

Municipal Election Prospective Candidate Guide

Introduction

This Municipal Election Candidate Guide contains the information and references needed for prospective candidates to prepare for the upcoming 2025 Municipal Election.

The guide includes a general overview of municipal elections in Alberta, becoming a candidate, and the forms and documentation needed. While Rocky View County has developed this comprehensive information package, it is not intended to replace legislation or official regulations. For more detail, consult the information below:

Contact Information

Election Office
Rocky View County Hall
262075 Rocky View Point
Rocky View County, AB, T4A 0X2
Telephone: 403.230.1401
Email: elections@rockyview.ca

Information Sources

- Rocky View County election information: www.rockyview.ca/elections
- Municipal Election resources: www.alberta.ca/municipal-elections.aspx
- Relevant provincial legislation:
 - [*Local Authorities Election Act*](#)
 - [*Municipal Government Act*](#)

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Important Dates

Nomination Period: January 1, 2025 to September 22, 2025	Nomination Deadline: September 22, 2025 at 12:00 p.m.		Rocky View County Hall
Candidate and Scrutineer Session	Dates: September 23, 2025 6:00pm-7:00p.m. September 25, 2025 6:00pm-7:00p.m.		Email Elections@rockyview.ca to register
Advance Vote	Dates to be communicated separately	Times to be communicated separately	Locations to be communicated separately
Election Day	Monday, October 20, 2025	10:00 a.m. – 8:00 p.m.	Locations to be communicated separately
Official Results Announced	<p>Unofficial election results will be communicated as soon as possible by Rocky View County on the evening of October 20 or as soon as possible thereafter.</p> <p>The Returning Officer will contact all participating candidates regarding official results, and those results will be posted on the County website by Friday October 24, 2025.</p>		
File Campaign Disclosure Statement and Financial Statement (Form 26)	<p>Pre-Election Campaign Disclosures</p> <ul style="list-style-type: none"> Pre-election campaign disclosures are for the period of January 1, 2025 to July 31, 2025 Candidates must submit their pre-election campaign disclosures to Rocky View County no later than September 30, 2025. <p>Post-Election Campaign Disclosures</p> <ul style="list-style-type: none"> Post-election campaign disclosures are for the period of January 1, 2025 to December 31, 2025 Candidates must submit their post-election campaign disclosures to Rocky View County no later than March 1, 2026. 		

If Elected

Council Orientation	October 22, 23, 24 and 27 (All Day)		Rocky View County Hall
	This mandatory orientation and onboarding provides the newly elected Council with an essential overview of key information, including the structure of Rocky View County, the organization's framework, the roles of Council, boards, and committees, as well as meeting procedures, and attendance expectations.		
Inauguration and Organizational Meeting	Tuesday, October 28, 2025	9:00 a.m.	Rocky View County Hall
	This will be the first meeting of the newly elected Council. At this meeting, councillors will make their official oaths of office, will appoint the Reeve and Deputy Reeve, and will make appointments to the County's various boards and committees.		

Candidate Nomination Process

- [Nomination Papers](#)
- [When and Where to File Nomination Papers](#)
- [Eligibility for Nomination](#)
- [Filing Nomination Papers](#)
- [Nomination Signatures, Deposit, and Criminal Record Check](#)
- [Acceptable Criminal Record Check Providers](#)
- [Withdrawing Nominations](#)

Nomination Papers

Nomination papers are the official documents that candidates are required to file with Rocky View County to run for office. Nomination requirements are outlined in the [Local Authorities Election Act](#) and Rocky View County's [Election Bylaw](#). Candidates are required to ensure that their nomination papers comply with these requirements.

To ensure that Rocky View County remains impartial in the nomination process, the County will not assist candidates in preparing their nomination papers. If needed, prospective candidates are encouraged to receive independent legal assistance in completing their nomination papers.

Candidates interested in running for office may refer to Alberta Municipal Affairs [A Candidate's Guide: Running for Municipal Office in Alberta](#) - www.alberta.ca/municipal-elections-overview#jumplinks-3, for more information on being a candidate in the 2025 Municipal Election.

When and Where to File Nomination Papers

The [Local Authorities Election Act](#) outlines when candidates may begin filing nomination papers. Nomination papers must be filed with the Returning Officer in person at the County Hall during regular business hours.

- Nominations open on January 2, 2025
- Nominations close at noon on September 22, 2025 (nomination day)

Rocky View County recommends that candidates book an appointment with the Returning Officer to file their nomination papers. To book an appointment:

- Phone: 403-230-1401
- Email: legislativeservices@rockyview.ca or elections@rockyview.ca

Rocky View County will make the nomination papers of each candidate available for the public to view on the County's website. Nomination papers will be partially redacted to protect the personal information of candidates.

Eligibility for Nomination

The [Local Authorities Election Act](#) outlines the qualifications for candidates running in municipal elections in Alberta. All candidates must meet the following qualifications:

- be at least 18 years old and a Canadian citizen
- have been a resident of Rocky View County and their electoral division for the six months immediately preceding nomination day (September 22, 2025)
- not otherwise be ineligible or disqualified (refer to the [Local Authorities Election Act](#))

In addition to outlining the above qualifications for candidates, the Act also sets out certain factors that may disqualify someone from running for office, which includes:

- being an employee of Rocky View County unless the employee takes a leave of absence from their position with the County to run for office
- being indebted to Rocky View County for an amount exceeding \$500 and being in default of that debt for more than 90 days
- having been convicted of an offense under the [Local Authorities Election Act](#), the provincial [Election Act](#), the provincial [Election Finances and Contributions Disclosure Act](#), or the federal [Canada Elections Act](#) in the past 10 years

This is not an exhaustive list of candidate eligibility requirements, and those wishing to run for office are strongly encouraged to review the requirements of the [Local Authorities Election Act](#) before filing their nomination papers.

Filing Nomination Papers

The [Local Authorities Election Act](#) and Rocky View County's [Election Bylaw](#) outline the requirements for candidate nomination papers. Nomination papers must be completed using the prescribed forms within this document.

Recent changes to the [Local Authorities Election Act](#) now require all candidates to file a notice of intent with Rocky View County in order to accept campaign contributions or incur campaign expenses. The notice of intent may be filed by candidates at the same time as their nomination papers or before filing their nomination papers.

It is an offense under the *Act* to accept campaign contributions or incur campaign expenses without first filing a notice of intent.

Candidates are required to complete and provide the following forms to the Returning Officer:

- [Form 4 – Nomination Paper and Candidate's Acceptance](#)
- [Form 5 – Candidate Financial Information](#)
- [Form 29 – Notice of Intent](#)

These forms are also available on the County website at www.rockyview.ca/candidate-nomination-process

NOTE: The way that your name appears on the form is how it will appear on the ballot

Candidates who do not intend to accept campaign contributions or incur campaign expenses prior to being nominated as a candidate may file their notice of intent with the Returning Officer at the same time as their nomination papers.

In addition to the required forms noted above, candidates must also provide a **\$100 deposit** and **Criminal Record Check** to the Returning Officer at the time of filing their nomination papers:

Rocky View County also encourages candidates to complete an optional [Candidate / Official Agent Communications Consent Form](#) in order to receive official information and updates directly from the Returning Officer throughout the 2025 Municipal Election.

While it is the sole responsibility of candidates to ensure that nomination papers are completed properly, Rocky View County has prepared a [Nomination Checklist for Candidates](#) to assist with completing their nomination papers.

Nomination Signatures, Deposit, and Criminal Record Check

The [Local Authorities Election Act](#) requires that a candidate's nomination papers are signed by at least five people from Rocky View County who are eligible to vote in the 2025 Municipal Election. A candidate's five signatories must be residents of Rocky View County and eligible voters on the date that they sign the candidate's nomination papers.

Rocky View County's [Election Bylaw](#) requires a candidate's nomination papers to be accompanied with a **\$100 deposit** and a **Criminal Record Check**. Nomination papers filed without the required \$100 deposit and Criminal Record Check will not be accepted by Rocky View County. Deposits may be refunded to candidates if one or more of the following scenarios under the *Local Authorities Election Act* applies:

- the candidate is elected
- the candidate withdraws their nomination
- the candidate receives a number of votes equal to at least half of the number of votes received by the candidate elected to office with the least number of votes

The **Criminal Record Check** must have been completed within the previous six months from the date that the candidate files their nomination papers, by a police service operating in Alberta, such as the Royal Canadian Mounted Police or Calgary Police Service. Criminal records checks will not be accepted if they are conducted by a third-party criminal record check provider.

Acceptable Criminal Record Check Providers

- [Airdrie RCMP](#)
- [Beiseker RCMP](#)
- [Calgary Police Service](#)
- [Chestermere RCMP](#)
- [Langdon RCMP](#)
- [Strathmore RCMP](#)

Withdrawing Nominations

As per section 32 of the Local Authorities Election Act, an individual nominated as a candidate may, at any time during the nomination period or within 24 hours after the close of the nomination period, withdraw as a candidate for the office for which the candidate was nominated by filing a withdrawal in writing with the returning officer.

Candidate Information

- [Role of Council](#)
- [Role of the Chief Administrative Officer](#)
- [Role of a Councillor](#)
- [Role of the Reeve](#)
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- [Training and Orientation](#)
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Role of Council

Council is the governing body of Rocky View County as a municipality and, along with the Chief Administrative Officer (CAO), is the custodian of its powers and duties under the [Municipal Government Act](#) and other legislation, bylaws, and policies. Rocky View County's Council is comprised of seven Councillors elected from each of the County's seven electoral divisions.

Councillors are elected for a term of four years.

Council's role is to set the overall direction of the municipality through the policies and programs it develops, as well as making decisions in the best interest of the residents and businesses of Rocky View County. The policies and programs set by Council provide the guidelines for Administration to follow while conducting the day-to-day operations of the municipality.

The [Municipal Government Act](#) sets out the following six purposes for municipalities in Alberta:

- to provide good government
- to foster the well-being of the environment
- to foster the economic development of the municipality
- to provide services, facilities, or other things that, in the opinion of Council, are necessary or desirable for all or part of the municipality
- to develop and maintain safe and viable communities
- to work collaboratively with neighbouring municipalities to plan, deliver, and fund intermunicipal services

Candidates interested in running for office may refer to the following resources in preparation for their potential role as Councillor:

- Alberta Municipal Affairs – [What Every Councillor Needs to Know: A Council Member's Handbook](#)
- The Rural Municipalities of Alberta (RMA) – [Running for Municipal Office](#) resources
- Municipal Election workshops held by [Alberta Municipalities](#)

Role of a Councillor

A Councillor's role is to work with other Councillors to set the overall direction of Rocky View County through their roles as decision-makers.

The [*Municipal Government Act*](#) sets out the following eight duties of Councillors in Alberta:

- consider the welfare and interests of Rocky View County as a whole and to bring to Council's attention anything that would promote the welfare or interests of the municipality
- promote an integrated and strategic approach to intermunicipal land use planning and service delivery with neighbouring municipalities
- participate generally in developing and evaluating Rocky View County's policies and programs
- participate in Council meetings and committee meetings and meetings of other bodies to which they are appointed by 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 or committee meeting until discussed at a meeting held in public
- to adhere to Rocky View County's *Council Code of Conduct Bylaw* established by Council
- to perform any other duty or function imposed on them by the *Municipal Government Act* and other legislation, bylaws, and policies

When carrying out their duties, Councillors must be careful not to place the interest of their electoral division above the interest of the municipality. Councillors are elected to look after the interests of the entire municipality. Council's effectiveness depends on Councillors providing input from the perspective of their electoral divisions while making decisions for Rocky View County as a whole.

Councillors must also make certain to avoid situations where they may have a conflict of interest in a matter to be decided by Council. Councillors must be familiar with the pecuniary interest and conflict of interest provisions of the *Municipal Government Act* and Rocky View County's *Council Code of Conduct Bylaw* to ensure that the decisions a Councillor makes do not benefit them, their family, or their employers.

Role of the Chief Administrative Officer

The Chief Administrative Officer (CAO) is the administrative head of Rocky View County as a municipality and is responsible for implementing the policies and programs established by Council, as well as providing advice to Council and keeping it informed of the operations of the municipality.

The powers and duties of the CAO are outlined in the [Municipal Government Act](#), Rocky View County's [Chief Administrative Officer Bylaw](#), and other legislation, bylaws, and policies that are applicable to the municipality.

The relationship between Council and the CAO is essential to the administration of a municipality. Council needs to trust that the CAO will conduct the decisions made by Council, and the CAO needs to trust that Council will consider their advice when making decisions.

Role of the Reeve

While other municipalities, particularly urban municipalities, have Mayors elected directly by the residents of their municipality, Rocky View County, along with other rural municipalities, has a Reeve who is chosen by the Councillors of the municipality.

The primary role of the Reeve is to be the official spokesperson of Rocky View County and to preside over Council meetings, which are duties established in the *Municipal Government Act* and [Procedure Bylaw](#).

As the official spokesperson of the County, the Reeve plays an important role in communicating the decisions of Council, representing Rocky View County on matters involving other municipalities, and representing the County at the provincial and federal levels.

When presiding over Council meetings, it is important for the Reeve to be impartial and fair towards other Councillors and to ensure that Council meetings are conducted in an orderly manner. The Reeve is often a consensus builder who can navigate competing priorities and personalities.

Rocky View County's Reeve is chosen on an annual basis at Council's annual organizational meeting, which is held in October. The Reeve serves a one-year term. Due to the significant additional duties placed on the Reeve, the Reeve is compensated at a higher rate than Councillors.

Role of the Deputy Reeve

The Role of the Deputy Reeve is to act in place of the Reeve when they are unable to perform their duties. Rocky View County's Deputy Reeve is also chosen on an annual basis at Council's annual organizational meeting. The Deputy Reeve serves a one-year term.

Since there are additional duties placed on the Deputy Reeve, but not as many additional duties as the Reeve, the Deputy Reeve is compensated at a higher rate than Councillors but at a lower rate than the Reeve.

Training and Orientation

Newly elected Rocky View County Councillors are required to attend a series of orientation sessions to prepare for their term of office on Council. Attendance at the orientation sessions is required by the [Municipal Government Act](#) and Rocky View County's [Council Code of Conduct Bylaw](#).

The following are some of the topics required to be covered in the orientation sessions, held after the 2025 Municipal Election:

- the role of municipalities in Alberta
- the organization and function of municipalities
- budgeting and financial administration
- the roles and responsibilities of Councillors
- the roles and responsibilities of the Chief Administrative Officer and Rocky View County employees

Councillors may attend additional training throughout their term of office as provided for in Rocky View County's [Council Compensation and Expense Reimbursement Policy](#). The County provides Councillors with a budget of at least \$4,500 for attendance at conferences, workshops, courses, and seminars that are relevant to their duties as elected officials.

The following training options are popular with newly elected Councillors in Alberta:

- [Elected Officials Education Program \(EOEP\)](#), offered to Councillors from municipalities affiliated with the Rural Municipalities of Alberta (RMA) and Alberta Municipalities (ABMunis)
- [Emergency Management Training](#), offered through the Alberta Emergency Management Agency (AEMA) and is mandatory for Councillors in Alberta.

Council Remuneration and Benefits

Base salary and travel and general expenses allowance – non-taxable:

- Reeve: \$130,454.63
- Deputy Reeve: \$111,430.55
- Councillor: \$95,041.79

For more information on Councillor benefits, review the [Councillor Remuneration and Benefits Reference Sheet](#).

Time Commitment

Serving as a Rocky View County Councillor requires a substantial time commitment . Councillors are expected to

- prepare for and attend Council meetings and applicable meetings of County boards and committees
- attend and represent Rocky View County at public events, such as grand openings, parades, open houses, and public meetings
- prepare for and attend workshops and other training opportunities provided or facilitated by Rocky View County
- answer emails, letters, and phone calls from residents

Rocky View County conducted a survey before the 2021 Municipal Election which indicated that Councillors could expect to spend an average of 35 hours per week on their official duties. The Reeve and Deputy Reeve positions have higher time commitments.

Meetings

One of the core duties of a Rocky View County Councillor is to attend Council meetings, as well as meetings of various boards and committees to which they may be appointed. Council meetings are typically held twice a month on Tuesdays, beginning at 9:00 a.m.

Preparing for these meetings, particularly Council meetings, requires significant time commitment from Councillors. For example, agenda packages for Council meetings can range from 100 to 400 pages of materials that must be reviewed prior to each meeting.

In addition to two Council meetings each month, Rocky View County Councillors can expect to attend the following board and committee meetings on a regular basis:

- Governance Committee meetings, generally held monthly
- Public Presentation Committee meetings, generally held quarterly
- Recreation Governance Committee meetings, generally held quarterly
- Emergency Management Committee meetings, generally held annually
- Intermunicipal Committee meetings, generally held quarterly
- Agricultural Service Board and ALUS Partnership Advisory Committee meetings, generally held quarterly
- Family and Community Support Services Board meetings, generally held quarterly
- Capital Committee meetings, held as needed during the County's budget preparation cycle, between May and December each year

Key Documents, Policies, Bylaws, and Legislation

Municipal Government Act (MGA)

Municipalities in Alberta are governed by the [Municipal Government Act](#), which sets out the purposes and powers of municipalities – from villages with a few hundred residents to cities with over a million. Almost everything that Rocky View County does originates in the *Municipal Government Act* in some way, including municipal governance, planning and development, taxation and assessment, and the enforcement of municipal bylaws.

While Councillors are not expected to be familiar with the entirety of the *Municipal Government Act*, being familiar with the key portions of the legislation is encouraged, as there are limits to what Rocky View County can and cannot do. Following the 2025 Municipal Election, Rocky View County Councillors will be provided with an orientation session outlining the important portions of the *Municipal Government Act*.

Freedom of Information and Protection of Privacy (FOIP) Act

Another key piece of legislation that Councillors should be familiar with is the [Freedom of Information and Protection of Privacy Act \(FOIP\)](#), which outlines how information may be collected, used, and released by Rocky View County and how records may be accessed by the public.

Rocky View County Councillors are subject to the *Freedom of Information and Protection of Privacy Act*, which means that the records of a Councillor (such as emails) may be released to the public as part of an access to information request. Following the 2025 Municipal Election, Rocky View County Councillors will be provided with an orientation session outlining the important portions of FOIP.

This Act also outlines what matters may be handled confidentially by Council, including matters that involve private personal information or confidential business information, that may prejudice Rocky View County's negotiating position, or that may interfere with a legal or enforcement matter if disclosed to the public.

Procedure Bylaw

Rocky View County's [Procedure Bylaw](#) sets out how decisions are made at Council meetings and how individual Councillors may bring forward their own proposals for consideration by Council. The most recent *Procedure Bylaw* was adopted by Council in 2024.

It is the responsibility of all Councillors, particularly the Reeve who must preside over Council meetings, to be aware of and adhere to the requirements of the Bylaw.

County Plan and Land Use Bylaw

Planning and development in Rocky View County are guided in large part by the County's [Municipal Development Plan](#) (the "County Plan") and [Land Use Bylaw](#).

The County Plan is one of Rocky View County's most important statutory plans, as it envisions and guides the future planning and development of the County. The *Land Use Bylaw* is one of Rocky View County's most important bylaws, as it regulates land use and development in the County.

Many of Council's decisions involve the *Land Use Bylaw* and the way it regulates planning and development matters, as well as the County Plan and the way it envisions growth.

Councillors are expected to be well-versed in the County Plan and the *Land Use Bylaw*, as Council often decides on planning and development matters that involve complex or conflicting provisions and different interpretations and applications of its regulations.

Council Compensation and Expense Reimbursement Policy

Recognizing that Councillors may incur incidental expenses while performing their official duties, Rocky View County's [Council Compensation and Expense Reimbursement Policy](#) outlines what expenses may be reimbursed by the County, such as travel and lodging. It also outlines the technology options and training budget offered to Councillors.

Rocky View County Councillors can expect to receive the following benefits:

- Basic group life and accidental illness insurance coverage similar to the benefit provided to County employees
- Extended medical and dental coverage similar to the benefit provided to County employees
- A Health Spending Account in the amount of 1.25% of the Councillor's annual salary per calendar year
- Access to the Employee and Family Assistance Program
- Annual contribution of 5% of a Councillor's base salary, towards a registered retirement pension plan
- A mobile phone and either a laptop or iPad Pro (tablet) (or reimbursement for use of personal devices up to \$150.00 per month)

This Policy also sets out the benefits offered by Rocky View County to Councillors, as well as how the salaries of the Reeve, the Deputy Reeve, and Councillors are reviewed and adjusted.

It is the goal of the *Council Compensation and Expense Reimbursement Policy* to provide Rocky View County Councillors with salaries and benefits that meet the demands of the role and reflect the value provided by Councillors to the County.

Council's Strategic Plan

One of Rocky View County's key documents is [Council's 2023-2027 Strategic Plan](#), which was created in consultation with Administration, stakeholders, and the community to guide Rocky View County into the future. The foundation of Council's Strategic plan rests on four strategic themes:

- Effective Service Delivery
- Financial Prosperity
- Thoughtful Growth
- The Rocky View Lifestyle

Rocky View County updates the public on the effectiveness of the municipality's service and project delivery, as well as the progress made on meeting the objectives of Council's Strategic Plan, through Accountability Reports provided to the Governance Committee.

Budget and Audited Financial Statements

Another one of Rocky View County's key documents is Council's annual budget. Perhaps the most important decision that Council makes each year is the approval of a budget. Council's priorities are established through its budget, to determine which services and projects are funded.

The County is also required to produce financial statements on an annual basis, which are independently audited. Council is required to review and approve the annual financial statements produced by the auditors.

While the financial management of Rocky View County is a core function of Council as a whole, individual Councillors are not expected to be experts in financial management and accounting. There is training available through the [Elected Officials Education Program](#) for Councillors for these areas.

Election Sign Bylaw

Election signs are an important means of communication for a candidate in an election. Understanding the rules about elections signs and their placement can help alleviate concerns from both candidates and the public. The *Election Sign Bylaw* is available at www.rockyview.ca/bylaws and outlines the following:

- Election Sign Installation and Erection Guidelines on Public Road Right of Ways;
- Election Sign Installation and Erection Guidelines on Private Property;
- Enforcement; and
- Other Guidelines

Electoral Boundaries

The [*Electoral Boundaries and Council Composition Bylaw*](#) outlines the composition of Rocky View County Council, the electoral division boundaries, and the determination of Reeve and Deputy Reeve.

This guide is provided as information only and is intended to serve as a supplement to the *Municipal Government Act*, the *Local Authorities Election Act*, and Rocky View County bylaws.

Some source material courtesy of the Government of Alberta.

For more information, visit www.rockyview.ca/elections

*Disclaimer: The information is provided for the convenience of reference only. Candidates are subject to further requirements in the [*Local Authorities Election Act*](#). Candidates are advised to refer to the Act and obtain legal advice regarding the full extent of their obligations.*

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