



## Village of Heisler 2025 Election Package

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### Attachment:

Form 4: Nomination Paper and Candidate's Acceptance

# **The next Municipal Election - Monday, October 20, 2025.**

**Nomination Period:** January 1, 2025 – September 22, 2025

**Nomination Day Deadline:** September 22, 2025, at 12:00 p.m.

**Election Day:** October 20, 2025, polls will open at 10:00 a.m. and close at 8:00 p.m.

## **1. About our Village**

The Village of Heisler is called 'the Premier Village of Alberta'; so called because all of the streets and avenues are named after premiers of the Province of Alberta. Our Village is named after the pioneer settler Martin Heisler Sr., who provided the land for the Village. The spirit of the early pioneers still lives on in the folk who live, work and play in Heisler.

Our Council consists of a Mayor, a Deputy Mayor, and a Councillor who are the elected officials. Members of Council are elected to a four-year term. **The Village welcomes all who wish to participate in our government.**

As a member of Council, you will have the opportunity to significantly influence the future of your community. All decisions are made by Council as a whole, at Council, or via Committee and/or Board meetings. As an individual member of Council, you will not have the power to commit the Village of Heisler to any expenditure or to direct the activities of employees of the municipality; all direction of this nature is done via the Council motions at regular or special meetings.

## **2. Returning Officer Contact Information:**

Heidi Rohe, Chief Administrative Officer

Village of Heisler

128 Main St, Box 60

Heisler Alberta T0B 2A0

Phone: 780-889-3774 Fax: 780-889-2280

Email: [administration@villageofheisler.ca](mailto:administration@villageofheisler.ca)

Website: [www.villageofheisler.ca](http://www.villageofheisler.ca)

## **3. Requirements of Members of Council**

As a member of the Village of Heisler Council you must be able to commit to the four-year term in office running until October 2025 and during that time you are required to attend:

- Regular meetings of council which take place about mid month
- Meetings of other boards and agencies you have been appointed to as a council representative
- Conferences, conventions, seminars and workshops for training and discussions
- Social events promoting your municipality

You will also need to spend time reading material, e.g. monthly Council Meeting Agenda, provided by the Chief Administrative Officer (CAO), etc. This is necessary in order to be prepared for meetings and making informed decisions.

#### 4. 2025 Election Timeline and Key Dates

Date	Description
October 31, 2024	Municipal Affairs Statutes Amendment Act in effect. The campaign period for the 2025 Election begins. Candidates may submit a <u>Notice of Intent to Run</u> .
<b>January 1, 2025</b>	<b>Nomination period begins.</b>
March 1, 2025	2024 campaign disclosure statements due.
April 2, 2025	Candidate late filing fees due
May 1, 2025	The election advertising period begins.
May 30, 2025	Amended candidate campaign disclosure statements due.
September 22, 2025	Nomination Day. <b>Close of nominations.</b>
<b>October 20, 2025</b>	<b>Election Day! The election advertising period ends.</b>
October 22, 2025	Deadline for applications for a recount based on concerns at the voting station.
October 24, 2025	Statement of Results posts.
October 26, 2025	Deadline for applications for threshold recount (0.5%)
November 10, 2025	Elector deadline to apply for judicial recount
December 31, 2025	Campaign period ends.

## 5. Eligibility

To be eligible to run as a candidate, you must be:

- Eligible to vote in 2025 municipal elections
- At least 18 years old
- A Canadian citizen
- A resident of the Village of Heisler on Election Day (October 20, 2025)
- A resident of the Village of Heisler for the 6 consecutive months before Nomination Day (March 22 - September 22, 2025)
- Must not be otherwise ineligible or disqualified

**NOTE:** Candidates are subject to further requirements in the Local Authorities Election Act and are advised to refer to the LAEA and obtain legal advice regarding the full extent of their obligations and ineligibility criteria

## 6. Nomination

Attached to this package is Form 4: Nomination Paper and Candidate's Acceptance. Form 4 must be signed by 5 electors, who are residents of the jurisdiction and eligible to vote in the October 2025 election. Prospective candidates must submit the form in full completion to the Returning Officer before September 22, 2025 at noon to be valid. A candidate for elective office who signs a candidate's acceptance form that contains a false statement is guilty of an offence and liable to a fine of not more than \$1000.

## 7. Training Information for Elected Officials

A municipality must, in accordance with the regulations, offer orientation training to each councillor, to be held within 90 days after the councillor takes the oath of office. Dates of training are to be determined later with the elected officials. Training will cover the role of municipalities in Alberta, roles and responsibilities of councillors, municipality's code of conduct, key municipal plans and policies, roles of the CAO and staff, budgeting and financial administration and more.

## 8. Related Documents & Links

### **Local Authorities Election Act**

<https://www.qp.alberta.ca/documents/Acts/L21.pdf>

### **LAEA Key Sections:**

- Section 21 – Qualification of the candidate
- Section 22 – Ineligibility
- Section 23 – Ineligibility for nomination
- Section 27 – Form of nomination
- Section 28 – Nominations

- Section 151 – Offence candidate’s acceptance

### **Municipal Government Act**

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

### **Municipal Elections – Overview (Province of Alberta)**

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

### **A Candidate’s Guide (Last Updated): Running for Municipal Office in Alberta**

<https://open.alberta.ca/dataset/78017d07-a64c-4df2-9c68-96f0c672860a/resource/8332b79c-57a4-4c74-ad01-a04f3da09feb/download/ma-candidates-guide-running-for-municipal-office-in-alberta-2020.pdf>

### **What Every Councillor Needs to Know (Province of Alberta)**

<https://open.alberta.ca/dataset/99f3a22d-1c4a-4ea0-937f-59277245f23a/resource/a5a1e60c-2ecf-4950-8046-18ea139d19e3/download/what-every-councillor-needs-to-know.pdf>

### **Village of Heisler Procedural Bylaw #493-15**

[http://www.villageofheisler.ca/\\_mndata/heisler/uploaded\\_files/Bylaw%20493-15%20Procedural%20Bylaw.pdf](http://www.villageofheisler.ca/_mndata/heisler/uploaded_files/Bylaw%20493-15%20Procedural%20Bylaw.pdf)

### **Village of Heisler Council Code of Conduct Bylaw #505-18**

[http://www.villageofheisler.ca/\\_mndata/heisler/uploaded\\_files/Bylaw%20505-18%20-%20Council%20Code%20of%20Conduct.pdf](http://www.villageofheisler.ca/_mndata/heisler/uploaded_files/Bylaw%20505-18%20-%20Council%20Code%20of%20Conduct.pdf)

### **Village of Heisler Policy C-001: Travel, Subsistence and Honorarium Policy**

[http://www.villageofheisler.ca/\\_mndata/heisler/uploaded\\_files/C%20-%20001%20Travel,%20Subsistence%20-%20Honorariums%20Policy.pdf](http://www.villageofheisler.ca/_mndata/heisler/uploaded_files/C%20-%20001%20Travel,%20Subsistence%20-%20Honorariums%20Policy.pdf)

# NOMINATION PAPER AND CANDIDATE'S ACCEPTANCE

*Local Authorities Election Act*  
 (Sections 12, 21, 22, 23, 23.1, 27, 28,  
 47, 68.1, 151, 158.3, Part 5.1)  
*Education Act* (Sections 4(4), 74)

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

Business Title/Organization \_\_\_\_\_ Business Phone Number \_\_\_\_\_

Address \_\_\_\_\_ City or Town \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_

LOCAL JURISDICTION: \_\_\_\_\_, PROVINCE OF ALBERTA

We, the undersigned electors of \_\_\_\_\_  
 Name of Local Jurisdiction and Ward (if applicable)

nominate \_\_\_\_\_ of  
 Candidate's Surname and Given Names

\_\_\_\_\_ Complete Address and Postal Code

as a candidate at the election about to be held for the office of \_\_\_\_\_  
 Office Nominated for

of \_\_\_\_\_  
 Name of Local Jurisdiction

The candidate's local political party or slate is \_\_\_\_\_ (if applicable).

Provide 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,

I am not otherwise disqualified under section 22, 23 or 23.1 of the *Local Authorities Election Act*,

I will accept the office if elected,

I have read sections 12, 21, 22, 23, 23.1, 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,

I am appointing \_\_\_\_\_  
Name, Contact Information or Complete Address and Postal Code, and Telephone Number of Official Agent  
as my official agent (if applicable).

I have provided a criminal record check with my nomination package (if applicable).

I will read and abide by the municipality's code of conduct if elected (if applicable), and

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  
Candidate's 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\_\_\_\_\_



\_\_\_\_\_  
Signature of Candidate



\_\_\_\_\_  
Signature of Returning Officer or  
Commissioner for Oaths

**IT IS AN OFFENCE TO SIGN A FALSE AFFIDAVIT  
OR A FORM THAT CONTAINS A FALSE STATEMENT**

**RETURNING OFFICER'S ACCEPTANCE**

Returning Officer signals acceptance by signing this form:

\_\_\_\_\_  
Signature of Returning Officer