



Municipal Affairs
Running for Municipal Office in Alberta
A Candidate's Guide
Adapted for the Municipality of Crowsnest Pass
Please go to Municipal website
For the full information package
www.town.crowsnestpass.ab.ca

Before you file your nomination paper

Here are some things you should consider:

Are you qualified?

To become a candidate you must be at least 18 years of age on nomination day, a Canadian citizen and, you must have been a resident of the local jurisdiction for the 6 consecutive months preceding nomination day.

Ineligibility for nomination

You would not be eligible to become a candidate under any of the following circumstances:

- if you are the auditor of the municipality
- if you are an employee of the municipality, unless granted a leave of absence
- if your property taxes are more than \$50 in arrears or you are in default, for more than 90 days, for any other debt in excess of \$500 to the municipality.

If you are a judge, a member of parliament, senator, or member of the legislative assembly, you must resign that position before you take office as a member of council.

Do you have the time?

The demands on your time will be heavy. You will be elected for a three-year term of office and during that time you will be required to attend:

- regular meetings of council
- council committee meetings
- meetings of other boards and agencies to which you are appointed as council's representative
- conferences, conventions, seminars, and workshops for training and discussion
- social and other events promoting your municipality.

You will also need to spend time reading material and talking with residents, the Chief Administrative Officer (CAO), and others. This will all be part of the necessary preparation for meetings so that you can make informed decisions. Don't forget the time you need for your personal life, work, etc.



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Do you understand the position?

As a member of council you will have the opportunity to significantly influence the future of your community. Your power as a member of council depends on your ability to persuade the other members of council to adopt your view. All decisions must be made at meetings, held in public, at which a quorum is present.

As an individual member of council you will not have the power to commit your municipality to any expenditure or to direct the activities of the municipal employees. Any promise you make as part of your election campaign that involves municipal expenditures or the activities of the employees, can only be carried out if you can convince a majority of council that it is a good idea.

Do you understand the powers of a municipal council?

The Canadian constitution delegates responsibility for municipal institutions to the provinces. Through a variety of legislation, the Alberta Legislative Assembly has delegated some of its authority to municipal councils. The act you will use most often is the ***Municipal Government Act***.

Are you familiar with local legislation?

Local legislation is in the form of bylaws that 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 some kind of reform in mind, you will have to become familiar with what exists, how it has been created – by bylaw, resolution or tradition – and why it exists, before you will be able to start discussing your changes.

Some examples of local documents you will often refer to are the Procedural Bylaw 655/2005, Land Use Bylaw 632/2004 (Amend 770/2008), CAO Authorities Bylaw 418/1997, and the Policy Manual. Some bylaws are listed on our website at www.town.crowsnestpass.ab.ca/services/bylaws and all bylaws and policies can be viewed at the Municipal office during regular business hours, located at 8502 - 19 Avenue Coleman.

Filing your nomination

Nomination form

Your nomination must be filed on the prescribed form. Your CAO, Returning Officer or Municipal Office Clerk will be able to tell you where to get a form and provide advice on filling it out. The form can be downloaded online from www.municipalaffairs.gov.ab.ca/mc_elections.cfm

Nominators

Your form must be signed by five people eligible to vote in the election. These people must be eligible to vote and residents in the local jurisdiction on the date of signing the nomination paper.

For each nominator, the form must include that person's name, address (street address or legal description of residence) and signature.

Candidate

The nomination form states that you are required to make an affidavit saying that you are eligible for nomination, not otherwise disqualified from office, and that you will accept the office if you are elected.



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You must swear or affirm that affidavit before a Commissioner for Oaths or the returning officer. Ensure you are aware of the contents of Sections 12, 21, 22, 23, 47 and 151 of the *Local Authorities Election Act*.

Under the Criminal Code (Canada), it is an offence to make a false affidavit and it is punishable by up to 14 years imprisonment.

Filing the form

The completed form is to be filed with the returning officer between 10 a.m. and noon on nomination day. Nomination day is Monday, September 20, 2010. The nomination form must be submitted to the Municipal office located at 8502 - 19 Avenue Coleman. You may want to file the form in person, however, **anyone** can file it on your behalf as long as it is fully completed.

**Nomination day is
Monday, September 20, 2010
10:00 am to noon at the
Municipal Office located at
8502 - 19 Ave Coleman**

Term of Office

If you are elected in a general election, you will be expected to serve a three-year term. This term will officially begin at the organizational meeting of the council. In a by-election, you take office as soon as you take the oath of office. A term of office may be ended early by resignation or disqualification from office.



The date of the election will be Monday, October 18, 2010.



Invasive Plants Threaten the Ecology of the Crowsnest Pass

Spotted Knapweed: This plant is a Prohibited Noxious Weed in Alberta.



Dames rocket (Noxious Weed)



Blueweed (Noxious Weed) Blueweed rosette (Noxious Weed)



Common tansy (Noxious Weed)



For more information about invasive plants in Alberta visit www.invasiveplants.ab.ca.

Any further questions can be directed to Kim Lutz, Weed Control Officer at 403-563-8658.

****COMMUNITY STANDARDS BYLAW 798/2010****

**The New Community Standards Bylaw was recently passed by Council, Section 5 States:
Parking of any vehicles, trailers, recreational vehicles or equipment with attached/unattached wheels
on Municipal owned boulevards will not be allowed.**

