



Municipal Election



Candidate Information Package

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INTRODUCTION

This information package has been assembled for your assistance. It contains answers to frequently asked questions and important material for Candidates, however, it is not inclusive of all the information contained within the specific acts and other legislation, and has no legislative sanction.

Information provided is based on the *Municipal Government Act* (MGA) R.S.A. 2000 Chapter M-26 as amended, the *Local Authorities Election Act* (LAEA) R.S.A. 2000 Chapter L-21 as amended, Municipal Legislation (bylaws), information provided by Municipal Affairs, and applicable Town bylaws, policies and documents.

INFORMATION SOURCES

LAEA: <http://www.qp.alberta.ca/documents/Acts/L21.pdf>

MGA: <http://www.qp.alberta.ca/documents/Acts/m26.pdf>

Town Bylaws: <http://www.turnervalley.ca/services/municipal-services/bylaws>

You may request formatted printed copies of the MGA and LAEA from the Alberta Queens Printer by mail or by calling 780-427-4952 (charges may apply for physical copies).

This package is intended to provide a *general* overview of the basic information Candidates should know about legislation governing municipal elections and the role of the Mayor, Council and Administration. If you are considering running for a position, it is your responsibility to become familiar with, and understand, the applicable legislation. Candidates should consult relevant statutes, regulations, bylaws or legal counsel for certainty.

Hard copies of this package are available at the Town of Turner Valley Municipal Office.

IMPORTANT INFORMATION

ELECTED POSITIONS

The Town of Turner Valley's elected government consists of a Council comprised of a **Mayor and six (6) Councillors** voted in by the public at large for a **four-year term, 2017-2021**.

NOMINATION DAY

Nomination Papers **must** be submitted to the Turner Valley Municipal Office located at 514 Windsor Ave **ON MONDAY, SEPTEMBER 18, 2017 BETWEEN THE HOURS OF 10:00 am AND 12:00 pm (NOON)**. Facsimiles and electronically submitted copies will not be accepted.

ADVANCED POLL

Thursday, October 5, 2017
1:00 PM – 8:00 PM
Turner Valley Municipal Office – Council Chambers
514 Windsor Avenue NW
Turner Valley, AB

ELECTION DAY

Monday, October 16, 2017
10:00 AM – 8:00 PM
Flare 'n' Derrick Community Hall
131 Main Street NE
Turner Valley, AB

CONTACT

For inquiries regarding the 2017 Municipal Election, please contact the appointed Returning Officer, at the Municipal Office:

Heather Thomson

Email: heathert@turnervalley.ca

Phone: 403.933.4944

THE ELECTION PROCESS

CANDIDATE ELIGIBILITY

Section 21 of the LAEA outlines qualifications of a Candidate. Eligibility requirements for a person to be nominated on Nomination Day (September 18, 2017) include:

To become a Candidate, you must be:

- At least 18 years of age on Nomination Day
- A Canadian citizen
- A resident of Turner Valley since March 18, 2017 (a resident of the local jurisdiction for the 6 consecutive months immediately preceding nomination day)
- Not otherwise ineligible or disqualified.

The nominee must swear or affirm an affidavit before the Returning Officer or a Commissioner of Oaths, and return the completed form to the Returning Officer. The nominated Candidate is responsible for ensuring that the nomination paper is fully completed and meets the requirements of the LAEA.

If you are a municipal employee and you wish to run for municipal office, you must take a leave of absence as outlined in the LAEA.

Section 151 of the LAEA states it is an offence for a Candidate to sign a Candidate's Acceptance Form containing a false statement, and this is subject to a fine of up to \$1,000. It is also an offence to make a false affidavit, and this is punishable by up to two years imprisonment.

You are not eligible to become a Candidate under any of the following circumstances:

- If you are the auditor of the Town of Turner Valley;
- If you are an employee of the Town of Turner Valley (unless you take a leave of absence)
- If your current property taxes are more than \$50 in arrears;
- If you are in default for any other debt to the municipality in excess of \$500 for more than 90 days;
- If you are a party to a subsisting contract with the Town of Turner Valley;
- Have a pecuniary interest, direct or indirect, in any subsisting contract with the Municipality; or
- If within the previous 10 years you have been convicted of an offense under the LAEA, or the *Canada Elections Act*.

NOTICE OF INTENT TO RUN

Candidates interested in running for the positions of Mayor or Councillor **must** file a *Notice of Intent to Become a Candidate* with the Town before accepting or allocating any funds towards an election campaign.



- If a Candidate is funding their campaign exclusively from their own funds, up to \$10,000, they are not required to file a *Notice of Intent to Become a Candidate* with the municipality in accordance with the LAEA, section 147.21(6), but in this case, the individual is not permitted to begin campaigning until after their nomination paper has been filed.
- Individuals who choose to file a *Notice of Intent to Become a Candidate* are permitted to begin fundraising and receive donations for their campaign.
- A directory of individuals that file a *Notice of Intent to Become a Candidate* will be maintained by the Town Returning Officer.
- This directory is public and will be posted on the 2017 Election Page <http://turnervalley.ca/2017-municipal-election/>.
- Changes to any of the information within the registry must be reported to the Returning Officer within 48 hours of the changes taking effect in writing by mail, fax or electronic mail.

The [Notice of Intent to Become a Candidate](#) Form 3A can be found in Appendix 2 of this document.

NOMINATIONS

Nomination forms must be in the prescribed Form 3, see Appendix 1 of this document. Nomination papers must be signed by at least five (5) voters eligible to vote in the election, who are residents of the Town of Turner Valley on the date of signing the nomination, and include the voter's name, address (street address or legal description of residence) and signature. If you do not have the required number of signatures on your nomination form, your form will not be accepted by the Returning Officer. Legislation requires a nominee to swear or affirm an affidavit confirming that they are eligible to run for office. This form ([Nomination Paper and Candidate's Acceptance](#)) is also available on the Alberta Municipal Affairs website.

Nomination papers are to be hand-delivered to the Returning Officer at the Town Municipal Office located at 514 Windsor Ave, Turner Valley **between the hours of 10 a.m. and 12 p.m. (noon) on Monday September 18, 2017**. The returning officer **CANNOT** accept nominations before 10:00 a.m. or after 12 p.m. (noon) on Nomination Day. Facsimiles and electronically submitted copies will not be accepted. You may have someone drop them off on your behalf, but in that case the Candidate's Acceptance (affidavit) must be sworn in the presence of the Returning Officer or Commissioner of Oaths prior to Nomination Day.

Nomination papers may be examined by any person in the presence of the Returning Officer, between the 12 pm (noon) deadline and 4:00 p.m. on September 18, 2017.

If more nominations have been received than there are vacancies, a Candidate may choose to withdraw their nomination papers. To do so, they must provide written notice, in person, to the Returning Officer no later than 12:00 p.m. (noon), Tuesday, September 19, 2017.

Each Candidate may appoint an official agent, whose duties are assigned by the Candidate. To be eligible to be qualified as the Candidate's official agent, the person acting as the official agent must be eligible to vote in the election themselves.

ELECTION BY ACCLAMATION

If, at the close of Nomination Day, the number of Candidates nominated for any office is the same as the number required to be elected, the Returning Officer shall declare the Candidates to be acclaimed to the offices for which they were nominated.

RELEASE OF INFORMATION TO THE PUBLIC

Candidates

Throughout the election campaign, the Returning Officer may receive requests for Candidates' contact information. These requests may be received from media, organizers of election forums, and from the public. In addition, Municipal Affairs requires contact information for Candidates. Candidates are requested to complete a Release of Candidate Information (See Appendix 3) and provide it to the Returning Officer with their nomination paper. This allows the contact information provided by the Candidates to be released upon receipt of a request.

Official Agents

Per Candidates' information release, Official Agents are also requested to complete a Release of Official Agent Information. (See Appendix 4).

CAMPAIGN CONTRIBUTIONS – DISCLOSURE REQUIREMENTS

Part 5.1, Municipal Election Finance and Contribution Disclosure, of the *Local Authorities Election Act* lists the requirements in relation to campaign contributions.

It is highly recommended that all Candidates refer to Part 5.1 (Section 147.1 to 147.92) of the *Local Authorities Election Act* to ensure proper process is being followed regarding Campaign Contributions.

CAMPAIGNING

The purpose of campaigning is to convince the electors that you are the best Candidate for the position. Candidates have used various strategies including but not limited to:

- Door-knocking;
- Signage;
- Brochures or posters;
- Social media pages (Facebook, Twitter, Instagram) or websites; and
- Hosting a meet and greet event.

There are a variety of offence provisions included in the Local Authorities Election Act; it is encouraged that Candidates review and understand all offence provisions in the Act. Such prohibitions include:

- Bribery
- Undue Influence
- Canvassing on Election Day

ELECTION SIGNS

Campaign signs are not allowed to be posted, either on public or private property, until eight weeks before Election Day. The earliest date to post signs for the 2017 Municipal Election is August 21, 2017.

Guidelines for placement of election signs along public roadways or on public property are set by Alberta Transportation and are to be adhered to by all Candidates in the upcoming Municipal and School Board elections. It is recommended that the same guidelines be adhered to for placement of election signs on private property.

Neither the Town of Turner Valley nor Alberta Transportation are responsible for any signs damaged for any reason.

Safety Precautions

Individuals installing election signs should use precautions to ensure their safety and prevent driver distraction. Every effort should be made to minimize the impact to the travelling public when transporting and installing election signs. Installation must occur during daylight hours. Vehicles should be parked as far as possible from the travel lanes, and vehicle four-way hazard warning signals should be utilized. Reflective vests and bright clothing are recommended when working near a roadway.

Please Note: Call before you dig!

ALBERTA ONE-CALL 1-800-242-3447 or www.albertaonecall.com

Removal of Signs

Candidates are responsible for ensuring that all advertising be promptly removed from both public and private property immediately following the election (within 3 days).

Removal of signs includes removal of the sign panel, supporting structure and any tie wire used to install and support the sign; cleaning up of the site; and filling of any holes created by the sign installation.

ELECTION DAY

ELECTION DATE

Monday, October 16, 2017

VOTING STATIONS

The Turner Valley voting stations on election day will be located at the Flare 'n' Derrick Community Hall. Voting stations will open at 10:00 a.m. and will remain open until 8:00 p.m., any Elector remaining in the voting line upon the voting station being declared closed shall be permitted to vote, but no other person shall be allowed to enter the voting station.

No campaign signs are allowed on the properties where the voting stations are located.

On Election Day, it is an offence to canvass or solicit votes in or immediately adjacent to a voting station. It is also an offence to display or distribute campaign material inside or on the outside of a voting station pursuant to the *Local Authorities Election Act* s. 152, 153. Be aware if you are found guilty of an offence under this section, you will be liable to a fine.

CANDIDATES' OFFICIAL AGENT OR SCRUTINEERS

A Candidate may, by written notice to the presiding deputy, appoint **one** scrutineer to represent him/her at each voting station. The scrutineer shall be at least 18 years of age. The scrutineer shall present a [Statement in the prescribed form](#) to a presiding deputy at the voting station.

If a Candidate would like to either personally **or** by way of the official agent or a scrutineer, observe the election process at one or more of the voting stations, the process shall be followed as prescribed in the *Local Authorities Election Act* s. 69 (1-6).

As stated in Section 69(3) of the LAEA, an Official Agent or a Scrutineer shall not be present while the Candidate is present in a voting station during voting hours.

The Presiding Deputy Returning Officer may designate the place or places at a voting station where a Candidate, Official Agent or Scrutineer of a Candidate may observe the election procedure. The Candidate, Official Agent or Scrutineer is not permitted to observe the marking of a ballot by an Elector. The Presiding Deputy Returning Officer shall also ensure that the Candidate, Official Agent or Scrutineer can observe any person making a statement on Elector eligibility.

A Candidate, Official Agent or Scrutineer may make objections to an Elector being permitted to vote as per Section 54(1) of the LAEA. The Presiding Deputy Returning Officer shall note in the voting register the reason for the objection and the name of the Candidate, Official Agent or Scrutineer making the objection, however the Elector is permitted to cast a vote. A judge in a judicial recount may evaluate objections. A Candidate, Official Agent or Scrutineer may only make an objection under Section 54(1) of the LAEA at the time the person makes the statement.

In accordance with Section 81 of the LAEA, Candidates, Official Agents and Scrutineers are permitted to attend institutional voting stations. However, they may attend only if the vote is conducted at a fixed location in a public area of the institution and may not attend voting conducted in the room of a resident of the institution. As at voting stations, a Candidate, Official Agent or Scrutineer must not be present at the institution at the same time. A Candidate must not have an Official Agent and a Scrutineer attend an institutional vote at the same time.

BALLOT COUNT ATTENDANCE

Candidates, Official Agents, or Scrutineers in attendance for the tabulation of ballots must be present in the voting station before 8:00 p.m., when the voting station closes. No one is permitted to enter the voting station after 8:00 p.m.

Candidates, Official Agents, and Scrutineers are permitted to observe the tabulation process; however, Section 85(2) of the LAEA stipulates that **only one from each campaign is permitted to be present at each voting station.**

UNOFFICIAL RESULTS

Following the close of voting stations at 8:00 p.m., unofficial election results will be available for the convenience of Candidates and the public through the following sources:

1. Town of Turner Valley website www.turnervalley.ca
2. Town of Turner Valley Facebook Page

Election staff will work towards providing the most timely and accurate results possible.

OFFICIAL ELECTION RESULTS

At noon of Friday, October 20th, 2017 the Returning Officer will post the official election results at the Town of Turner Valley Municipal Office and on the Town website.

RECOUNTS BEFORE POSTING OFFICIAL RESULTS

If required, recounts called immediately after Election Day must be completed before the posting of the official results of the election. Therefore, recounts must be completed before noon on Friday, October 20th, 2017.

Returning Officer Recount

On the Tuesday following the Election, the Returning Officer will examine the results. A recount may be conducted if the Returning Officer believes there has been an administrative or technical error made.

Candidate or Agent Recount Request

A Candidate, Official Agent or Scrutineer may request a recount by submitting a notice to the Returning Officer within 44 hours (4:00 p.m. Wednesday, October 18th, 2017) of the close of the voting station. The notice must show grounds which the Returning Officer considers reasonable to allege that the results of the count of votes is inaccurate.

Candidate Notification of Recount

Candidates whom may be affected by a recount will receive at least 12 hours' notice of the recount.

Recount Procedures

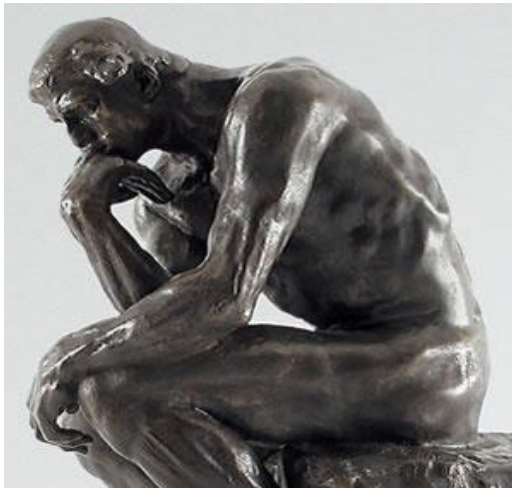
The procedure for a recount will be the same as for Election Day. After completion of the recount, if required, the ballot account will be adjusted.

UNDERSTANDING LOCAL GOVERNMENT

Local governments own, operate and maintain 60-65% of Canada's core public infrastructure. Municipalities provide services that are 'infrastructure intensive'. Communities rely on these services every day.

The Constitution Act of Canada delegates responsibility for municipal institutions to the provinces. Through various pieces of legislation, the Alberta Legislative Assembly has delegated some of its authority to municipal councils. The legislation you will refer to most often is *the Municipal Government Act R.S.A. 2000 Chapter M-26 as amended (MGA)*.

WHAT ARE YOU ELECTED TO DO?



YOU ARE ELECTED TO THINK:

- To set strategic guidance and direction
- To participate in discussions and vote
- To craft policy
- To protect the interests of the organization (CAO, risk management, monitor results)
- To ensure financial health and sustainability (the budget and long-term financial planning)
- To understand how the system operates
- Organizational oversight (chair/board effectiveness)
- Stakeholder knowledge and relationships

The Chief Elected Official (Mayor) duties are set out in the MGA s.154, and Councillors duties are defined as set out in the MGA s. 153. The Town has established its own [Council Procedure Bylaw 15-1039](#) as amended.

In accordance with the MGA s. 192(1) a Council must hold an annual Organizational Meeting no later than 2 weeks after the 3rd Monday in October. Within a week of the election, an Organizational Meeting of the newly elected Council will be held. It is at this meeting that the elected officials will be sworn in, and appointments to the various committees / boards / commissions, the assignments of the Deputy Mayor, and signing authorities will be made.

As a member of Council, you will have the opportunity to significantly influence the future of your community. Your effectiveness as a member of Council depends on your ability to persuade the other members of Council to adopt and support your view. Decisions of Council, may only be made by resolution or bylaw and must be made at public meetings, at which a quorum is present.

An individual member of Council, shall NOT:

- Have the power to commit a municipality to any expenditure.
- Allocate funds or make promises regarding funds.
- Have a veto on any motion, bylaw or decision.
- Speak for the entire Council, unless agreed upon and supported by a decision of the majority of Council of the whole.
- Direct staff or give tasks. Council has one employee, the Chief Administrative Officer, tasked with carrying out the decisions of Council.
- Be absent from Council meetings without informing the Mayor or Deputy Mayor.
- Come to meetings unprepared.
- Reveal information held in confidence.

In accordance with the MGA, a municipal council may pass legislation in the form of municipal bylaws and policies. These bylaws remain in effect until they are amended or repealed. You will not be starting with a blank slate and creating your ideal municipality from scratch. If you are running with reform in mind, you will have to become familiar with what exists, how it has been created (e.g. by federal or provincial regulations, bylaw, Council resolution or policy) and why it exists, before you will be able to start discussing proposed changes.

ROLES AND RESPONSIBILITIES OF ELECTED OFFICIALS

Mayor

The Chief Elected Official (Mayor), in addition to performing the duties of a Councillor, has defined duties as set out in the MGA s. 154 as follows:

- Preside when in attendance at a Council meeting, unless a bylaw provides that another Councillor or other person is to preside.
- Perform any other duty imposed on a Chief Elected Official by this or any other enactment or bylaw.
- 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.
- Remuneration: Paid as per Policy MP.E.05.10 (See Appendix 5).

The position of Mayor is a flexible full-time commitment averaging between 20 - 30 hours per week. The Mayor is expected to attend meetings, public functions, ceremonies and other events which occur most often during evening hours and on weekends. Some administrative duties and public functions are required during normal working hours. Extensive reading is often required in preparation for meetings. Regular meetings/communication with the CAO is often beneficial to keep abreast of current major projects, events and/or issues.

The Mayor is ex-officio member of all Committees and Boards of Council which come under the authority of the *Municipal Government Act* and has the right to attend any such Committee or Board meeting and participate with full voting rights. It is the responsibility of the Mayor to appoint Council representatives to each Committee and Board on an annual basis.

In addition to the provincial legislation, to provide for effective leadership of the Council, the Mayor has many other responsibilities:

- The Mayor is expected to chair all Council Meetings.
- Communication is of the utmost importance among all members of Council. As the Mayor is responsible regular communications with the CAO (Chief Administrative Officer), it is essential that the Mayor keeps members of Council apprised of emerging matters in a timely fashion. On this note, it is important that members of Council also share information and openly communicate with the Mayor and all other members of Council.
- The Mayor is the primary spokesperson for the Town of Turner Valley when dealing with the media. The Administration drafts news releases on behalf of the Town of Turner Valley. Depending on the news release, input from the Mayor is solicited prior to release of the document. Members of Council receive copies of relevant releases at the time they are released to the media.
- The Mayor is the primary liaison with other levels of government and other municipalities.
- The Mayor represents the Town of Turner Valley at ceremonial-type public relation events (i.e. ribbon cuttings, grand openings, award banquets). The Mayor may delegate this responsibility to the Deputy Mayor or a Councillor. Given the number of invitations received, attendance at these events is at the discretion of the Mayor.
- The Mayor is the signing authority on behalf of the elected officials of the Municipality. As the Chairperson of Council, she/he signs Council meeting minutes. The Mayor is also responsible for signing banking documents (i.e. cheques and other negotiable instruments) and for signing of Town Bylaws and agreements/contracts as required.

Councillors

Councillors have defined duties as set out in the MGA s. 153 as follows:

- To consider the welfare and interests of the Town **as a whole**.
- To participate generally in developing and evaluating the policies and programs of the Town.
- To participate in Council meetings and Council committee meetings and meetings of other bodies to which they are appointed by the Council.
- To obtain information about the operation or administration of the municipality from the Chief Administrative Officer (CAO) or a person designated by the CAO.
- To keep in confidence matters discussed in private at a Council or Council committee meeting 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.
- All general duties as outlined by the MGA s. 201

The position of Councillor is a part-time commitment averaging between 10 - 20 hours per week. Councillors are expected to attend board and committee meetings which occur most often during evening hours and occasionally on weekends. Extensive reading is required in preparation for meetings. Attendance is also required at some public functions and ceremonies that most often occur on evenings and weekends.

The demands on Councillors' time may be heavy, however can be very rewarding. You will be elected for a four-year term of office. There are certain minimum duties that need to be performed should a Candidate be elected to Council:

- Regular business meetings of Council are held the first Monday of each month at 9:30 a.m., and the third Monday of each month at 6:30 p.m. (except for July and August) Meetings are held in the Turner Valley Council Chambers. Special meetings may be called at any time and through the months of July and August to address emergent matters.
- In preparation for the meeting, an agenda package is prepared. Upon review by the Mayor and CAO, the packages are then provided via email with a direct link to the CivicWeb portal. Agendas are sent out on the Thursday prior to the meeting to allow time for reading and reviewing the issues. The deadline to submit agenda items is noon on the Wednesday prior to the meeting. Administration is available on Friday and Monday for any questions prior to the meeting.
- Other meetings such as budget workshops or retreats are arranged on an as-required basis to discuss policy and long-term planning issues in more detail.
- Councillors will be required to attend special meetings to address specific emergent municipal issues as they arise.
- Time must be spent reading agenda material, and talking with residents, the Chief Administrative Officer (CAO) and other relevant stakeholders. This will all be part of the necessary preparation for meetings so that you can make informed decisions.
- Councillors act as Deputy Mayor in a 6-month rotation in accordance with the schedule adopted by Council at its annual Organizational Meeting. In the event of the Mayor's absence, the Deputy Mayor may be called upon to perform the Mayor's regular functions, such as act as presiding officer at Council meetings, and executing official documents.
- Participate in Elected Officials Education programs including the Muni's 101 Program being held December 4 & 5, 2017 in Cochrane and the Alberta Urban Municipalities Convention held alternate years in Calgary and Edmonton. The 2017 AUMA Convention will be held in Calgary November 22 – 25.

Committees

Councillors are each expected to sit on 4-5 Council Committees, Commissions or Boards. Only those Councillors who are appointed to serve on a Committee or Board have the right to vote. Councillors are appointed to the various Committees and Boards by the Mayor at the annual Organizational Meeting. There are several types of appointments:

- Committees established by Council under the Municipal Government Act, such as the Foothills Regional Services Commission (Landfill)
- Committees established by bylaw or by resolution of Council.
- Regional committees, boards, etc. which request or require representation by a member of Council

Most Council Committees, Boards or Commissions meet monthly in the evening, some however to have daytime meetings, such as the Municipal Planning Commission. A current listing of Committees, Boards or Commissions with Council appointed representation is included as Appendix 7.

If you are successfully elected, you will receive further information on your roles and responsibilities through an orientation and/or education process.

ADMINISTRATION OF A MUNICIPALITY

In accordance with the MGA, s.250(1) every Council must establish by bylaw, the position of the Chief Administrative Officer (CAO). The CAO is the administrative head of the municipality, it is the job of the CAO to implement the direction of Council, which includes the implementation of the policies and programs of the municipality. The CAO will advise and inform Council on the operations and affairs of the municipality, and performs other duties as assigned by Council.

The Chief Administrative Officer (CAO) is the **only** employee of Council, and you will rely on the support, advice, and assistance of your CAO if you are to be an effective member of Council. The CAO's training, experience, and understanding of how and why things have developed the way they have will be an important resource for you.

RECOMMENDED READING

The Town of Turner Valley will conduct the 2017 Municipal Election based on the current ***Local Authorities Election Act*** (LAEA) legislation, and the specific needs of our community.

Candidates are advised to read the contents of the LAEA 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.

The Alberta Municipal Affairs also publishes a [Candidate's Guide](#) which is highly recommended reading for prospective Candidates. A copy is provided as Appendix 8 of this document.

HOW ELSE CAN I PREPARE?

The best way to find out what the position of Councillor involves is to spend some time reading Council agendas and minutes, and talking to current members of Council.

- Familiarize yourself with the Municipal Government Act R.S.A. 2000 Chapter M-26, local bylaws and municipal legislation.
- Familiarize yourself with the Council Procedure Bylaw 15-1039.
- Read Council agendas and minutes.
- Sit in the gallery at Council meetings.
- Contact Returning Officer to find out what other information is available.
- Attend Candidate information sessions, Municipal Leadership Workshops and Forums.

Researching now will help you in your campaign and prepare you for assuming office.

CANDIDATE INFORMATION SESSIONS

The following information session is being offered free of charge to the public and those considering running in in the 2017 Municipal General Election:

Pre-Nomination Day - Community Engagement and Candidate Leadership Forum

Presenter: Christina Benty, Strategic Leadership Solutions

September 7, 2017

Flare 'n' Derrick Community Hall

5:00 p.m. – 8:00 p.m.

Registration will be required to ensure adequate seating is available.

Further details will be posted closer to the event date.

Other public forums may be announced following nomination day.

APPENDICES

Appendix 1: Nomination Paper And Candidate's Acceptance

FORM 3

**Local Authorities Election Act
(Sections 12, 21, 22, 23, 27, 47, 68.1,
147.11, 147.2, 147.21, 151)
School Act (Section 44(4))**

Note: The personal information on this form is being collected to support the administrative requirements of the local authorities' election process and is authorized under section 27 of the *Local Authorities Election Act*. The personal information will be managed in compliance with the privacy provisions of the *Freedom of Information and Protection of Privacy Act*.

If you have any questions concerning the collection of this personal information, please contact:

FOIP Coordinator _____
(Title of the Responsible Official)

403-933-4944 _____
(Business Phone Number)

LOCAL JURISDICTION: **Town of Turner Valley**, PROVINCE OF ALBERTA

We, the undersigned electors of the **Town of Turner Valley**, nominate

_____ of
(Candidate Surname) (Given Names)

_____ as a candidate at the election
(Complete Address and postal code)

about to be held for the office of _____
(Office Nominated for)

Of the **Town of Turner Valley** _____
(Name of Local Jurisdiction)

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 section 44(4) of the *School Act* (if applicable). If a city or a board of trustees under the *School 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 |
|-------------------------|---|----------------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

Appendix 2: Application for Registration of Notice of Intent

FORM 3A

**Local Authorities Election Act
(Sections 68.1, 147.21)**

Note: The personal information on this form is being collected to support the administrative requirements of the local authorities' election process and is authorized under section 27 of the *Local Authorities Election Act*. The personal information will be managed in compliance with the privacy provisions of the *Freedom of Information and Protection of Privacy Act*.

If you have any questions concerning the collection of this personal information, please contact:

FOIP Coordinator
(Title of the Responsible Official)

403-933-4944
(Business Phone Number)

Individual's Intent to Become a Candidate

I, _____, solemnly swear (affirm)
(Name of intended Candidate)

- THAT I intend to submit nomination papers to the Returning Officer on Nomination Day;
- THAT I have not accepted any financial contributions intended for campaigning in the relevant election from any other person prior to declaring my intent to become a candidate for municipal office;
- THAT I am eligible under sections 21 and 47 (and section 12, in the case of summer villages) of the *Local Authorities Election Act* to be elected to the office that I intend to seek;
- THAT I am not otherwise disqualified under section 22 or 23 of the *Local Authorities Election Act*;
- THAT I have read sections 12, 21, 22, 23, 27, 47, 68.1, 147.11, 147.2, 147.21 and 151 of the *Local Authorities Election Act* and understand their contents;
- THAT I hereby apply for registration under section 147.21 of the *Local Authorities Election Act* as an intended candidate; and
- THAT I am appointing _____ as my official agent (Name, Complete Address and Postal Code and Telephone Number of Official Agent) (if applicable)

(Candidate's Surname)

(Given Names (may include nicknames, but not titles, i.e., Mr., Mrs., Dr.))

(Candidate's Complete Address and Postal Code)

(Address of Place(s) where the candidate records are maintained)

My campaign for municipal office is entirely self-funded up to a limit of \$10,0000

(Name(s) and address(es) of financial institutions where campaign contributions will be deposited)

(Name(s) of signing authorities for each depository listed above)

SWORN (AFFIRMED) before me
at the _____ of _____,
in the Province of Alberta,
this _____ day of _____, 2017

} _____
(Candidate's Signature)

Signature of Returning Officer or Commissioner for Oaths



Appendix 3: Release of Candidate Information

RELEASE OF CANDIDATE INFORMATION

I, _____, hereby grant consent to the Town of
(Candidate Name)

Turner Valley to release the following personal information about me to the Province of Alberta, any interested person, organization, or media source, from the date the Release is signed until the completion of the 2017 Municipal Election.

Name: _____

Address: _____

Civic Address: _____

Contact Numbers: Home: _____

Cell: _____

Other: _____

Email: _____

Candidate Signature: _____

Date: _____

The personal information that is being collected under the authority of the *Local Authorities Election Act* will be used for the purpose of providing Candidates with election information and providing contact information about Candidates to members of the public and the media during the 2017 municipal election. It is protected by the privacy provisions of the *Freedom of Information and Protection of Privacy Act*. If you have any questions about the collection, contact the FOIP Coordinator at 403-933-4944.



Appendix 4: Release of Official Agent Information

RELEASE OF OFFICIAL AGENT INFORMATION

I, _____, Official Agent for _____
(Official Agent name) (Candidate)

for the office of _____ hereby grant consent to
(Mayor, Councillor, Public or Separate School Trustee)

the Town of Turner Valley to release the following personal information about me to the Province of Alberta, any interested person, organization, or source of media, from the date the Release is signed until the completion of the 2017 Municipal Election.

Name: _____

Address: _____

Civic Address: _____

Contact Numbers: Home: _____

Cell: _____

Other: _____

Email: _____

Official Agent Signature: _____

Date: _____

The personal information that is being collected under the authority of the *Local Authorities Election Act* will be used for the purpose of providing Candidates with election information and providing contact information about the Official Agent to members of the public and the media during the 2017 municipal election. It is protected by the privacy provisions of the *Freedom of Information and Protection of Privacy Act*. If you have any questions about the collection, contact the FOIP Coordinator at 403-933-4944

Appendix 5: Council Remuneration and

Reimbursement

| | | |
|---|--|--|
| Department: Legislative | | Policy No.: MP.E.06.13 |
| Title: Council Remuneration and Reimbursement | | |
| Effective Date: July 29, 2013 | Approval Date: February 19, 2013 | Amendment Date(s): September 16, 2013 March 6, 2017 |
| Reference: | Bylaw No.: | R.S.A. Statute: |
| Policy Statement: It is the desire of the municipality to recognize the continuing increase in time commitment for Council members and the necessity of business being conducted throughout the daytime as well as evenings. | | |

PURPOSE

The Town wants to ensure that every reasonable effort is made to provide fair and equal opportunity to any Town resident who is interested in seeking out an elected position. In recognizing there is a financial impact with respect to most any outside employment, the Town has developed a Remuneration Policy that provides better clarity around time commitment and remuneration, thus allowing opportunity for a broader cross-section of citizens to engage in municipal governance. The content of this policy is meant to provide fair compensation to elected officials according to their time spent and benefits gained while respecting the cost impact and benefit to the Town.

PROCEDURE(S)

Each year, during budget deliberations, Council and Administration will review and evaluate this policy and attached Honourarium, Per Diem and Expense Rate Schedule A.

On a semi-annual basis, January to December Provincial Index rate may be applied at same rate approved for employees by Council through budget process.

Councillor Honourarium

1.1. Council honorariums and responsibilities included within this category reflect an average time commitment of approximately ten (10) to twelve (12) hours per week. Council meetings, as outlined below, are based on a maximum of two (2) per month. Meetings, as outlined below exceeding two (2) per month will be subject to a per diem charge.

- Council Business
- Committee of the Whole
- Annual Budget Preparation

- Special Council Meetings – called from time to time to address time sensitive items or by request of an outside source.
- 1.2. All review and preparation for these meetings are the responsibility of each Councillor under this honourarium.
 - 1.3. Each Councillor will be assigned a municipally owned laptop computer/tablet/iPad to provide internet access for email, paperless agendas and other municipal business. Council members will be expected to check emails on a regular basis – minimally once per 48-hour period to ensure information is received in timely matter. Council members are expected to notify fellow Councillors and Administration when they intend to be away for holidays or personal reasons.

Per Diems

- 1.4. Per diems reflect the time spent preparing for and attending Council appointed Board, Committee, Commission, Ad-Hoc or Task Force meetings.
 - 4.1.1 The creation of an Ad-Hoc or Task Force Committee may, from time to time, require one off considerations and a briefing should be included to qualify the claim. An example of this would be the internal time spent preparing to initiate the action or mandate of the Ad-Hoc Committee or Task Force. It may be in the form of claiming a specific frame of time according to the below captioned breakdown. This can also include a maximum monthly claim or standard monthly amount assigned to an **active** task force or committee.

In the event of a discrepancy of a claim, and consensus is not achieved with the three parties (claims person, Mayor, CAO or delegate), it shall be put before Council as an in-camera item for review. The outcome may also include a recommendation that will provide a better understanding for future similar cases. While it is not anticipated there would be reason for discrepancy if protocol is followed, it is to everyone's benefit that a dispute resolution be in place that will offer a fair and reasonable resolution.
- 1.5. Any workshops, webinars, conferences, training sessions or any other meeting or function will require the necessary documentation (Request for Education Upgrade Form) or (Request to Attend Conference Form) to be completed and submitted for approval by the Mayor and the CAO or Finance Manager.
- 1.6. Travel times to meetings are subject to being claimed as part of the total meeting time.

Travel Expenses

- 1.7. Personal Vehicle for Town business and meetings beyond an eight (8) kilometer radius is eligible for expense reimbursement.
- 1.8. Kilometer rates paid will be in accordance with the Provincial Standard Index used by all levels of the Provincial Government. This amount will be reviewed semi-annually as per Rate Schedule A.
- 1.9. Other travel expenses including parking, flights, hotel accommodations (single), and any other directly qualified and related expense shall be reimbursed at actual cost including taxes.

Communications

- 1.10. Policy No. MP.F.A.11.11 allows for a monthly expense claim for Home Office usage of \$70.00 per month. Home Office bills exceeding the \$70.00 limit and directly incurred for Municipal business may be submitted for review and approval.

Meal Allowance

- 1.11. All meal allowances will follow the Provincial Standard Index reviewed semi-annually as per Rate Schedule A.

Expense Claim Submissions

- 1.12. All expense (must be accompanied with receipts) and per diem claims must be submitted to and authorized by the Mayor or his/her delegate and the CAO or Finance Manager by the 22nd of each month.

Appendix 6: Honourarium, Per Diem and Expenses - Schedule A

Council Honourarium (per month) – 2/3 taxable 1/3 non-taxable

| | |
|-------------|----------------|
| Mayor | \$1,600.00/MTh |
| Councillors | \$1,000.00/MTh |

Per Diem

| |
|---------------------|
| \$50.00 – 1/3 day |
| \$ 100.00 – 1/2 day |
| \$200.00 – Full Day |

Travel Expenses (receipts required)

| | |
|--|-------------|
| a. <u>Personal Vehicle for Town Business</u> | \$0.53/ km |
| b. <u>Travel Fare</u> | Actual Cost |
| c. <u>Parking Expenses</u> | Actual Cost |

Home Office Expenses

| | |
|---|---------|
| Home Office Expenses inc. cell phone and internet (per month) | \$70.00 |
|---|---------|

Accommodations (receipts required)

| | |
|-----------------------|-------------|
| Single Accommodations | Actual Cost |
|-----------------------|-------------|

Meal Allowances (receipts required)

| | |
|-----------|--------------------------|
| Breakfast | \$13.45 + 15% gratuities |
| Lunch | \$12.65 + 15% gratuities |
| Supper | \$35.90 + 15% gratuities |

EXPENSE CLAIMS

All expense (must be accompanied with receipts) and per diem claims must be submitted to and authorized by the Mayor or his/her delegate and the CAO or Finance Manager by the 22nd of each month.

POLICY REVIEW

This rate policy shall be reviewed on a yearly basis to ensure the rates for remuneration are keeping pace with current costs.

Appendix 7: Committees/Boards/Commissions

COMMITTEES / BOARDS OF COUNCIL

Emergency Management Committee

Reference: Bylaw 12-1018

Family & Community Support Services (FCSS)

Reference: Bylaw 03-874 under review

Oil and Gas Task Force

Reference: Terms of Reference upon adoption of Council

Municipal Planning Commission

Reference: Bylaw 02-852

Paths, Parks and Recreation Advisory Committee

Reference: Terms of Reference

CAO Performance Review Ad-Hoc Committee 2017

Terms of Reference to be developed - intent policy development

Canada 150 Ad-Hoc Committee 2017

Reference Terms of Reference

INTERMUNICIPAL / REGIONAL / STAKEHOLDER

Assessment Review Board (Regional)

Membership: Joint Regional Agreement – between City of Airdrie and others - Effective April 1st, 2010

Reference: MGA s.454.3 Qualifications of Members

Amalgamation Feasibility Study Steering Committee

Membership: Turner Valley and Black Diamond Council

Reference: Terms of Reference

Subdivision Development Appeal Board

Membership: Town of Turner Valley, Town of Black Diamond, Village of Longview

Reference Bylaw 15-1047 Establish Intermunicipal SDAB; Agreement dated July 8, 2015

Calgary Regional Partnership

Board of Directors

Transportation and Complete Mobility

Regional Servicing and CMP Implementation

Economic Prosperity

General Assembly

Highwood Community Futures

Reference: Board of Directors; Bylaws and Agreements

Foothills Cemetery Board

Membership: Town of Turner Valley, Town of Black Diamond, MD Foothills

Reference: Bylaws 03-868 and 11-1006

Foothills Regional Services Commission (Landfill)

Reference: AB Govt Regulated

Foothills Regional Emergency Services Commission (FRESC)

Membership: Foothills Region 911 Partners

Reference: AB Govt Regulated

Foothills Regional Water Wastewater Collation (FRWWC)

Membership: Turner Valley, Black Diamond, MD Foothills, Okotoks

Reference: Terms of Reference

Intermunicipal Development Plan Committee

Membership: Turner Valley, Black Diamond, MD Foothills

Reference: Bylaw 02-839

Intermunicipal Joint Steering Committee

Membership: Turner Valley, Black Diamond, MD Foothills, Village of Longview

Reference Bylaw 09-974

Joint Growth Strategy Ad-Hoc Advisory Committee

Membership: Turner Valley, Black Diamond

Reference: Terms of Reference

Intermunicipal Sheep River Library Board

Membership: Turner Valley, Black Diamond

Reference Bylaw 09-978

Sheep River Regional Utility Corp.

Membership: Turner Valley, Black Diamond, MD Foothills, Village of Longview

Reference: Corporate Agreements and Bylaw

Sheep River Utility Corp. Technical Committee

Membership: Turner Valley, Black Diamond, MD Foothills

Sheep River Regional Utility Corporation - Water Works Advisory Committee

Reference EAB Decision; Terms of Reference

Westend Regional Sewage Service Commission

Reference Agreement and MGA s. 602(1)-602(4) AB Govt Regulated

Westwinds Communities (formerly Foothills Foundation)

Reference AB Government

INFORMATIONAL ONLY

Diamond Valley Boys and Girls Club

Sheep River Health Trust

Sheep River Water Management/Bow River Basin Council

Turner Valley Oil and Gas Group (TVOG)

Southern Alberta Energy from Waste Association

Appendix 8: Running for Municipal Office in Alberta – 2017

[Running for Municipal Office in Alberta - A Candidate's Guide.pdf](#)