



2025

Village of Irma – Nomination Packages for Council



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Village of Irma
2/27/2025

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General Information

Municipal elections take place every 4 years, where the Village of Irma then elects four (4) councillors and one (1) mayor for a four-year term.

This package is to assist with frequently asked questions by candidates prior to Nomination Day. It also includes important dates, links, and other resources that may be useful to prospective candidates.

Resources for candidates can be found here:

Alberta Municipal Affairs

Municipal Services Branch
17th Floor, Commerce Place
10155-102 Street
Edmonton AB, T5J 4L4

Online: www.alberta.ca/municipal-elections-overview
Telephone: 780-724-2225
Toll Free: 310-0000

Prospective candidates may also see this document, located on the Government of Alberta Publications link:
<https://open.alberta.ca/publications/candidates-guide-running-for-municipal-office-in-alberta>

Alberta King's Printer

Copies of the *Local Authorities Election Act*, R.S.A. 2000, c L-21 and the *Municipal Government Act*, R.S.A. 2000, c M-26 can be downloaded and/or ordered from the Alberta King's Printer.

Online: www.alberta.ca/alberta-kings-printer
Telephone: 780-427-4952
Toll Free: 310-0000

Code of Conduct

The Council Code of Conduct By-law sets the standards for the ethical conduct of Councillors and Council Committee Members relating to their roles and obligations as representatives of the Village of Irma. It also outlines compliance and enforcement of these standards. Prospective candidates should become familiar with [Bylaw 20-08 Council Code of Conduct](#).

NOTE:

Other general inquiries can be sent to:

Cori Oracheski, Returning Officer
Village of Irma
4919-50th Street
Irma AB

E-mail: coracheski@irma.ca
Phone: 780-754-3665

2025 Information for Candidates

Thank you for your interest in running as an elected official in the Village of Irma! Being a member of Council is both a challenging and rewarding experience that enables you to have your voice heard and represent the residents of Irma.

The Village of Irma is a friendly community with a population around 500 people. Irma is located 178 km east of Edmonton on Highway 14 (Poundmaker Trail) and 30 km west of Wainwright. The village is a vibrant community which boasts a new K-12 school with a community hall and library, a world-class ball area, hockey arena, curling rink, and a golf course. Irma's motto is "Looking to the Future" as a growing community with a freshly updated main street. Irma's economic base is agriculture and oil and gas exploration¹, along with military families moving in to the community.

Time Commitment

The term of office for Councilors is governed by the *Local Authorities Elections Act*. Currently, the term of office is four (4) years.

Councilors are required to attend many internal meetings, inter-municipal and inter-governmental meetings, conferences, training workshops, and community and social events and functions. A considerable amount of time is needed to read and prepare for meetings in order to make informed decisions. Councilors are also expected to attend numerous functions and events as dignitaries, representative and officials during the day, evening, and occasionally on weekends.

Roles of Councilors

Here is a list of roles under the Municipal Government Act:

- 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
- participate generally in developing and evaluating the policies and programs of the municipality
- participate in council meetings and council committee meetings and meetings of other bodies they are appointed to by the council
- obtain information about the operation or administration of the municipality from the chief administrative officer
- keep in confidence matters discussed in private at a council meeting until discussed at a meeting held in public
- perform any other duty or function imposed on councillors by this or any other enactment or by the council.²

¹ Information taken from the Village of Irma website - <https://irma.ca/wpsite/irmas-beginning/>

² Information taken from Government of Alberta website – Roles and responsibilities of municipal officials - <https://www.alberta.ca/roles-and-responsibilities-of-municipal-officials>

Council Meetings

Council Meetings are held once a month on the second (2nd) Tuesday. If required, another council meeting may be held at the end of the month. Meetings start at 7:00pm in the Village Office Council Chambers at 4919-50th Street in Irma and are open to the public.

Council Committees

All elected officials are appointed annually to sit on various committees and boards that align with the Village’s priorities. These are made at the Organizational Meeting of Council held in October. See the list below.

Table 1 Current List of the Village of Irma Council Board and Committees

| | |
|--|---|
| Advisory Council Committee Head for the Village Emergency Management | Ambulance Board |
| Assessment Review Board | Battle River Alliance for Economic Development |
| Battle River Foundation | Culture Focus Group |
| Chacutenah Manor Lease Committee | Deputy Director of Emergency Management |
| East Central 911 | Emergency Operations Center: <ul style="list-style-type: none"> - Transportation - Public Information - Communications |
| WDFCSS – Family Community Services | ICE Equipment |
| ICE Villages Committee | Irma Cemetery Board |
| Irma Fire Board | Irma Library Board |
| Irma Recreation Area Board | Northern Lights Library |
| Outdoor Rink Sub Committee | Regional Emergency Advisory Committee |
| School Advisory Committee (SAC) Board | Schol Joint Use Grievance Committee |
| Wainwright Health Foundation | Wainwright Regional Waste to Energy Authority (WRWEA) |

Council Orientation

Both new and returning elected officials must undergo training, in accordance with the Municipal Government Act. Training components include, but are not limited to:

- Role of municipalities in Alberta
- Council and Councillor roles and responsibilities
- Chief Administrative Officer (CAO) and staff roles and responsibilities
- Budgeting and financial administration

As per the Council Procedures Bylaw 20-07³, the mayor’s position is voted on annually at the Organizational Meeting in October.

³ A list of bylaws can be found on the Village of Irma website- <https://irma.ca/wpsite/government/bylaws-2/>

Key Dates

Table 2 Timeline of key dates for the Municipal Election 2025

| Date | Description |
|--------------------|--|
| October 31, 2024 | Municipal Affairs Statutes Amendment Act in effect. Campaign period for the 2025 Election begins. Candidates may submit a Notice of Intent to Run. |
| January 1, 2025 | Nomination period begins. |
| March 1, 2025 | 2024 campaign disclosure statements due, if applicable. |
| April 2, 2025 | Candidate late filing fees due. |
| May 1, 2025 | Election advertising period begins. |
| May 30, 2025 | Amended candidate campaign disclosure statements due. |
| September 22, 2025 | Nomination Day. Close of nominations at 12:01 p.m. |
| October 20, 2025 | ELECTION DAY! Election advertising period ends. |
| October 22, 2025 | Deadline for applications for a recount under section 98 of the LAEA. |
| October 24, 2025 | Statement of Results posted. |
| November 10, 2025 | Electoral deadline to apply for a judicial recount. |
| December 31, 2025 | Campaign period ends. |

Some other key dates to note if you are elected:

- 2025 Convention and Trade Show- November 14th & 15th in Calgary
- Munis 101 – Elected Officials Education Program⁴ – dates and info included in this package

⁴ Information taken from <https://eoep.ca/munis-101-the-fundamentals-of-municipal-governance/>