

 Candidate Nomination Package

 2025 General Municipal Election

Information for potential candidates for the office of Councillor.

GENERAL INFORMATION

This is an information package only and has no legislative sanction. For certainty, the Local Authorities Election Act and other relevant statutes and regulations should be consulted. The material that follows is the Village of Girouxville’s understanding of the legislation. This summary is not intended to replace the candidate’s responsibility for reading and understanding this legislation, nor to seek appropriate legal or accounting advice from professionals, as required. The candidate is responsible for ensuring their campaign complies with all provincial laws.

Freedom of Information and Protection of Privacy Act

The personal information that is being collected under the authority of the Local Authorities Election Act will be used for the purposes under that Act. It is protected by the privacy provision of the Freedom of Information and Protection of Privacy Act.

Municipal Council

The Village of Girouxville Council consists of a Mayor and four (4) Councillors for a term of four (4) years.

The Mayor (Chief Elected Official) position is appointed from amongst the Councillors at the Organizational Meeting.

Village of Girouxville Municipal Administrative Office

Office Hours:

9:00 a.m. – 12:00 p.m.

1:00 p.m. – 4:00 p.m.

Monday to Friday

Closed Holidays

Address:

4804- 50th Street

Girouxville, Alberta

T0H 1S0

Website:

[www.girouxville.ca](http://www.girouxville.ca)

Questions about the 2025 Election?

If you require additional information regarding the election, please contact:

 Returning Officer: Estelle Girard

 Phone: 780-323-4270

 Email: girouxvl@iwantwireless.ca

Checklist of Forms to Return

* Form #4 – Nomination Paper & Candidate Acceptance
* Form #5 – Candidate Financial Information
* Form #26 – Campaign Disclosure Statement
* Letter of Intent
* Consent to Release Contact Information

**Important Dates**

|  |  |
| --- | --- |
| January 1st, 2025 | Nomination Period Begins |
| January 3rd, 2025 | Candidates may begin filing their nomination form |
| September 22, 2025 **at 12:00 p.m. (noon)** | Nomination Period Ends **at 12:00 (Noon**)Nomination forms will **NOT** be accepted after 12:00 (noon) |
| September 23, 202512:00 pm (noon) | Deadline to withdraw Nomination Paper if applicable |
|  |  |
| October 20th, 2025 | Election Day 10:00 am to 8:00 pm  |
| October 21st, 2025 | Election Results declared and published |
| Prior to November 3, 2025 -To be determined by Chief Administrative Officer  | Oath of Office & Organizational Meeting  |
| To be determined at Organizational Meeting | First Regular Meeting of Council  |

**Qualifications of Candidate**

To become eligible to be nominated as a candidate in any election you must be:

* at least 18 years of age on nomination day
* must be a Canadian citizen
* eligible to vote in the election
* a resident of the Village of Girouxville since March 22, 2025
* not otherwise ineligible or disqualified under Section 22 of the LAEA.

A person is ineligible to be nominated as a candidate in any election under the LAEA if:

* The person is the auditor of the Village of Girouxville
* The person is an employee of the Village of Girouxville for which the election is to be held, unless the person has taken a leave of absence.
* The person is indebted to the Village of Girouxville 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 Village of Girouxville
* The person is indebted to the Village of Girouxville for any debt equalling or exceeding $500 and is in default for more than 90 days.
* The person 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)
* The person on nomination day, is employed by the Office of Ombudsman, unless the person takes a leave of absence.
* If a person failed to comply with the campaign finance and disclosure requirements of the LAEA and the CAO transmitted or presented a report to council (and the court did not dispense with, or extend the time for compliance), a person is deemed ineligible.
* A person is deemed to be ineligible under these circumstances for either an eight-year period following the day that a report was transmitted or presented by the secretary (CAO), or a three-year period following the day the disclosure statement was filed with the Village of Girouxville (whichever period expires first).
* A person will also be ineligible if, on or after the time the person gives written notice or was required to give written notice under Section 147.22, the person used or expended a contribution in contravention of Section 147.23.
* A candidate is disqualified and becomes ineligible to continue as a candidate if, on or after the day the candidate’s nomination has been accepted, and on or before election day, the candidate is convicted of an offence punishable by imprisonment for five (5) or more years, or under Sections 123,124 or 125 of the *Criminal Code (Canada)*  or uses or expends a contribution in contravention of Section 147.23

**Time Commitment**

Your term of office begins at the Organizational Meeting held following the election. You will be expected to attend:

* Regular Meetings of Council held on the second Wednesday of each month commencing at 7:00 p.m.
* Special Meetings of Council for specific items or time sensitive matters (i.e. budget, strategic planning)
* Meetings of other boards, committees or commissions that you are appointed as the Village representative (expect at least one meeting per month)
* Conventions, conferences, seminars and workshops
* Events promoting the Village

Packages for meetings will be provided well in advance of the meetings to allow time to review material provided.

In addition to the Regular Monthly Council Meetings, members of Council will be appointed annually at the organizational meeting in October to the following one or more Boards and Committees:

|  |
| --- |
| **Committees/Boards** |
|  |
| **Heart River Housing Board** |
| **Smoky River Emergency Services Committee** |
| **Smoky River Family & Community Support Services (F.C.S.S.) – Rotating Member every 4 yrs.** |
| **Smoky River Regional Airport Committee** |
| **Smoky River Regional Committee** |
| **Smoky River Regional Physician Recruitment & Retention Committee** |
| **Smoky River Regional Waste Management Commission**  |
| **Smoky River Regional Water Management Commission** |
| **Smoky River Regional Economic Development Board** |
| **Smoky River Transportation Program Committee** |
| **Intermunicipal Collaboration Framework Committee** |
| **Northern Alberta Elected Leaders** |
| **Alberta Bilingual Municipality Association** |
|  |

Most Board and Committee meetings are held in the evening and travel will be required.

Council members will be required to report on meetings attended. An honorarium and mileage subsistence will be paid for meetings attended.

**Remuneration and Benefits**

**Renumeration**
Each Council member is paid to attend meetings, workshops and conference - $130/meeting

Renumeration pay is subject to income tax and considered an earning.

Mileage is paid for attending meetings outside of the Village of Girouxville.

**Benefits**

* 24 - hour Accidental Death & Dismemberment Insurance
* Critical Illness Insurance

**General Duties of Councillors**

Under the Municipal Government Act Section 153, Councillors have the following duties:

* 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;
* to promote an integrated and strategic approach to intermunicipal land use planning and service delivery with neighbouring municipalities;
* to participate generally in developing and evaluating the policies and programs of the municipality;
* to participate in council meetings and council committee meetings and meetings of other bodies to which they are appointed by the council;
* 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;
* to keep in confidence matters discussed in private at a council or council committee meeting until discussed at a meeting held in public;
* to adhere to the code of conduct established by the council under [section 146.1(1)](https://www.canlii.org/en/ab/laws/stat/rsa-2000-c-m-26/latest/rsa-2000-c-m-26.html#sec146.1subsec1_smooth) of the Local Authorities Election Act ( LAEA)
* to perform any other duty or function imposed on councillors by this or any other enactment or by the council.

**Duties of the Mayor**

A Mayor, in addition to performing the duties of a Councillor:

* 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)](https://www.canlii.org/en/ab/laws/astat/sa-2022-c-16/latest/sa-2022-c-16.html).
* **(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.

The Deputy Mayor will assume this role if the Mayor is not available.

**Interests of the Municipality**

As a member of Council, you are elected to look after the interests of the entire municipality.

You must be careful not to place the interest of a selected group that being either friends, family or an organization you are part of above the interest of the whole municipality.

When you vote you are voting for what’s best for the Village as a whole.

Council meetings are open to the public to attend.

All decisions of Council must be made at meetings open to the public in which a quorum is present.

As an individual Council member, you do not have the power to commit the Village or to direct municipal employees.

 **Legislative Training Requirements**

As a municipal elected official, you must complete the following training within 90 days of assuming office:

* **Munis 101** - Essential of Municipal Government
This course will deliver key information and strategies you need to excel in your role. This training will be held in Grande Prairie on Saturday, November 1, 2025
* **Emergency Management** - Local Authority Elected Officials Training

This course is designed to provide you with background on emergency management principles, other key players in emergency management, and the legislation that delegates legal responsibilities to the local authority in emergency situations.

If you are a returning Council member you may have taken this training already, therefore this will serve as a refresher course for you and will allow you to stay current with changes.
The training will be either provided to you online, in a class session or at a conference.

**Notice of Intent to Become a Candidate**

In the Local Authorities Election Act (LAEA) of Alberta, a Notice of Intent typically refers to a formal declaration made by a candidate before they start accepting campaign contributions.

Under Section 147.21 of the LAEA, any individual who intends to run for municipal office and wishes to accept donations or incur expenses for their campaign before the nomination period must first file a Notice of Intent to Become a Candidate for Municipal Office with the local municipality.

[Notice-of-Intent-form-LAEA-rules](https://www.mdsmokyriver.com/council/2025-election/notice-of-intent-form-laea-rules-3/)

Notice of Intent Form

<https://cfr.forms.gov.ab.ca/form/MSD14717>

**Nominations**

Please note, candidates are now required to also submit a Notice of Intent in addition to their nomination papers. Please see the Notice of Intent section above. Nomination Papers must be completed and submitted in person by noon on September 22, 2025. Papers are to be signed by and submitted to the Village of Girouxville’s Returning Officer or Substitute Returning Officer.

FORM 4- Nomination Paper and Candidate Acceptance

 <https://cfr.forms.gov.ab.ca/form/MSD0753>

FORM 5 – Candidate Financial Information

 <https://cfr.forms.gov.ab.ca/form/MSD12180>

FORM 26 – Campaign Disclosure Statement

 <https://cfr.forms.gov.ab.ca/form/MSD0002>

**As per the Local Authorities Election Act, Part 1, Section 27, both Form 4 &  Form 5 must be submitted together.**

In addition, candidates will be asked to complete a Consent to Release Contact Information to allow posting their contact information to the Village of Girouxville’s website.

**Filing Your Nomination Form**

Your nomination must be filed on the prescribed form attached to this package. Your form must:

* Include your legal name
* Include your street address
* Enter Office Nominated for Councillor or Mayor
* Have 5 people sign your nomination form who are eligible to vote in the Village of Girouxville election
* Read the sections of the *Local Authorities Election Act* online stated on the form
* If you are appointing someone or an Official Agent please enter their name and contact information on the second page.
* Print your name as you want it to appear on the election ballot
* Sign your form in the presence of a Commission for Oaths or the Returning Officer at the Town Office

It is the Candidates responsibility to ensure the accuracy of all information submitted on the nomination form.

Nomination forms will **not** be accepted by email, fax or mail.

Nomination Forms will **NOT** be accepted after 12:00 noon on September 22nd, 2025.

Nomination Papers can be handed in by any person. If the Nomination Papers are filed by someone other than the candidate, the Oath **MUST** be signed by the Candidate and a Commissioner of Oaths.

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

Candidate names will only be made public after nominations close.

You may be contacted by a newspaper reporter asking you some questions prior to the election.

You may be asked to take part in a forum. This would be held by someone other than the municipal office.

**Withdrawing Nomination**

You may withdraw at any time between January 3rd, 2025 and September 22, 2025 at 12 noon

If there are more than the required number of candidates for that office. You must do so within 24 hours of the close of nominations, that is, before 12:00 noon on September 23, 2025.

If you choose to withdraw your nomination form you must provide your notice of withdrawal in writing to the returning officer.

**Campaigning -** *(Section 148 & 152, Local Authorities Election Act)*

When developing and designing campaign material and signs, you:

* Cannot print material or signs that show a ballot marked for a candidate.
* Cannot use the Village of Girouxville logo.

When you distribute campaign material or signs, you:

* Must get consent from the property owner before placing any signs.
* Cannot display or distribute campaign material or signs at the voting station on Election Day or on the property of the voting station.

Candidates must ensure that a campaign account in the name of the candidate or the candidate’s election campaign is opened at a financial institution for the purposes of the election campaign at the time of nomination or as soon as possible after the total amount of contributions first exceeds $1,000.00.

Duties of the candidate in relation to this account include:

* All contributions should be deposited into this campaign account,
* Money in the campaign account shall only be used for the payment of campaign expenses,
* Contributions of real property, personal property and services are valued,
* Receipts are issued for every contribution and obtained for every expense,
* Records are kept of contributions and campaign expenses and are retained by the candidate for a period of 3 years following the date on which the disclosure statements were required to be filed, and
* Proper direction is given to the candidates’ official agent and any other person who is authorized to incur campaign expenses and accept or solicit contributions on behalf of the

A Candidate must file a disclosure statement regarding campaign contributions and expenses in the prescribed form before March 1, following an election with the Returning Officer or the municipality. All candidate’s must file a campaign disclosure statement regardless or not if they had any campaigning expenses or revenue whether or not they are elected, or if they withdrew their nomination. See Section 147, Local Authorities Election Act.

**Further Information:**

[Running for Municipal Office | Alberta Municipalities](https://www.abmunis.ca/advocacy-resources/running-municipal-office)

Local Authorities Election Act :

<https://kingsprinter.alberta.ca/1266.cfm?page=L21.cfm&leg_type=Acts&isbncln=9780779850150>

Municipal Government Act: <https://www.qp.alberta.ca/documents/acts/m26.pdf>

Running for Municipal Office in Alberta – A Guide for Candidates

<https://www.alberta.ca/municipal-elections-overview.aspx>

<https://youtube.com/playlist?list=PLgou_qQG9_mMOmp3qmwE0HzsvhBbzjcU&si=WherdLdPQDhlAOuz>

Alberta Municipal Election Forms

[Municipal election forms | Alberta.ca](https://www.alberta.ca/municipal-election-forms#jumplinks-1)

**Election Day**

At the close of the election, you may observe the counting of the ballots. You must be in the building prior to 8:00 p.m.

**Election Day**

**Monday, October 20th, 2025**

**10:00 a.m. – 8:00 p.m.**

**Location**

**Girouxville Community Centre (Hall)**

**5012 - 48th Ave**

Unofficial results will be made available following the counting. Please advise the Returning Officer if you wish to receive the unofficial results prior to them being posted.

 **Release of Candidate Contact Information**

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, hereby grant consent to the Village of Girouxville

the Returning Officer for the 2025 Municipal Election for release the following personal information about me to the Province of Alberta, any interested person, organization, media source, or through posting on the Village of Girouxville’s website, from the date the Release is signed until the completion of the 2025 Municipal Election.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Campaign Office Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Telephone Numbers \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 Candidate Signature

The personal information on this form is being collected under the authority of Section 27 of the *Local Authorities Election Act* and Section 33 c of *the Freedom of Information and Protection of Privacy Act* and will be used in relation to the 2025 Municipal Election. This information is protected in accordance with the Act. If you have any questions about the collection of information, please contact the Returning Officer Estelle Girard at 780-323-4881.