

## 2017 General Municipal Election

### Candidate Information Package



Nomination Day: September 18, 2017

10:00 a.m. to 12:00 noon

Papers to be filed at the Town of Bruderheim Administration Building  
5017 Queen Street, Bruderheim

Election Day: October 16, 2017 9:00 a.m. to 8:00 p.m.

Polling station located at the Bruderheim Memorial Community Hall  
5014 Queen Street, Bruderheim

Advance Poll: Saturday, October 14, 2017 10:00 a.m. – 2:00 p.m.

Polling station located at the Town of Bruderheim Administration Building  
5017 Queen Street, Bruderheim

## INTRODUCTION

This handbook has been developed to assist you in your decision to run for the office of Mayor or Councillor in the Town of Bruderheim and to help candidates in preparing for the **October 16, 2017 General Municipal Election**. Based on questions most frequently asked by candidates prior to nomination day, this handbook contains information on positions to be elected, candidate eligibility, nomination procedures, the election process and applicable legislation.

This handbook is intended to provide a GENERAL overview of basic information candidates should know about legislation governing general municipal elections and the election process. It is NOT a substitute for the actual legislation. It is the candidate's responsibility to become familiar with the applicable legislation.

## 2017 GENERAL MUNICIPAL ELECTION

In the Province of Alberta, municipal elections are held every four years. In the Town of Bruderheim, the following municipal offices are set:

- 1 - Mayor
- 6 - Councillors

At the same time, there will be an election for a school board trustee. The Mayor and Councillors are elected "at-large", meaning each person elected represents the Town as a whole and not a particular ward or section of the Town.

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

As this information is not inclusive of all the information contained within the relevant pieces of legislation, any person wishing a complete copy of the Local Authorities Election Act, the Municipal Government Act, the School Act, or any other piece of legislation should contact:

Alberta Queen's Printer  
10611 -98 Avenue, 5<sup>th</sup> Floor, Park Plaza,  
Edmonton, Alberta T5K 2P7  
Telephone: 780-427-4952 Fax: 780-452-0668 Website: [www.qp.alberta.ca](http://www.qp.alberta.ca)

If you have any questions respecting this material or the election process, please contact:

Sherry Cote, Returning Officer  
Town of Bruderheim  
5017 Queen Street, Box 280  
Bruderheim, Alberta T0B 0S0

Telephone: 780-796-3731 Fax: 780-796-3070  
E-mail: [Sherry.cote@bruderheim.ca](mailto:Sherry.cote@bruderheim.ca)

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

The public also has the option of calling Alberta Municipal Affairs with any questions regarding legislation @ 780-427-2225.

## **PURPOSES, POWERS AND CAPACITY OF MUNICIPALITIES**

Within Canada, there are three levels of government:

- Federal elected representatives are referred to as Members of Parliament (MPs)
- Provincial elected representatives are referred to as Members of the Legislative Assembly (MLAs)
- Local elected representatives are referred to as Mayor and Councillors

Individuals elected to the federal and provincial governments represent a particular political party (e.g. Liberal, Conservative, Wildrose, NDP, etc.) with the party having the most elected representatives forming the government.

Local government is not based on party politics.

As outlined in the book *Government and Politics in Alberta* by A. Tupper and R. Gibbons, local government is a creation of the provincial government. "Alberta's municipalities are legally subordinate to the provincial government as is the case of municipalities in all of the provinces. Under the Constitution Act, national and provincial governments have separate spheres of power with local government falling under the purview of the provinces. Thus, constitutionally a province can create, change and abolish municipalities at will." The province provides the structure for local governments by statute with the Municipal Government Act being the primary set of rules under which municipalities operate.

The purpose, powers, duties and functions of municipalities are stated in Sections 3 through 6 of the Municipal Government Act. Generally, the purpose of a municipality is to provide good government, services, facilities or other things that are necessary or desirable, and to develop and maintain safe and viable communities by the power as well as other duties and functions imposed on them by the Municipal Government Act and other enactments.

## **NOMINATIONS**

### **Nomination Day**

Nomination day for the offices of Mayor, Councillor, and Public School Trustee is Monday, September 18, 2017.

### **Nomination Form**

Every nomination of a candidate, according to Section 27 of the Local Authorities Election Act, shall be in the prescribed form and signed by at least 5 electors eligible to vote in that election and resident in the local jurisdiction on the date of signing the nomination.

To ensure validity of nominations, a candidate may submit more than the required 5 electors' signatures. An elector is someone who:

- is at least 18 years old,
- is a Canadian citizen,
- has resided in Alberta for the 6 consecutive months immediately preceding election day and is a resident of Bruderheim on election day.

The nomination shall be accompanied with a written acceptance signed in the prescribed form by the person nominated, stating:

- that the person is eligible to be elected to the office,
- the name, address and telephone number of the person's official agent (if they have one), and
- that the person will accept the office if elected.

In accordance with Section 151 of the Local Authorities Election Act it is an offence for a candidate to sign a candidate's acceptance form that contains a false statement. The offence is subject to a fine of not more than \$1,000.

As per Bylaw 17-2013, a candidate in the Town of Bruderheim is required to pay a nomination deposit of \$100.00 to file a nomination paper. This deposit must be paid by cash, by certified cheque or by money order.

A Nomination Paper and Candidate's Acceptance (Form 3) has been attached.

### **Release of Information**

Throughout the election campaign, the Returning Officer receives numerous requests for candidates' contact information. These come from the news media, organizers of election forums and the general public. In addition, the Deputy Minister of Municipal Affairs requires contact information for candidates. The contact information provided by

candidates on the Nomination Paper and Candidate's Acceptance Form will be released to the news media upon request and provided in response to any inquiries.

### **Filing of Nomination**

Nominations for the offices of Mayor and Councillor will be received by the Returning Officer between the hours of 10:00 a.m. and 12:00 noon on nomination day Monday, September 18, 2017, in the The Town of Bruderheim Administration Building, General Office, located at 5017 – Queen Street, Bruderheim.

The person who is nominated as a candidate is responsible for ensuring that the nomination filed meets the requirements of the Local Authorities Election Act.

Any person may file a nomination with the Returning Officer.

The Returning Officer cannot accept nominations before 10:00 a.m. or after 12:00 noon on nomination day. Facsimiles will not be accepted. Be sure nomination papers are filed on time.

After 12:00 noon on nomination day, a person may request to examine the filed nomination papers during regular business hours in the presence of the Returning Officer. Business hours are from 8:00 a.m. until 4:00 p.m. Monday through Friday.

### **Withdrawal of Nomination**

*Within 24 hours* after the close of the nomination period, a candidate may withdraw their nomination, provided that more than the required number of candidates has been nominated for the office the candidate is seeking. The Returning Officer cannot accept a withdrawal if it would result in less than the required number of candidates for that office.

If a candidate wishes to withdraw, a written notice must be provided to the Returning Officer no later than 12:00 noon, Tuesday, September 19, 2017.

### **Election by Acclamation**

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

## **QUALIFICATION OF A CANDIDATE**

Qualification of a Candidate Section 21 of the Local Authorities Election Act outlines qualification of a candidate. Generally, a person is eligible to be nominated as a candidate if on nomination day the person:

- is at least 18 years old,
- is a Canadian citizen,
- has resided in Bruderheim for the 6 consecutive months immediately preceding nomination day and,
- is not otherwise ineligible or disqualified.

The nomination form requires the candidate to make an affidavit saying that the candidate is eligible to be elected, not disqualified from office, that the candidate will accept the office if elected and that relevant sections of the Local Authorities Election Act have been read and understood. The candidate must swear or affirm the affidavit before the Returning Officer or a Commissioner for Oaths.

**The person who is nominated as a candidate is responsible for ensuring that the nomination filed meets the requirements of the Local Authorities Election Act.** The Returning Officer is not responsible for reviewing the validity of information contained in nomination papers. If a nomination is challenged, the courts will assess eligibility. If a nomination is not signed by at least 5 electors, the returning officer shall not accept it for filing.

In accordance with Section 151 of the Local Authorities Election Act it is an offence for a candidate to sign a candidate's acceptance form that contains a false statement. The offence is subject to a fine of not more than \$1,000.00.

Under the Criminal Code of Canada, it is an offence to make a false affidavit and it is punishable by up to 2 years imprisonment.

## **Ineligibility for Nomination as a Candidate**

Sections 22 and 23 of the Local Authorities Election Act detail instances a person is not eligible to be nominated as a candidate in a general municipal election.

A person is not eligible to be nominated as a candidate if on nomination day:

- the person is the auditor for the Town of Bruderheim;
- the person is an employee of the Town of Bruderheim, unless on a granted leave of absence;
- the person's property taxes are more than \$50.00 in arrears;
- the person is indebted to the Town of Bruderheim for any debt exceeding \$500 for more than 90 days;

- the person has, within the previous 10 years, been convicted of an offence under the Local Authorities Election Act, the Election Act or the Canada Elections Act (Canada).

As the foregoing information does not detail all instances of ineligibility, candidates are encouraged to consult the Local Authorities Election Act. **It is the candidate's responsibility to ensure he/she is not in violation of conditions of eligibility.**

## **CAMPAIGN ADVERTISING**

### **Advertising**

In accordance with Section 148(6) of the Local Authorities Election Act, candidates are not permitted to use a facsimile or representation of the ballot produced for Election Day in their advertising. The use of only the candidate's name and an "X" beside it does not constitute a form of the ballot.

Violations under Section 148 of the Local Authorities Election Act could result in a fine of not more than \$10,000.00 or to imprisonment for not more than 6 months or to both fine and imprisonment.

Candidate advertising on Election Day is not permitted inside or on the outside of a voting station. The Presiding Returning Officer or Deputy Returning Officer at the voting station will remove advertising, which contravenes Section 152 of the Local Authorities Election Act.

Violations under Section 152 of the Local Authorities Election Act could result in a fine of not more than \$500.

### **Placement of Election Signage**

In accordance with the Town of Bruderheim Land Use Bylaw 33-2015, campaign signs for general municipal or school board elections do not require a development permit when displayed for no more than 30 days. Election signs are subject to the further requirements of Section 6.19- Sign Regulations.

The Town of Bruderheim may remove sign(s) not complying with the above requirements.

For further information respecting the placement of election signage, please contact the Town of Bruderheim Planning Department at 780-796-3731.

## **CAMPAIGN CONTRIBUTIONS**

The *Local Authorities Election Act* contains rules for dealing with campaign financing and disclosure. It can be accessed by visiting [www.qp.alberta.ca](http://www.qp.alberta.ca).

The legislation is binding on all candidates running for municipal election in Alberta. It is very important that candidates become familiar with the legislation as they are responsible for ensuring that their campaign complies with the provincial laws.

**The material that follows is provided for information only. This summary is not intended to replace the candidate's responsibility for reading and understanding this legislation, or to seek appropriate legal or accounting advice from professionals as required. The candidate is responsible for ensuring that his or her campaign complies with all provincial laws.**

In accordance with Part 5.1 of the *Local Authorities Election Act*, any money up to and including \$10,000 paid by a candidate out of the candidate's own funds for the purposes of the candidate's election campaign is not a campaign contribution.

If a candidate's entire election campaign is funded exclusively out of his or her own pocket then the candidate is not required to:

- (a) open and deposit the funds in a campaign account at a financial institution in the name of that candidate's election campaign;
- (b) file a disclosure statement with the municipality setting out the total amount contributed by the candidate to his or her own campaign; and
- (c) file a disclosure statement with the municipality listing the campaign expenses incurred during the candidate's election campaign.

If a candidate's election campaign is funded exclusively from campaign contributions from any person, corporation, trade union or employee organization or is funded from a combination of money paid by the candidate out of the candidate's own funds and campaign contributions from any person, corporation, trade union or employee organization, then, on or before March 1 immediately following a general election or, in the case of a by-election, within 120 days after the by-election, a candidate shall file with the municipality a disclosure statement in the prescribed form. Contributions by any person, corporation, trade union or employee organization to a candidate shall not exceed \$5,000 in any year.



## **ADVANCE POLLS**

### **Advance Polls**

Advance polls will be held at the **Bruderheim Administration Building located at 5017 Queen Street, in Bruderheim on Saturday, October 14<sup>th</sup> from 10:00 a.m. to 2:00 p.m.**

### **Qualifications to Vote at an Advance Poll**

Anyone who is an eligible elector of the Town of Bruderheim is eligible to vote at an advance voting station. Anyone voting in the Advance Poll cannot vote again on Election Day.

### **Voting**

The Voting station will open at 9:00 a.m. and remain open continuously until 8:00 p.m. When the voting station is declared closed at 8:00 p.m., any elector in the voting station who wishes to vote shall be permitted to do so, but no other person shall be allowed to enter the voting station.

The voting station will be located at 5014 Queen Street at the Bruderheim Memorial Community Hall.

### **Elector Eligibility**

A person is eligible to vote in the general municipal election if the person:

- is at least 18 years old,
- is a Canadian citizen, and
- has resided in Alberta for the 6 consecutive months immediately preceding election day and the person's place of residence is located in Bruderheim on Election Day.

An elector is eligible to vote only at the voting station established. Every person who attends at a voting station for the purpose of voting shall make a statement, in the prescribed form that the person is eligible to vote as an elector before being given a ballot. Identification is also required to vote.

## **OFFICIAL AGENT**

A candidate may, when filing nomination papers, appoint an elector to be their official agent as per Section 68.1 of the *Local Authorities Election Act*.

A person who has, within the previous 10 years, been convicted of an offence under the *Local Authorities Election Act*, the *Election Act* or the *Canada Elections Act* (Canada) is not eligible to be appointed as an official agent.

No candidate shall act as an official agent for any other candidate. The duties of an official agent are those assigned to the official agent by the candidate.

Every official agent before performing the duties of that office must complete the prescribed form, Statement of Scrutineer or Official Agent.

The official agent must present proof of identification (Form 7A), provided by the candidate and signed by the Returning Officer or Deputy Returning Officer at each voting station attended. The Returning Officer will provide the required number of Forms 7A, if requested by the candidate.

## **CAMPAIGN WORKER**

Section 52 of the *Local Authorities Election Act* states a candidate, official agent or campaign worker who has produced identification that meets the requirements of the regulations, indicating that the person is a candidate, official agent or campaign worker shall not be obstructed or interfered with, the free access of the candidate, official agent or campaign worker accessing each residence in a building containing two or more residences.

The required Campaign Worker Proof of Identification (Form 7B). This form, once completed, must be signed by the candidate.

## **SCRUTINEERS**

According to Section 69 of the *Local Authorities Election Act*, Scrutineers are to be at least 18 years old and must present to the presiding deputy a written notice, in a form acceptable to the returning officer,

- signed by the candidate, and
- stating that the person presenting the notice is to represent that candidate as the candidate's scrutineer at the voting station.

A person who has, within the previous 10 years, been convicted of an offence under the *Local Authorities Election Act*, the *Election Act* or the *Canada Elections Act* (Canada) is not eligible to be appointed as a scrutineer.

Before a person is recognized as a scrutineer, the person shall make and subscribe before the presiding deputy at the voting station, a Statement of Scrutineer or Official Agent (Form 10).

## VOTING STATION ATTENDANCE

### Voting Hours

As stated in Section 69(3) of the *Local Authorities Election Act*, an official agent or a scrutineer cannot be present while the candidate is present in a voting station during voting hours. Section 69(3.1) states an official agent and a scrutineer cannot be present at the same time in a voting station during voting hours.

The same official agent or scrutineer does not have to remain at the same voting station during the whole of voting hours. Official agents and scrutineers may change voting stations throughout the day.

The Returning Officer or 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 are not permitted to observe the marking of a ballot by an elector.

A candidate, official agent or scrutineer may make objections to an elector being permitted to vote as per Section 54(1). A deputy 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.

### Ballot Count Attendance

Candidates, agents or scrutineers observing the counting of ballots must be present in the voting station before 8:00 p.m., the close of voting. No one is permitted to enter the voting station after 8:00 p.m.

Candidates, official agents and scrutineers are permitted to observe the process of counting the ballots; however, Section 85(2) stipulates that **only one is permitted to be present at each voting station.**

Candidates, official agents and scrutineers are permitted to make objections to a ballot being counted as valid or a ballot being rejected. The objection is recorded and the deputy makes the decision on the validity of the ballot. Objections are considered when determining a recount either by a Returning Officer or a judicial recount.

## **ELECTION RESULTS**

### **Unofficial Election 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:

(a) Posted in the entrance of the Town Office

(b) Town of Bruderheim website located at:  
[www.bruderheim.ca](http://www.bruderheim.ca)

As it is difficult to determine when the unofficial election results will be available, your patience is requested while the election staff work towards providing the most timely and accurate results possible.

### **Official Election Results**

At **noon on Friday, October 20, 2017** the Returning Officer will post the official election results at the Town of Bruderheim Administration Building and on the Town's website.

### **Recounts Before Official Results**

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

### **Returning Officer Recount**

On Tuesday, following Election Day, the Returning Officer examines the ballot account from every voting station in conjunction with the unofficial results. If there are sufficient "valid ballots objected to" or "rejected ballots other than those on which no vote has been cast" to affect the result of the election or the Returning Officer is of the opinion that there may have been an administrative or technical error that may cause an error in the count of votes, then the Returning Officer may make a recount.

### **Candidate or Agent Recount Request**

A candidate, official agent or scrutineer may make application to the Returning Officer within 44 hours (**by 4:00 p.m. Wednesday, October 18, 2017**) of the close of voting stations and no later. The application must show grounds that the Returning Officer considers reasonable for alleging that the record of the result of the count of votes at any voting station is inaccurate.

If the candidate, official agent or scrutineer feels that a recount should be made under these circumstances, it is requested that contact be made with the Returning Officer as soon as possible.

### **Candidate Notification of Recount**

Candidates who may be affected by a recount will receive 12 hours notice of the recount.

### **Recount Procedures**

The procedure for a recount is the same as for Election Day. After completion of the recount, if necessary, the Returning Officer adjusts the ballot account for the voting station.

### **Judicial Recount**

At any time within 19 days after the close of the voting stations on Election Day, any elector may apply to the Court by notice of motion for a recount. Sections 103 to 115 of the *Local Authorities Election Act* outline the recount procedure. It is suggested that legal advice be consulted on these sections if a judicial recount request is considered, as the Town of Bruderheim will not provide guidance on these sections of the Act.

## **GENERAL INFORMATION FOR ELECTED OFFICE**

### **Time Commitment**

The *Municipal Government Act* provides an outline of duties for members of Council; however, the Act does not indicate the number of hours per week members should spend in performing their duties.

The amount of time spent varies from one member of Council to another depending on the number of boards, committees and commissions he or she represents and the scope or breadth of work for each one. There are certain minimum duties that need to be performed should a candidate be elected to Council. These include:

### **Council Orientation**

**External Orientation:** In accordance with the Modernized Municipal Government Act (MMGA), which is currently being finalized, all elected officials will be offered training on the following topics:

- The role of municipalities in Alberta
- Municipal organizations and functions

- Key municipal plans, policies and projects
- Roles and responsibilities of council
- Roles and responsibilities of the CAO and staff
- Budget and financial administration
- Public participation
- Code of Conduct

**Internal Orientation:** In order for the new Council to become fully acquainted with the scope of the Town of Bruderheim, there will be scheduled orientation evenings set up to cover issues such as relationships, roles and responsibilities of elected officials, Council support functions, conflict of interest, Freedom of Information and Protection of Privacy legislation, Code of Ethics/Conduct, local aspects including Council boards, committees and commissions, department profiles, projects and a financial overview of the Town.

### **Attendance at Council Meetings**

Regular meetings of Council are held every first and third Wednesday of the month commencing at 7:00 p.m. and ending usually between 9:00 p.m. and 9:30 p.m. In preparation for the meeting, an agenda package is prepared for Council members and is available no later than 4:00 p.m. on the Friday prior to the meeting to allow time for reading and reviewing the issues. Reading and reviewing the agenda package beforehand allows members of Council to prepare for discussions of the issues at the meeting.

The Organizational Meeting of the newly elected Council is scheduled for **October 25th commencing at 7:00p.m.**

### **Attendance at Committee Meetings**

Annually, at the organizational meeting, Council makes appointments of members of Council to a number of boards, committees and commissions. These boards, committees and commissions may be Council committees (that is, established by Town Council) or external committees (entities which are established externally but to which Council has the authority to make appointments to).

Council members are each expected to sit on a number of committees. The time commitment will vary depending on the committee.

## OFFICE OF THE MAYOR

### Duties of Mayor (Chief Elected Official) Term of Office

The term of office for the Mayor is **4 years**.

The Mayor is the chief elected official of the Town of Bruderheim and has duties that encompass those of both Councillor and chief elected official.

Section 153 of the *Municipal Government Act* outlines general duties of Councillors, which are as follows:

- consider and promote the welfare and interests of the Town of Bruderheim;
- develop and evaluate policies and programs of the Town of Bruderheim;
- participate in Council meetings, Council committee meetings and meetings of other bodies as appointed by Council;
- obtain information about the operation or administration of the Town of Bruderheim from the Town Chief Administrative Officer;
- keep in confidence matters discussed in private at a Council or Council committee meeting until discussed at a public meeting;
- perform any other duty or function imposed on Councillors by the *Municipal Government Act*, or any other enactment or by Council.

In addition to performing the duties of a Councillor, Section 154 of the *Municipal Government Act* outlines duties the chief elected official must perform:

- preside at Council meetings;
- perform other duties imposed by the *Municipal Government Act*, any other enactment or bylaw.

## OFFICE OF DEPUTY MAYOR

### Term of Office

The term of office for a Deputy Mayor in Bruderheim is **8 months**.

### Duties of a Deputy Mayor

Section 152 of the *Municipal Government Act* outlines general duties of the Deputy Chief Elected Official. Generally, in the event the Mayor, through illness, absence or other cause, is unable to perform the duties of the Mayor's office, each member of Council (other than the Mayor) is appointed as the Deputy Mayor for a **period of eight months in the four year term**.

In the absence of the Mayor, the Deputy Mayor chairs Council meetings, attends ceremonies, banquets, speaking engagements and the like. If the Deputy Mayor is not available, the Acting Mayor or another member of Council may be called upon to carry out these public relation duties.

### **Duties of a Councillor:**

The term of office for a Councillor is **4 years**.

Section 153 of the *Municipal Government Act* outlines general duties of Councillors, which are as follows:

- consider and promote the welfare and interests of the Town of Bruderheim;
- develop and evaluate policies and programs of the Town of Bruderheim;
- participate in Council meetings, Council committee meetings and meetings of other bodies as appointed by Council;
- obtain information about the operation or administration of the Town of Bruderheim from the Town Chief Administrative Officer;
- **keep matters discussed in private at a Council or Council committee meeting confidential until discussed at a public meeting;**
- perform other duties and functions imposed by the *Municipal Government Act*, or any other enactment or by Council.

### **Alberta Urban Municipalities Association (AUMA)**

AUMA was founded in 1905 and has a two-pronged mandate, as an advocate for urban Alberta municipalities and as a service provider for its members. The Town of Bruderheim is a member of AUMA.

The mission of AUMA states that they will provide leadership in advocating local government interests to the provincial government and other organizations. In order to achieve this mandate, the Association is dedicated to enhancing leadership in municipal governance by developing and maintaining responsive and professional relations with member municipalities, the provincial government and the general public, and by providing services to member municipalities that support and strengthen their contributions to the well-being of urban communities. AUMA represents a unified voice to the provincial government on behalf of urban municipalities.

Every fall an AUMA convention is held that attracts approximately 1,200 delegates from urban Councils and administration. The convention held during election years is strongly geared towards newly elected Council members. For this reason, all successful candidates are strongly encouraged to set aside time to attend this convention.



The 2017 AUMA Convention will be held **Tuesday, November 22 through to Friday, November 24** in Calgary. Please mark these dates in your calendar. The costs associated with attending this convention is provided within the Town's budget.

## CANDIDATES INFORMATION SESSION

Alberta Municipal Affairs hosts training sessions for prospective candidates. These sessions will take place in various locations throughout Alberta during August and September.

Further details and registration information can be found on the Municipal Affairs website. [http://www.municipalaffairs.alberta.ca/mc\\_elections](http://www.municipalaffairs.alberta.ca/mc_elections)

### Information from Alberta Municipal Affairs

Information booklets published by Alberta Municipal Affairs that have information for you to review are on their website. [http://www.municipalaffairs.alberta.ca/mc\\_elections](http://www.municipalaffairs.alberta.ca/mc_elections)

- Candidate's Guide, Running for Municipal Office in Alberta
- Municipal Councillors' Guidelines for Conflict of Interest -2017 Version
- Now that You've Been Elected– 2013 Version

(While you are not yet elected, these booklets provide excellent information on municipal operations that a candidate should be apprised of in advance of running for office).

### Remuneration and Benefits for Elected Officials

	Monthly Remuneration	Appointed Board Meetings- half day	Appointed Board Meetings- full day	Special Meetings
Mayor	\$712.81	\$75	\$150	\$75
Councillors	\$534.61	\$75	\$150	\$75

Mayor and Council have the option to participate in a Life Insurance Policy and an Employee Family Assistance Program..

**Enclosures:**

- Running for Municipal Office in Alberta
- Nomination Paper and Candidate's Acceptance- Form 3
- Application for Registration of Notice of Intent To Become A Candidate for Municipal Office- Form 3A
- Bylaw 17-2013, Establish Rules and Procedures for Conduct of Elections
- Meeting Procedures Bylaw 48-2016
- Media Relations Policy Gov-75
- Land Use Bylaw 33-2015- Sign Regulations Section 6.19
- Vision 2035- Our Town, Our Plans, Our Future, Town of Bruderheim
- Recreation Master Plan 2012, Town of Bruderheim
- Urbans Forest Management Plan 2012, Town of Bruderheim
- Environmental Strategies Plan 2012, Town of Bruderheim