



CANDIDATE INFORMATION PACKAGE

2025 Municipal Election

**OCTOBER
2025**

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INTRODUCTION

The Town of Fox Creek has developed this handbook to help any citizen deciding to run for office for the first time or to assist experienced candidates. It answers the most frequently asked questions by candidates before Nomination Day. It includes information that candidates for the offices of Mayor or Councillor should be aware of. As a candidate, it is your responsibility to be familiar with legislation. We strongly recommend that you obtain a copy of the Local Authorities Election Act (LAEA) and the Municipal Government Act (MGA). Both Acts can be viewed, downloaded, printed or ordered from Alberta King's Printer.

<https://www.alberta.ca/alberta-kings-printer>

[Municipal Government Act](#)

[Local Authorities Election Act](#)



Nominations for the 2025 General Election will be accepted at the Town of Fox Creek Administration Office until 12:00 NOON on Monday, September 22, 2025.



Town of Fox Creek

102 Kaybob Drive
Fox Creek, Alberta
T0H 1P0



Office Hours

Mon - Thurs: 8:30 am - 4:00 pm
Closed 12:30 - 1:30 daily
Friday: 8:30 am - 1:00 pm



The information included in this package is subject to change. Please refer to our website to view any posted changes, corrections or updated forms



Municipal Elections are governed by the Local Authorities Elections Act (LAEA), R.S.A. 2000, C L-21

The information contained in this document is provided for convenience and as a reference only. Candidates are subject to further requirements in the LAEA. Candidates are advised to refer to the LAEA and obtain legal advice regarding the full extent of their obligations.

An Overview

The Town of Fox Creek conducts a general municipal election every four years for the offices of Mayor and Councillor (six positions). All general municipal elections in Alberta are conducted under the authority of the Local Authorities Election Act (LAEA). You should be aware of the contents of the LAEA, as there may be penalties (including fines, imprisonment, and disqualification from elected office) if you are found in breach of its provisions.

It is important to recognize that being a council member will require a lot of your time and energy. Being elected as Mayor or Councillor is a four-year commitment to public service. Council Members put in significant hours to serve in their roles and meet their responsibilities.

During your four-year term as Mayor or Councillor, you are required to attend many meetings, conferences, conventions, training workshops, and social events. You will need to spend a considerable amount of time reading and preparing for meetings, so you can make informed decisions that represent the community you serve. You'll be expected to attend functions and events as dignitaries, representatives and officials during the day, evening, and occasionally on weekends.

To assist you in performing your duties, agendas and meeting packages are provided electronically to Council Members. You will be expected to use a smartphone, computer and tablet to receive email messages and receive your Council agendas.

Being a Council Member becomes a lifestyle, one in which you interact with the community while representing the municipality. When you're in the public eye, many people will want to approach you and discuss municipal matters. You will receive phone calls not only at the Town Office, but you will probably also receive calls at home, during the day, in the evening, and on weekends. The demand on your time is something to seriously consider. Elected officials must balance these responsibilities with their professional work and other aspects of their lives. Mayor and Council will need to submit a biography, submit monthly reports, time sheets and expense reports as well as contribute to the Town's newsletter. This list is not all inclusive, other tasks may be required of you.





→ Mayor

The Mayor has additional responsibilities as head of Council: chair Council meetings; participate in inter-municipal, inter-government, and regional matters; and represent Fox Creek as its Dignitary and Council spokesperson. The Mayor usually has more office duties and more social obligations than Councillors.

The duties of the Mayor comprise both those of a Councillor and Chief Elected Official as outlined in Sections 153 and 154(1) of the Municipal Government Act.

→ Councillor

There are six Councillor positions on the Fox Creek Town Council. Fox Creek does not follow a ward system. The duties of a Councillor are outlined under Section 153 of the Municipal Government Act.

→ Deputy Mayor

The Deputy Mayor serves as back-up to the Mayor, chairs the Committee of the Whole meetings, and attends other meetings and functions that the Mayor is unable to attend. The position of Deputy Mayor is currently rotated among Council members throughout the four-year term so that each Councillor is given an equal opportunity to experience being the Deputy Mayor.



Orientation Training Sessions

Following the posting of the official election results, all Council Members will be required to attend orientation training sessions. Dates and locations for the sessions will be arranged through the Chief Administrative Officer and will be announced in 2025.

If I'm elected, when does my term of office commence?

A person who is elected in an election holds office from when they take the Oath of Office, which will be administered at the Swearing-In Ceremony. The Swearing-In Ceremony will take place on October 27, 2025.



Other Resources for Candidates

Alberta Municipal Affairs – Running for Municipal Office in Alberta – Candidate Guide

<https://www.abmunis.ca/advocacy-resources/running-municipal-office>

Training is available for elected officials through the Elected Official Education Program (EOEP). For more information on training opportunities, go to <https://eoep.ca/>



Council Meetings

The first meeting of Council after the 2025 Municipal Election will be the Organizational Meeting, scheduled for Monday, October 27, 2025, following the Swearing-In Ceremony at 6:30 p.m. At the Organizational Meeting, the Mayor will appoint Council Members to various Council Committees.

The first regular Council Meeting of the newly elected Council will follow immediately after the Organizational Meeting on October 27, 2025.

Regular Council Meetings currently take place approximately every 3 weeks at 6:30 p.m. in Council Chambers at the Town of Fox Creek Administration Building, 102 Kaybob Drive, except for July, August and December, when one meeting is scheduled per month.





Committee of the Whole Meetings

Committee of the Whole meetings take place on one Wednesday, per month as decided by Council. The Committee provides a forum for all members of Council to discuss bylaw and policy development, business and financial planning, and other key issues facing the municipality.



Council and Committee Meetings

Each Council Member will be appointed to serve as a Council representative on internal and external Council Committees. These appointments are made at the Organizational Meeting of Council held in October of each year.

The Mayor is an ex officio member of all Council Committees. (The Subdivision and Development Appeal Board is an exception unless the Mayor is specifically appointed.)

Council Committee meetings may be held during daytime hours, and there will be evening meetings to attend. Some committees meet more often than others. For further details, refer to Council Committees Bylaw P079-2020-A04

The Mayor and Councillors are actively involved in the selection process of public committee members. Recruitment for public committee members usually commences in September or October of each year.



Council Member Compensation

Council members are paid a base salary and per diems, as provided by Policy P082-2022 – Council Remuneration and Allowance Policy.

Members of Council are eligible for reimbursement for mileage and expenses incurred for Council business.

Council remuneration is adjusted annually by a cost-of-living allowance (COLA).

Council Member Benefits

The Town of Fox Creek offers the following benefits to council members at no cost to council members:

- Basic Life Insurance: Flat rate of \$30,000
- Accidental Death & Dismemberment Insurance: Flat rate of \$30,000
- Dependent Life Insurance: \$5,000 for spouse coverage and \$2,000 for children
- Employee Assistance Plan: Support services for councillors.

Other Compensation

Council members receive a \$75.00 monthly Communication Allowance for mobile devices, have access to a desktop computer for meetings and a tablet.



Candidate Nomination

For the 2025 Municipal Election, a person may file a nomination to become a candidate between January 1, 2025, and 12:00 noon on September 22, 2025. Nominations will be accepted at the Town Administration Office, 102 Kaybob Drive.

Individuals who intend to submit nomination papers should review the Local Authorities Election Act to understand the rules before submitting nomination papers.

Am I eligible to be a candidate?

You are eligible to be nominated as a candidate for Town of Fox Creek Mayor or Councillor if, on Nomination Day (Monday, September 22, 2025), you meet the Local Authorities Election Act requirements.

All candidates must:

- Be eligible to vote per Section 47 of the Local Authorities Election Act;
- Have been a resident of the municipality for 6 consecutive months immediately preceding Nomination Day (on or before March 22, 2025); and,
- Are not otherwise ineligible per Section 22 of the Local Authorities Election Act.

Prospective candidates are strongly encouraged to read and understand Part 5.1 of the Local Authorities Election Act as it pertains to Municipal Election and Finance and Contribution Disclosure requirements. Further information on this is detailed in Section 9 of this document.

How do I become nominated as a candidate for the election?

To become a candidate, you must:

- Meet the Local Authorities Election Act nomination requirements.
- Have your Nomination Paper and Candidate's Acceptance (Form 4) signed by at least five (5) electors eligible to vote in this election and who are residents of the Town of Fox Creek, on the day they sign the Nomination Paper. Candidates are encouraged to acquire more than five eligible signatures for assurance. A candidate may appoint an elector as the Candidate's Official Agent; the role of official agent is not mandatory. The candidate assigns the duties of an official agent.
- Criminal Record Check.
- \$50.00 Deposit.
- Complete Candidate Financial Information (Form 5).
- Complete Notice of Intent (Form 29).
- Complete the Candidate Information Disclosure Form.
 - *The Returning Officer will receive requests from the media and general public on how to contact a candidate; therefore, we are asking each candidate to complete a Candidate Information Disclosure Form when they submit their Nomination Paper. Emails for the candidates will be posted on Fox Creek's website. The contact information provided on this form may also be used by the Returning Officer to communicate any important messages or details to candidates during the course of the election.*



BECOMING A CANDIDATE

- Submit the completed Nomination Paper and Candidate's Acceptance (Form 4); Candidate Financial Information (Form 5); Notice of Intent (Form 29) and Candidate Information Disclosure Form, Criminal Record Check and \$50.00 Deposit to the Returning Officer at the Town Office.

It is your responsibility to ensure that you are fully aware of all nomination requirements and comply with them. It is not the Returning Officer's responsibility to review the validity of the information contained in your nomination paper. That responsibility lies with the courts if your nomination or election is challenged.

What is the candidate's acceptance?

All portions of your Nomination Paper, including the name, address and telephone number of the candidate's official agent (if they choose to appoint one), must be completed, and the Candidate's Acceptance sworn (or affirmed) before a Commissioner for Oaths or the Returning Officer.

When and where do I submit my nomination form and criminal record check?

Nominations will be accepted at the Town Office between January 1, 2025, and 12:00 noon on September 22, 2025. Nomination forms will not be accepted by email, and original nomination papers must be received at the Town Office.

Candidates who do not have their nomination papers sworn by a Commissioner of Oaths should contact the Town Office ahead of time to ensure a Commissioner for Oaths is available.

Per Section 147.221(2), a register of candidates for the election will be posted on www.foxcreek.ca

Do I have to pay a deposit?

The Town of Fox Creek requires that a \$50.00 deposit accompany nominations for the offices of Mayor or Councillor. The Deposit may be paid by Cash, Certified Cheque, Money Order or Debit or Credit Card.

Is the deposit refundable?

The deposit shall be refunded to the candidate under the following circumstances:

- a. The candidate is declared elected.
- b. The candidate secures a number of votes at least equal to half of the total votes cast for the candidate elected with the fewest votes.
- c. The candidate withdraws their candidacy in accordance with section 32 (Local Authorities Election Act).

If a candidate passes away before the voting stations close on election day, the deposit will be returned to the candidate's estate.

If the candidate does not obtain the number of votes as specified in LAEA Sec 30 (2)(b), the deposit will be transferred into the general revenue of the local jurisdiction where the deposit requirement was established.



BECOMING A CANDIDATE

Who can see my nomination form and criminal record check?

At any time during the nomination period, during regular office hours, a person may request to examine the Nomination Papers.

A register of candidates will be available on www.foxcreek.ca

Where can I get copies of the nomination form?

A copy of Form 4, Form 5 and the Candidate Information Disclosure Form may be obtained on our website <https://foxcreek.ca/2025-municipal-election/> or from the Town Office. All Local Authority Election Act forms are also available on the province's website.

Can I withdraw my nomination?

A candidate may withdraw their nomination between January 1, 2025, and 12:00 noon on September 22, 2025, in written format. The written submission to withdraw nomination must be delivered to the Returning Officer or Substitute Returning Officer in person by the candidate at the Town Office. If a candidate withdraws their nomination, they are still required to complete and submit a Campaign Disclosure Statement and Financial Statement (Form 26).

What if there are no nominations received for a particular position?

If the number of nominations received does not exceed the number of positions available, the candidate(s) nominated for the position will be declared elected (by acclamation) by the Returning Officer after the close of nominations.

What if the nominations received by the returning officer do not exceed the positions available?

If the number of nominations received does not exceed the number of positions available, the candidate(s) nominated for the position will be declared elected (by acclamation) by the Returning Officer after the close of nominations.

Per the Local Authorities Election Act, the names of those nominated for the office of Mayor and Councillor will be posted at the Town Administration Office within 48 hours of Nomination Day. This information will also be available online at www.foxcreek.ca and may also be shared on the Town's social media platforms as part of the election advertising process.



Who can be present at the voting station?

Either a candidate, OR candidate's agent, OR scrutineer may be present in the voting station during Election Day to observe the conduct of the vote. The Returning Officer or Presiding Deputy Returning Officer shall not permit a candidate to have an official agent or a scrutineer present while the candidate is present in a voting station during voting hours, nor will a candidate be permitted to have both an official agent and a scrutineer present at the same time in a voting station.

A candidate may (if they choose):

- Appoint one official agent (information to be included on Form 4).
- Appoint scrutineers (including the official agent) to attend the voting station (by signing Form 16 for each scrutineer).
- Be present at a voting station as a scrutineer, only if another scrutineer for the candidate is not present at that voting station.

An official agent must:

- Be at least 18 years of age.
- If acting as a scrutineer at a voting station, must present written notice from the candidate (Form 16) to the Returning Officer or Presiding Deputy Returning Officer at the voting station.
- If acting as a scrutineer, sign a statement (Form 16) before the Returning Officer or Presiding Deputy Returning Officer.

A scrutineer must:

- Be at least 18 years of age.
- Present written notice from the candidate (Form 16) to the Presiding Deputy Returning Officer at the voting station.
- Sign a statement (Form 16) before the Returning Officer or Presiding Deputy Returning Officer at the voting station.

The Returning Officer or the Presiding Deputy Returning Officer may designate the place or places at a voting station where a candidate, an official agent, or a scrutineer of a candidate may observe the election procedure.

When the voting station closes at 8:00 p.m. on Election Day, a scrutineer may remain to witness the counting of the vote and clean-up procedures.

The use of cell phones will not be permitted at any time within the voting station except for those used by election staff.





→ Are there restrictions on how I campaign?

Candidates typically campaign by talking to others, going door-to-door, advertising, putting up signs, talking to the media, participating in public forums, etc. How you campaign is up to you; however, there are certain restrictions that you must be aware of. These restrictions appear primarily in the Local Authorities Election Act, but other provincial legislation and Town bylaws/policies may apply depending on the activity in question. It is your responsibility to be familiar with the legislation.

There are some restrictions specific to Election Day in so far as they cover activities that are not permitted. Per Section 152.1 of the Local Authorities Election Act, no person can canvas or solicit votes, or communicate with any person for the purpose of influencing that person's vote, in a voting station or within the boundaries of the land on which a building used for a voting stations is located.

→ What do I need to know about campaign signs and literature?

Town of Fox Creek Land Use Bylaw 824-2019 Section 8.8 Election Signs provides guidelines for the regulation of election signs placed on public lands within the Town of Fox Creek boundaries.

Per the Local Authorities Election Act, campaign activities and advertising within the boundaries of land on which the building is located for the use of a voting station is prohibited. The Act also prohibits activities in and around a voting station that would involve soliciting votes or communicating to influence votes.

DO NOT USE the Town of Fox Creek's logo(s) or phone number(s) in your campaign advertising. The use of Fox Creek's official logo(s) on any campaign materials, including signs or brochures, is strictly prohibited. Do not use Town of Fox Creek phone numbers or email addresses on any of your contact information for elections.

VOTING



Advance Voting

Advance Votes are permitted as an alternative date(s) for voting. Voters are permitted to vote at the Advance Vote without declaring special circumstances. All Advance Votes are counted after the close of the polls (8:00 p.m.) on Election Day.

Advance Vote: Tuesday, October 14, 2025, Flex Room, Fox Creek Greenview Multiplex 103 2a Avenue from 12:00 Noon – 8 p.m.



Special Ballots

The Town of Fox Creek has provided for Special Ballots. A resolution of Council for the provision of Special Ballots was passed. Details on Special Ballots will be communicated to the public once confirmed and closer to Election Day.



Election Day

Election Day will be held on October 20, 2025, from 10:00 a.m. to 8:00 p.m. in the Flex Room, Fox Creek Greenview Multiplex 103 2a Avenue.





Election Results

Per changes to the Local Authorities Election Act, ballots will be hand-counted. Unofficial election results of the ballot count will be released as soon as possible after the voting station closes. The unofficial results will be published in a press release and displayed at the Town Office and on the Town of Fox Creek's website and social media platforms.

Official election results will be posted by the Returning Officer at 12:00 noon on Friday, October 24, 2025, at the Town Office and posted on the Fox Creek website and social media platforms.

Under what conditions may there be a recount?

The Returning Officer may call for a recount of the votes cast if:

- A candidate or official agent or scrutineer shows grounds that the Returning Officer considers it reasonable to allege that the record of the result of the count is inaccurate;
- The Returning Officer considered the number of valid ballots objected to or rejected ballots other than those on which no vote was cast was sufficient to affect the result of the election;
- The Returning Officer believes that there may have been an administrative or technical error that may have caused an error in the count of votes, or
- The Returning Officer receives an application for a recount under Section 98(1.1).

What is the deadline to apply for a recount?

An application for a recount under Section 98(4) of the Local Authorities Election Act must be made within 44 hours immediately following the closing of the voting station.

What procedure will be used to conduct a recount?

If a recount is authorized by the Local Authorities Election Act, and the Returning Officer chooses to make a recount, the ballots will be manually counted.



CAMPAIGN DISCLOSURE STATEMENT

All candidates must be familiar with the legislation regarding campaign disclosure and financial statements, and reporting campaign contributions.

- Prior to January 1, 2025, Individuals who intend to run as a candidate must submit a written notice of intent to the Returning Officer at the Town Administration Office. Once a notice of intent form is accepted as complete by the local jurisdiction, an individual is allowed to be a candidate, accept contributions, or incur campaign expenses according to the rules set out in the Local Authorities Election Act and the Expense Limits regulation.
- As of January 1, 2025, all candidates must have submitted nomination papers BEFORE accepting contributions or incurring campaign expenses.

Candidates must be aware that Section 147.1(1)(a) defines campaign expenses as any expense incurred (including a non-monetary contribution received) by a candidate to the extent that the property or service is used to directly promote or oppose a candidate during a campaign period.

Section 147.3(1) requires all candidates, including self-funded candidates, to open a bank account when at least \$1,000 in total contributions is received, including money contributed by the candidate for their campaign.

Section 147.3(e) requires that candidates obtain receipts for all expenses incurred and every contribution received.

Per Section 147.4(7), all campaign disclosure statements filed with the Town of Fox Creek for the 2025 General Election will be posted on www.foxcreek.ca



REFERENCES



Municipal Government Act (MGA)

https://kings-printer.alberta.ca/1266.cfm?page=m26.cfm&leg_type=Acts&isbncln=9780779851669



Local Authorities Election Act (LAEA)

https://kings-printer.alberta.ca/570.cfm?isbn=9780779851669&search_by=link



Alberta Municipal Affairs - Running for Office in Alberta - Candidate Guide

<https://www.abmunis.ca/advocacy-resources/running-municipal-office>

Training is available for elected officials through the Elected Officials Education Program (EOEP). For more information on training opportunities, go to:

<https://eoep.ca/>

Town of Fox Creek Bylaws

- Bylaw 853-2020-A01 Proceedings of Council
- Bylaw 824-2019 Land Use Bylaw
 - Section 8.8 Election Signs

Town of Fox Creek Policies

- Policy PO79-2020-A04 Council Committees
- Policy PO82-2022 Council Remuneration and Allowance



QUESTIONS?

CONTACT US:

Town of Fox Creek
PO Box 149
102 Kaybob Drive
Fox Creek, AB. T0H 1P0
780-622-3896
Email: elections@foxcreek.ca

