



CROWSNEST PASS
Naturally Rewarding



2025 MUNICIPAL ELECTION CANDIDATE GUIDE

Election Day: October 20, 2025

[Visit the Municipal Elections Page on the Website](#)

Introduction

This information has been assembled as a resource for prospective candidates containing answers to some of the most frequently received questions regarding becoming a Mayor or Councillor for the Municipality of Crowsnest Pass. This is informational only and is not legal advice nor does it contain all information that can be found in legislation. Candidates are encouraged to view and request copies of the Municipal Government Act and the Local Authorities Election Act from the Government of Alberta's King's printer.

Municipal Affairs website is an excellent source of resources for prospective Councillors and candidates should review their material as well.

Candidates are encouraged to learn as much as possible about the Municipality, understand Council's roles, authorities, accountabilities and responsibilities as well as the time commitment and the remuneration that is provided. If elected, Mayor and Councillors are committing to serve for 4 years. Failure to complete the full term will trigger a by-election which is an unbudgeted cost to taxpayers of approximately \$30,000.



The Municipality of Crowsnest Pass

The Municipality of Crowsnest Pass is a specialized municipality in the province of Alberta. We have a population of 6,007 permanent residents, and approximately 2,000-2,500 shadow population or “weekenders”.

The Crowsnest Pass was formed by amalgamation in 1979 and consist of the former communities of Bellevue, Hillcrest, Frank, Blairmore and Coleman, and each has its own unique character. The Municipality elects 6 Councillors at large (from the whole community) and 1 Mayor every 4 years.



Key Election Dates

Nomination Period	January 1, 2025 to September 22, 2025 at noon	Municipal Office 8502 19 Avenue Coleman
Nomination Day	September 22, 2025 10 am to 12 pm	Municipal Office 8502 19 Avenue Coleman
Election Signs	May be installed starting at noon on September 22, 2025	On Public or Private Land
Deadline for withdrawal of Nomination	September 23, 2025 at noon	Municipal Office 8502 19 Avenue Coleman
Advanced Poll	TBD 10 am to 8 pm	Community Hall (formerly Elks Hall) 2025 129 Street, Blairmore
Election Day	October 20, 2025 from 10 am to 8 pm	TBD
Deadline for Filing of Campaign Disclosure Statements	March 2, 2026	Municipal Office 8502 19 Avenue Coleman

**The Returning Officer for the Municipality of Crowsnest Pass is:
Barb Kelly
barbara.kelly@crowsnestpass.com**

The Role of Municipal Council

Council is responsible for the governance of the Municipality of Crowsnest Pass; you will set policy, pass bylaws and approve expenditures that will significantly influence the future of the Municipality.

A Municipality is a statutory organization whose powers and capabilities come from legislation and are a delegation of provincial powers. The Canadian Constitution grants responsibility for municipalities to the province. The Municipal Government Act defines the spheres of jurisdiction for municipalities in broad terms:

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

The Role of Municipal Council

As a Councillor you will have the opportunity to significantly influence the future of your community. Your power as a Councillor depends on your ability to persuade the other members of Council to adopt your view. All decisions are made at public meetings at which quorum is present. As an individual member of Council you will not have the power to commit the Municipality to any expenditure or direct the activities of employees. Any decisions that involve expenditure or municipal services are made through motion which are adopted by vote of the majority. In that way, the decisions of Council are made either by resolution (approved motion in a Council Meeting) or bylaw.



Services are the programs that the Municipality provides to the community and include things like fire protection, recreation facilities (arena, ski hill, pool) trails, playgrounds, sportsfields, snow clearing, street sweeping, water, sewer, garbage, infrastructure, programming, development, and enforcement. Service levels are set by policy and outline the standards to which each service will be performed. An example of this is the snow and ice clearing policy that is reviewed, debated and passed by Council. Council has opportunity both during the budget process and when setting the policies of the Municipality to consider both the services that we provide and the service level to which we provide it.



MUNICIPAL BUILDING

Duties of a Councillor

Council's responsibility is to provide governance, not to perform administrative duties or oversee the operational aspects of the Municipality. Good Councillors have visionary thinking, strong communication skills (speaking in public, and listening), conflict resolution skills and ability to be persuasive and accept opposing views.

1. Councils are required to establish a code of conduct (Section 146.1) that governs the conduct of Councillors. Council is required to adhere to the Code of Conduct (Bylaw 1008, 2018)
2. Councillors have a duty to consider and promote the welfare and interests of the municipality as a whole
3. To promote an integrated and strategic approach to intermunicipal land use planning and service delivery with neighbouring municipalities
4. Participate in developing and evaluating programs
5. To participate in Council meetings, committee meetings and meetings of other bodies to which they are appointed by Council
6. To obtain information about the administration of the Municipality from the CAO
7. To keep in confidence matters discussed in private at Council or Committee meetings
8. To support the decisions that are ultimately made by Council regardless of how you voted
9. To annually pass a Municipal budget and to set the mill rate and other fees
10. Perform any other duties or functions imposed by the MGA

Duties of a Mayor

As per the Municipal Government Act, Section 154), in addition to performing the duties of a Councillor, the Mayor must:

1. Preside when in attendance at a Council meeting, unless a bylaw provides that another Councillor or person is to preside; and
2. Perform any other duty imposed on a chief elected official by the MGA or any other enactment or bylaw.

Other traditional roles of a Mayor include:

- Representing the Municipality at public functions, parades, ceremonies;
- Conducts speeches when asked;
- Communicating on behalf of the Municipality to the media;
- Taking lead on meeting with provincial elected officials.

Duties and Role of the Chief Administrative Officer (CAO)

As stated, Council's role in a municipality is governance, they establish the policies and programs of the Municipality and carry out the powers and duties and functions in the Municipal Government Act or other enactment (Section 201.1). Under Section 201.2 a Council must not exercise a power, a function or perform a duty that is assigned by law to the Chief Administrative Officer (CAO).

Council must establish by bylaw, the position of CAO; every Council must appoint a person to carry out the powers, duties and functions of the CAO. The CAO under Section 207 is the administrative head of the municipality; their job is to ensure that the policies and programs of the municipality are implemented.

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They will advise the Council on the operation and affairs of the municipality and will perform all duties in the Municipal Government Act and other legislation. Practically, the Chief Administrative Officer is the only employee of Council, they will provide support, advice and assistance to Council most commonly in the form of briefing reports at Council Meetings.

The rest of the employees are the employees of the CAO, Council has no managerial oversight over staff. At times, Council may receive complaints or inquiries about operational issues that the public has raised; these can be referred through the CAO or through the appropriate municipal department. Under Section 153, when a CAO provides information to one Councillor, they must provide it to all Councillors as soon as is practicable so they are receiving the same information.

Bylaws and Policies

Council will debate, vote and pass on bylaws and policies, and Administration will implement them. Bylaws and policies typically remain in effect until amended or repealed, so you will start your term with a legislative and policy framework already in place. To be able to make change, you need to be aware of what exists presently, as well as what the spheres of jurisdiction that Municipalities are permitted to act within as established by the Municipal Government Act.



Municipalities may pass bylaws in accordance with the Municipal Government Act, Section 7 respecting the following matters:

- 1.Safety, health and welfare of people and the protection of people and property;
- 2.People, activities and things in, on or near a public place or place that is open to the public;
- 3.Nuisances, including unsightly property;
- 4.Transport and transportation systems (i.e. roads);
- 5.Businesses, business activities and persons engaged in business (i.e. business licensing, development approvals)
- 6.Services provided by or on behalf of the municipality (i.e. garbage)
- 7.Public utilities (i.e. water, sewer);
- 8.Wild and domestic animals and activities related to them;
- 9.Enforcement of bylaws including ticketing, charging offences, fines)



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Opportunities and Challenges

The work of an elected official can be rewarding and challenging

Rewarding

- You will guide the Municipality at the governance level
- Provide leadership to the community
- Engage with citizens, community groups and hear about concerns
- Make decisions that address needs of the community
- Consider the welfare of the community as a whole
- Frequently speaking in public
- Being able to engage in complex issues as part of the decision making process

Challenges

- Being in the public eye and experiencing a lack of privacy
- When addressing citizen concerns when issues are complex and there isn't always a solution that will be looked upon favourably
- The public may raise issues that are operational in nature and because Council has no operational function, these must be passed off for staff to handle
- Time demands , being in the public eye and the stress of decision making can put pressure on personal or family life
- Dealing with misinformation, disinformation and attacks on social media



Time Commitment

Councillors spend approximately 40-100 hours per month fulfilling their role. There are significantly more hours for the Mayoral position. Some commitments to expect:

- There are 2-3 Council Meetings per month, 2 in the evening and 1 during the day. The meetings are approximately 3-5 hours depending on the topics and the conversation.
- Each Councillor will sit on several boards or committees that meet at least once per month.
- There is a requirement to attend between 5-6 budget meetings per year which are typically the majority of the day.
- There is preparatory work for each meeting of approximately 1-2 hours, reading the package and preparing your questions.
- Council participates in 4-day conferences, 1-3 times per year. The Mayor attends each one, and Councillors alternate. At these conferences Council will meet with ministers, liaise with other communities and attend training and informational sessions.
- There are annual training requirements to keep updated on legislation and new changes, as well as several training sessions at the beginning of the term.
- There are requirements to attend community events and do speaking engagements.
- There is a regular requirement to take calls, emails from citizens about concerns and programs and services.



Committees and Boards

The Mayor and Council are appointed at the annual organizational meeting to serve or various governance committees which the Municipality of Crowsnest Pass is a member:



Internal Committees

Community Marketing Advisory Committee	Bylaw 1055, 2020
Crowsnest Community Library Board*	Bylaw 1027, 2019
Crowsnest Pass Senior Housing Board*	Bylaw 1028, 2019 and Ministerial Order H:091/95 with amending Ministerial Order H:021/2022
Emergency Management Committee	Bylaw 1026, 2019
Family & Community Support Services Advisory Committee	Bylaw 1055, 2020
Municipal Historic Resources Advisory Committee	Bylaw 1055, 2020
Municipal Planning Commission*	Bylaw 1042, 2020
Parks & Recreation Advisory Committee	Bylaw 1055, 2020

Mayor is Ex Officio on all Boards and Committees except designated by a *

External Committees

- Alberta SouthWest Regional Alliance
- Alberta Municipalities (AM)
- Chinook Arch Library Board
- Chinook Intermunicipal Subdivision and Development Appeal Board
- CNP ECC Committee – Community Futures/ Chamber of Commerce/Council
- Crowsnest/Pincher Creek Landfill Association*
- Forest Management Plan Public Advisory Committee
- Highway 3 Twinning Development Association
- Intermunicipal Development Plan Committee MCNP & MD of Pincher Creek
- Intermunicipal Development Plan Committee MCNP & MD of Ranchlands
- Management Negotiating Committee
- Mayors & Reeves of Southwest Alberta
- Oldman River Regional Services Commission*
- Pass Powderkeg Ski Society
- Regional Airport Committee
- RhPAP Committee
- Rural Municipalities of Alberta (RMA)
- Elk Valley/Crowsnest Pass Communities of Interest Advisory Initiative Committee



Associations and Conferences

The Municipality is a member of Alberta Municipalities (AB Munis) and the Rural Municipalities Association (RMA).


The Municipality of Crowsnest Pass is a member and active participant in associations that represent municipal interests to the provincial and federal governments. The Municipality is a member of Alberta Municipalities (AB Munis) and the Rural Municipalities Association (RMA). There are conventions and conferences related to these associations that occur throughout the year. The Council meeting schedule takes into account these conferences to ensure members of Council have an opportunity to attend. At convention there may be opportunity to book meetings to speak to Ministers about issues of concern for the Crowsnest Pass. An important part of being on Council is the ability to take our issues forward to upper levels of government.

Council will determine the attendance at conference at a public meeting of Council, but the typical practice has been to send the Mayor, 2 Councillors on a rotating basis and the Chief Administrative Officer or Deputy Chief Administration Officer

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Council Orientation and Training

Council orientation is mandatory for all members to attend



**INFORMATION
ORIENTATION**

Council orientation and training takes place the first month following the election and it is a very demanding period of time for the newly elected Council. Council orientation is mandatory for all members to attend, and its important that candidates understand the expectation to attend orientation if they are elected.

The orientation will consist of several different sessions with Administration, legal counsel and other experts on local government. The orientation gives Councillors critical information about their roles and responsibilities¹⁶ and the legal framework that municipalities exist within.

Remuneration

Remuneration for Council is set by the Council Remuneration Policy. Councillors get paid a monthly stipend for doing general Council duties such as taking calls, emails and corresponding with the public about concerns, attending parades or ribbon-cuttings, reading packages and preparing for meetings, speaking to press, neighbouring communities and upper levels of government. There is also a per meeting rate paid for attending Council, Board or Committee Meetings. A benefit package is offered to Councillors which includes health, dental, life insurance and travel insurance.

In 2023 the average annual salary for a Councillor was \$29,140 and \$45,970.00 for the Mayor.

Remuneration for 2025 is:

Councillor Stipend \$1,054.38 per month

Mayoral Stipend \$1,475.04 per month

Meetings Under 3 hours \$ 163.89 per meeting

Meetings Over 3 hours \$ 300.47 per meeting

Benefits for Council Members

Each Councillor will be covered under the Municipality's group health plan. The Group Health Coverage includes:

- Extended Health Care
- Dental Care
- Life Insurance
- Accidental Death and Dismemberment



Code of Conduct

A Code of Conduct ensures that Council members act in the best interests of the community. The employees of the Municipality also have their own Code of Conduct that is different from the one that applies to Council.

The Code is a requirement of the Municipal Government Act and provides Council with a framework to guide ethical conduct in a way that upholds the integrity of the Municipality and the high standards of professional conduct the public expects from elected officials.

The Code of Conduct Bylaw also provides informal and formal complaint process for members of the public to follow if someone reasonably believes that contravention of the bylaw may have taken place.

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