



**TROCHU  
ALBERTA**

**Election: October 20<sup>th</sup>, 2025**

**Information for Potential Candidates**

For the Office of:  
Councillor

Compiled December 2024



## TABLE OF CONTENTS

1. ELECTION TRIVIA.....	3
2. INTRODUCTION .....	4
3. RETURNING OFFICER JURISDICTION .....	5
4. INFORMATION SOURCES.....	5
5. PURPOSE, POWER AND CAPACITY OF LOCAL JURISDICTION.....	6
6. OFFICES OF ELECTED OFFICIALS	
Councillor .....	7
Duties of Mayor (Chief Elected Official) .....	8
Town of Trochu Mayor, Deputy Mayor & Council Remuneration .....	9
Office Assistance .....	10
Time Commitment & Workload .....	11
Committee Listing .....	12
7. ELECTION INFORMATION	
Nomination Day .....	13
Advance Polling.....	14
Election Day .....	14



## **Election Trivia**

**What elections are conducted by the Town of Trochu?**

**Councillor – 7**

**What is an Election?**

**An election is a formal decision-making process by which a population chooses an individual(s) to hold public office.**

**How often are municipal elections held?**

**Every four years on the third Monday of October.**

**How many positions are there for each office?**

**Councillor – 7**

**Does Trochu have a ward system?**

**No. The Town of Trochu is an at-large system. This means that each member of Council represents the town as a whole and not a particular neighbourhood(s).**

**What makes someone eligible to vote?**

**Voters must be a Canadian Citizen, 18 years of age or older and have lived in Alberta a minimum of 6 months and place of residence is in Trochu on the date of the election.**

**How are ballots counted?**

**Ballots are counted manually.**



## INTRODUCTION

This handbook has been developed to assist you in your decision to run for the office of Councillor in the Town of Trochu and to help candidates in preparing for the October 20th, 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. It 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 Town of Trochu conducts a general municipal election every four years for the following municipal offices:

- Councillor (7) seven positions

The councillors are elected "at-large", meaning each person elected represents the Town as a whole and not a particular ward or section of the Town.

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

**Please note, that this is an information package only and it has no legislative sanction. For certainty, relevant statues, regulations, bylaws, or legal counsel should be consulted.**



## Returning Officer Jurisdiction

The Returning Officer and Substitute/Deputy Returning Officer for The Town of Trochu are:

**Jamie Collins**  
 Returning Officer  
 Phone: 403-442-3085

[Email: jamie.collins@townoftrochu.ca](mailto:jamie.collins@townoftrochu.ca)

**Kim Helmer**  
 Substitute/Deputy Returning Officer  
 403-442-3085

[Email: kim.helmer@townoftrochu.ca](mailto:kim.helmer@townoftrochu.ca)

The Returning Officer is responsible for conducting the Election for the following office:

<i>Office</i>	<i>Jurisdiction</i>	<i>Authority</i>
Councillor	Town of Trochu	Elections Act Alberta/Town Bylaw

Should you wish copies of any Town of Trochu Bylaw, or if you have questions regarding the 2025 Municipal Election, please do not hesitate to contact the Returning Officer Jamie Collins listed above.

## Information Sources

This document is not inclusive of all the information related to each office, Election Procedures and Election Legislation. General election information as well as the Election Information Booklet may be obtained through the Town's website at [www.thriveintrochu.ca](http://www.thriveintrochu.ca) and the Running for Municipal Office in Alberta – A Guide for Candidates may be obtained on the Alberta Municipal Affairs Website <https://www.alberta.ca/municipal-elections-overview.aspx>

For detailed information or documentation the following sources are available to you:

- **Copies of Provincial Legislation**  
 Includes the Local Authorities Election Act, Municipal Government Act, and the School Act  
 MGA <https://www.qp.alberta.ca/documents/acts/m26.pdf>  
 LAEA <https://www.qp.alberta.ca/documents/Acts/L21.pdf>
- **Questions or Information relative to the Election Process or to the Offices of Councillor**  
 Contact the Returning Officer (see above)



## **Purpose, Power and Capacity of Local Jurisdictions**

**Within Canada there are three levels of government:**

- **Federal - Elected representatives referred to as Members of Parliament (MPs)**
- **Provincial - Elected representatives referred to as Members of the Legislative Assembly (MLAs)**
- **Local - Elected representatives referred to as Mayor, Councillors and Trustees**  
Individuals elected to the Federal and Provincial governments typically represent a particular political party with the party having the most representatives elected forming the government.

**The Province provides the structure for local governments through the following**

**legislation: Municipal Government Act – Part 1**

**Section 3      The purposes of a municipality are**

- (a)      **to provide good government,**
- (b)      **to provide services, facilities, or other things that, in the opinion of council, are necessary or desirable for all or a part of the municipality, and**
- (c)      **to develop and maintain safe and viable communities.**



## Councillor

**Term of Office:** 4 Years

**Number of Councillors:** 7 Positions

## Duties of Councillor

The Municipal Government Act provides that every municipality shall have a council, the members of which shall be elected in accordance with the Local Authorities Election Act. The Municipal Government Act provides for a broad spectrum of powers and duties for a council and councillors including:

**153 Councillors have the following duties:**

- (a) 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.
- (b) to participate generally in developing and evaluating the policies and programs of the municipality.
- (c) to participate in council meetings and council committee meetings and meetings of other bodies to which they are appointed by the council.
- (d) to obtain information about the operation or administration of the municipality from the chief administrative officer or a person designated by the chief administrative officer.
- (e) to keep in confidence matters discussed in private at a council or council committee meeting until discussed at a meeting held in public.
- (f) to perform any other duty or function imposed on councillors by this or any other enactment or by the council.

**201(1) A council is responsible for**

- (a) developing and evaluating the policies and programs of the municipality.

(b) making sure that the powers, duties, and functions of the municipality are appropriately carried out.

(c) carrying out the powers, duties and functions expressly given to it under this or any other enactment.

(2) 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 or a designated officer.

### **Duties of the Mayor (Chief Elected Official)**

#### **Trochu Bylaw 2017-07**

1. That the position of Chief Elected Official shall be appointed from among duly elected council members.

The Mayor is the chief elected official of the municipality and has duties that encompass those of both Councillor and Chief Elected Official.

*Excerpts from the Municipal Government Act*

154(1) A chief elected official, in addition to performing the duties of a Councillor, must

(a) preside when in attendance at a council meeting unless a bylaw provides that another Councillor or other person is to preside, and

(b) perform any other duty imposed on a chief elected official by this or any other enactment or bylaw.

(2) The chief elected official is a member of all council committees and all bodies to which council has the right to appoint members under this Act unless the council provides otherwise.





**Town of Trochu Payment of Councillor Fees**  
**Town of Trochu Policy #2023-11-14-01**

**Mayor & Deputy Mayor**

Description	Amount
Monthly Honourarium - Mayor, Deputy Mayor	\$450.00, \$350.00
Council Meetings - Mayor, Deputy Mayor	\$150.00, \$125.00
Meetings 4 hours or less	\$125.00
Meetings over 4 hours	\$250.00
Hourly Meeting Fees	\$35.00
Meals – Breakfast, Lunch, Supper	\$25, \$30, 40
Mileage – per Km	as per CRA rate

**Councillor**

Description	Amount
Monthly Honourarium	\$300.00
Council Meetings	\$125.00
Meetings 4 hours or less	\$125.00
Meetings over 4 hours	\$250.00
Hourly Meeting Fees	\$35.00
Meals – Breakfast, Lunch, Supper	\$25, \$30, \$40
Mileage – per Km	as per CRA rate



**Office Assistance:**

Town of Trochu office staff are available to assist councillors when needed.

**Additional Information:**

For general information regarding the Office of the Mayor or Council procedures contact:

**Carl Peterson**  
**Chief Administrative**  
**Officer Town of Trochu**

**Phone: 403.442.3085, Fax: 403.442.2528**

**Website: [www.town.trochu.ab.ca](http://www.town.trochu.ab.ca)**



## Time Commitment & Workload

### Minimum Expectations

The *Municipal Government Act* provides an outline of duties for members of Council. The Act does not, however, indicate the minimum number of hours per week members should spend performing their duties. This is left to the discretion of each member of Council.

While the amount of time may vary, there are minimum expectations that need to be fulfilled should a Candidate be elected to Council. These include:

**Council Meetings:** Regular Council meetings will take place on the second and fourth Monday of each month. There will be only one meeting during the months of July, August, and December. Regular Council meetings will be held at 6:00 pm in Council Chambers at the Town of Trochu Administration Building. In extenuating circumstances meetings may be conducted via Zoom or Teleconference.

In preparation for the meeting, an agenda is made available to Council prior to the meeting in a paperless format to allow time for Council members to review the issues. Councillors will be supplied with a computer allowance to purchase a computer for council meetings.

An Organizational Meeting of council is scheduled each year.

**Council Committees:** The Mayor is an ex-officio member of all Committees of Council, which come under the authority of the Municipal Government Act and has the right to attend any such committee meetings and participate with full voting rights. See "Meeting Schedules for Committees, Commissions and Authorities (page 15)" that outlines the Council committees, commission, boards, societies and affiliates and the appointments of Councillors to be made at the annual Organizational Meeting of Council.

There are 21 boards, commissions and committees in which Councillors can serve (divided up between Councillors). Only those Councillors who are appointed to serve on a committee have the right to vote. See "Committees Listing" (page 13) that outlines the Council Committees and the number of Councillors required on each committee to be made at the annual Organizational Meeting of Council.

**Budget Meetings:** Each year, in addition to the regular Council meetings, Council meets to review annual financial policies and resources for the upcoming fiscal year and Town department budgets. The schedule for the budget meetings will be set with the new council.

**Planning Sessions:** The Town of Trochu holds Strategic Planning Sessions that councillors are expected to attend.



## Committee Listing

<b>Committee</b>	<b>Number of Councillors</b>
Economic Development	All of Council
Audit & Finance Committee	All of Council
Policy & Bylaw Review Committee	All of Council
Mid- Sized Towns Mayors Caucus	Mayor
Municipal Planning Committee	3 Councillors
Capital Equipment Purchasing Committee	3 Councillors
Asset Management Committee	3 Councillors
CAO Evaluation Committee	2 Councillors
Kneehill Housing	1 Councillor
Trochu Arboretum Board	1 Councillor
Marigold Library Systems	1 Councillor
FCSS Family and Community Support Service	1 Councillor
Trochu Housing Corporation	2 Councillors
Palliser Planning Services	1 Councillor
Drumheller Solid Waste Management	1 Councillor
Wild Rose Community Futures	1 Councillor
Red Deer River Municipal Users Group	1 Councillor
Intermunicipal Development Plan Committee	2 Councillors
Seniors Housing Advisory Committee	All of Council
Trochu Library Board	1 Councillor
CAEP (Central Alberta Economic Partnership)	1 Councillor
Regional Emergency Management Advisory Committee	1 Councillor
Police Advisory Committee	1 Councillor
Regional Partnership Committee	1 Councillor
Intermunicipal Collaboration Framework Committee	4 Councillors



## Election Information

### Nomination Day

25 Nomination day shall be 4 weeks before Election Day. (Nominations can be made between January 1<sup>st</sup>, 2025 & Noon on Nomination Day)

**NOMINATION DAY for Councillor is Monday, September 22, 2025**

### Nomination Forms

27(1) Every nomination of a candidate shall be in the prescribed form and signed by at least 5 electors eligible to vote in that election and resident in the local jurisdiction on the date of signing the nomination, and shall be accompanied by a written acceptance signed in the prescribed form by the person nominated stating

(a) that the person is eligible to be elected to the office,

(a.1) the name, address, and telephone number of the person's official agent, and

(b) that the person will accept the office if elected

### Filing of Nomination Papers

The returning officer will receive nominations at the Town of Trochu Administration Building, during regular business hours between January 1<sup>st</sup>, 2025 and Noon on Nomination Day, Monday, September 22, 2025.

28 (4) At any time after noon on Nomination Day until the term of office to which the filed nomination papers relate has expired, a person may request to examine the filed nominations during regular business hours and in the presence of the returning officer, substitute returning officer, deputy, or secretary.

### Forums

A Forum is the opportunity for the public to hear from individuals running for office. A Forum may involve candidates being asked to present their platforms or may be conducted in a question/answer format whereby members of the public can ask questions to which the candidates respond. Forums are hosted by business/special interest groups and are not a part of the legislated election process.



## **Advanced Polling**

Advanced Polling date, location and time has not been determined. When set it will be posted on Town of Trochu website, the Social Media Accounts and in The Capital.

## **Election Day**

Election Day will take place on Monday, October 20th, 2025. The location has not yet been determined. When set it will be posted on Town of Trochu website, on Social Media Accounts and in The Capital.

The Voting Station will open promptly at 10:00 a.m. and will be kept open continuously until 8:00 p.m.

## **Last Day for a Recount of Ballots**

The returning officer may make a recount if a candidate, official agent, or a scrutineer shows grounds that the count of votes is inaccurate. The returning officer may also consider the number of rejected ballots, valid ballots objected to, or any administrative or technical errors. If a recount is requested, a recount application must be made by 4:00 p.m. on October 22, 2025. (44 hours)

Any elector may ask for a judicial recount by filing a notice of motion for a recount with the clerk of the Court of Queen's Bench before November 8, 2025. See sections 98 and 103 of the Local Authorities 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. (4<sup>th</sup> day after)