signature

Signature of Returning Officer or Commissioner for Oaths
or Notary Public in and for Alberta
(Also include printed or stamped name and expiry date)

Commissioner for Oaths Stamp

RETURNING OFFICER'S ACCEPTANCE

Returning Officer 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**

Note: The personal information on this form is being collected to support the administrative requirements of the local authorities election process and is authorized under section 27 of the *Local Authorities Election Act* and section 33(c) of the *Freedom of Information and Protection of Privacy Act*. The personal information will be managed in compliance with the privacy provisions of the *Freedom of Information and Protection of Privacy Act*. If you have any questions concerning the collection of this personal information, please contact

Deputy Returning Officer

Title of the Responsible Official

403-752-3322

Business Phone Number

Candidate's Full Name _____

Candidate's Address and Postal Code _____

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)

Where there is any change in the above mentioned information, the candidate shall notify the local jurisdiction in writing within 48 hours of such changes by submitting a completed information form.

Statement of Scrutineer or Official Agent

Local Authorities Election Act
(Sections 16(2), 68.1, 69, 70)

Note: The personal information on this form is being collected to support the administrative requirements of the local authorities election process and is authorized under sections 16(2), 68.1, 69 and 70 of the *Local Authorities Election Act* and section 33(c) of the *Freedom of Information and Protection of Privacy Act*. The personal information will be managed in compliance with the privacy provisions of the *Freedom of Information and Protection of Privacy Act*. If you have any questions concerning the collection of this personal information, please contact

Deputy Returning Officer

Title of the Responsible Official

403-752-3322

Business Phone Number

LOCAL JURISDICTION: Town of Raymond, PROVINCE OF ALBERTA

ELECTION DATE (OR VOTE ON A BYLAW OR QUESTION): October 20, 2025

I, _____,
Name of Scrutineer or Official Agent

of _____
Complete Address and Postal Code

in the Province of _____, am at least 18 years of age and,
Name of Province

(a) For the purposes of an election, will act as scrutineer on behalf of _____
Name of Candidate
for the office of _____
Office for which Candidate was Nominated

OR

(b) For the purposes of a vote on a bylaw, will act as scrutineer for those persons who are interested in

(Check [✓] One) ☐ **promoting** the passing of Bylaw No. _____

☐ **opposing** the passing of Bylaw No. _____

OR

(c) For the purposes of a vote on a question, will act as scrutineer on behalf of those persons who are interested in

(Check [✓] One) ☐ voting in the **positive** on the question set out.

☐ voting in the **negative** on the question set out.

AND I will in all respects maintain and aid in maintaining the absolute secrecy of the vote.

Signature of Scrutineer or Official Agent

IT IS AN OFFENCE TO SIGN A FALSE STATEMENT

Campaign Disclosure Statement and Financial Statement

Local Authorities Election Act
(Sections 147.3, 147.4)

NOTE: The personal information on this form is being collected to support the administrative requirements of the local authorities election process and is authorized under section 147.4 of the *Local Authorities Election Act* and section 33(c) of the *Freedom of Information and Protection of Privacy Act*. The personal information will be managed in compliance with the privacy provisions of the *Freedom of Information and Protection of Privacy Act*. If you have any questions concerning the collection of this personal information, please contact

Title of the Responsible Official Business Phone Number _____

LOCAL JURISDICTION _____, PROVINCE OF ALBERTA

Full Name of Candidate _____

Candidate's Mailing Address _____
_____, Alberta

Postal Code _____

This form, including any contributor information from line 2, is a public document.

Pre-Campaign Period Report

CAMPAIGN CONTRIBUTIONS:

1. Pre-Campaign Period Contributions (up to a limit of \$2,000) \$ _____

2. Pre-Campaign Period Expenses (up to a limit of \$2,000) \$ _____

Campaign Period Revenue

CAMPAIGN CONTRIBUTIONS:

1. Total amount of contributions of \$50.00 or less \$ _____

2. Total amount of all contributions of \$50.01 and greater, together with the contributor's name and address (attach listing and amount) \$ _____

NOTE: For lines 1 and 2, include all money and valued personal property, real property or service contributions.

3. Deduct total amount of contributions returned \$ _____

4. NET CONTRIBUTIONS (line 1 + 2 - 3) \$ _____

OTHER SOURCES:

5. Total amount contributed out of candidate's own funds \$ _____

6. Total net amount received from fund-raising functions \$ _____

7. Transfer of any surplus or deficit from a candidate's previous election campaign \$ _____

8. Total amount of other revenue \$ _____

9. TOTAL OTHER SOURCES (add line 5, 6, 7 and 8) \$ _____

10. **Total Campaign Period Revenue** (add lines 4 and 9) \$ _____

Campaign Period Expenditures

11. Total Campaign Period Expenses Paid \$ _____ Unpaid \$ _____ TOTAL \$ _____

The Candidate must attach an itemized expense report to this form.

Campaign Period Surplus (Deficit)

(deduct line 11 from line 10) \$ _____

ATTESTATION OF CANDIDATE

This is to certify that to the best of my knowledge this document and all attachments accurately reflect the information required under section 147.4 of the *Local Authorities Election Act*.

Signature of Candidate Date

Forward the signed original of this document to the address of the local jurisdiction in which the candidate was nominated for election.

IT IS AN OFFENCE TO SIGN A FALSE STATEMENT