



Candidate Profile Form

As part of the 2025 Municipal General Election, we’re making it easier for voters to learn about candidates running for Mayor and Councillor.

Candidates can choose to submit a written profile and request a video as part of their nomination. This can be done using this form. For details, see sections IV and VI about the written profile and video.

Candidate profiles submitted during the Nomination Period will be posted on the Elections RMWB website.

If you would like the public and media to see your information at rmwb.ca/elections, please fill out the sections below.

I. Candidate’s contact information

Name: _____

Address: _____

Postal Code: _____

Email: _____

Phone: _____

Office Nominated for:

II. Campaign Website and Social Media Channels

Facebook: _____

YouTube: _____

X (Twitter): _____

Instagram: _____

Website: _____

Other: _____

III. Candidate Photograph

By submitting a photograph, the candidate is granting permission to the Returning Officer to publish the photograph for election purposes. The candidate must be the sole owner of all copyrights of the photograph or have the full authority of the copyright owner(s) to grant to the Returning Officer the rights required to publish the photograph for election purposes.

Image Guidelines:

- A recent head and shoulders shot of the candidate alone
- Full colour photograph
- Photos must be submitted electronically. We recommend high-resolution original files. The following are minimum requirements:
 - Approximately 5 inches wide x 5 inches high (480 pixels x 480 pixels)
 - Resolution of 72 dpi
- .JPG or .PNG format
- Name the file with your first and last name (e.g., "firstname lastname.jpg")

Any technology on which the photo is submitted (i.e., USB) must be clearly labelled with the candidate's first and last name and phone number. If submitted by e-mail attachment, Dropbox, OneDrive, etc., the body of the e-mail must contain the aforementioned information

IV. Candidate Profile Statement

Candidate profile statements must be:

- submitted by September 22 or earlier
- submitted in printed copy and electronic format (Microsoft Word format is preferable)
- signed by the candidate

Once submitted, the statement **cannot** be changed. Candidate profile statements will be added to rmwb.ca/elections as they are received. Statements received after the September 22 deadline will not be added to the website.

Statements must be confined to information about the candidate, the candidate's policies and the candidate's intentions, if elected.

Statements may be a **maximum of 150 words**. Statements longer than 150 words will be reduced to end at the last complete sentence or phrase within the 150-word limit.

The Returning Officer will not edit any statements, except to reduce the length to 150 words. Incorrect spelling, grammar or other obvious errors will not be corrected.

Statements must be free of defamatory or vulgar language. The Returning Officer will have the final decision on whether to accept the statement.

Provide an electronic file (preferably in Microsoft Word format) or attach a hard copy to this form.

V. Candidate Signature

Submission Instructions:

When ready, submit your Candidate Profile by email to elections@rmwb.ca. Be sure to include the following attachments:

- RMWB Candidate Profile Form (this form)
- Candidate Statement (as a MS Word document)
- Candidate Photograph (as a .JPG or .PNG format)

Attached files should include your first and last name in the filename.

You may also bring a printed copy of your Candidate Profile Form, Statement and Photograph when you file your Candidate Nomination papers. The nomination deadline for candidates is noon, September 22, 2025. If you supply these files by USB, please label the USB with name and phone number. Hard copy photographs will not be returned.

VI. Request for Candidate Video

Candidates have the option of addressing voters and laying out their campaign platform in a one-minute video. The video will be produced for free by the Regional Municipality of Wood Buffalo and will be posted on the Elections RMWB website (rmwb.ca/elections) and on YouTube. All candidate videos will be posted together after the September 23 nomination withdrawal deadline. A copy of each candidate video will be emailed to the candidate at the time of posting. Candidates may post their video on their own website and social media.

Videos are a maximum of 60 seconds, which is approximately 150 words. Please be sure your message can be delivered within the allotted timeframe. There will be no exceptions. This video script can be different than your written Profile statement.

Candidates that want a video must use the online booking tool to schedule a time for their shoot. **To book a 20-minute time slot, visit rmwb.ca/video.**

Bookings must be made for one of the available times online. Cancellations and rescheduling of shoots must be done at least 48 hours in advance through the online booking tool. Candidates that do not reschedule in advance or don't show up for their appointment will not be able to book another time slot to film the video.

Please submit a written video script at least 48 hours in advance of your booked appointment to film your video. Submit scripts to elections@rmwb.ca.

Each candidate will be given a 20-minute time slot. To be prepared in advance, candidates should:

- Submit your video script at least 48 hours in advance. It will be loaded into a teleprompter and be ready at the time of your appointment.
- Practice in advance to be ready to deliver your video statement.
- Arrive 10 minutes prior to your confirmed timeslot
- Be prepared to do multiple takes, but not exceed the 20 allocated minutes

Final videos will be:

- One minute maximum in duration.
- A full single take, without edits or breaks
- Unedited except for transposing of the candidate's name and position sought
- Removed from the RMWB website and YouTube page following the announcement of official election results

If a candidate statement or photograph, in the sole opinion of the Returning Officer, does not reasonably comply with the criteria above or is otherwise unsuitable for publication, the Returning Officer will request that the candidate re-submit profile information. The candidate will have two business days to re-submit profile information to the satisfaction of the Returning Officer. Requests submitted on Nomination Day September 22 must re-submit no later than 12 p.m. on September 23, 2025.