



**PROSPECTIVE CANDIDATE'S HANDBOOK
FOR THE OFFICES OF**

Mayor & Councillor

Version 1.0

Release Date: February 3, 2025

Table of Contents

Revision history	4
General information	5
Additional resources.....	6
Office of the City Clerk.....	6
Understanding municipal government	7
Understanding the Council-Administration relationship	7
Understanding the role	8
Role of a municipal Councillor	8
Duties of the Mayor.....	10
Understanding the City of Spruce Grove.....	11
Demographics.....	11
City Council.....	11
City Administration.....	12
Guiding policies, plans, and agreements.....	13
Bylaws.....	13
Policies.....	13
Corporate plans, strategies, and reports.....	14
Other plans, reports, and studies	14
Elected officials in Spruce Grove	15
Time commitment	15
Council boards and committees.....	16
Remuneration.....	18
Council remuneration - base salary.....	18
Deputy Mayor supplemental salary	18
Honoraria rates.....	18
Benefits.....	19
Parental leave	19
Allowances and other provisions	19

Council remuneration review 20

Council remuneration review reports..... 20

Managing your campaign 21

 Campaigning in Spruce Grove 21

 Accessing multi-residential units 21

 Election signage in Spruce Grove..... 22

Campaign finances..... 22

 Campaign contributions..... 23

 Accepting campaign contributions 23

 Duties of candidate 24

 Campaign disclosure 24

 Campaign surplus..... 25

 Campaign deficit 25

 Duty to Refer..... 25

Candidate information requests..... 27

 Submit a question 27

 Receive the response..... 27

Election offences..... 27

Copyrighting of visuals and images..... 28

Candidate contact information..... 28

Municipal election procedures 29

 Becoming a candidate..... 29

 Qualification of a candidate..... 29

 Ineligibility for nomination as a candidate 29

 Employees of the City of Spruce Grove 30

Nominations..... 31

 Form of nomination 31

 Criminal Record Check 32

 Notice of Intent..... 32

Candidate withdrawal 33

Insufficient nominations and acclamations..... 33

Official agents and scrutineers 34

 Official agents 34

 Scrutineers..... 34

Unofficial and official election results 35

Recounts 35

After the election 36

 Council orientation 36

 Election campaign finances 36

Candidate Checklist 37

PROSPECTIVE CANDIDATE'S HANDBOOK

City of Spruce Grove 2025 Municipal Election

The Prospective Candidate's Handbook reflects information available to the City of Spruce Grove as of the date of publication. Potential changes to Provincial legislation governing municipal elections including the *Local Authorities Election Act* may require amendments and updates to this handbook from time to time. Candidates downloading or referencing this handbook should check back frequently for updates. Each updated version of the Prospective Candidate's Handbook will indicate the revision date and changes made since the previous edition for ease of reference.

Revision history

Version	Date of Release	Summary of Revisions
1.0	February 3, 2025	
2.0		
3.0		
4.0		
5.0		

General information

The Prospective Candidate's Handbook is designed to provide a reference for information and process requirements that are unique for candidates of the City of Spruce Grove.

This handbook will provide information on:

- The City of Spruce Grove
- Roles and responsibilities of Spruce Grove Council
- Managing a campaign in Spruce Grove
- Spruce Grove election procedures
- Reference documents including legislation, plans, and reports
- Election forms
- Candidate checklists

This handbook is intended to assist potential candidates in their decision to run for elected office at the City of Spruce Grove. This document is not inclusive of all information required for running as a municipal candidate in the 2025 municipal election.

Prospective candidates must satisfy themselves through their own determination that they are eligible to run for office and have complied with all applicable legislation, including provincial acts and regulations, and municipal bylaws and policies related to running for municipal office.

This guide is provided for information and is intended to assist a prospective candidate in determining the requirements and procedures for running for municipal office in the City of Spruce Grove.

The City of Spruce Grove assumes no responsibility for any candidate's failure to comply with any legislated requirement.

Additional resources

Office of the City Clerk

The City Clerk’s Office, located at City Hall, is pleased to assist you with any questions you may have concerning the 2025 municipal election.

	call me	email me
RETURNING OFFICER	780-962-7634 Ext. 425	elections@sprucegrove.org
SUBSTITUTE RETURNING OFFICER	780-962-7634 Ext. 227	elections@sprucegrove.org

City Hall (Shenfield Centre)
 315 Jespersen Avenue
 Spruce Grove, AB T7X 3E8
 Hours: Monday - Friday
 8:30 a.m. - 4:30 p.m.

<p>Alberta Municipal Affairs 17th Floor, Commerce Place 10155-102 Street Edmonton, Alberta T5J 4L4</p> <p>Telephone: 780-427-2225 Toll Free: 310-0000 (in Alberta only) Online: https://www.alberta.ca/municipal-elections-overview</p>	<p>Alberta King’s Printer Main Floor, Park Plaza 10611-98 Ave Edmonton, AB T5K 2P7</p> <p>Telephone: 780-427-4952 Online: www.alberta.ca/alberta-kings-printer</p> <p>Copies of the <i>Local Authorities Election Act</i>, R.S.A. 2000, c L-21 and the <i>Municipal Government Act</i>, R.S.A. 2000, c M-26 can be obtained from the Alberta King’s Printer.</p>
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The MGA

The *Municipal Government Act* (MGA) is the primary legislation that guides operations of a municipality in Alberta. This legislation is one of the largest in Alberta and undergoes regular review for various amendments.

The current, consolidated version of the *Municipal Government Act* can be viewed by accessing the [Alberta King's Printer](#).

Understanding municipal government

Municipal government plays an important role in our community because it is the order of government that is closest to the people. This is because municipalities are tasked with providing many of the essential services that residents use on a daily basis, including water and sewer services, garbage collection, and road maintenance to name a few.

The purpose of a municipality is defined by the provincial government through section 3 of the *Municipal Government Act*, which states:

Municipal purposes

3 The purposes of a municipality are

- (a) to provide good government;
- (a.1) to foster the well-being of the environment;
- (a.2) to foster the economic development of the municipality;
- (b) to provide services, facilities or other things that, in the opinion of council, are necessary or desirable for all or part of the municipality;
- (c) to develop and maintain safe and viable communities; and
- (d) to work collaboratively with neighbouring municipalities to plan, deliver and fund intermunicipal services.

Understanding the Council-Administration relationship

A municipality is comprised of a Council and an Administration. The council consists of democratically elected members who are responsible to ensure the peace, order, and good governance of the municipality. This broadly covers a range of legislative and functional activities, including strategic planning, advocacy, representation, policy development, and law making.

Led by Council's only employee, the Chief Administrative Officer, Administration is responsible to serve the community by implementing council's goals and strategies. This is accomplished by delivering municipal services and providing advice and support to council.

In Spruce Grove the Chief Administrative Officer holds the title of City Manager.

In addition to the requirements set out in the *Municipal Government Act*, the City of Spruce Grove has enacted [Policy CP-1059-24 - Council/Administration Protocol](#). This protocol establishes a comprehensive framework that guides the interaction between Council and Administration.

Understanding the role

A municipality is held accountable to its residents through its elected Council.

Role of a municipal Councillor

1. A Councillor is a **representative**. They are expected to:
 - Represent ratepayers and residents
 - Bring community concerns to Council
 - Bring information about municipal services and decisions to the community
 - Interact with other municipalities and organizations
 - Be a community leader and make decisions considering the best interests of the municipality as a whole
 - Attend and represent the City at official and community functions

2. A Councillor is a **policy-maker**. As a collective body, Council must:
 - Clearly identify issues
 - Reach agreement on facts and objectives to be met by a policy
 - Evaluate information and reports from Administration
 - Give direction to Administration, through the City Manager to research issues
 - Approve bylaws and council policies
 - Direct Administration, through the City Manager, to implement bylaws and council policies
 - Develop strategic planning for the municipality

3. A Councillor is a **steward**. As a collective body, council must:
 - Ensure financial and other resources are being used as approved and as efficiently as possible
 - Ensure policies and practices are in place to implement the decisions of Council

What does the MGA say?

The *Municipal Government Act* establishes a municipal council's principal role in section 201.

Council's principal role in municipal organization

201(1) A council is responsible for

- (a) developing and evaluating the policies and programs of the municipality;
 - (b) repealed 2015 c8 s20;
 - (c) carrying out the powers, duties and functions expressly given to it under this or any other enactment.
- (2) A council must not exercise a power or function or perform a duty that is by this or another enactment or bylaw specifically assigned to the chief administrative officer or a designated officer.

The *Municipal Government Act* prescribes the following duties of a councillor in section 153:

General duties of councillors

153 (1) Councillors have the following duties:

- (a) to consider the welfare and interests of the municipality as a whole and to bring to council's attention anything that would promote the welfare or interests of the municipality;
- (a.1) to promote an integrated and strategic approach to intermunicipal land use planning and service delivery with neighbouring municipalities;
- (b) to participate generally in developing and evaluating the policies and programs of the municipality;
- (c) to participate in council meetings and council committee meetings and meetings of other bodies to which they are appointed by the council;
- (d) to obtain information about the operation or administration of the municipality from the chief administrative officer or a person designated by the chief administrative officer;
- (e) to keep in confidence matters discussed in private at a council or council committee meeting until discussed at a meeting held in public;
- (e.1) to adhere to the code of conduct established by the council under section 146.1(1);
- (f) to perform any other duty or function imposed on councillors by this or any other enactment or by the council.

Duties of the Mayor

The Mayor is the Chief Elected Official of the municipality and has duties that go beyond that of a Councillor.

The Mayor plays a critical role as a member of Council. This position is the formal spokesperson and leader of Council, the ambassador for the municipality, and the main liasion between Council and Cdministration. In accordance with [Policy CP-1059-24 - Council / Administration Protocol Policy](#), the Mayor is responsible to:

- coordinate Council decisions;
- act as formal spokesperson for Council;
- act as the main liasion between Council and Administration; and
- perform the duties of the Chief Elected Official as prescribed by the *Municipal Government Act*.

What does the MGA say?

The *Municipal Government Act* prescribes the following duties of a mayor in section 154:

General duties of chief elected official

154(1) A chief elected official, in addition to performing the duties of a councillor, must

- (a) preside when in attendance at a council meeting unless a bylaw provides that another councillor or other person is to preside, and
- (b) perform any other duty imposed on a chief elected official by this or any other enactment or bylaw.

(2) Repealed 2022 c16 s9(40).

(3) The chief elected official may be a member of a board, commission, subdivision authority or development authority established under Part 17 only if the chief elected official is appointed in the chief elected official's personal name.

Understanding the City of Spruce Grove

Demographics

The City of Spruce Grove is one of Alberta's fastest growing cities and is designated as a priority growth area of the Edmonton Metropolitan Region. Our City Council represents our growing population. Spruce Grove's population was 38,985 as per the last municipal census conducted in 2023. Based on projection calculations, City Administration determined the community reached 40,000 by July 1, 2024. A detailed report of the data compiled from the 2023 municipal census is available on the City's website at www.sprucegrove.org/Census.

City Council

The City of Spruce Grove's Council is comprised of one (1) Mayor and six (6) Councillors.

Members of Council are elected at large, meaning that each person elected to office represents the City as a whole and not a particular geographic section of the city (ward).

While the position of Mayor is considered to be full time, the position of Councillor is considered to be part time in terms of both time commitment and remuneration.

City Administration

The City Manager is responsible for the day-to-day operation of the municipality, allowing for elected Council to concentrate on policy making.

Reporting to the City Manager are the following departments: City Manager’s Office, Community and Protective Services, Corporate Services, Economic and Business Development, Strategic and Communication Services, and Sustainable Growth and Development Services. These departments implement the municipality’s programs and policies under the leadership and direction of the City Manager.

City of Spruce Grove Administration is guided by a set of shared principles and lives by six main values: accountability, communication, leadership, integrity, respect, and work-play balance.

THE VALUES WE LIVE BY

- ACCOUNTABILITY** : WE ARE RESPONSIBLE FOR OUR OWN ACTIONS AND CONTRIBUTIONS TO OUR COLLECTIVE GOALS.
- Communication** : **SHARE** **INVITE** *Create*
- LEADERSHIP** : EMPOWER AND SUPPORT. ENCOURAGE TEAMWORK. PROMOTE INDIVIDUAL DEVELOPMENT.
- INTEGRITY** : *courage and support to do the right thing.*
- RESPECT** : *We treat others the way we expect to be treated*
- WORK *play* BALANCE** : We promote a positive work environment and believe in work-life balance. We create an environment that allows for inspiration, creativity, and wellness. We celebrate our success and achievements.

The City of SPRUCE GROVE

Key Bylaws

Council Procedure Bylaw

C-1204-22 - Council Procedure Bylaw sets out the way that City of Spruce Grove Council conducts its business. The rules governing council's procedures follow the *Municipal Government Act*, this bylaw, and Roberts Rules of Order. For more information, see [C-1204-22 - Council Procedure Bylaw](#).

Municipal Development Plan

Policies for land use within the City of Spruce Grove are established through the city's Municipal Development Plan (MDP), *The Shape of our Community*. The MDP supports the City's efforts to grow and evolve in an appropriate manner to meet the needs and aspirations of its residents. It outlines the municipality's direction for land use, infrastructure, transportation, and environmental conservation, among other aspects.

For more information, see [C-1338-24 - Municipal Development Plan Bylaw](#).

City Manager's Bylaw

[C-1094-19 - City Manager's Bylaw](#) establishes and defines the duties, powers, and functions of the City Manager of the City of Spruce Grove.

Guiding policies, plans, and agreements

Council has established, approved, and committed to a number of other bylaws, policies, plans, and agreements which are available on the City's website. While this is not an inclusive list, a few key documents have been highlighted that may be useful to candidates.

Bylaws

- C-824-12 - [Land Use Bylaw](#)
- C-1072-19 - [Parental Leave for Councillors Bylaw](#)
- C-1084-19 - [Council Code of Conduct Bylaw](#)
- C-1094-19 - [City Manager's Bylaw](#)
- C-1123-20 - [Traffic Bylaw](#)
- C-1204-22 - [Council Procedure Bylaw](#)
- C-1281-23 - [Election Sign Bylaw](#)
- C-1338-24 - [Municipal Development Plan](#)
- C-1349-24 - [Elections Bylaw](#)

Policies

- Policy CP-1059-24 - [Council/Administration Protocol](#)
- Policy 6,039 - [Use of Municipal Resources for Election Campaigns](#)
- Policy 9,053CM - [Business Travel and Expense](#)
- Policy CP-1050-23 - [Council Remuneration](#)

Corporate plans, strategies, and reports

[Corporate Plan 2025 - 2027](#)

[Building an Exceptional City: Strategic Plan 2018-2035](#)

[Census Reports](#)

[Financial Statements](#)

[Municipal Development Plan](#)

Other plans, reports, and studies

[Area Structure Plans](#)

[City Centre Redevelopment Plan](#)

[Climate Resilience Express Action Plan](#)

[Cultural Master Plan](#)

[Edmonton Metropolitan Regional Board Growth Plan](#)

[Economic Development Strategies, Reports, and Plans](#)

[Energy Management Plan and Greenhouse Reduction Strategy](#)

[Environmental Sustainability Action Plan](#)

[Growth Study](#)

[Jubilee Park Master Plan](#)

[Leisure Services Master Plan](#)

[Liquor Store Regulation Review](#)

[Parks and Open Space Master Plan](#)

[Playbook 2029: Spruce Grove's Outdoor Sport Facility Strategy](#)

[Social Sustainability Plan](#)

[Spontaneous Recreation and Amenity Study](#)

[Transportation Master Plan](#)

[Urban Forest Management Plan](#)

[2017 Mayoralty Status Review](#)

[2023 Council Remuneration Review](#)

Key Policies

Council Remuneration Policy

The Council Remuneration Policy establishes the compensation and benefits available to a member of Council and determines which expenses are assumed by the municipality.

For more information, see [Policy CP-1050-23 - Council Remuneration](#).

Council / Administration Protocol Policy

The Council/Administration Protocol has been established to ensure a clear understanding of Council and Administration's respective roles and responsibilities. This protocol also provides a comprehensive framework that guides communication and interaction between Council and Administration.

For more information, see [Policy CP-1059-24 - Council/Administration Protocol](#).

Use of Municipal Resources for Election Campaigns Policy

The Use of Municipal Resources for Election Campaigns policy establishes guidelines on the appropriate use of resources during an election period to ensure candidates are provided with the same accessibility to the democratic process, city employees remain neutral and without perception of bias during the hours the employee is being compensated by the city, and that the City of Spruce Grove as an organization conducts an election without influence.

For more information, see [Policy 6,039 - Use of Municipal Resources for Election Campaigns](#).

Meetings

Council Meetings

Council meeting dates and times are determined at the annual organizational meeting. Typically, Regular Council Meetings (RCM) are held on the second and fourth Mondays of the month.

Governance and Priorities Committee Meetings

A Governance and Priorities Committee (GPC) meeting include research, information and discussion of policy based on Council's strategic priorities. GPC cannot make business decisions but through motions can make recommendations to Council or direct Administration to make amendments to bylaws, policies, plans or conduct further research with furtherance to Council for approval. Typically GPC meetings are held on the third Monday of the month.

Corporate Planning Meeting

Corporate Plan and budget meetings take place over three - four days every November. The Corporate Plan reflects the corporate operating and capital initiatives that support and achieve the City's strategic plan.

Council Retreat

Council retreats are typically held early in each year to review the strategic plan and set priorities for the City.



Elected officials in Spruce Grove

On October 20, 2025, residents of the City of Spruce Grove will be electing candidates to the following position:

Office of the Mayor	One (1)
Office of the Councillor	Six (6)

Time commitment

The position of Mayor is considered full-time and the position of Councillor is considered part-time. However, hours will vary depending on the time of year and complexity of issues at hand. Most Councillors put many hours into their role, seven days a week to complete the following core responsibilities:

- Attend Regular Council Meetings and Governance and Priorities Committee meetings (3 per month / Evenings - 6 p.m. start / Average length: 3 hours)
- Attend corporate planning (budget) meeting (3 - 4 days in November / Evenings - 5 p.m. start / Typically 4 - 5 hours each day)
- Attend strategic planning, council retreats, and council team-building exercises
- Attend meetings of internal and external board and committee (usually 2-3 board/committee meetings per Councillor, per month)
- Review agenda packages, reports, briefs, and strategy documents prepared by Administration
- Attend community events
- Act as Deputy Mayor for a total of 8 months per council term (Two 4-month terms)
- Attend training and development conferences (Spruce Grove Council typically attends the ABMunis and Federation of Canadian Municipalities annual conventions, but may choose to attend other conferences that address topics such as economic development, sustainable communities, recreation, policing, etc. if they have available budget to do so)

Council boards and committees

External boards and committees

The City of Spruce Grove partners with a number of regional municipalities and organizations to provide essential services to the community. Members of Council provide City representation to these external boards and committees. These representatives are approved by Council at the annual organizational meeting in October. Below is a listing of the external boards and committees, and their current meeting schedule, time, and frequency.

External Boards and Committees	Meeting Time	Schedule/Frequency
ARROW Utilities	Daytime	Quarterly
Capital Region Parkland Water Services Commission	Evening	Quarterly
Edmonton Global	Daytime	Bi-annually
Edmonton Region Waste Advisory Committee	Evening	Quarterly
Inter City Forum on Social Policy (appointed by the Mayor)	Daytime	Bi-annually
Joint Use Committee	Daytime	Bi-annually
Meridian Foundation Management Board	Daytime	Monthly
Tri-Municipal Leisure Facility Corporation Board	Evening	Monthly
Yellowhead Regional Library Board	Daytime	Quarterly
Yellowhead Regional Library Executive Committee	Daytime	Bi-Monthly

Internal boards and committees

City council has created a number of boards and committees to either meet specified requirements of the *Municipal Government Act* or other provincial legislation (e.g. *Libraries Act*). These internal boards and committees function as a conduit between council and the public for information passage relative to the delivery of programs and services to the community. A listing of existing internal boards and committees and their current meeting schedule, time, and frequency is provided below.

Council Committees and Internal Boards	Meeting Time	Schedule/Frequency
City Centre Business Association	5:30 p.m.	Wednesday Monthly
Community Services Advisory Committee	6:00 p.m.	Thursday Typically every two months, except July and August
Economic Development Advisory Committee	7:00 p.m.	Tuesday Quarterly
Spruce Grove Library Board	7:00 p.m.	Tuesday Monthly, except July, August, and December
Subdivision and Development Appeal Board (SDAB) (no Councillor appointment)	6:30 p.m.	As required Dependent upon appeals received
Community Standards Appeal Committee (no Councillor appointed)	6:30 p.m.	As required Dependent upon appeals received
Youth Advisory Committee	4:00 p.m.	Thursday Typically every two months, except July and August

Task forces

Task forces are temporary Council Committees established for a fixed period of time (usually within one year) and/or until the completion of a specific task. Task forces are typically advisory where they provide a report and recommendations to Council. Council reviews the report and makes a final decision on the initiative. An example of a task force is the [Council Remuneration Review Advisory Committee \(CRRAC\)](#). The CRRAC sits during the mid-point of a Council term to review and deliberate on Council remuneration. Once their report of recommendations is presented to Council, the CRRAC is disbanded. The CRRAC typically sits for 3 - 4 months.

Remuneration

Council remuneration - base salary

Remuneration reviews are conducted at the mid-point of a Council term. The last [council remuneration review](#) was conducted in 2023. Effective the first pay period in 2024, the base salary for a Councillor was set at 50% of the Mayor’s base salary, and the Mayor’s base salary will be adjusted annually based on the average of several economic indicators from the previous year.

BASE SALARY - 2024	
MAYOR	\$119,425
COUNCILLOR	\$59,712

Deputy Mayor supplemental salary

Over a four-year council term, each Councillor serves 8 months as Deputy Mayor, broken down into two four-month terms. While serving as Deputy Mayor, a Councillor will take on tasks delegated by the office of the Mayor. A Deputy Mayor may see a significant increase in commitments and demand on time in additional to the duties of a Councillor. A Councillor is therefore eligible to receive an additional \$750 per month while serving as Deputy Mayor.

Honoraria rates

Honoraria are provided to members of Council to attend Council orientation sessions, Council retreats, internal and external training session such as workshops, conference, conventions, and courses, internal boards and committees and external boards and committees where the external organization does not pay a honoraria. Policy CP-1050-23 - Council Remuneration outlines specific situations where an honorarium will not be paid. This includes, but is not limited to, Regular Council meetings, Special Council meetings and Governance and Priorities Committee meetings, , ceremonial, social, and community events, attendance at political party functions, and general public appearances.

HONORARIA RATES – 2025 – 2029 TERM	
HALF-DAY	\$150
FULL-DAY	\$300

For complete information on honoraria see section 6 of [CP-1050-23 - Council Remuneration Policy](#).

As per recommendations by the [2023 Council Remuneration Review Advisory Committee](#), honoraria rates will be increasing from \$131 (half-day) and \$262 (full-day) to \$150 (half-day) and \$300 (full-day) effective the start of the 2025 - 2029 Council term (October 2025).

Benefits

The benefits provided to members of council are the same that are provided to the employees of the City of Spruce Grove and are 100% employer paid. Included within the benefits package are extended health benefits, dental benefits, and life insurance. Additionally, the City of Spruce Grove offers a health and wellness benefit and access to the employee family assistance program. Members of council may also participate in a retirement savings program where the City matches up to 4% of a Council member's annual salary into an RRSP and/or TFSA for each year of elected service to the City.

Parental leave

The [Parental Leave for Councillors Bylaw](#) provides for parental leave for a Councillor for up to 26 weeks. The Bylaw underwent a review during the 2023 Council Remuneration Review process and resulted in amendments that relate directly to the 2025 - 2029 council term. During the first 10 weeks of parental leave, a Councillor will receive the full remuneration that a Councillor would have otherwise received. During weeks 11 to 26, the percentage of remuneration is 55% of their salary.

If a Councillor continues to perform any duties during the parental leave, full benefits will continue to be provided on behalf of the City. If a Councillor does not perform any duties during the parental leave the Councillor will be responsible for the cost of continuing benefits after the first 30 days of the parental leave, unless the Councillor chooses to opt out of receiving benefits.

Allowances and other provisions

Travel and subsistence

Members of Council are issued a City credit card. Typically food and accommodations are paid for using the City credit card. Costs incurred for mileage while attending out of town events, such as conferences or conventions, are reimbursed in accordance with [Policy 9,053CM, Business Travel and Expense](#). Monies reimbursed for travel and subsistence are taken out of the member of council's expense account.

In 2025, a mileage rate of \$0.72 per kilometer is provided for travel outside of city limits. Accommodation and meal expenses are paid at reasonable actual costs upon production of receipts or statements. In the event that there are no receipts available, the City will reimburse meal expenses at the published rates of the Treasury Board of Canada Secretariat and Revenue Canada.

Car allowance

In lieu of providing mileage for business travel within City of Spruce Grove municipal boundaries, a car allowance is provided to members of Council. The Mayor is provided an allowance of \$120 per month and a Councillor is provided an allowance of \$60 per month.

Monthly Technology allowance

An allowance of \$100 per month is provided to all members of Council. This allowance is intended to be used for the purchase of office supplies or technology, including data plans, internet, or additional hardware required. It also may be used for printing of materials at home that may be required, including meeting agendas or reports. The technology allowance is intended to cover the cost of technology that the City does not provide.

Home-office set-up allowance (one time)

At City Hall, the Mayor has an office. Home offices are often utilized by members of Council, and therefore a one-time home office set-up allowance of \$300 is provided for items such as a desk, office chair, etc.

Council devices

Council devices are provided to members of Council so that they may effectively perform their duties from various locations. Mayor and Councillors are eligible to receive a City-issued laptop and a smartphone and phone plan or reimbursement of their existing phone plan. Reimbursement of an existing phone plan would be covered under the monthly technology allowance.

Council remuneration review

In accordance with [Policy CP-1050-23 - Council Remuneration](#), the salaries and benefits provided to council are reviewed every term of council. In 2013, council determined that this review would take place during the mid-point of the council term to allow remuneration discussions to take place without the added pressures present during an election year. The 2025-2029 council remuneration was approved by resolution of council during the July 17, 2023 regular meeting of council.

Council remuneration review reports

- [2023 Council Remuneration Review](#)
- [2019 Council Remuneration Review](#)
- [2017 Mayoralty Status Review](#)

In this section

There are many factors and requirements to think of when managing an election campaign in the City of Spruce Grove.

This section provides information on:

- Campaigning at City events
- City employee involvement in your campaign
- Accessing apartment, condominium, and senior accommodation complexes
- Election sign requirements
- Managing campaign contributions
- Campaign finance requirements
- Candidate information requests
- Candidate contact information
- Election offences

Who is a candidate?

A candidate is defined in the *Local Authorities Election Act* as an individual nominated as a candidate for election as a councillor of a municipality under this Act.

Municipal Nomination Period

The nomination period for a municipal election begins on January 1 of the year of the general election and ending 12 noon on nomination day (September 22, 2025).

Municipal Campaign Period

In accordance with amendments to the *Local Authorities Election Act* that were proclaimed on October 31, 2024, the campaign period for a municipal election is the period beginning on January 1 of the year immediately following a general election and ending on December 31 immediately following the next general election. The campaign period for the 2025 municipal election is therefore October 31, 2024 (the date the *Local Authorities Elections Act* amendments were passed) to December 31, 2025.

Managing your campaign

As a candidate, you are responsible to ensure that your campaign is conducted in accordance with all applicable legislation. While this section is not a comprehensive inventory of items to keep in mind, provided below are a few key requirements.

Campaigning in Spruce Grove

Further to the *Local Authorities Election Act*, the City of Spruce Grove has implemented [Policy 6,039 - Use of Municipal Resources for Election Campaigns](#).

This policy stipulates that candidates are prohibited from using municipal resources, including municipal property and City employees, for campaign-related activities. For the purposes of an election campaign, a candidate may not:

- Solicit campaign advice from a City employee;
- Use City equipment, supplies, or services;
- Use City funds;
- Use City property or facilities without a rental agreement and associated fees paid;
- Use City email, telephones, computers, or webpages.

Candidates are permitted to campaign at City hosted events. However, if the candidate's activities become disruptive to the event, the candidate may be asked to desist. Incumbent members of Council who are also candidates are not permitted to campaign while conducting business or attending an event as a representative of the City.

For complete information, see [Policy 6,039 - Use of Municipal Resources for Election Campaigns](#).

Accessing multi-residential units

If you require access to residences within buildings that contain two or more residences, you may contact the City Clerk's Office to obtain the necessary documentation required for free access. You and the Returning Officer

will be required to complete [Form 11 - Candidate or Official Agent Proof of Identification for Access \(Section 52\)](#).

If your campaign workers also require access, [Form 12 - Campaign Worker Proof of Identification](#) is required to be completed and signed by yourself and the campaign worker.

Election signage in Spruce Grove

The placement of election campaign signage is regulated in Spruce Grove through the [C-1281-23 Election Sign Bylaw](#). All other election signs outside the election sign timing must comply with the [Land Use Bylaw](#), [Traffic Bylaw](#) and other applicable municipal bylaws. To assist candidates in understanding the requirements, the City of Spruce Grove has provided more information, including sign size specifications and important dates, within the [Election Sign Guide](#). As part of the nomination process, candidates must sign an [Election Sign Acknowledgement Form](#) acknowledging:

- they received a copy of the Election Sign Bylaw;
- they have read, understand, and agree to comply with the election sign requirements as outlined in the Election Sign Bylaw; and
- that a violation of the Election Sign Bylaw may result in removal of their election signs and a fine.

Completed Election Sign Acknowledgment Forms must be delivered to the Returning Officer at City Hall (315 Jespersen Avenue) or emailed to elections@sprucegrove.org no later than one week from submitting the nomination form, provided one week is not later than Nomination Day (September 22, 2025).

Campaign finances

Campaign finance and disclosure provisions are found in Part 5.1 of the *Local Authorities Election Act*. This legislation outlines the responsibility of contributors, limitations on contributions, notice required for contribution and expenses, register of candidates, anonymous and unauthorized contributions,

IMPORTANT 2025 DATES FOR ELECTION SIGNS

August 21:	Election signs smaller than 1m may be erected on private property, with owner's consent
September 22:	Election signs may be erected on public property
October 25:	All election signs must be removed

All candidates are responsible for reviewing the relevant sections of the [Local Authorities Election Act](#) to ensure they are compliant with all requirements.

duties of candidates, fundraising functions, expense limits, disclosure statements, campaign surplus and deficit, late filing, and offences.

It is important for you to read and understand these requirements, as failure to comply may leave you guilty of an offence, ineligible to run in future elections administered under the *Local Authorities Election Act*, and liable to significant fines.

Campaign contributions

The *Local Authorities Election Act* defines a campaign contribution to include money, personal property, real property, or services provided to a candidate's campaign without fair market value compensation from that candidate. This does not include volunteer services provided to the campaign.

Accepting campaign contributions

Aspiring candidates can accept contributions or incur campaign expenses during the campaign period after the [Notice of Intent to Run](#) has been provided to the local jurisdiction in which the individual intends to be or has been nominated.

Candidates can only accept contributions during the campaign period (January 1 of the year immediately following a general election and ending on to December 31 immediately following the next general election). For more information on becoming a candidate, please refer to the [Nomination Information](#).

Candidates must be aware that individual Albertans, trade unions, or Alberta employee organizations cannot exceed \$5,000 in total contributions to Councillors.

The Government of Alberta sets limits on the amount that can be contributed to candidate campaigns.

- Alberta residents can contribute up to \$5,000 in total to all candidates in a municipality, during the campaign period.
- Alberta trade unions and Alberta employee organizations can contribute up to \$5,000 in total to all candidates in a municipality, during the campaign period.
- Alberta residents, trade unions, and employee organizations can contribute to as many candidates' campaigns as they choose without going over.
- Candidates can self-fund their campaigns up to \$10,000, during the campaign period.
- Contributions may not be accepted from prohibited organizations, individuals living outside Alberta, or trade unions or employee organizations other than an Alberta trade union or Alberta employee organization.

Candidates must make every reasonable effort to advise prospective contributors of the financing regulations described in Part 5.1 of the *Local Authorities Election Act*.

Important Dates for 2025 Campaign Finances

The campaign finance component for the 2025 municipal election does not end immediately after the election or even at the end of the campaign period on December 31, 2025. There are a number of important dates and deadlines that you must keep in mind.

January 1, 2025

- Beginning of nomination period for 2025 municipal election

September 22, 2025

- Nomination day for the 2025 municipal election

October 20, 2025

- Election day for the 2025 municipal election

December 31, 2025

- End of campaign period for 2025 municipal election

January 1, 2026

- Beginning of campaign period for 2029 municipal election

March 1, 2026

- Deadline to file [Form 26 – Campaign Disclosure Statement and Financial Statement](#)

April 30, 2026

- Deadline to clear campaign deficits from the 2025 municipal election campaign
- Deadline to donate campaign surplus funds from the 2025 municipal election campaign

May 30, 2026

- Deadline to file amended campaign disclosure statement for 2025 municipal election after clearing a campaign deficit or after donating surplus funds

Duties of candidate

As a candidate you must ensure you:

- issue receipts for every contribution
- obtain receipts for every expense
- open a campaign account at a financial institution, either at the time you submit the Notice of Intent to Run or when contributions exceed \$1,000
- when a campaign account is opened, place all contributions into the account
- use money in the campaign account for payment of campaign expenses only
- value contributions of real property, personal property, and services
- keep records of contributions and campaign expenses and retain these records for a period of 3 years following the day of the election to which they relate
- give proper direction to any person who is authorized to incur campaign expenses and accept or solicit contributions on your behalf

For more information on your duties, see section 147.3 of the *Local Authorities Election Act*.

Campaign disclosure

All candidates must submit a campaign disclosure statement in accordance with Section 147.4 of the *Local Authorities Election Act*, on or before March 1, 2026. The disclosure statement must be submitted to the municipality at 315 Jespersen Avenue, Spruce Grove, AB T7X 3E8, using [Form 26 - Campaign Disclosure Statement and Financial Statement](#). For transparency, a copy of submitted campaign disclosure statements may be placed on the City's webpage for the remainder of the Council term.

A candidate who gave Notice of Intent to Run but does not file a nomination, whose nomination is not

accepted, withdraws, is disqualified, or not elected, must still complete a campaign disclosure form and submit it to the municipality.

In accordance with Section 174(1)(b.1) of the *Municipal Government Act*, failure to file a campaign disclosure statement will result in disqualification from Council.

Campaign surplus

If you incur a campaign surplus in the year of the general election, within 60 days of filing *Form 26 - Campaign Disclosure Statement and Financial Statement* you must donate any amount that is \$1,000 or more to a registered charity resulting in the surplus being less than \$1,000. Surpluses less than \$1,000 may be retained or donated to a registered charity.

Within 30 days after the expiration of the 60 day period noted above, you must file an amended disclosure statement showing that the surplus funds have been donated.

For more information on campaign surplus requirements, see sections 147.4 and 147.5 of the *Local Authorities Election Act*.

Campaign deficit

If you incur a campaign deficit in the year of the general election, within 60 days of filing *Form 26 - Campaign Disclosure Statement and Financial Statement* you must eliminate the deficit. You may accept contributions within 60 days of filing *Form 26 - Campaign Disclosure Statement and Financial Statement* for the purposes of eliminating the deficit, provided the amount accepted from any single contributor does not exceed \$5,000. You may make a contribution from your own funds of up to \$10,000 to reduce your campaign deficit.

Within 30 days after the expiration of the 60 day period noted above, you must file an amended disclosure statement showing that that the deficit has been eliminated.

For more information on campaign deficit requirements, see section 147.52 and 147.4 of the *Local Authorities Election Act*.

Duty to Refer

Returning officers, local jurisdictions, or the Registrar shall, within a reasonable time, refer any complaints or allegations received by the local jurisdiction, returning officer, or Registrar under Part 5.1 or 8 to the Election Commissioner, and report any act or omission that in the

local jurisdiction's, returning officer's, or Registrar's opinion likely constitutes an offence under Part 5.1 or 8 to the Election Commissioner.

Example 1

Wyatt is looking to run in the upcoming municipal election and receives \$2,500 each from their brother and sister to print pamphlets to distribute. Wyatt has not yet submitted a nomination paper; however, they distribute the pamphlets to generate interest. The Returning Officer receives one of the pamphlets in their mailbox and under the LAEA, must report the contravention to the Elections Commissioner.

Example 2

Adeana submitted her nomination form to the Returning Officer and began collecting contributions and purchased election signs and buttons. At the time of submitting the nomination paper, Form 5: Candidate Financial Information was not provided. It has become known to the Returning Officer that Adeana has surpassed \$1,000 in donations and has not submitted Form 5 providing their banking information as per the LAEA. The Returning Officer must report the contravention to the Election Commissioner.

The information within this candidate handbook is provided for the convenience of reference only. Candidates are subject to further requirements in the [Local Authorities Election Act](#). Candidates are advised to refer to the LAEA and obtain legal advice regarding the full extent of their obligations. Forms submitted under Part 5.1 will not be reviewed by the Returning Officer or the municipality to ensure compliance, correctness, or completeness.

Candidate information requests

The City of Spruce Grove supports consistency in its communication with all candidates. Through [Policy 6,039 - Use of Municipal Resources for Election Campaigns](#), a process has been established to provide candidates access to the same information. If any candidate submits a question about City services or programs, a reply will be provided via email to all candidates who have signed up to receive responses. The City of Spruce Grove will make every reasonable effort to provide a response to candidates within one business day; however, as the election draws near, a response may be delayed. Questions that are complex in nature or must be treated in accordance with privacy legislation may be clarified by Administration and it may be recommended that the candidate submit a *Freedom of Information and Protection of Privacy* (FOIP) request.

Submit a question

Questions from candidates about the City and its programs and services may be directed to candidaterequests@sprucegrove.org. Please note that candidate information requests will be treated in accordance with the privacy provisions set out in *Freedom of Information and Protection of Privacy Act*. The City will endeavour to provide responses within one business day to questions received prior to Election Day. However, as the election draws near, it cannot guarantee that a response will be provided by Election Day.

Receive the response

If you are a candidate and would like to be included on the distribution list for candidate information requests, you may send a request with your full name and email to elections@sprucegrove.org. Please note that this information is being collected under the authority of section 33(c) of the *Freedom of Information and Protection of Privacy* (FOIP) Act. It will be used to administer the candidate request for information requirements under [Policy 6,039, Use of Municipal Resources for Election Campaigns](#). The personal information provided will be protected in accordance with Part 2 of the Act. If you have any questions regarding the collection, use, and disclosure of personal information, please contact the FOIP Coordinator at 780-962-7615.

For more information, see section 6 of [Policy 6,039 - Use of Municipal Resources for Election Campaigns](#).

Election offences

A number of offence provisions are included within the *Local Authorities Election Act*, including interference with posted documents, distribution of advertisements inside or on the outside of a building used as a voting station, and failure to fulfill campaign finance duties of a candidate. Please ensure you are familiar with and understand these offences.

Copyrighting of visuals and images

City of Spruce Grove logos or portions of, may not be used by candidates on campaign materials, websites, or for any other purposes. Photographs and visuals including website images owned by the City of Spruce Grove are also not to be used on campaign material. Candidates are encouraged to use original photographs and images to which they own the rights.

Candidate contact information

The City of Spruce Grove often receives requests from the media, election forum organizers, and the general public for the contact information of candidates. Candidates may provide their contact information by submitting the *Candidate Information Disclosure Form* to the Returning Officer. By signing and submitting this form, the City of Spruce Grove will be authorized to share the candidate's information with the media and public. Candidate information received during the nomination period will be posted to www.sprucegrove.org/election shortly after a candidate's nominations papers have been filed.

Municipal election procedures

Becoming a candidate

A candidate is defined as an individual nominated as a candidate for elected office of a municipality.

Qualification of a candidate

A person may be nominated as a candidate in the City of Spruce Grove's municipal election if, on nomination day, the person:

- is 18 years of age or older;
- is a Canadian citizen;
- has been a resident of the City of Spruce Grove for the six consecutive months preceding nomination day (since March 22, 2025); and
- is not otherwise ineligible or disqualified.

For complete information on candidate qualification, please see section 21 of the *Local Authorities Election Act*.

A candidate must be:

- 18 years of age
- a Canadian citizen
- a resident of the City of Spruce Grove since March 22, 2025

and cannot be otherwise disqualified or ineligible.

Keep in mind:

In accordance with section 174(1) of the *Municipal Government Act*, an elected member of Council will become disqualified from Council if, at any point during their term, they fail to meet the eligibility requirements under section 22 of the *Local Authorities Election Act*.

Ineligibility for nomination as a candidate

A person is not eligible to be nominated as a candidate if on nomination day:

- the person is the auditor of the City of Spruce Grove;
- the person is an employee of the City of Spruce Grove, unless the person takes a leave of absence without pay;
- the person is indebted to the City of Spruce Grove for taxes in default exceeding \$50;
- the person is indebted to the City of Spruce Grove for any debt equaling or exceeding \$500 for more than 90 days; or
- the person has, within the previous 10 years, been convicted of an offence under the *Local Authorities Election Act*, the *Election Act* (Alberta) or the *Canada Elections Act*.

There may be other instances that will result in your ineligibility to be nominated as a candidate. It is the candidate's responsibility to ensure the candidate is not in violation of the conditions of eligibility. For the inclusive instances, please refer to sections 22 and 23 of the *Local Authorities Election Act*.

Employees of the City of Spruce Grove

If you are an employee of the City of Spruce Grove and you wish to be nominated as a candidate, you must notify Human Resources of your intent. This notification can be given as early as January 1, 2025, but must be done before your last working day prior to nomination day, which is September 22, 2025. If notification is given, the City of Spruce Grove is obligated to grant a leave of absence without pay. If you are not elected, you may return to work as early as October 25, 2025. If you are declared elected, you are deemed to have resigned from your position as an employee of the City of Spruce Grove the day you take the official oath as an elected official.

For more information, see sections 22(5) of the *Local Authorities Election Act*.

Employee Deadline

City of Spruce Grove employees must notify Human Resources of their intent to run as a candidate before their last working day prior to nomination day, September 22, 2025.

Nominations

A Nomination Information Package has been developed that details the requirements and process to become nominated as a candidate in the City of Spruce Grove municipal election.

The Nomination Information Package for elected offices is available online at www.sprucegrove.org/election.

Form of nomination

Nominations must be completed on the prescribed [Form 4 - Nomination Paper and Candidate's Acceptance](#) and [Form 5 - Candidate Information](#). In accordance with section 27(2) of the *Local Authorities Election Act* and section 5 of the City's *Elections Bylaw*, nominations must be signed by a minimum of 25 eligible electors and must include a deposit of \$100 by cash, debit card, credit card, certified cheque, or money order made payable to the City of Spruce Grove and a criminal record check.

Nominations for elected offices will be accepted by the Returning Officer from Wednesday, January 1, 2025 until 12 p.m. (noon) on Monday, September 22, 2025. Prospective candidates filing their nominations must schedule an appointment with the Returning Officer.

Lindsay O'Mara, Returning Officer
elections@sprucegrove.org
780-962-7615

The candidate's signature on the nomination and candidate's acceptance form must be witnessed by a Commissioner for Oaths.

The Returning Officer, or another Commissioner for Oaths will be available at City Hall to commission your documents. Please schedule an appointment.

Nomination Dates

Nominations Open: Wednesday, January 1, 2025
Nominations Close: Monday, September 22, 2025
12 p.m. (noon)
Location: City Hall,
315 Jespersen Avenue
Spruce Grove, AB T7X 3E8

Nomination Checklist:

- Notice of Intent of Run
 - [Form 4 - Nomination Paper and Candidate's Acceptance](#) completed
 - Minimum of 25 signatures from *eligible* electors in Spruce Grove
 - Form 4 is commissioned by the Returning Officer or a Commissioner for Oaths
 - \$100 deposit, payable in cash, or by debit card, credit card, certified cheque, e-transfer, or money order payable to the City of Spruce Grove
 - Criminal record check
 - [Form 5 - Candidate Financial Information](#) completed
- Other:
- Review *Election Sign Bylaw and Election Sign Guidelines*
 - Sign and submit [Election Sign Acknowledgement](#) Form

Criminal Record Check

The City's *Elections Bylaw* requires that your nomination be accompanied with a criminal record check. Ensure the criminal record check is dated no earlier than 30 days prior to submitting your nomination papers.

A criminal record check can be obtained from the local RCMP detachment or a police department. There is a cost associated with having the criminal record check completed and this is not reimbursed by the City. Be sure to allow the processing time to receive the criminal record check prior as it is required to be submitted with your nomination papers.

Filed nomination papers and required attachments may be viewed by a person at any time after the commencement of the nomination period until the term of office to which the filed nomination papers related has expired. Therefore, the criminal record check will not be withheld or redacted except for the mailing address of the candidate.

For the complete information see section 28 of the *Local Authorities Election Act*.

Notice of Intent

The campaign period for an election begins on January 1 of the year immediately following a general election and ends on December 31 immediately following the next general election. Individuals who may consider running as a candidate in an election may collect campaign contributions or incur campaign expenses within the election campaign period once they submit a [*Notice of Intent to Run Form*](#) to the City.

Once the nomination period for an election has begun, candidates may still submit a notice of intent to begin collecting campaign contributions or incur campaign expenses prior to their nomination package being submitted. If a candidate wishes, they may directly submit their nomination package to the City during the nomination period to begin collecting campaign contributions or incur campaign expenses.

For complete information see section 147.22 of the *Local Authorities Election Act*.

Candidate withdrawal

A person can withdraw their candidacy anytime during the nomination period or within 24 hours after the close of the nomination period.

A notice of withdrawal must be submitted, in person or in writing, to the Returning Officer at 315 Jespersen Avenue, Spruce Grove, by 12 p.m. (noon) on September 23, 2025. Withdrawal notices received by way of facsimile, email, or phone will NOT be accepted.

Deadline for candidate withdrawal

September 23, 2025 at 12 p.m. (noon)

For complete information see sections 32 and 34 of the *Local Authorities Election Act*.

Insufficient nominations and acclamations

Insufficient nominations

If the Returning Officer has not received enough nominations for an office, the Returning Officer will continue to receive nominations the next day in Council Chambers at City Hall, between the hours of 10 a.m. and 12 p.m. (noon). This will continue until, at the end of that time, a sufficient number of nominations are received, or until a period of six days has expired.

For complete information see section 31 of the *Local Authorities Election Act*.

Acclamation

If at the close of the nomination period the number of persons nominated for any office is the same as the number required to be elected, the Returning Officer shall declare the person(s) to be elected to the office in which they were nominated.

For complete information see section 34 of the *Local Authorities Election Act*.

Official agents and scrutineers

Official agents

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 a candidate's official agent if they:

- are already appointed as an official agent for another candidate;
- are also a candidate; or
- have 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.

For more information see section 68.1 of the *Local Authorities Election Act*.

Scrutineers

Candidates may appoint a scrutineer for the advance vote and Election Day to observe the processes at the voting stations. A scrutineer is someone that a candidate appoints to represent them at voting stations, to ensure fairness and transparency, and observe procedures during voting and counting.

Candidates must complete the [Candidate's 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 (PDRO) or designate at that voting station. The PDRO 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. Scrutineers may attend more than one voting station and are not to be prevented from performing their duties. Scrutineers will be provided with identification and directed to where they can observe the voting process.

At the voting station

A candidate may only have one representative at a 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 more information see sections 69 and 71 of the *Local Authorities Election Act*.

Unofficial and official election results

The unofficial election results will be provided at www.sprucegrove.org/election as the results are forwarded from each voting station.

Election results become official at 12 p.m. (noon) on Friday, October 24, 2025. The official results will be posted at City Hall and at www.sprucegrove.org/election.

Candidates may attend City Hall to view the results as they are coming in.

Recounts

A candidate, official agent, or a scrutineer may request that the Returning Officer conduct a recount of the votes cast at one or more voting stations. The individual requesting the recount shall present the Returning Officer with reasonable grounds for alleging that the record of the result is inaccurate. The Returning Officer will consider the request and determine if a recount is necessary.

The Returning Officer will recount the votes when an application is made and they are satisfied the candidate with the lowest sufficient number of votes to be elected is within 0.5% of the total number of valid ballots for the candidate with the highest insufficient number of votes to be declared elected. The application can only be made by the candidate with the highest insufficient number of votes or that candidate's official agent. The request may only be made 44 hours (October 22, 2025 at 4 p.m.) immediately following the close of the voting station or within 48 hours (October 26, 2025 at 12 p.m. (noon)) after the statement of results is posted.

Judicial recount

An elector may, within 19 days after the close of voting stations on election day (on or before November 8, 2025), apply by affidavit to a judge for a recount alleging reasonable grounds for believing that the Returning Officer or another officer presiding at a voting station improperly counted or rejected ballots. A payment of \$300 must accompany the affidavit.

For more information, see Part 4 of the *Local Authorities Election Act*.

After the election

The newly elected Council will be sworn in at the first Organizational Meeting of Council after the declaration of the official results of the election, which is set to take place on October 27, 2025. The first few months as a Councillor for the City of Spruce Grove will be busy. The City of Spruce Grove Corporate Plan is deliberated each November and approved by the end of the year. Over the first two - three months of your Council term, you will be offered orientation sessions to brief members of Council on City of Spruce Grove processes and important projects underway.

Organizational Meeting

OCTOBER 30, 2025

Council orientation

Under the *Municipal Government Act*, the City must offer, and all Councillors **must attend**, orientation training. The orientation training will include key sessions on Governance, Parliamentary Procedures, Municipal Finance and the Corporate Plan, among other topics. The City Clerk's Office is currently confirming the orientation schedule for the 2025-2029 council. Further updates, including tentative dates, will be posted on the City's website at www.sprucegrove.org/election.

Election campaign finances

Candidates are reminded to reconcile their election campaign finances following the 2025 election.

For more information, please refer to:

- Part 5.1 of the *Local Authorities Election Act*
- The [Managing Your Campaign](#) section of this handbook

Candidate Checklist

As a supplement to this candidate information package and applicable election legislation, a checklist is provided for reference. Please note that this checklist has no legal validity and is by no means exhaustive. Candidates are encouraged to reference all applicable legislation to ensure they have met all requirements.

GENERAL	
<input type="checkbox"/>	Obtain copy of <i>Local Authorities Election Act</i>
<input type="checkbox"/>	Obtain Nomination Information Package
<input type="checkbox"/>	Visit www.sprucegrove.org/election for information and updates
<input type="checkbox"/>	Familiarize yourself with City of Spruce Grove, its bylaws, policy, plans, and agreements
<input type="checkbox"/>	Review Policy 6,039CM - Use of Municipal Resources for Election Campaigns
<input type="checkbox"/>	Review Part 5.1 of the <i>Local Authorities Election Act</i> and note the requirements and deadlines for campaign finance and contribution disclosure
<input type="checkbox"/>	Familiarize yourself with the electoral process, including voter eligibility requirements

NOMINATION PERIOD PREPARATIONS	
<input type="checkbox"/>	<i>Form 4 - Nomination Paper and Candidate's Acceptance</i> commissioned by a Commissioner for Oaths or the Returning Officer
<input type="checkbox"/>	File <i>Form 4 - Nomination Paper and Candidate's Acceptance</i> with the Returning Officer
<input type="checkbox"/>	Provide \$100 deposit to Returning Officer
<input type="checkbox"/>	Submit <i>Notice of Intent to Run Form</i> to Returning Officer
<input type="checkbox"/>	Submit a criminal record check
<input type="checkbox"/>	Submit <i>Form 5 - Candidate Information</i> to Returning Officer
<input type="checkbox"/>	Submit <i>Candidate Information Disclosure Form</i> to Returning Officer
<input type="checkbox"/>	Submit <i>Election Sign Acknowledgement Form</i> to Returning Officer
<input type="checkbox"/>	Private Property: Election signs less than 1m in height, may be erected 60 calendar days prior to October 20, 2025 (Election Day)
<input type="checkbox"/>	Private Property: Election signs larger than 1m in height, may be erected <u>after</u> 12:01 a.m. on September 22, 2025 (Nomination Day)

<input type="checkbox"/>	Public Property: Election signs may be <u>after</u> 12:01 a.m. on September 22, 2025 (Nomination Day)
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OFFICIAL AGENTS, SCRUTINEERS, AND CAMPAIGN WORKERS	
<input type="checkbox"/>	With the Returning Officer, complete <i>Form 11 - Candidate or Official Agent Proof of Identification for Access (Section 52)</i> for access to multi-residential buildings or mobile home parks
<input type="checkbox"/>	Complete <i>Form 12 - Campaign Worker Proof of Identification</i> for any campaign workers who require access to multi-residential buildings or mobile home parks
<input type="checkbox"/>	Complete the <i>Candidate's Scrutineer Appointment Form</i> and provide to scrutineer

AFTER THE ELECTION	
<input type="checkbox"/>	Remove election campaign signs <u>by</u> October 25, 2025 (within five calendar days after the election)
<input type="checkbox"/>	Note the deadline to accept campaign contributions for the October 20, 2025 municipal election is December 31, 2025
<input type="checkbox"/>	Reconcile campaign finances and submit <i>Form 26 - Campaign Disclosure Statement and Financial Statement</i> on or before March 1, 2026
<input type="checkbox"/>	Review legislative requirements for any campaign surplus or deficit incurred