



**2025 MUNICIPAL ELECTION**

# **COALHURST**

# **✓OTES**

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**So you're thinking of running for  
Town Council. Here's what you  
need to know.**





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

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Congratulations on considering running for the Town of Coalhurst 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 2, 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
- Advance Voting days are Tuesday, October 14, 2025, and Saturday, October 18, 2025
- Election day is Monday, October 20, 2025
- If elected, the Swearing-in Ceremony will be on the evening of Monday, October 27, 2025
- Initial orientation and onboarding will occur during the workdays of October 28, 29, and 30, and again on Saturday, November 1. If you are employed, you may have to request this time off. Council orientation is mandatory as per the *Municipal Government Act*.
- The organizational meeting of the new Council will occur on Monday, November 3, 2025
- The first Regular Meeting of the new Council will be on Tuesday, November 4, 2025
- The Alberta Municipalities Convention is November 12 – 14, 2025. If you are employed, you may need to request this time off.





## 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 at three to eight internal meetings per month, some of which are held in the evening, some of which are held during daytime hours, sometimes over the lunch hour via Microsoft TEAMS. Meetings may last anywhere from a few minutes to several hours.

The Town also appoints one or more council member(s) to each of the approximately 16 external associations, boards, committees, and commissions in the region with which it is associated. Multi-day, out-of-town conference and convention attendance throughout the year, in addition to ongoing seminars and training workshops are also part of a Council member's annual time commitment.

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.

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## THE ROLE OF MAYOR AND COUNCIL

Council's authority to govern is granted by the provincial government, primarily through the *Municipal Government Act*. Town Council is comprised of four Councillors and a Mayor who 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 Town policies (by resolution, bylaw, and policy), including the annual budget, which form the guidelines for Town administration to follow in the performance of their daily duties in operating the Town. 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 Town 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.



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 Town'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
- perform any other duty or function imposed by the *Municipal Government Act*, other legislation, or Council

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 Town of Coalhurst 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 Town of Coalhurst
- you are an employee of the Town of Coalhurst, unless you take a leave of absence
- you owe more than \$50.00 in taxes to the Town
- you owe more than \$500.00 to the Town 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*.

## AND FINALLY, SOME ADVICE FROM FORMER COUNCILLORS

- 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.

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## RESOURCES

### Town of Coalhurst

Town website [www.coalhurst.ca](http://www.coalhurst.ca)

#### Returning Officer

Larry Randle

Email: [clerk@coalhurst.ca](mailto:clerk@coalhurst.ca)

Phone: 403-381-3033

#### Deputy Returning Officer

Sandi Davy

### Government of Alberta

Municipal Affairs Election Information

<https://www.alberta.ca/municipal-elections-overview>

*Municipal Government Act, Local Authorities Election Act, Freedom of Information and Protection of Privacy Act*

[www.kings-printer.alberta.ca](http://www.kings-printer.alberta.ca)

### Alberta Municipalities Association

[www.abmunis.ca](http://www.abmunis.ca)

### Federation of Canadian Municipalities

[www.fcm.ca](http://www.fcm.ca)

