



October 20, 2025

## Municipal Election

Information for Potential Candidates

For the Office of Councillor

Complied January 2025

Revised August 5, 2025

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## Introduction

This handbook has been developed to assist you in your decision to run for the office of Councillor in the Village of Linden and to help candidates in preparing 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 NOT a substitute for the actual legislation. It is the candidates responsibility to become familiar with the applicable legislation.

## 2025 General Municipal Election

The Village of Linden 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.**

## About the Village of Linden

Vision Statement:

Experience our Vibrant Rural Lifestyle.

The Village of Linden provides peaceful rural living in a setting of natural beauty.

## Returning Officer

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

Sarah Hardy, Returning Officer  
Box 213  
109 Central Ave E  
Linden, AB T0M 1J0

Phone: 403-546-3888

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

Please contact the Village of Linden Office to make an appointment with the Returning Officer to submit paperwork.

## Municipal Affairs

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

Phone: 780-427-2225

Toll Free: 310-000

Email: [ma.advisory@gov.ab.ca](mailto:ma.advisory@gov.ab.ca)

General election information can be found on the Village of Linden's website at [www.linden.ca](http://www.linden.ca) under the Election tab. 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-elections-overview>

A copy of the Municipal Government Act (MGA) current as of June 11, 2025 and the Local Authorities Election Act (LAEA) current as of May 15, 2025 can be downloaded from the King's Printer.

## 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 Linden for six consecutive months immediately preceding nomination day. (Nomination day is 4 weeks before election day)
- Pay the \$100.00 deposit fee to the Village of Linden by cash, certified cheque or money order. (Ministerial Order 103/20, allows deposit fee by cash, debit card, credit card, certified cheque or money order)

## You Are Not Eligible to Run if You:

- Are an employee of the Village of Linden (unless you are granted a leave of absence prior to nomination day);
- Are an auditor for the Village of Linden;
- 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 Linden in excess of \$500 (if you are not sure about this, please call 403-546-3888 to find out if you have any amounts owing); or
- 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.

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 Linden 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 or administration of the municipality from the Chief Administrative Officer (CAO);
- Keep in confidence matters discussed in private at a Council or committee meeting until discussed at a public meeting;
- Perform any other duty or function imposed on Council members by the MGA, 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 a member of all Council Committees and all bodies to which Council has the right to appoint members under the Municipal Government Act.

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 a 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 Linden Council meetings are currently held the second and fourth Monday of each month at 7:00 pm. and often run a couple of hours. You will be required to prepare for these meetings by reviewing an agenda that will be provided to you prior to the meeting. These dates are scheduled annually at the Organizational Meeting held in October.

## Committee of a Whole Meetings

Committee of a Whole Meetings have been scheduled bi-monthly at 6 pm to coincide with the first Regular Council Meeting of the month.

## 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, among a host of other things. Time commitments in this area are usually heavier for the Mayor, and will depend on the interest and availability of various Council members.

## Background Work

The various Council meetings you will be attending each come 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 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.

## Board and Committee Meetings

The Village of Linden partners with a number of regional municipalities and organizations to provide essential services to the community. Members of Council provide County representation to these boards and committees. These representatives are chosen by Council at the Organizational Meeting in October. Below are 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
Aqua 7 Regional Water Commission	1 Councillor & 1 Alternate
Citizens On Patrol (COP)	1 Councillor & 1 Alternate
Community Futures Wild Rose	1 Councillor & 1 Alternate
Drumheller & District Solid Waste	1 Councillor & 1 Alternate
Finance/Personnel/Policy	5 Council Members
Intermunicipal Collaboration Framework Committee	1 Councillor & 1 Alternate
Intermunicipal Development Planning Committee	1 Councillor & 1 Alternate
Kneehill Family & Community Support Services	1 Councillor & 1 Alternate
Kneehill Housing Corporation	1 Councillor & 1 Alternate
Kneehill Regional Partnership	1 Councillor & 1 Alternate
Linden Library Board	1 Councillor
Municipal Planning Commission	2 Councillors & 3 Members at Large
Palliser Regional Municipal Services	1 Councillor & 1 Alternate
Regional Emergency Management Agency	1 Councillor & 1 Alternate



## Elected Officials Salary & Benefits

### Honorarium (per month)

- |                |          |
|----------------|----------|
| • Mayor        | \$380.00 |
| • Deputy Mayor | \$350.00 |
| • Councillors  | \$320.00 |

### Council Meetings

- |                                                     |          |
|-----------------------------------------------------|----------|
| • Mayor (or Deputy Mayor acting in Mayor's absence) | \$160.00 |
| • Deputy Mayor & Councillors                        | \$135.00 |

### Board and Committee Meetings (per meeting)

- |                                         |          |
|-----------------------------------------|----------|
| • all elected officials – up to 4 hours | \$135.00 |
| • all elected officials – over 4 hours  | \$270.00 |

### Travel Allowance

- |                         |                 |
|-------------------------|-----------------|
| • all elected officials | CRA per km rate |
|-------------------------|-----------------|

### When travel required the day before or the day after:

- |                                                       |          |
|-------------------------------------------------------|----------|
| • Travel time to/from a meeting (less than 4 hours)   | \$125.00 |
| • Travel time to/from a meeting that (more than 4hrs) | \$250.00 |

### Meal Costs

- Maximum: \$125.00 per day
- Receipts required for cost of meals
- The Village does not pay for alcohol expenses

## Education

Each Councillor is allotted a \$1,000 budget for Education and Training related to the duties of a Councillor.

## Benefits

The Village of Linden shall pay 100% of the premiums for the AUMA Group Benefit plan as offered to the Mayor and Councillors.

- Dental Care
- Extended Health Care

Councillors have the option to participate in the Health Spending Account (HSA) to a maximum of \$1,000 per year. \$500.00 to be deducted from their honorarium and \$500.00 to be contributed by the Village to those who chose to participate.

## Election Information

### Nomination Day

Nomination day shall be 4 weeks before Election Day.

Nominations can be made between January 1, 2025 @ 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" must also be completed 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.

In accordance with the Village of Linden's Elections Bylaw, nomination forms must include a deposit of \$100 by cash, certified cheque or money order payable to the Village of Linden. (Ministerial Order 103/20, allows candidates to make deposit payments by cash, credit card, debit card, certified cheque or money order.)

### 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 be eligible to vote in the ward for which a candidate is being 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 Linden.

### Advanced Polling

Advanced Polling date, location and time have not been determined. When set, it will be posted on the Village of Linden website, Social Media Account and The Capital.

### Election Day

Election day will take place on Monday, October 20, 2025. The location has not yet been determined. When set it will be posted on the Village of Linden website, Social Media Accounts and in The Capital.

## **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, or and administrative or technical errors. If a recount is requested, a recount application must be made by 4:00 pm 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 King'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.