



2010 Municipal Election

Nomination Information Package

Introduction

This nomination package has been assembled for assistance to potential candidates. The contents are based on questions most frequently asked by potential candidates, as well as some of the lesser-known facts important to those running for public office.

Copies of Alberta Acts such as the *Local Authorities Election Act*, and the *Municipal Government Act* are available from:

Queen's Printer
10611 – 98 Avenue
Edmonton, Alberta T5K 2P7

Phone: 780-427-4952
Fax: 780-452-0668
Web: <http://qpsource.gov.ab.ca>

If a potential candidate wishes copies of any Town of Calmar Bylaw or Policy or has any questions regarding the Civic Election on Monday, October, 18, 2010, please contact the Returning Officer at 780-985-3604 ext 232 or lhull@calmar.ca.

Unless otherwise stated, sections cited in this document are references to the *Local Authorities Election Act*.

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I. OFFICES

The following offices for the Town of Calmar are elected for a 3 year term at each civic election:

Mayor	1 Position
Councillor	4 Positions

II. TOWN COUNCIL

Town Council is comprised of the Mayor and four (4) Councillors. The power of any member of Council depends on the individual's ability to persuade other Council members to agree with their viewpoint. Council only has the authority to act upon decisions agreed upon by the majority of the elected Council members. Individual members of Council do not have the authority to commit the Town of Calmar to any expenditure or to direct municipal activities.

Council's principle roles in the municipal organization are detailed in the Municipal Government Act section 201 as follows:

"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 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."

The Government of Alberta provides the structure of local governments through the Municipal Government Act section 3 as follows:

"3 The purposes of a municipality are:

- a) to provide a 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."*

A. Time Commitment

The demands on a Council member's time are significant as an elected official for a three-year term of office. The term begins when elected candidates take the official Oath of Office at the Council Organizational Meeting which will be scheduled for **Monday, November 1, 2010.**

Council shall hold as many meetings in each year as are considered necessary to adequately deal with the business of the Town. Council determines the annual meeting schedule at the annual Organizational Meeting.

As well as attending meetings, the Mayor and Councillors need to spend time reading materials, talking with community residents, the Town Manager, and assist with meeting preparation to assist Council in making informed decisions.

The *Municipal Government Act* provides an outline of duties for members of Council (Section 153 (a-f)). The Act does not, however, indicate the minimum number of hours per week Council members are required to spend performing their duties. This is left to the discretion of each member of Council.

1. Council Meetings

(Subject to change pending the Annual Organizational Meeting)

Regular Council Meetings are held on the 1st and 3rd Monday of each month, excepting when the Monday is a holiday, the meeting is to be held on the Tuesday immediately following the holiday Monday. July and August, there will be one Regular Council Meeting per month which will take place on 3rd Monday of the month.

2. Board & Committee Meetings

Council members are required to sit on various Management Boards, Advisory Boards, Committees or External Agencies in which the

Town of Calmar is involved. Appointments to Boards are made annually at Council's Organizational meeting.

Following are the Boards & Committees:

Finance Committee
(Abeyance) - Calmar Community Development Committee
Subdivision Review Committee
Development Appeal Board
Assessment Review Board
Disaster Services
Capital Region Southwest Regional Water Commission
Capital Region Waste Minimization Board
F.C.S.S. Advisory Board
Calmar F.C.S.S. Board
Leduc Foundation Board
Yellowhead Regional Library
(Abeyance) - Ambulance Authority
Recreation Board
Public Media Relations
Bylaw & Policy Review Board
Inter-Municipal Planning Commission
Leduc & District Waste Management Authority
Calmar Library Board
Communities in Bloom
OH&S Safety Liaison
Capital Region Board
Senior Citizen Advisor
Committee of the Whole
(Abeyance) - RCMP Advisory Board
Leduc Regional Board
39/20 Alliance Working Committee
Crimestoppers

B. Office of the Mayor

The Mayor is the Chief Elected Official of the municipality and has duties that encompass both Councillor and Chief Elected Official responsibilities as identified in the *Municipal Government Act*.

1. Duties of the Mayor

a) Legislated Responsibilities

Following are excerpts from the *Municipal Government Act* which pertain to the specific responsibilities and duties of the Mayor or Chief Elected Officer:

- “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.*
- (3) Despite subsection (2), the chief elected official may be a member of a board, commission, subdivision authority or development authority established under Part 17 only if the chief elected official is appointed in the chief elected official’s personal name.”*

b) Ceremonial Responsibilities

The Mayor receives many invitations to attend ceremonies, ribbon cuttings, banquets, speaking engagements, signing of official documents, etc.

2. Mayor Remuneration

According to the Town of Calmar's Council Compensation Policy the Mayor receives the following:

- \$800.00 monthly allowance
- For actual attendance at all other meetings of Council appointed Boards, Committees, Community Organizations
 - Full Day \$150.00
 - Half Day \$ 60.00
- Mileage, travel expense shall be paid at the rate of \$0.50 per kilometer excepting travel within the corporate boundaries of the Town of Calmar.
- Meals & Lodging actual costs of lodging and actual receipts for meals to a maximum of \$60.00 per day.
- Benefits
 - Group Life Insurance \$30,000
 - Accidental Death & Dismemberment up to \$30,000 (must be on Town business)

C. Office of the Councillor

In accordance with the Municipal Government Act 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 a broad spectrum of powers and duties for Councillors.

1. Duties of a Councillor

Following are excerpts from the Municipal Government Act which pertain to the specific responsibilities and duties of a Councillor:

- “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.”*

2. Deputy Mayor

(Subject to change pending the Annual Organizational Meeting)

Each Councillor is appointed as Deputy Mayor for one nine-month term. The Municipal Government Act specifies the following duties for the Deputy Mayor:

- “152 (2) A deputy chief elected official must act as the chief elected official*
- (a) when the chief elected official is unable to perform the duties of the chief elected official, or*
 - (b) if the office of chief elected official is vacant.*

3. Councillor Remuneration

According to the Town of Calmar’s Council Compensation Policy a Councillor receives the following:

- \$450.00 monthly allowance
- For actual attendance at all other meetings of Council appointed Boards, Committees, Community Organizations
 - Full Day \$150.00
 - Half Day \$ 60.00
- Mileage, travel expense shall be paid at the rate of \$0.50 per kilometer excepting travel within the corporate boundaries of the Town of Calmar.
- Meals & Lodging actual costs of lodging and actual receipts for meals to a maximum of \$60.00 per day.
- Benefits
 - Group Life Insurance \$30,000
 - Accidental Death & Dismemberment up to \$30,000 (must be on Town business)

III. ELECTION PROCEDURE

A. Nominations

When: The Returning Officer shall receive nominations on
Nomination Day: **Monday, September 20, 2010**
10:00 a.m. to 12:00 noon

Where: Town Office
The Board Room
4901 – 50 Avenue
Calmar, AB

Filing: It is recommended that you complete the Nomination Paper and the Candidates Acceptance and present it to the Returning Officer for administration of the oath.

In the event you are unable to file personally on Nomination Day, your agent can file the completed Nomination Paper provided the form is fully completed.

The person who is filing a nomination is responsible for ensuring it meets the requirements of the Local Authorities Election Act.

Notes: A Town of Calmar Nomination Paper and Candidates Acceptance has been provided for your assistance.

Facsimile transmissions or emails cannot be accepted.

The Candidate is responsible for the validity of a Nomination Paper and the Candidates Acceptance form.

To ensure validity, a candidate must have a minimum of five (5) electors signatures.

Town Council nominations do not require payment of a deposit.

1. Candidates Eligibility

A person may be nominated as a candidate in the election if on nomination day they are:

- Eligible to vote in the election
- Have been a resident of the jurisdiction for the 6 consecutive months immediately preceding nomination day
- Not ineligible (refer to Sections 22, 23, and 24 of the Local Authorities Election Act)

2. Mayor or Councillor Candidate Nominators

The Nomination Form for a candidate for Mayor or Councillor must be signed by at least five (5) electors eligible to vote in the election.

Nominators must be:

- 18 years old
- Canadian Citizen
- Resident of the Town of Calmar on the date of signing the Nomination Paper and on Election Day

3. Withdrawal of Nomination

If more than the required number of candidates for any particular office are nominated, any person so nominated may at any time within 24 hours after the close of nomination period withdraw by filing a withdrawal in writing with the Returning Officer. After that time, the candidates name must appear on the ballot.

B. Campaign Information

1. Finance & Contribution Disclosure

The Local Authorities Election Act has been amended to address new rules for dealing with campaign financial and disclosure.

Please refer to Part 5.1 – Municipal Election Finance and Contribution Disclosure of the Local Authorities Election Act.

2. Campaign Signage

Campaign Literature and Signage is covered in the Local Authorities Election Act, Sections 150, 152, and 153.

Town of Calmar Bylaw 2004-16 regulates campaign signs as follows:

The erection of campaign signs for federal, provincial, municipal or school board on privately-owned lots for no more than thirty (30) days, or such time as regulated under provincial or federal legislation provided that:

- a) Such signs are removed within one (1) day after the election date,
- b) Such signs do not obstruct or impair vision or traffic,
- c) Such signs are not attached to fences, tree, and
- d) Such signs indicate the name and address of the sponsor and the person responsible for removal;

3. Campaign Literature

It is not necessary to included the printer's name on your literature or included the generic statement "Produced by the Committee to elect John Doe."

The use of a form of Ballot in campaign literature **is prohibited** under the Local Election Authorities Act section 148 and the applicable fine is identified in section 148(7).

Campaign Material is not permitted in Voting Stations or inside or on the outside of a building used for a voting station on Election Day or during an advance vote.

Campaign buttons must be removed when visiting the Voting Stations on the Election Day or during advance voting. Refer to section 152 of the *Local Election Authorities Act*.

4. Agents

Candidates Agents are regulated in section 69 of the *Local Election Authorities Act*. Agents must be at least 18 years of age and be appointed by the Candidate in writing using the Statement of Candidates Agents Form.

When The Voting Station will be open from 10:00 a.m. to 8:00 p.m. An Agent or Candidate may observe the conduct of the Vote subject to provisions of section 150 of the *Local Election Authorities Act*.

How Many You may be represented by yourself or one Agent at the voting station.

a) Candidate and Campaign Worker Identification

The *Local Election Authorities Act*. Provides that all candidates and campaign workers have identification provided by the elected authority, which indicates the role of the person if they will be visiting any residents to assist in your campaign.

To comply with this requirement candidates are required to provide the Returning Officer with a list of their campaign workers. Once this list is provided, the campaign workers are required to see the Returning Officer to obtain the identification required by the legislation. Refer to the *Candidate Campaign Worker Proof of Identification* attached.

b) Election Day Authorization

Agents must present to the presiding Deputy Returning Officer, at a Voting Station, the Statement of Candidate's Agent Form, which has been signed by the Candidate.

c) Agent Role on Election Day

Once the Statement of Agent form is produced to the Presiding Deputy Officer at a voting station, the Agent is required to sign an Oath of Agent and then will be directed to a designated area.

A Candidate or their agent may observe the voting process from the designated area. Candidates and agents must comply with section 150 and 152 of the Local Election Authorities Act.

A Candidate or one of their agents are allowed to witness the ballot count. Agents will be provided with a location to view the count, but not interfere with the counting process. Agents must bring their own tally sheets and supplies.

Once the doors of the voting station close at 8:00 p.m., no further people will be permitted into the station. If an agent or candidate leaves the voting station after 8:00 p.m. they will be denied access back into the station.

5. Advance Poll

By motion of Council, an Advance Vote will be held in early October for those who are unable to attend the regular poll on Election Day.

Notification of the Advance Vote date will be provided once determined.

C. Candidate Events

1. Candidate Training Session

There are sessions organized and hosted by Transitional Solutions Inc. to acquaint candidates with the election process and to answer any questions candidates may have. Open to all candidates, attendance is recommended but not mandatory.

Dates

Wednesday, August 25, 2010 at 06:00PM
Prospective Candidates - Morinville

Thursday, August 26, 2010 at 06:00PM
Prospective Candidates - Airdrie

Tuesday, August 31, 2010 at 06:00PM
Prospective Candidates - Red Deer

Wednesday, September 01, 2010 at 06:00PM
Prospective Candidates - Lethbridge

Tuesday, September 07, 2010 at 06:00PM
Prospective Candidates - Video Conference

Wednesday, September 08, 2010 at 06:00PM
Prospective Candidates - Grande Prairie

Please visit <http://www.elections2010.info> to register or more information.

2. All-Candidate Forum

An all candidate public forum will be held. Time, date, and location to be announced.

D. Election Day

**MONDAY, OCTOBER 18, 2010
10:00 A.M. TO 8:00 P.M.**

1. Voting Stations

**4901 – 50 Avenue
Council Chambers
(Entrance is on 49 Street)**

2. Election Night Results

After the Polls close on Election night the unofficial results will be posted on the Town of Calmar's website.

www.calmar.ca

3. Recount Procedures

a) Returning Officer's Recount

An application made under section 98 of the Local Authorities Election Act may be made during the 44 hours immediately following the closing of the voting station but may not be made afterwards.

b) Judicial Recount

Section 103 of the Local Authorities Election Act

At any time within 19 days of the close of the voting stations on Election Day, the elector may apply to the Court by notice of motion for recount after the elector has:

- a) filed an affidavit with the clerk of the Court alleging reasonable grounds for believing that the Returning Officer or Deputy or other officer presiding at the voting station, in counting the ballots given at the election, improperly counted or rejected ballots, and*
- b) deposited the Clerk of the Court \$300 in cash, or certified cheque, or by cash order, or by money order, as security for the payment of costs and expenses.*

IV. RESOURCE MATERIAL

- **Nomination Paper & Candidates Acceptance**
- **Statement of Agent**
- **Candidate Campaign Workers Disclosure**

Nomination Paper and Candidate's Acceptance

FORM 3

Local Authorities Election Act
(Sections 12, 21, 22, 27, 47, 151)
School Act (Section 44(4))

Local Jurisdiction: Town of Calmar, Province of Alberta

We, the undersigned electors of _____, nominate
(Name of Local Jurisdiction and Ward, if applicable)

_____ of _____
(Candidate's Surname) (Given Names) (Street Address or Legal Land Description of the Candidate's Residence)

as a candidate at the election about to be held for the office of _____
(Office Nominated For)

of Town of Calmar
(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).

Printed Name of Elector	Street Address or Legal Land Description of Residence of Elector	Signature of Elector

Candidate's Acceptance

I, the above named candidate, solemnly swear (affirm)

- THAT I am eligible under sections 21 and 47 (and section 12, in the case of summer villages) of the *Local Authorities Election Act* and section 44(4) of the *School Act* (if applicable) to be elected to the office;
- THAT I am not otherwise disqualified under section 22 of the *Local Authorities Election Act*;
- THAT I will accept the office if elected;
- THAT I have read sections 12, 21, 22, 27, 47, and 151 of the *Local Authorities Election Act* and section 44(4) of the *School Act* (if applicable) and understand their contents; and
- THAT I am appointing _____ as my official agent.
(Name, Contact Information or Address and Telephone Number of Official Agent) (if applicable)

Print name as it should appear on the ballot

(Candidate's Surname) (Given Names (may include nicknames, but not titles, ie., Mr., Mrs., Dr.))

SWORN (AFFIRMED) before me
at the _____ of _____
in the Province of Alberta
this _____ day of _____ 20__ .

} _____
(Candidate's Signature)

(Signature of Returning Officer or Commissioner for Oaths)

It is an Offence to Sign a False Affidavit or a Form That Contains a False Statement

Note: The personal information that is being collected under the authority of the *Local Authorities Election Act* will be used for the purposes under that Act. 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: Lucie Hull, Returning Officer 780-985-3604
(Title and Business Phone Number of the Responsible Official)

FORM 1

**Oath of Returning Officer
and Official Agent**

Local Authorities Election Act
(Section 16)

Local Jurisdiction: Town of Calmar , Province of Alberta

Election Date: October 18, 2010

I, _____, solemnly swear (affirm)
(Name of Person Taking Oath)

THAT I will diligently, faithfully and to the best of my ability execute according to law the office of

(Office Appointed To)

THAT I will not communicate to any person any information obtained at an election or in the course of carrying out my duties as to the candidate or candidates for whom a person has voted, or at a vote on a bylaw or question, as to whether a person has voted for or against a bylaw or question;

THAT, where applicable, I will not communicate to any person any information obtained in the course of carrying out my duties as a returning officer or official agent; and

THAT I will in all respects maintain and aid in maintaining the absolute secrecy of the vote.

SWORN (AFFIRMED) before me
at the _____ of _____
in the Province of Alberta
this _____ day of _____ 20____.



(Signature of Person Taking Oath)

(Signature of Returning Officer or Commissioner for Oaths)

It Is An Offence To Sign A False Affidavit

Note: The personal information that is being collected under the authority of the *Local Authorities Election Act* will be used for the purposes under that Act. 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 Lucie Hull, Returning Officer 780-985-3604
(Title and Business Phone Number of the Responsible Official)

FORM 7B

Campaign Worker Proof of Identification

Local Authorities Election Act
(Section 52)

Local Jurisdiction: Town of Calmar , Province of Alberta

Election Date: October 18, 2010

Voting Subdivision or Ward (If Applicable): _____

This appointment is in effect for the 2010 campaign period.

Section 52 of the *Local Authorities Election Act* states that a person to whom an enumerator, a candidate, an official agent or a campaign worker on behalf of a candidate has produced identification that meets the requirements of the regulations, indicating that the person is an enumerator, a candidate, an official agent or a campaign worker shall not

- (a) obstruct or interfere with, or
- (b) cause or permit the obstruction or interference with

the free access of the enumerator, candidate, official agent or campaign worker to each residence in a building containing 2 or more residences or to each residence in a mobile home park.

(Signature of Candidate)

(Signature of Campaign Worker)