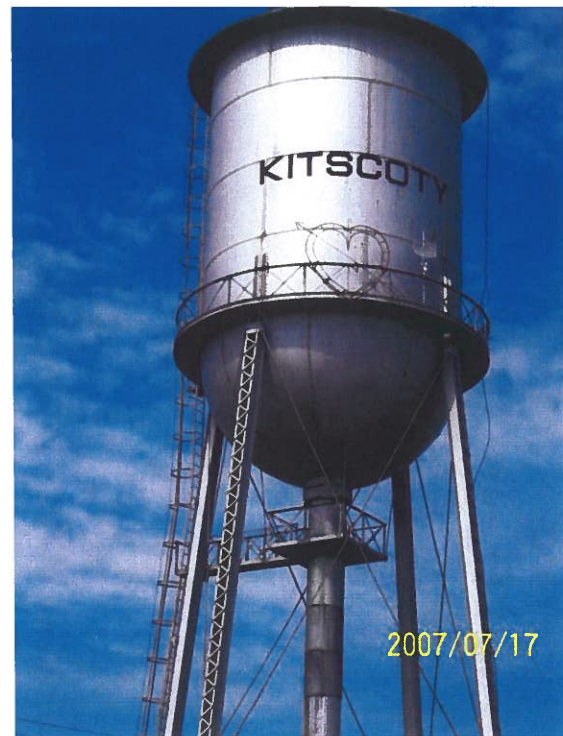


7/21/2025

# 2025 Municipal Election

CANDIDATE NOMINATION  
PACKAGE



Box 128 5011 50 St  
Kitscoty, AB T0B 2P0  
780-846-2221  
[www.volkitscoty.ca](http://www.volkitscoty.ca)

## General Information

This information guide has been developed to answer questions most frequently asked by candidates prior to Nomination Day. It also contains important information that candidates running for Councillor should be aware of.

### Election Office

The election Office for the 2025 Municipal Election for the Village of Kitscoty is located at:

Address:	Village of Kitscoty Office 5011 50 St Kitscoty, AB T0B 2P0
Phone	780-846-2221

Returning Officer	Melissa Hebert, Finance Officer
-------------------	---------------------------------

Substitute Returning Officer: Jason Olson, Chief Administrative Officer

Email:	<a href="mailto:assistcao@vokitscoty.ca">assistcao@vokitscoty.ca</a>
--------	--

Website:	<a href="http://www.vokitscoty.ca">www.vokitscoty.ca</a>
----------	--

### FOIP Statement

The personal information that is being collected under the authority of the Local Authorities Election Act will be used for the purpose under that Act. It is protected by the privacy provision of the Freedom of Information and Protection of Privacy Act. For more information, please contact the FOIP Coordinator at 780-846-2221

### Disclaimer

The material contained in this information package is the Village's understanding of the meaning of the legislation. This summary is not intended to replace the candidate's responsibility for reading and understanding the legislation, or to seek appropriate legal or accounting advice from professionals as required. The candidate is responsible for ensuring that their campaign complies with all provincial laws and regulations.

Legislation can be obtained from Alberta Kings Printer online at:

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

# Council Composition

## **Term of Office**

The term of office of Councillors for the Village of Kitscoty is governed by the Local Authorities Election Act. The term is currently four (4) years. During the four-year term as an elected official, Councillors are required to attend internal meetings, inter-municipal and intergovernmental meetings, conferences, conventions, training workshops, and community or social events and functions. Time will be spent reading and preparing for meetings in order to make informed decisions.

The Village of Kitscoty typically meets twice a month for regular Council meetings. Regular Council meetings are typically held on the 1<sup>st</sup> and 3<sup>rd</sup> Monday of each month and are in the evenings beginning at 6:30pm. In preparation for these meetings, an agenda is prepared and provided in advance. Review of material provided will be crucial in order to make informed decisions.

Councillors also serve on a variety of internal and external committees and boards. Appointment to these boards and committees is done annually at the Organizational Meeting. Some of the committees and boards are listed below.

## **Village of Kitscoty Committees and external Organizations**

Emergency Management  
Alberta Central East (ACE) Regional Water  
Northeast Alberta HUB  
County of Vermilion River Fire Services Joint Oversight Committee  
Community Futures Lloydminster & Region  
East Central 9-1-1 Call Answer Society  
Lloydminster Region Housing Group  
Northern Lights Library System / Hilltop Library  
Vermilion River Regional Alliance  
Vermilion River Region Solid Waste Commission  
Fire Department Liaison  
Kitscoty & District Agricultural Society  
Kitscoty & District Community Hall Board  
Kitscoty Arena Board

## **Chief Elected Official**

The Chief Elected Official for the Village of Kitscoty is the title “Mayor”. The Mayor and Deputy Mayor are elected annually from amongst the Councillors at the Organizational Meeting. The Deputy Mayor assumes the duties of the Mayor in the Mayor’s absence.

## Understanding the Position

A municipality is the front-line level of government. The elected council is the governing body of the municipality. Elected officials make decisions by passing resolutions or enacting bylaws.

Resolutions are formal decisions made by Council. Bylaws are the laws of the municipality.

The Councillor's job is to work with the other Council members to set the overall direction of the municipality through their role as **policy maker**. The policies that Council sets are the guidelines for Administration to follow as they perform the day-to-day operations of the Village.

An individual member of Council does not have the power to commit the municipality to any expenditure or to direct the activities of the municipal employees. Promise made as part of a candidate's election campaign that involves municipal expenditures, or the activities of employees can only be carried out if a majority of Council votes in favour of the matter at a meeting.

A councillor is elected to look after the interests of the entire municipality in accordance with section 153(a) of the Municipal Government Act (MGA). Councils' effectiveness depends on Councillors providing input on their areas while thinking and voting for the municipality as a whole.

<b>Governance (Council) Determines the "WHAT"</b>	<b>Management (Administration) Determines the "HOW"</b>
The creation of a setting in which Administration can manage effectively.	Management of day-to-day operations.
Strategic Plan Development <ul style="list-style-type: none"><li>• Vision</li><li>• Strategic Priorities</li><li>• Strategic Objectives</li></ul>	Strategic Plan Execution <ul style="list-style-type: none"><li>• Mission</li><li>• Values</li><li>• Strategic Actions</li><li>• Village Business Plan</li></ul>
Approve Council Policies	Implement Policies and Development of Procedures
Approve Bylaws	Enforce Bylaws
Approve Budget <ul style="list-style-type: none"><li>• Total Revenue and Expenditures</li><li>• Service Area Budgets</li></ul>	Manage Revenue & Expenses <ul style="list-style-type: none"><li>• Financial Reporting to council</li></ul>
Set Direction (Council Motion)	Provide Information and Recommendations

### Duties of a Councillor

Under the Municipal Government Act, Councillors have the following duties:

- To consider the welfare and interests of the municipality as a whole and to bring to Council's attention anything that would promote the welfare or interests of the municipality.
- To participate generally in developing and evaluating the policies, services and programs of the municipality.

- To oversee the financial integrity of the municipality
- To inquire about the operation or administration of the municipality from the Chief Administrative officer.
- To keep in confidence matters discussed in private at a council committee meeting (in-camera discussions) until discussed at a meeting held in public.
- To perform any other duty or function imposed on councillors by the MGA or any other enactment or by the Council

### **Duties of Mayor**

In addition to performing the duties of a Councillor, the Mayor also has the following duties:

- To preside, when in attendance, at a Council meeting, unless another enactment or bylaw of Council provides that another Councillor is to preside.
- Liaison with senior staff
- Ex Officio member on various boards and committees
- Key representative with regards to ceremonial responsibilities
- Liaison with other levels of government
- To perform any other duty imposed on the mayor by another enactment, resolution or bylaw of Council.

When the Mayor is not in attendance then the Deputy Mayor will assume these duties.

### **Chief Administrative Officer (CAO)**

Every Council must establish, by bylaw, the position of Chief Administrative Officer. The CAO is the administrative head of the municipality and only employee of Council. The CAO's responsibilities include ensuring that the municipality's policies and programs are implemented, advising and informing Council on the operation of the municipality, performing other duties as assigned by Council and ensuring appropriate staffing is in place.

### **Administration of the Municipality**

As a member of Council, it will be your duty to establish policies for your municipality. It is the job of administration to implement the policies. The Village of Kitscoty has a dedicated senior management team whose support, advice and assistance will be beneficial in helping you to be an effective member of Council. Their training, experience, and understanding of how and why things have developed as they have will be an important resource to you.

Council will work with the CAO to keep informed on what the municipality is doing and rely on Administration to provide them with information so that they can make sound decisions. Staying

out of the day-to-day operations of the municipality allows Council to concentrate on policy making.

### **Additional Information**

The best way to find out what the job is all about is to spend time reading council agendas and minutes. These can be found on the Village of Kitscoty website. You can also talk to current member of Council and attend Council meetings. Potential candidates can contact Jason Olson, CAO, for a confidential information meeting regarding the position of Councillor.

Candidates are encouraged to become more informed on the Village operations by:

- Reviewing Village bylaws and policies.
- Reading past Council agendas and minutes.
- Observing Council meetings.

## **Nomination Process**

All required forms to become a candidate are supplied in this nomination package and are available at the Village office.

It is the candidate's responsibility to ensure they are not in violation of any eligibility conditions.

### **Candidate qualifications**

A person is eligible to be nominated as a candidate if, between Jan 1, 2025, through to Nomination Day (Monday Sept 22, 2025) they meet the Local Authorities Election Act requirements set out in section 21, 22 and 23, and:

- Are at least 18 years of age on Nomination day
- Are a Canadian citizen
- Have been a resident of the electoral division of the Village for which they intend to run for the six (6) consecutive months immediately preceding nomination day; and
- Are not otherwise ineligible or disqualified.

An employee of the Village can run for a position on Council; however, they must first take a leave of absence.

## **Notice of Intent to Run**

Candidates who plan to run in the municipal election can only accept campaign contributions and incur campaign expenses once they have submitted a Notice of Intent to Run and have been added to the Register of Candidates posted on the Village website.

## **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.
  - Ensure the Nomination paper is signed by at least five (5) eligible voters who are electors and residents of the electoral division of the Village.
- Complete the Candidate Financial Information Form.
- Contact the Returning Officer to arrange a time to deliver the above in-person to the Village Administration building at 5011 50 St, Kitscoty, AB before nomination period ends.

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 if they are elected. 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.
- The nomination is not sworn or affirmed by the person nominated.

## **Release of Candidate Information**

The Returning Officer will provide the public with updated information regarding the candidacy in the 2025 election. Therefore, we are asking each candidate to complete a “release of Candidate Information” form when they submit their Nomination papers.

### **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.

### **Insufficient Nominations**

If the number of nominations filed is less than the number of vacancies, the Returning Officer will open and accept nominations the next day between the hours of 10 a.m. and 12 noon for the purpose of receiving further nominations for the elected office.

The Returning Officer shall continue to accept nominations between the hours of 10 a.m. and 12 noon for a total period of six (6) days, including nomination day (excluding Saturday, Sunday and any holidays).

If sufficient nominations are not received to fill the vacancy, the Village Manager is required to immediately notify the relevant Minister.

### **Election by Acclamation**

If at the close of Nomination date at 12 noon on September 22, 2025, the number of candidates nominated for any office is the same as the number of required to be elected, the Returning Officer shall declare the candidates to be acclaimed to the offices for which they were nominated.

### **Council Onboarding**

The Municipal Government Act and the Village of Kitscoty specifies that elected officials are required to attend orientation at the start of each Council term. Mandatory attendance by all councillors for orientation is set for Thursday October 30, 2025, at 8 a.m. for a full day.

The first Council meeting and Organization meeting will be held on Monday October 27, 2025, at 6:30 p.m. Successful candidates will be given additional information and initial orientation at the regular meeting of Council and will include the swearing in ceremony of Council.



## **Additional Resources**

What every Councillor needs to know

A candidate's guide / Running for local Elected Office in Alberta

Municipal Government Act – Copies can be found on The King's Printer

[Municipal elections – Overview | Alberta.ca](#)

Local Authorities Election Act Copies can be found on The King's Printer



## Notice of Intent

*Local Authorities Election Act (Section 147.22)*

LOCAL JURISDICTION: Village of Kitscoty, PROVINCE OF ALBERTA

Election Date: October 20, 2025  
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 applicable

I 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, 23.1, 27, 28,  
47, 68.1, 151, 158.3, Part 5.1)  
Education Act (Sections 4(4), 74)

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

FOIP Coordinator / Village of Kitscoty

780-846-2221

Business Title/Organization

Business Phone Number

5011 50 St

Kitscoty

AB

T0B 2P0

Address

City or Town

Province

Postal Code

LOCAL JURISDICTION: Village of Kitscoty, PROVINCE OF ALBERTA

We, the undersigned electors of

Name of Local Jurisdiction and Ward (if applicable)

nominate

of

Candidate's Surname and Given Names

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

The candidate's local political party or slate is (if applicable).

Provide 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,

I am not otherwise disqualified under section 22, 23 or 23.1 of the *Local Authorities Election Act*,

I will accept the office if elected,

I have read sections 12, 21, 22, 23, 23.1, 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,

I am appointing \_\_\_\_\_

Name, Contact Information or Complete Address and Postal Code, and Telephone Number of Official Agent

as my official agent (if applicable),

I have provided a criminal record check with my nomination package (if applicable),

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

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

\_\_\_\_\_  
Candidate's 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 \_\_\_\_\_.



\_\_\_\_\_  
Signature of Candidate

\_\_\_\_\_  
Signature of Returning Officer or  
Commissioner for Oaths

Commissioner for Oaths Stamp

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

## RETURNING OFFICER'S ACCEPTANCE

Returning Officer signals acceptance by signing this form:

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



## Authorization for Release of Personal Information

The Village of Kitscoty receives requests for personal information regarding candidates running for Village Councillor in the Municipal Election from organizations, individuals, and media.

The Village, therefore, requests the type of information that we can provide the electors, media/social media and the Village of Kitscoty public website.

Please complete the information that you authorize for release. Please print clearly.

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Picture: (Please e-mail picture to [assistcao@vokitscoty.ca](mailto:assistcao@vokitscoty.ca) and initial here) \_\_\_\_\_

### Disclaimer

I, \_\_\_\_\_, as a potential candidate for the position of Councillor, give permission for my above information to be released for publication purposes, both to the media and to the Village of Kitscoty for use on their website.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Personal information collected on this form will be used for the purposes of municipal election. This collection is authorized by Section 4© of the Protection of Privacy Act and the information collected will also be subject to the Access to Information Act. For questions bout this collection of personal information by the Village of Kitscoty, contact the FOIP Coordinator at 780-846-2221

## Candidate Financial Information

*Local Authorities Election Act*  
(Section 27)

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

FOIP Coordinator / Village of Kitscoty		780-846-2221	
Business Title/Organization		Business Phone Number	
5011 50 St	Kitscoty	AB	T0B 2P0
Address	City or Town	Province	Postal Code

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

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

Address(es) 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.

# Campaign Disclosure Statement and Financial Statement

*Local Authorities Election Act  
(Sections 147.3, 147.4)*

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

<b>FOIP Coordinator / Village of Kitscoty</b>		<b>780-846-2221</b>	
Business Title/Organization		Business Phone Number	
<b>55011 50 At</b>	<b>Kitscoty</b>	<b>AB</b>	<b>T0B 2P0</b>
Address	City or Town	Province	Postal Code

LOCAL JURISDICTION: Village of Kitscoty, PROVINCE OF ALBERTA

Calendar year of disclosure: 2025

Full Name of Candidate: \_\_\_\_\_

Candidate's Mailing Address: \_\_\_\_\_, Alberta

Postal Code: \_\_\_\_\_

**This form, including any contributor information from line 2, is a public document.**

## Campaign Revenue for Calendar Year

### CAMPAIGN CONTRIBUTIONS:

1. Total amount of contributions of \$50.00 or less \_\_\_\_\_
2. Total amount of all contributions of \$50.01 and greater, together with the contributor's name and address (attach listing and amount) \_\_\_\_\_

**NOTE:** For lines 1 and 2, include all money and valued personal property, real property or service contributions.

3. Deduct total amount of contributions returned \_\_\_\_\_
4. NET CONTRIBUTIONS (line 1 + 2 - 3) \$0.00

### OTHER SOURCES:

5. Total amount contributed out of candidate's own funds \_\_\_\_\_
6. Total net amount received from fund-raising functions \_\_\_\_\_
7. Transfer of any surplus or deficit from a candidate's previous election campaign \_\_\_\_\_
8. Total amount of other revenue \_\_\_\_\_
9. TOTAL OTHER SOURCES (add lines 5, 6, 7 and 8) \$0.00

### TOTAL REVENUE

10. Total campaign revenue for calendar year (add lines 4 and 9) \$0.00

## Campaign Expenditures for Calendar Year

11. Total paid campaign expenses \_\_\_\_\_
12. Total unpaid campaign expenses \_\_\_\_\_
13. Total campaign expenses (add lines 11 and 12) \$0.00

**The candidate must attach an itemized expense report to this form.**

**Campaign Surplus (Deficit) for Calendar Year (deduct line 13 from line 10)** \$0.00

**A candidate who has incurred campaign expenses or received contributions of \$50 000 or more must attach a review engagement statement to this form.**

### ATTESTATION OF CANDIDATE

I certify that to the best of my knowledge this document and all attachments accurately reflect the information required under section 147.4 of the *Local Authorities Election Act*.

---

Date yyyy-mm-dd

---

Signature of Candidate

Forward the signed original of this document to the address of the local jurisdiction in which the candidate was nominated for election.

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