

# SO YOU'RE THINKING ABOUT RUNNING FOR COUNCIL?

Council Information Package



## **THINKING OF RUNNING FOR VILLAGE COUNCIL IN THE 2025 MUNICIPAL ELECTION?**

Congratulations on considering running for the Village of Barons Council. If you want to be actively involved in the local democratic process, contribute your experience and knowledge to your community, address various issues in your community, and/or lead change in your community, then maybe running for Council is for you!

There are many important things for you to consider prior to making a commitment. Here are some of them:

### **IMPORTANT DATES**

The Nomination Period is open from Thursday, January 1, 2025 at 9:00 a.m. until 12:00 p.m. (noon) on Monday, September 22, 2025

September 30 is the deadline for submission of a Financial Disclosure Statement (Form 26) for campaign contributions received between Jan. 1, 2025 and July 31, 2025

Election day is Monday, October 20, 2025

If elected, an organizational meeting will take place within two weeks after the general election.

Council orientation is mandatory as per the Municipal Government Act.

### **TIME COMMITMENT**

Being a member of Council involves preparing for and participating in regular and special Council meetings as well as Council committee meetings. This means that your attendance is typically required

Meetings may last anywhere from a few minutes to several hours.

Attendance at public meetings, functions, ceremonies, parades, and other special events throughout the year also place demands on your time. Often, these occur during evening hours and on weekends. Having a flexible schedule will help you manage and balance your commitments as a Council member.

### **THE ROLE OF MAYOR AND COUNCIL**

Council's authority to govern is granted by the provincial government, primarily through the Municipal Government Act.

Village Council is comprised of two Councillors and a Mayor who is appointed amongst themselves and are elected for a four-year term. Each member of Council must work together as part of a team to set the overall direction of the municipality. Council's role is to establish and confirm Village policies (by resolution, bylaw, and policy), including the annual budget, which

form the guidelines for Village administration to follow in the performance of their daily duties in operating the Village. Setting the direction of the municipality by reviewing bylaws and policies and by making budgetary decisions is often referred to as “governance.”

Council decisions may only be made at duly convened public meetings at which a quorum (majority) is present. Individual Council members, including the Mayor, do not have the power to commit the municipality to expenditures, to make decisions on behalf of the Village or Council, or to direct the activities of municipal employees or municipal operations. In fact, Council has but one employee, that being the Chief Administrative Officer (CAO). The CAO in turn, has sole and direct responsibility for the performance and actions of all municipal employees.

In accordance with section 201(2) of the Municipal Government Act, “a Council must not exercise a power or function or perform a duty that is by this or another enactment or bylaw specifically assigned to the chief administrative officer [CAO] or a designated officer.

Direction from Council to administration through the CAO can only be executed if supported by a majority of Council voting in favour of a matter at a Council meeting. This is a vitally important principle of municipal governance to always be mindful of.

It is the responsibility of each Council member to:

- consider the welfare and interest of the municipality as a whole
- promote a strategic approach to intermunicipal land use planning
- participate in the development and evaluation of the Village’s policies and programs
- participate in all meetings as required
- stay informed about the administration of the municipality through the CAO
- keep in confidence matters discussed in Closed meetings, until discussed at a public meeting
- undertake mandatory training
- adherence to policies, procedures and bylaws
- perform any other duty or function imposed by the Municipal Government Act or other legislation.

## **MUNICIPAL ORGANIZATION AND ADMINISTRATION**

A vital part of the smooth operation of municipal government is the interaction between council and administration. Understanding how administration works will help you carry out your role as a municipal councillor.

Your administration exists to take care of the everyday work of running a municipal government. This includes providing a variety of programs and services based on the priorities council has set for the municipality. As a councillor, residents will ask you for information on the municipality's programs and services. Your most important contact is the CAO (Chief Administrative Officer) (*MGA Sections 205, 205.1, 207, 208, and 209*)

Every council must establish, by bylaw, a position of chief administrative officer (CAO). Council may give the position an appropriate title. The CAO is the administrative head of the municipality and is directly responsible to council for the operational performance of the organization. The CAO is responsible to implement the decisions of council, implement the municipality's policies and programs, **advise and inform council** on the operation of the municipality, and perform any other duties assigned by council. The CAO, together with the administrative team, will also provide advice, information, and recommendations to council on any matters that council is dealing with.

Successful municipalities have found that clear lines of communication and accountability are essential for effective operation. This is achieved when the CAO is provided with the authority to take council direction (through resolutions and bylaws) and implement that direction through the administrative team. Although well intentioned, individual councillor's attempts to become involved by providing direction to the administrative team can blur this accountability. It is important for council to develop a strong working relationship with the CAO based on mutual respect and trust and allow the CAO to direct and set priorities for the administrative team.

A CAO may delegate any of their powers, duties, or functions to a designated officer or an employee.

The foundational principles of integrity, accountability, respect, leadership and collaboration provide the framework for how municipally elected officials fulfill their roles and responsibilities and develop positive relationships with each other, municipal staff and with the public.

## **ELIGIBILITY**

To be an eligible candidate, you must:

- be a Canadian citizen and at least 18 years of age on Nomination Day (September 22, 2025)
- have resided in the Village of Barons for at least six consecutive months immediately preceding Nomination Day
- not otherwise be ineligible or disqualified.

You are NOT eligible to be a candidate under any of the following circumstances:

- you are the Auditor for the Village of Barons
- you are an employee of the Village of Barons, unless you take a leave of absence
- you owe more than \$50.00 into the Village
- you owe more than \$500.00 to the Village for any reason, and have been in default of payment for more than 90 days
- within the past 10 years you have been convicted of an offence under the Local Authorities Election Act, the Election Act, the Election Finances and Contributions Disclosure Act or the Canada Elections Act
- after your nomination has been accepted, you are convicted of an offence punishable by imprisonment for five or more years under certain sections of the Criminal Code of

Canada, or you use or expend funds in contravention of the Local Authorities Election Act.

## **PECUNIARY INTEREST AND CONFLICT OF INTEREST**

Councillors must be aware of situations involving pecuniary interest and conflict of interest, including a perceived conflict of interest. Elected officials are responsible for upholding the public interest ahead of any private interests. Failure to follow these procedures could lead to disqualification from Council.

## **COUNCIL ORIENTATION**

In order for new and returning Council members to become fully acquainted with the scope of their roles, and in accordance with the Municipal Government Act, Council must participate in an orientation following each election.

Orientation topics include:

- Role of Municipalities in Alberta;
- Municipal organization and functions;
- Key municipal plans, policies and projects;
- Roles and responsibilities of Council and Administration;
- Budgeting and financial administration;
- Public participation;
- Governance and Strategic Planning;
- Internal systems training, including voting software, expense claim training; technology setup, etc.

## **NOMINATION REQUIREMENTS**

To become nominated, a candidate must:

- submit their Notice of Intent to Run as indicated above.
- complete the Nomination Paper and Candidates Acceptance (Form 4);
- ensure the Nomination Paper is **signed by at least five (5) eligible voters** who are electors and residents of the Village of Barons;
- **complete** the Candidate Financial Information form (Form 5);

The candidate must indicate their acceptance of the nomination by stating that they are eligible for nomination, not disqualified from office, and that they will accept the office of the Candidate Nomination Package. They must swear or affirm that affidavit before a Commissioner for Oaths or the Returning Officer.

The Village does not require a deposit to file nomination papers.

**Submissions must be filed in person.** If a candidate is unable to file in person, someone may file on their behalf provided that the documents are fully completed. Late submissions will NOT be accepted in accordance with the *Local Authorities Election Act*.

Nominations submitted by fax or email will not be accepted.

The Returning Officer cannot accept a Nomination Paper and Candidates Acceptance for filing if:

- The nomination is not completed in the prescribed form.
- The nomination is not signed by at least a minimum of five (5) electors required to sign the form.
- The nomination is not sworn or affirmed by the person nominated.

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

## **WITHDRAWING A NOMINATION**

A candidate may withdraw their nomination at any time during the nomination period or within 24 hours after the close of the nomination period. The withdrawal must be filed in writing with the Returning Officer.

Candidates who have withdrawn their nomination are still required to file their Campaign Disclosure Statements required under the Act.

## **OFFICIAL AGENT**

Candidates may appoint an official agent when they submit their nomination papers. An official agent must be an elector who is eligible to vote in the village on election day. The duties of the official agents are those assigned to the official agent by the Candidate in accordance with the *Local Authorities Election Act*.

## **CAMPAIGN RESTRICTIONS**

Restrictions specific to Election Day voting do not allow candidates, their agent, or scrutineers to:

- Interfere with a voter who is in the process of voting;
- Solicit votes in or immediately adjacent to a voting station;
- Distribute any kind of campaign material within a voting station; or
- Engage in bribery or undue influence.
- Candidates shall not use any Village owned or operated facilities or property, equipment, supplies, postage, services, or other resources, such as employee services during hours in which those employees receive compensation from the municipality, for any election campaign or campaign-related activity.
- The municipal logo shall not be used by Candidates on any campaign-related materials or election related social media site or website.
- Incumbents shall not use Village owned resources, such as electronic devices,

- for campaign-related activities.
- Candidates shall not post campaign-related materials on Village social media platforms. Any campaign-related materials posted by Candidates will be removed.

## **ELECTION FINANCES AND CONTRIBUTIONS DISCLOSURE**

All candidates are responsible for reviewing the relevant sections of the *Local Authorities Election Act* to ensure they are compliant with all requirements and understand all campaign finance rules.

Candidates who have accepted contributions or incurred expenses between January 1, 2025 and July 31, 2025 must file the required campaign disclosure forms by **September 30, 2025**.

The second disclosure is due by **March 1, 2026** for all expenses incurred in the year of the election.

Campaign disclosure statements must be filed:

- even if the candidate had no contributions or expense;
- whether or not the candidate was elected;
- even if the candidate has withdrawn their nomination.
- 

**Failure to comply with the filing of disclosure statements will result in a late filing fee and other fines and consequences.**

## **AND FINALLY, SOME ADVICE**

Talk to past and/or current Council members to learn how much time it takes and lessons learned while being a Council member.

Accept that there will be times when your decisions are not favourable to friends, neighbours, and even family members.

Discuss your desire to run for Council with your family. You will need their understanding and support. If you don't have this, it will be a very hard four years.

Personal agendas are not acceptable on the public stage – keep an open mind.

You will be a member of Council and no longer be seen to have an opinion as a resident. All groups will hear your words as a Council member first.

**FORM 29****Notice of Intent***Local Authorities Election Act (Section 147.22)*

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

Election Date: \_\_\_\_\_  
date

I, \_\_\_\_\_, of

\_\_\_\_\_  
complete address and postal code

intend to be nominated, or have been nominated, to run for election as a candidate in the

\_\_\_\_\_  
name of local jurisdiction and ward, if applicableI understand that by completing this form, I am declaring my intent to become a candidate as defined in the *Local Authorities Election Act*, which carries with it certain obligations and responsibilities.**Candidate Information**

Title	Candidate Last Name	Candidate First Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Gender	Telephone Number	Email Address
<input type="text"/>	<input type="text"/>	<input type="text"/>

Address of place(s) where candidate records are maintained:

Name(s) and address(es) of financial institutions where campaign contributions will be deposited (if applicable):

Name(s) of signing authorities for each depository listed above (if applicable):

SWORN (AFFIRMED) before me at the \_\_\_\_\_  
of \_\_\_\_\_, in the Province of Alberta, this \_\_\_\_\_  
day of \_\_\_\_\_, 20 \_\_\_\_\_\_\_\_\_  
Signature of Returning Officer or Commissioner for Oaths or Notary Public in  
and for Alberta\_\_\_\_\_  
Signature of Candidate

Commissioner for Oaths Stamp

**RETURNING OFFICER'S ACCEPTANCE**

Returning office signals acceptance by signing this form

\_\_\_\_\_  
Signature of Returning Officer**IT IS AN OFFENCE TO SIGN A FALSE AFFIDAVIT OR A FORM THAT CONTAINS A FALSE STATEMENT**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 your local municipal office.



**Nomination Paper and Candidate's Acceptance**

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

**Note:** The personal information on this form is being collected to support the administrative requirements of the local authorities election process and is authorized under sections 21 and 27 of the *Local Authorities Election Act* and section 33(c) of the *Freedom of Information and Protection of Privacy Act*. The personal information will be managed in compliance with the privacy provisions of the *Freedom of Information and Protection of Privacy Act*. If you have any questions concerning the collection of this personal information, please contact

\_\_\_\_\_  
Title of the Responsible Official

\_\_\_\_\_  
Business Phone Number

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

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

\_\_\_\_\_  
Candidate Surname      Given Names      of

\_\_\_\_\_  
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

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;
- THAT I am not otherwise disqualified under section 22 or 23 of the *Local Authorities Election Act*;
- THAT I will accept the office if elected;
- THAT I have read sections 12, 21, 22, 23, 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;
- THAT I am appointing

\_\_\_\_\_  
Name, Contact Information or Complete Address and Postal Code and Telephone Number of Official Agent (if applicable)

as my official agent.

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

\_\_\_\_\_  
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\_\_\_\_.



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

\_\_\_\_\_  
Signature of Returning Officer or Commissioner for Oaths  
or Notary Public in and for Alberta  
(Also include printed or stamped name and expiry date)

\_\_\_\_\_  
Commissioner for Oaths Stamp

### RETURNING OFFICER'S ACCEPTANCE

Returning Officer signals acceptance by signing this form:

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

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

**FORM 5**

**Candidate Information**

*Local Authorities Election Act  
(Section 27)*

**Note:** The personal information on this form is being collected to support the administrative requirements of the local authorities election process and is authorized under section 27 of the *Local Authorities Election Act* and section 33(c) of the *Freedom of Information and Protection of Privacy Act*. The personal information will be managed in compliance with the privacy provisions of the *Freedom of Information and Protection of Privacy Act*. If you have any questions concerning the collection of this personal information, please contact \_\_\_\_\_.

\_\_\_\_\_  
Title of the Responsible Official

\_\_\_\_\_  
Business Phone Number

Candidate's Full Name \_\_\_\_\_

Candidate's Address and Postal Code \_\_\_\_\_  
\_\_\_\_\_

Address of place(s) where candidate records are maintained \_\_\_\_\_  
\_\_\_\_\_

Name(s) and address(es) of financial institutions where campaign contributions will be deposited (if applicable)  
\_\_\_\_\_  
\_\_\_\_\_

Name(s) of signing authorities for each depository listed above (if applicable)  
\_\_\_\_\_  
\_\_\_\_\_

Where there is any change in the above mentioned information, the candidate shall notify the local jurisdiction in writing within 48 hours of such changes by submitting a completed information form.



## AUTHORIZATION FOR RELEASE OF PERSONAL INFORMATION

The Village of Barons often receives requests for personal information regarding candidates running for Village Councillor from organizations, individuals and media.

The Village therefore requests the types of information that we can provide the election. media/social media and the Village of Barons public website.

Please fill in the information you will allow to be elected. Please print clearly.

Name:

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Address:

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Phone:

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Email:

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Disclaimer:

I, \_\_\_\_\_ as a potential candidate for the position of Councillor, give permission for the above information, which I completed, to be released for publication purposes, both to the media and to be used in the Village of Barons public website

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Signature

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Date

**Statement of Scrutineer or Official Agent**

*Local Authorities Election Act*  
(Sections 16(2), 68.1, 69, 70)

**Note:** The personal information on this form is being collected to support the administrative requirements of the local authorities election process and is authorized under sections 16(2), 68.1, 69 and 70 of the *Local Authorities Election Act* and section 33(c) of the *Freedom of Information and Protection of Privacy Act*. The personal information will be managed in compliance with the privacy provisions of the *Freedom of Information and Protection of Privacy Act*. If you have any questions concerning the collection of this personal information, please contact

\_\_\_\_\_  
Title of the Responsible Official

\_\_\_\_\_  
Business Phone Number

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

ELECTION DATE (OR VOTE ON A BYLAW OR QUESTION): \_\_\_\_\_

I, \_\_\_\_\_  
Name of Scrutineer or Official Agent

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

in the Province of \_\_\_\_\_, am at least 18 years of age and,  
Name of Province

(a) **For the purposes of an election**, will act as scrutineer on behalf of \_\_\_\_\_  
Name of Candidate  
for the office of \_\_\_\_\_  
Office for which Candidate was Nominated

**OR**

(b) **For the purposes of a vote on a bylaw**, will act as scrutineer for those persons who are interested in

(Check[ ] One) ☐ promoting the passing of Bylaw No. \_\_\_\_\_

☐ opposing the passing of Bylaw No. \_\_\_\_\_

**OR**

(c) **For the purposes of a vote on a question**, will act as scrutineer on behalf of those persons who are interested in

(Check[ ] One) ☐ voting in the **positive** on the question set out.

☐ voting in the **negative** on the question set out.

AND I will in all respects maintain and aid in maintaining the absolute secrecy of the vote.

\_\_\_\_\_  
Signature of Scrutineer or Official Agent

**IT IS AN OFFENCE TO SIGN A FALSE STATEMENT**