



# OCTOBER 16<sup>TH</sup>, 2017

## ELECTION

### CANDIDATE PACKAGE

[www.townofbashaw.com](http://www.townofbashaw.com)

*This package has been put together to provide information regarding the Nomination of a Candidate for the position of Town of Bashaw Councilor and a broad idea of the role and responsibilities of elected local governance. This package has been provided as reference material for your information; however, it is not inclusive of all the regulations contained within the specific acts and other legislation... If you have any questions, do not hesitate to contact us.*

Part One: Election Information  
Part Two: Council Information  
Attachment: Nomination Form and Candidate's Acceptance

#### **CONTACT INFORMATION:**

*If you have any questions regarding the Election process or filling a form or Candidate eligibility, please contact the Returning Officer, Loretta Paget, Monday through Wednesday at the*

TOWN OF BASHAW OFFICE  
5011 – 52<sup>ND</sup> AVENUE OR BOX 510, BASHAW, AB T0B 0H0  
EMAIL: [admin@townofbashaw.com](mailto:admin@townofbashaw.com) PHONE: 780.372.3911 FAX: 780.372.2335



## **1. ELECTION INFORMATION:**

### **POSITIONS AVAILABLE FOR ELECTION**

There are (4) Councillor positions available and (1) Chief Elected Official (Mayor) position for election in the Town of Bashaw.

### **RETURNING OFFICER**

The **RETURNING OFFICER** for the 2017 Election is **LORETTA PAGET**. The role of the Returning Officer is to provide interested persons with information regarding the process of nominating a Candidate, the procedures of the Election, and to ensure all action undertaken is in accordance to Regulations of the Local Authorities Election Act.

The Deputy Returning Officer(s) may be selected in September of 2017 by the Returning Officer and their role is to assist the Returning Officer in her duties.

Loretta can be reached at the Town Office, Monday through Wednesday, 8:30 a.m. until 12:30 p.m. and 1:30 p.m. until 4:30 p.m., phone: 780.372.3911 or email: [admin@townofbashaw.com](mailto:admin@townofbashaw.com)

Please contact the Returning Officer with any questions or concerns you have in regards to the Election.

### **LOCAL AUTHORITIES ELECTION ACT**

If you would like to purchase, download or print a copy of the Local Authorities Election Act please go to the Alberta Queens's Printer website: [www.qp.alberta.ca](http://www.qp.alberta.ca)

A copy of the Local Authorities Election Act is available for viewing at the Town of Bashaw Office from the Returning Officer.

### **IMPORTANT DATES:**

<b>NOMINATION DATE:</b>	<b>SEPTEMBER 18, 2017</b>
<b>ADVANCED POLL DATE:</b>	<b>TBA</b>
<b>ELECTION DATE:</b>	<b>OCTOBER 16, 2017</b>
<b>FIRST MEETING OF COUNCIL:</b>	<b>OCTOBER 26, 2017 5 P.M. COUNCIL CHAMBERS</b>

## **QUALIFICATIONS OF A CANDIDATE**

In accordance to the Local Authorities Election Act

21(1) a person may be nominated as a Candidate in any election under this Act if on Nomination Day the person

- (a) is eligible to vote in that election,
- (b) has been a resident of the local jurisdiction (Town of Bashaw) for the six (6) consecutive months immediately preceding Nomination Day, and
- (c) is not otherwise ineligible or disqualified

## **INELIGIBILITY**

In accordance to the Local Authorities Election Act

22(1) a person is not eligible to be nominated as a Candidate in any election under this Act if on Nomination Day

- (b) the person is an employee of the local jurisdiction for which the election is to be held unless the person takes a leave of absence under this Section;
- (c) the person is indebted to the municipality of which the person is an elector for taxes in default exceeding \$50, excluding from that amount
  - (i) any indebtedness for current taxes, and
  - (ii) any indebtedness for arrears of taxes for which the person has entered into a consolidation agreement with the municipality, unless the person is in default in the payment of any money due under the agreement;
- (d) the person is indebted to the local jurisdiction for which the election is to be held for any debt exceeding \$500 and in default for more than 90 days;
- (d.1) the person has, within the previous 10 years, been convicted of an offence under this Act, the Election Act or the Canada Elections Act (Canada).

\* Further information is available from the Returning Officer or in the Act referred to.

## **NOMINATION FORM**

In accordance to the Local Authorities Election Act

27(1) every nomination of a Candidate shall be in the prescribed form (attached) and signed by at least five (5) electors eligible to vote in that election and resident in the local jurisdiction (Town of Bashaw) on the date of signing the nomination, and shall be accompanied with a written acceptance signed in the prescribed form by the person nominated, stating

- (a) that the person is eligible to be elected to the office,
  - (a.1) the name, address and telephone number of the person's official agent, and
- (b) that the person will accept the office if elected...

## **NOMINATIONS**

In accordance to the Local Authorities Election Act

28(1) the Returning Officer shall receive hand submitted nominations (no fax or email or courier delivery, etc. can be accepted) at the local jurisdiction (**Town of Bashaw Office, 5011 - 52 Avenue**) **from 10 a.m. until NOMINATIONS CLOSE AT 12 NOON on Nomination Day, Monday, September 18, 2017**; there can be no exceptions to the Regulations of the Local Authorities Election Act.

- (1.1) the person who is nominated as a Candidate is responsible for ensuring that the nomination filed under the Subsection (1) meets the requirements of aforementioned Section 27.
- (3) Any person may file a nomination described in aforementioned Section 27 with the Returning Officer. (If you are not available to file your nomination paper in person on the Nomination Day, during the time of 10 a.m. until 12:00 noon, in the location specified, please ask the Returning Officer about an "official agent".)
- (3.01) if a nomination is not signed by at least the minimum number of electors required to sign the nomination, the Returning Officer shall not accept it for filing.
- (4) At any time after 12 noon on Nomination Day until the term of office to which the filed nomination papers relate has expired, a person may request to examine the filed nomination papers during regular business hours and in the presence of the Returning Officer.

## **WITHDRAWAL OF NOMINATION**

32(1) Subject to Subsection (2), if more than the required number of Candidates for any particular office are nominated, any person so nominated may, at any time within twenty four (24) hours after the close of the Nomination Period, withdraw as a Candidate for the office for which the Candidate was nominated by filing with the Returning Officer a withdrawal in writing.

## **ELECTION DAY**

If more than the required Nominations are received on Nomination Day and it remains that way even after the 24 hour withdraw period, the 2017 Election will be held on **MONDAY, OCTOBER 16, 2017 FROM 10 AM UNTIL 8 PM**, Bashaw Community Center, 5020 52 Street, Bashaw AB.

## **OFFICIAL ELECTION RESULTS**

Official results of the election will be posted on [www.townofbashaw.com](http://www.townofbashaw.com) and placed in the Town Office at 12 noon on the 4<sup>th</sup> day after Election Day October 16, 2017.

Official election results will also be placed in the next edition of the Bashaw Star.

## **2. COUNCIL INFORMATION:**

### **LOCAL GOVERNANCE**

The Canadian Constitution delegates the responsibility for municipalities to the Provinces. In the Province of Alberta, the Legislative Assembly has passed the Provincial Municipal Government Act which delegates some of its authority to Municipal Councils.

Municipal Council decisions significantly influence the structure, sustainability, and future of their jurisdiction and Council's principal role in municipal organizations is set down in the Municipal Government Act Section 201.1.

In the Town of Bashaw there are four (4) Councilors and one (1) Chief Elected Official, also known as the Mayor, who is also the Chairperson for all Council Meetings. One Councilor is appointed as the Deputy Chief Elected Official or Deputy Mayor during the Organizational Meeting and acts as the Chairperson in the Mayor's absence. The whole of Council deliberates over matters on the Agenda, makes decisions during a Meeting open to the public that has been Called to Order and ratifies their decision (see Procedural Bylaw 762-2014). Their decisions and directions are very important; this is the foundation of municipal governance.

-Elected Officials training is recommended as per MGA.

### **DO YOU HAVE THE TIME TO BE A COUNCILOR?**

The newly Elected Official for the Town of Bashaw shall serve out the remainder of a four-year term of office which expires in October 2021 on Municipal Election Day. It is the Town's expectation that the successful Candidate shall make every effort to fulfill this term of Council unless otherwise disqualified from office.

To the best of their ability, all Members of Council attend the Meetings of Council (first and third Thursday of the month starting at 5 p.m.) and, in addition, any Meetings of Committee(s) as appointed or assigned at the annual Organizational Meeting in October. Time is required before these Meetings to prepare; spending time reading the material made available in the Agenda Packages and keeping in touch with current events in the municipality to make informed decisions during Council deliberations.

Invitations to social events, activities and services in and around your local municipality is an opportunity for Members of Council to keep in touch with the locals, meet new people, and be a part of your community; equally as important as getting beyond our jurisdiction and promoting the Town of Bashaw. These events outside of Council Chambers do not require a lot of preparation or serious decision making, just a little extra volunteer time... and sometimes cooking skills or a joy of getting dunked at the annual Firefighter Fundraiser.

There are numerous local government educational opportunities available to Council; conferences, conventions, seminars and workshops – a great opportunity to get to know other Elected Officials from around the province while learning more about local governance. The annual convention is usually three (3) days a year, during the day and located in either Calgary or Edmonton. Although these functions offer a wealth of information, attendance is discretionary.

Members of Council receive an honorarium, accidental benefits, and remuneration for their gas, mileage, and accommodation as per the Per Diem Policy.

### **THE CHIEF ADMINISTRATIVE OFFICER (CAO)**

The Council appoints a Chief Administrative Officer and, in accordance to Section 207 of the Municipal Government Act, she is the administrative head of the municipality, ensuring that the policies and programs of the municipality are implemented and advising and informing the Council on the operations and affairs of the municipality. In accordance to Section 201.2 of the Municipal Government Act "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". The CAO is the only employee of Council and the Town Staff are under her management and supervision as are the day to day operational matters of the municipality. A Member of Council only acts within the whole of Council not individually. For more information on Council's role please contact Theresa Fuller, CAO for the Town of Bashaw at 780.372.3911 during regular business hours or email: [cao@townofbashaw.com](mailto:cao@townofbashaw.com)

### **THE MUNICIPAL GOVERNMENT ACT**

If you would like to purchase, download or print a copy of the Municipal Government Act please go to the Alberta Queens's Printer website: [www.qp.alberta.ca](http://www.qp.alberta.ca)  
A copy of the Municipal Government Act is available for viewing at the Town of Bashaw Office.

### **WHAT OTHER INFORMATION SHOULD YOU HAVE?**

Council Minutes and Agendas are available on our website for your review; attend a Council Meeting in Chambers at the Town Office; meet with the CAO Theresa Fuller... any of these resources or contacts are available to you and will assist you in becoming more familiar with and prepared for assuming the office of Councilor, if elected.

### **3. ARE YOU READY TO FILE YOUR NOMINATION PAPER?**

- Are you eligible under Sections 21 and 47 of the Local Authorities Election Act?
- Are you not otherwise disqualified under Section 22 or 23 of the Local Authorities Election Act?
- Will you accept the office if elected?
- And have you read Sections 21, 22, 23, 27, 47, 68.1, 147.11, 147.2, 147.21 and 151 of the Local Authorities Election Act (available online or to review in the Town Office)?
- Have you the signatures of at least five (5) electors eligible to vote in accordance to Sections 27 and 47 of the Local Authorities Election Act?
- Then you are ready to fill out the Nomination Form and Candidate's Acceptance on the next page!