

VILLAGE OF ROCKYFORD MUNICIPAL ELECTION - OCTOBER 20, 2025

Information for Potential Candidates for the Office of Councillor - Handbook

Introduction

This handbook has been developed to assist you in your decision to run for the office of Councillor in the Village of Rockyford and to help candidates to prepare for the October 20, 2025 general municipal election.

This handbook is intended to provide a GENERAL overview of basic information candidates should know about legislation governing general municipal elections and the election process. This is NOT a substitute for the actual legislation. It is the candidate's responsibility to become familiar with the applicable legislation.

2025 General Municipal Election

The Village of Rockyford conducts a general municipal election every four years for the following municipal offices:

- Councillor Five (5) Positions

The Councillors are elected at-large, meaning each person is elected and represents the entire municipality, rather than geographic regions.

All municipal elections are conducted under the authority of the Local Authorities Election Act. You should be aware of the contents of this Act, as there are severe penalties (including fines, imprisonment, and disqualification from elected office) if you are found to be in breach of its provisions.

Please note, this is an information package only and has no legislative sanction.

Returning Officer

Questions or information relative to the 2025 Municipal Election, contact:

Lori Miller, Returning Officer 403-533-3950 cao@rockyford.ca

Municipal Affairs

Website: <https://www.alberta.ca/municipal-affairs>

Phone: 780-427-2225 Toll Free: 310-000

Email: ma.advisory@gov.ab.ca

Running for Municipal Office in Alberta -A Guide for Candidates may be obtained on the Alberta Municipal Affairs Website at <https://www.alberta.ca/municipal-electionsoverview>

A copy of the Local Authorities Election Act can be found at <https://open.alberta.ca/publications/l21>

A copy of the Municipal Government Act (MGA) can be found at <https://open.alberta.ca/publications/m26>

Eligibility

Sections 21 to 23 of the Local Authorities Election Act cover the eligibility requirements for municipal candidates and list conditions for disqualification.

A candidate must swear or affirm an affidavit (Form 4- Nomination Paper and Candidate's Acceptance) before the Returning Officer or a Commissioner for Oaths confirming that they have reviewed the legislation and are eligible to be elected.

To Become a Candidate, You Must:

- Be at least 18 years of age on nomination day;
- Be a Canadian citizen; and
- Have been a resident of the Village of Rockyford for six consecutive months immediately preceding nomination day-September 22, 2025

You Are Not Eligible to Run if You:

- Are an employee of the Village of Rockyford (unless you are granted a leave of absence prior to nomination day);
 - Are an auditor for the Village of Rockyford;
 - Are more than \$50 in arrears on your property taxes;
 - If you are more than 90 days in default of any debt to the Village of Rockyford in excess of \$500 (if you are not sure about this, please call 403-533-3950 to find out if you have any amounts owing);
 - Have been convicted of an offence under the Local Authorities Election Act, the Elections Act, or the Canada Elections Act within the last 10 years; or
- you work for the office of the Ombudsman, unless you have a leave of absence.

There may be other instances that will result in your ineligibility to be nominated as a candidate. It is the candidate's responsibility to ensure the candidate is not in violation of the conditions of eligibility. For the inclusive instances, please refer to Sections 22 and 23 of the Local Authorities Election Act.

General Information for Elected Office

Municipal Council Positions

Village of Rockyford residents elect five (5) Councillors. Councillors are elected for a term of four years, and the position of Mayor and Deputy Mayor are selected annually by the Council members at the annual Organizational Meeting.

Duties of a Member of Council

The Municipal Government Act (MGA) outlines the following general duties and principles for Mayor and Councillors:

- Consider and promote the welfare and interests of the municipality;
- Develop and evaluate municipal policies and programs;
- Participate in Council meetings, Council committee meetings, and meetings of other bodies to which they have been appointed;
- Obtain information about the operation and administration of the municipality from the Chief Administrative Officer (CAO);
- Keep in confidence matters discussed in private at Council or committee meetings until discussed at a public meeting;
- Perform any other duty or function imposed on Council members by the MGA, or any other enactment or by Council.

Duties of Mayor

The Mayor is the Chief Elected Official of the municipality and has duties that encompass those of both Councillor and Chief Elected Official. In addition to performing the duties of a member of Council, the MGA requires the Chief Elected Official (Mayor) to:

- Preside at Council meetings; and
- Perform other duties imposed on the Mayor by the MGA or any other enactments or bylaw.

The Mayor is selected by the Council members at the annual Organizational Meeting.

Duties of Deputy Mayor

In the absence of the Mayor, the Deputy Mayor will perform the Mayor's role as required. The Deputy Mayor is selected by the Council members at the annual Organizational Meeting.

Time Commitments

Council members will serve a four-year term. The 2025 Council members will be sworn in within the week after the general election and serve until October 2029.

Being a municipal Councillor is considered a part-time job. However, hours will vary depending on the time of year, complexity of issues at hand and what committees or boards you have been appointed to.

Regular Council Meetings

Village of Rockyford Council meetings are currently held on the second Wednesday of each month at 7:00 pm. and often run for a couple of hours. These dates are scheduled annually at the Organizational Meeting held in October.

Special Meetings of Council

Additional Council meetings are scheduled from time to time to deal with time sensitive matters.

Social and Other Events

These events can range from attending local fundraisers, to giving welcome speeches at conferences, to representing the Municipality at social functions, responding to media requests for interviews, among a host of other things. Time commitments in these areas are usually heavier for the Mayor and will depend on the interest and availability of various Council members.

Background Work

For each Council meeting you will be provided with an agenda package. This consists of reports and correspondence intended to help you prepare for the decisions required at the meeting. You will need to have time to thoroughly read and understand the information before attending each meeting. You will also want to have some time to meet occasionally with the Chief Administrative Officer (CAO), who is Council's only employee, and who is in charge with the task of implementing Council's policies and programs.

Bylaws

You are encouraged to read the following bylaw and on the Village website www.rockyford.ca prior to taking office:

Bylaw 2025-005 Procedure Bylaw

Board and Committee Meetings

The Village of Rockyford partners with a number of regional municipalities and organizations to provide essential services to the community. Members of Council provide representation to these boards and committees. These representatives are chosen by Council at the Organizational Meeting in October. Below is a listing of the boards and committees.

Meeting times vary, and can be biweekly, monthly, or less frequent depending on the situation.

Boards & Committees – Representation

Emergency Advisory Committee	1 primary & 1 alternate
Wheatland Regional Partnership	2 primary & 1 alternate
Wheatland Regional Corporation	1 primary & 1 alternate
Rockyford Ag Society	1 primary & 1 alternate
Rockyford Community Centre	1 primary & 1 alternate
Rockyford Library	1 primary
Drumheller & District Solid Waste	1 primary & 1 alternate
WADEMSA	1 primary & 1 alternate
Fire Committee	2 primary & 1 alternate
Marigold Library	1 primary & 1 alternate
Palliser Regional Municipal Services	1 primary & 1 alternate
Three Village	2 primary & 1 alternate
Wheatland Housing	1 primary
Subdivision/Development Appeals	1 primary
Regional Assessment Review Board	1 primary
Community Futures Wild Rose	1 primary & 1 alternate
Intermunicipal Development Plan Committee and Intermunicipal Collaboration Framework Committee	2 primary & 1 alternate

Elected Officials Salary

Honorarium(per hour) as of March 2024
Mayor and Councillors \$25

Included in this fee are all Regular and Special Council meetings as well as in-town Committee Meetings.

Mileage as of January 2025
\$0.72/km

Education and Training

Municipal Elected Officials must attend a one-day orientation training on key topics that are essential to serving on Council. The online course schedule is as follows, but may be subject to change:

Saturday, October 25, 2025	9:00am - 4:00 pm <u>or</u>
Monday, October 27, 2025	9:00 am-4:00 pm

Within 90 days of taking office, all newly elected municipal officials must also complete the required online Emergency Management Training offered by the Alberta Emergency Management Agency.

Election Information

Nomination Day

Nomination day is September 22, 2025 - 4 weeks before Election Day.

Nominations can be made between January 2, 2025 to noon on September 22, 2025.

Filing of Nomination Papers

Nominations must be completed on the prescribed Form 4, "Nomination Paper and Candidate's Acceptance." Form 5, "Candidate Financial Information", and "Notice of Intent" must also be completed and submitted by the candidate.

The prescribed nomination form must be signed by a minimum of 5 eligible electors. To ensure validity of their Nomination Papers, a Candidate is encouraged to submit more than the required five (5) electors' signatures.

Qualifications of Electors Who Sign Nomination Forms

For complete information see Section 27 of the Local Authorities Election Act

The Local Authorities Election Act requires that a person who signs a candidate's nomination forms are eligible to vote in the municipality for which a candidate is nominated. An elector (voter) is eligible to sign nomination forms for a candidate if, on the date of signing the nomination:

- they are eligible to vote
- lives in the Village of Rockyford.

Candidate Withdrawal

You can withdraw your candidacy anytime during the nomination period. There is no prescribed Form for a Candidate Withdrawal. A notice of withdrawal must be submitted in person or in writing to the Returning Officer at 110 Main Street, Rockyford, AB. Withdrawal notices received by fax, email, or phone will NOT be accepted.

If at the close of nominations, there are more candidates than vacancies, you may withdraw within 24 hours of the close of the nomination period. Provided there are more candidates than vacancies, the deadline for candidate withdrawal for the 2025 election is therefore Tuesday, September 23, 2025 at 12:00 noon. If at any time after the close of the nomination period, the number of candidates remaining does not exceed the number of vacancies to be filled, the Returning Officer shall refuse to accept further withdrawals.

Election Day

Election day will take place on Monday, October 20, 2025 at the Village of Rockyford Administration Office 110 Main Street, Rockyford from 10:00am - 8:00pm.

Last Day for a Recount of Ballots

The returning Officer may make a recount if a candidate, official agent, or a scrutineer shows the grounds that the count of votes is inaccurate. The returning officer may also consider the number of rejected ballots, valid ballots objected to, and/or administrative or technical errors. If a recount is requested, a recount application must be made within 44 hours immediately following the closing of the voting station.

Any elector may ask for a judicial recount by filing a notice of motion for a recount with the clerk of the Court of King's Bench before November 8, 2025. See sections 98 and 103 of the Local Authorities Election Act.

Official Election Results

Election results are considered official at 12 noon on October 24, 2025. The returning Officer may publish unofficial election results. See Section 97 of the Local Authorities Election Act.