

**THE VILLAGE OF FORESTBURG**

**2007 GENERAL ELECTION**

**INFORMATION FOR  
POTENTIAL CANDIDATES**

**FOR THE OFFICES OF:**

**MAYOR  
COUNCILLOR**

**June 2007**

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## ***INTRODUCTION***

This information package is for your assistance and has no legislative sanction. It contains:

- a) important facts candidates should be aware of.
- b) answers to the most frequently asked questions regarding election procedures, and

This package provides information on the following elected offices:

### **Mayor and Councillors**

The positions of Councillor are at-large elections, meaning each person elected represents the Village as a whole. The position of Mayor is determined at the Organizational Meeting of Council, which will be held the first Council Meeting after the election. The Councillors nominate and select the Mayor from the group of five council members.

### **Returning Officer Jurisdiction**

The Returning Officer and Deputy Returning Officers for the Village of Forestburg are:

Monica Northey  
Returning Officer

780-582-3668

email: [forestburg-monica@persona.ca](mailto:forestburg-monica@persona.ca)

Rosemary Wittevrongel  
Deputy Returning Officer  
& Chief Administrative Officer  
780-582-3668

email: [forestburg-rosemary@persona.ca](mailto:forestburg-rosemary@persona.ca)

## **INFORMATION SOURCES**

This document is not inclusive of all of the information related to each office, election procedures and election legislation.

For detailed information or documentation the following sources are available to you:

- Copies of Provincial Legislation  
Included the Local Authorities Election Act, and the Municipal Government Act

The Queen's Printer  
11510 Kingsway Avenue  
Edmonton, Alberta T5G 2Y5  
Telephone: (780) 427-4952  
Fax: (403) 452-0068  
Website: [www.qp.gov.ab.ca](http://www.qp.gov.ab.ca)

Contact the Returning Officer (see above)

- Questions or Information relative to the Election Process – Contact the Returning Officer (see above)
- Questions of Information relative to the Offices of Mayor or Councillor  
Contact the Chief Administrative Officer

## **PURPOSE, POWER AND CAPACITY OF LOCAL JURISDICTIONS**

Within Canada there are three levels of government:

- Federal – Elected Representatives referred to as Members of Parliament (MPs)
- Provincial – Elected Representatives referred to as Members of the Legislative Assembly (MLA's)
- Local – Elected Representatives referred to as Mayor, Councillors, and Trustees

Individuals elected to the Federal and Provincial governments represent a particular political party (e.g. Liberals, New Conservatives, NDP, Social Credit, etc.) with the party having the most representatives elected forming the government.

## **PURPOSE, POWER, AND CAPACITY OF LOCAL JURISDICTIONS – continued**

Local government is not based on “Party Politics”.

As outlined in the book “Government and Politics in Alberta”, A. Tupper/Gibbons and quoted hereafter, 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 through the following legislation:

### **Village Council – Municipal Government Act**

- Section 3     The purposes of a municipality are
- a) To provide 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

**THE OFFICE OF  
MAYOR**

**TERM OF OFFICE:**                      **3 years**

**DUTIES OF MAYOR**  
(Chief Elected Official)

The Mayor is the chief elected official of the municipality and has duties that encompass those of both Councillor and Chief Elected Official. The position of Mayor is selected by the Council members at the organizational meeting, which is held after the election not later than two weeks after the third Monday in October.

*Excerpts from Sections 153 and 154 of the Municipal Government Act*

**153**                      Councillors have the following duties:

- (a) to consider the welfare and interest 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.

**DUTIES OF  
MAYOR**  
Continued

- 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.

**CHIEF ELECTED OFFICIAL – MAYOR**

The Chief Elected Official for the Village shall be known as the “Mayor” and, in addition to his or her duties as a member of council, the Mayor shall:

- (a) preside at council meetings when in attendance, unless otherwise provided;
- (b) review Council agendas and participate with the Chief Administrative Officer in making recommendations to Council;
- (c) represent the Village at all public functions and ceremonies which Council or the Mayor determine appropriate;
- (d) communicate Council policy to the media and the public
- (e) liaise with elected officials from other municipalities and other levels of government in respect of matters of concern to the Village
- (f) be the principal link between Council and the village Administration
- (g) seek input from the public into Village policies;
- (h) initiate corporate policy changes;
- (i) participate in the deliberations of the Senior Management Team;
- (j) sign all bylaws, minutes of meetings of Council or of Council Committees at which the Mayor presided;
- (k) sign all cheques and other negotiable instruments, unless otherwise provided for by Council

**THE OFFICE OF  
MAYOR – continued**

**MAYOR - REMUNERATION AND BENEFITS**

<b>Honorarium</b>	\$3,000 per annum for regular council meetings (One-third non-taxable)
<b>Benefits:</b>	Accidental Death and Dismemberment Insurance coverage.
<b>Transportation:</b>	Mileage allowance for use of a personal vehicle while on Village business.
<b>Expense Allowance:</b>	Vouchered expenses while on Village business.
<b>Meeting Fees:</b>	Special council meetings \$75/meeting  Committee Meetings – In Town \$75/meeting  Committee Meetings, Conventions and Courses – Out of Town Per Diem \$180/day \$90/half day  Out of town seminars and conventions on behalf of other boards reimbursed the difference in per diems between those board rates and the Village rate.

**COUNCIL AND COUNCIL COMMITTEES**

**Council Meetings:** First and third Thursday of each month 6:30 p.m.

**Council Committees:**

Mayor is an ex-officio member of all Committees of Council, which come under the authority of the Municipal Government Act, and has the right to attend any such committee meeting and participate with full voting rights. See “The Village of Forestburg Meeting Schedule” located elsewhere in this document that outlines the Council committees, commissions, boards, societies and affiliates and the appointments of councillors to be made at the 2007 Organizational Meeting of Council.

**OFFICE OF  
MAYOR - continued**

**TIME COMMITMENT**

The position of Mayor is a part-time commitment averaging between 15 to 20 hours per week. In addition to performing duties during the weekdays, the Mayor is expected to attend meetings, public functions, ceremonies and other events, which occur during evening hours and on weekends.

**ADDITIONAL INFORMATION**

The Returning Officer/C.A.O. may be contacted at 582-3668, Forestburg Municipal Office, for general information regarding Council and/or committee procedures and regarding nomination and election matters.

**THE OFFICE OF  
COUNCILLOR**

**TERM OF OFFICE:** 3 years

**NUMBER OF COUNCILLORS:** 5 positions including chief elected official (mayor)

**DUTIES OF COUNCILLOR**

The Municipal Government Act provides that 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 for a broad spectrum of powers and duties for a council and councillors including:

**154** Councillors have the following duties:

- (a) to consider the welfare and interest 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;

**THE OFFICE OF  
COUNCILLOR – continued**

- (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.

- 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 the 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 OFFICE OF  
COUNCILLOR – continued**

**COUNCILLOR - REMUNERATION AND BENEFITS:**

<b>Honorarium</b>	Deputy Mayor \$2,500 per annum for regular council meetings (One-third non-taxable)  Councillor - \$2,000 per annum for regular council Meetings (One-third non-taxable)
<b>Benefits:</b>	Accidental Death and Dismemberment Insurance coverage.
<b>Transportation:</b>	Mileage allowance for use of a personal vehicle while on Village business.
<b>Expense Allowance:</b>	Vouchered expenses while on Village business.
<b>Meeting Fees:</b>	Special council meetings \$75/meeting  Committee Meetings – In Town \$75/meeting  Committee Meetings, Conventions and Courses – Out of Town Per Diem \$180/day \$90/half day  Out of town seminars and conventions on behalf of other boards reimbursed the difference in per diems between those board rates and the Village rate.

**COUNCIL AND COUNCIL COMMITTEES**

<b>Council Meetings:</b>	First and Third Thursdays of each month 6:30 p.m.
<b>Deputy Mayor:</b>	A Councillor acts as Deputy Mayor in accordance with the selection at the Organizational Meeting held after the election not later than two weeks after the third Monday in October and the organizational meeting held annually in October in non-election years.

## **COUNCIL AND COUNCIL COMMITTEES – continued**

**Committees:** Councillors serve on approximately three –six standing Council committees and other committees. Only those Councillors who are appointed to serve on a committee have the right to vote. Councillors may serve on other special committees, commissions and boards as appointed by Council. Councillors provide oral or written reports on committee issues and projects as part of the Council Meeting agendas.

There are several types of committee appointments:

- Committees established by Council under the Municipal Government Act.
- Committees established under other legislation e.g. Libraries Act, Seniors Housing.
- Outside committees, boards, etc. which request or require representation by a member of Council; e.g. Community Futures Corporation, Mayors and Administrators Network, Battle River Alliance for Economic Development
- Ad Hoc Committees which are formed by Council for the purpose of reviewing a specific issue or issues.

See “The Village of Forestburg Meeting Schedule” located elsewhere in this document, that outlines the Council committees, commissions, boards, societies and the appointment of councillors to be made at the 2007 Organizational Meeting of Council.

### **Time Commitment**

The Municipal Government Act provides an outline of duties for the members of Council. The Act does not, however, indicate the minimum number of hours per week members should spend in performing their duties. A survey of Councillors was conducted asking the question “How many hours a week will one need to commit as a Councillor?” The response received indicated a minimum of 5-10 hours per week as required but this may vary depending on the time of year (e.g. budget meeting sessions, takes approximately 15 hours over four weeks in addition to those hours.) The amount of time spent is left to the discretion of each member of Council; however, there are certain minimum duties that need to be performed should a candidate be elected to Council and these include:

## **Council Orientation and Village Facilities & Operations Tour**

In order for the new Council to become fully acquainted with the scope of the Village, a date has been set aside for an orientation and the facility tour date will be set after the election. These sessions are a must to attend, as they will assist you in your decision-making on Council. Elected Councillors need to set aside **Monday, October 29th** for an orientation provided by George Cuff starting at 9:00 am and hosted in Alliance. The session is partially funded by the Flagstaff Intermunicipal Partnership Committee. In addition, the Alberta Urban Municipalities Association (AUMA) provides Councillor orientation sessions at the convention and regionally.

## **Attendance at Council Meetings**

Council meetings are held the First and third Thursday of every month commencing at 6:30 p.m. and ending between 8:30 to 10:30 p.m. In preparation for the meeting, an agenda ranging from 100 to 150 pages is available to Council members in their file box on the Monday or Tuesday before the Council meeting to allow time for reading and reviewing the issues.

## **Attendance at Council Budget Meetings**

Starting In November, in addition to the regular Council Meetings, members meet for two to three days over a four-week period to review the policy direction for the Village's Capital and Operating Budgets.

## **Attendance at Committee Meetings**

Council members are each expected to sit on approximately three standing committees and two to three other committees. Most of the meetings are monthly with the time commitment varying depending on the committee.

## **Deputy Mayor Responsibilities**

A Councillor is appointed as the Deputy for a period of one year at the annual Organizational Meeting in October. The Deputy Mayor, in the absence of the Mayor, performs such functions as: Chairing of Council Meetings, Council agenda preparation, attending ceremonies (ribbon cutting) banquets, speaking engagements, etc. If the Deputy Mayor is not available, another councillor may be called upon to carry out these public relation duties.

## THE OFFICER OF COUNCILLOR – continued

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

The mission statement of AUMA states that the organization will represent municipal councils in their advocacy of ways toward excellence in local urban government. 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 communities.

Each year in the fall, an AUMA convention is held that attracts approximately 800 to 1000 delegates from urban councils and administration. The convention that is held during elections years is strongly geared toward newly elected Council members and for this reason those successful candidates are encouraged to set aside time to attend this event.

The 2007 AUMA Convention will be **Wednesday, November 28 through Friday, November 30, 2007** in Calgary. Please mark these dates on your calendar. A travel allowance to attend this conference is provided for within the Council budget.

### **Budget Planning Sessions**

The Village of Forestburg has annual budget planning sessions starting in November to prepare the next year's budget. The sessions normally include two sessions to provide budget background keyed to Council policy and strategy for the budget setting process.

**MEETING SCHEDULES  
For  
Committees & Boards  
With Council Representation  
2004-2005**

<b>Committee/ Commission/Board</b>	<b>Time</b>	<b>Day</b>	<b>Number of Councillors</b>
<b>Standing Committees</b>			
Assessment Review Board	---	As required	2
Disaster Services Committee	---	As required	3
Community Development Board	12 noon	3rd <sup>d</sup> Thursday/Month	2
Subdivision and Development Appeal Board	-----	As required	2
Infrastructure Committee Water/Streets/Airport/Sewer		As required	5
Gas System Committee		As required	3
Forestburg, Recreation, Arts & Culture Committee	7:00 pm	Quarterly	2
Swimming Pool Committee		Monthly/May-Oct.	1
Arena Building Fundraising Committee		As required	1
Arena Building Project Committee		As required	2
Budget Committee	----	Fall	5

**MEETING SCHEDULES - continued**

**2004-2005**

<b>Committee/ Commission/Board/</b>	<b>Time</b>	<b>Day</b>	<b>Number of Councillors</b>
<b>Other Committees</b>			
Forestburg Arena Assoc. RV Campground		Quarterly	1
Seniors Housing	7:00 pm	3 <sup>rd</sup> Tues/Month Bi-monthly	1
Forestburg and District Library Board	7:00 pm	1 <sup>st</sup> Tues/Month	1
Forestburg Fire Dept /Flagstaff Rural Fire Prevention		Bi-Monthly	1
Flagstaff Ambulance & Rescue Unit		Annually	1
Flagstaff Family & & Community Services	6:30 pm	2 <sup>nd</sup> Wed./Month	1
Flagstaff Economic Development		As Required	1
Flagstaff Regional Waste Management Assoc	7:30 pm	4 <sup>th</sup> Mon/Month	1
Flagstaff Inter-municipal Partnership Committee		1 <sup>st</sup> Mon/Month	1
Parkland Regional Library System Board	1:00 pm	3 <sup>rd</sup> Thurs/Month Bi-monthly	1
Federation of Gas Coops		Bi-annually	1
Community Policing	7:00 pm	Last Tues/Month	1

**MEETING SCHEDULES - continued**

**2004-2005**

<b>Committee/ Commission/Board/</b>	<b>Time</b>	<b>Day</b>	<b>Number of Councillors</b>
<b>Other Committees</b>			
Providence Place Foundation Board	5:00pm	Last Wed/Month	1
Cemetery Society		As required	1
Forestburg Athletic Association		As required April-July	1
Communities In Bloom		As Required	1
Battle River Alliance For Economic Development	10:00 am - 4:00 pm	Twice Monthly Other subcommittees As required	1
Community Futures East Central Alberta	7:00 pm	4 <sup>th</sup> Thursday/Month	1
Forestburg Fitness Institute		Quarterly	1
Forestburg & District Agricultural Society		As Required	1
Mayors & Administrators	6:30 pm	Every 4months Rotating Community's	Mayor or Deputy Mayor
<b>Ad Hoc Committees</b>		As Required	

## DISQUALIFICATIONS OF COUNCILLORS

Excerpts from the Municipal Government Act

- 174 (1)** A councillor is disqualified from council if
- (a) when the councillor was nominated, the councillor was not eligible for nomination as a candidate under the Local Authorities Election Act.
  - (b) the councillor ceases to be eligible for nomination as a candidate under the Local Authorities Election Act.
  - (c) the councillor becomes a judge of a court or a member of the Senate or House of Commons of Canada or of the Legislative Assembly of Alberta;
  - (d) the councillor is absent from all regular council meetings held during any period of 8 consecutive weeks, starting with the date that the first meeting is missed, unless subsection (2) applies;
  - (e) the councillor is convicted
    - (i) of an offence punishable by imprisonment for 5 or more years, or
    - (ii) of an offence under section 123, 124, or 125 of the Criminal Code (Canada);
  - (f) **the councillor does not vote** on a matter at a council meeting at which the councillor is present, unless the councillor is required or is permitted to abstain from voting under this or any other enactment;

**RUNNING FOR MUNICIPAL OFFICE IN ALBERTA**  
**(Excerpt from “A Guide for Prospective Candidates”**  
**Municipal Affairs, Province of Alberta, April 2007)**

**Before you file**

Here are some things you should consider before you file a nomination paper:

**Are you qualified?**

To become a candidate you must be at least 18 years of age on nomination day, a Canadian citizen and, except in summer villages, you must have been a resident of the municipality for the six consecutive months preceding nomination day.

**Are you eligible to be nominated?**

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, unless granted a leave of absence
- If your property taxes, other than current taxes, are more than \$50 in arrears, or any other debt in excess of \$500 to the municipality and in default for more than 90 days
- If you are a party to a subsisting contract with the municipality in which money of the municipality is payable or may become payable for any work, service, matter or thing
- If you have a pecuniary interest in a subsisting contract with the municipality

If you are a Judge, 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
- 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

**RUNNING FOR MUNICIPAL OFFICE IN ALBERTA**  
**(Excerpt from “A Guide for Prospective Candidates”**  
**Municipal Affairs, Province of Alberta April, 2007)**

**Do you have the time? – continued**

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 and work.

**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 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. Generally, these remain in effect until they are amended or repealed, so 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.

**RUNNING FOR MUNICIPAL OFFICE IN ALBERTA**  
**(Excerpt from “A Guide for Prospective Candidates”**  
**Municipal Affairs, Province of Alberta, April 2007)**

**Are you familiar with local legislation – continued**

Some examples of local documents you will often refer to are the Council Procedural Bylaw, Land Use Bylaw, the bylaws establishing the positions of the Chief Administrative Officer and the designated officers, and the Policy Manual.

**Do you know how the municipality is administered?**

As a member of **council**, it will be your duty to **establish policy** for your municipality.

It is the job of **administration to implement policy**.

Generally, Alberta municipalities have competent and dedicated administrators. You will need the support, advice and assistance of the CAO if you are to be an effective member of council. Their training, experience, and understanding of how and why things have developed as they have, will be an important resource for you.

**What other information should you have?**

The best way to find out what the job is all about is to spend some time reading council agendas and minutes, and talking to current members of council. Sit in on some council meetings. Talk to the CAO to find out what other information is available. This will help you in your campaign and will assist you in assuming office. If you don't do that kind of research now, you'll have to do it after you are elected anyway, and you probably have more time now than you will if you are elected.

Ask how much time may be required for committee work and for council appointments to other boards and agencies, over and above the time required for regular council meetings. Remember once you are elected you have a duty to your community.

**RUNNING FOR MUNICIPAL OFFICE IN ALBERTA**  
**(Excerpt from “A Guide for Prospective Candidates”**  
**Municipal Affairs, Province of Alberta, April 2007)**

**Filing Your Nomination**

Nomination day shall be 4 weeks before Election Day.

**NOMINATION DAY IS MONDAY, SEPTEMBER 17, 2007**

**Nomination form**

Your nomination must be filed on the prescribed form. Your CAO, or returning officer will be able to tell you where to get a form and provide advice on filling it out.

**Nominators**

Your form must be signed by a minimum of five people eligible to vote in the election. These people must be 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 disqualified from office, and that you will accept the office if you are elected. You must swear or affirm that affidavit before a Commissioner for Oaths or the returning officer.

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

**RUNNING FOR MUNICIPAL OFFICE IN ALBERTA  
(Excerpt from “A Guide for Prospective Candidates”  
Municipal Affairs, Province of Alberta, April 2007)**

**Filing the form**

The completed form is to be filed with the returning officer between 10 am and noon on nomination day. The notice of nomination day will indicate where and when the returning officer will receive the nomination.

**The returning officer shall receive nominations at the Village Office, 4902 – 50<sup>th</sup> Street, Forestburg, between 10:00 a.m. and 12:00 Noon on Nomination Day, September 17, 2007.**

You may want to file the form in person; however, **anyone** can file it on your behalf as long as it is fully completed.

**NOTE – If papers are being filed on behalf of the nominee by another individual, the signature of the nominee (during signing) must be witnessed by a Commissioner for Oaths for the Province of Alberta**

**Deposit**

Your municipality may have passed a bylaw requiring that a deposit – up to \$100, accompany nominations.

**(NOTE – The Village of Forestburg does not require a deposit)**

**Withdrawing**

Within 24 hours of the close of nominations, you may withdraw your nomination form, provided that more than the required number candidates have been nominated for the office you were seeking. The returning officer cannot accept your withdrawal if it would result in less than the required number of candidates.

If you wish to withdraw, you must provide a written notice to the returning officer.

**RUNNING FOR MUNICIPAL OFFICE IN ALBERTA**  
**(Excerpt from “A Guide for Prospective Candidates”**  
**Municipal Affairs, Province of Alberta, April 2007)**

**Insufficient nominations**

If the number of nominations filed is less than the number of vacancies in any particular office, the returning officer will be available to the next day (and for up to six days – not including Saturday and Sunday) from 10 a.m. until noon to receive further nominations.

If, by noon on any of the days, the number of candidates nominated equals the number of vacancies in any particular office, nominations will be closed and the returning officer will declare the candidates elected by acclamation. That means the candidates are elected without the necessity of actually holding the election.

If more than sufficient nominations are received by noon on any of the days, nominations will be closed and the election will be held as originally planned.

**No late nominations**

The returning officer cannot accept nominations after noon on nomination day.  
**BE SURE THAT YOUR NOMINATION IS FILED ON TIME.**

**After filing**

**Campaigning**

You will want your campaign style to match your municipality, your personality and your resources. The purpose of campaigning is to convince the electors that you are the best candidate for the position. You may want to do that by talking to people, preparing brochures or poster, and/or advertising in the media. Following are some rules regarding proper campaign procedures.

**RUNNING FOR MUNICIPAL OFFICE IN ALBERTA**  
**(Excerpt from “A Guide for Prospective Candidates”**  
**Municipal Affairs, Province of Alberta April, 2007)**

## **Campaign Advertising**

Advertising signs should be confined to private property and always with the authorization of the owner. Candidate's election signs may be posted for the thirty days prior to a municipal election. All advertising should be promptly removed from private property immediately following the election.

Permits for the posting of election signs are not required in the Village of Forestburg per the Land Use Bylaw 3:98.

Note it is no longer a requirement that any printed advertisement, handbill, placard, poster, circular, pamphlet or other paper having reference to an election, bear the name and address of its printer/publisher.

## **Bribery**

It is an offence to give or promise to give money or any other valuable consideration (such as an office or job) to anyone in return for their voting or refraining from voting at an election. It is also an offence for anyone to accept money or any other valuable consideration in return for voting or not voting.

## **Undue influence**

It is an offence to use or threaten violence, injury, damage or intimidation to compel a person to vote or refrain from voting at an election or to obstruct a person from voting.

**RUNNING FOR MUNICIPAL OFFICE IN ALBERTA**  
**(Excerpt from “A Guide for Prospective Candidates”**  
**Municipal Affairs, Province of Alberta, April 2007)**

**Allowable Expenses**

The payment of the following expenses is not considered a contravention of the legislation: Your personal expenses may be

- Expenses related to setting up a campaign office and organization
- Expenses for printing and advertising
- Expenses for transportation

An elected authority may, by bylaw passed prior to April 15 in a year in which a general election is held, require that candidates prepare and disclose to the public audited statements of all their campaign contributions and campaign expenses.

**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.

**Agents & Scrutineers**

You are entitled to have one official agent (an elector) and one or more scrutineers. Your returning officer will explain how agents and scrutineers are appointed. An agent or scrutineer must be at least 18 years of age.

**Advance vote**

- Any eligible electors who may wish to vote on Advance Vote day rather than Election Day

**Incapacitated elector vote at home**

- Who by reason of physical disability find it impossible or extremely difficult to attend at the regular voting station.
- Who are seniors who live in senior’s accommodation facility where an institutional voting station is established, or

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**Advance vote - continued**

**THE VILLAGE OF FORESTBURG’S ADVANCE VOTING WILL TAKE PLACE:**

**Wednesday October 3, 2007 from 6:00 p.m. to 8:00 p.m.**

**AT The Big Knife Villa  
4401 – 47 Street, Forestburg**

**THE VILLAGE OF FORESTBURG’S INCAPACITATED ELECTOR’S VOTE AT HOME WILL TAKE PLACE:**

**Wednesday, October 3, 2007 from 1:30p.m. to 3:30 p.m.**

Requests for an incapacitated elector’s vote at home must be addressed to the Returning Officer, Box 210, Village of Forestburg, T0B 1N0, be in writing, and be received prior to Thursday, October 7, 2004.

**Election day and later**

**ELECTION DAY  
MONDAY, OCTOBER 15, 2007**

**THE VOTING STATION LOCATED AT THE FORESTBURG COMMUNITY CENTER**

**5402– 55<sup>TH</sup> AVENUE W, FORESTBURG.**

**WILL OPEN PROMPLY AT 10:00 A.M. AND WILL BE KEPT**

**OPEN CONTINUOUSLY UNTIL 8:00 P.M.**

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**Election day and after – continued**

Your returning officer is available to explain the election process to you. All ballot boxes are kept in the control of the deputy returning officer in each voting station until the closing of the vote. The ballot boxes are sealed after the ballots are counted, then the secretary must store them sealed, in a protected area until the time when the ballot boxes and contents may be destroyed. Unofficial results may be made available during and following the counting. The official results are announced at noon on the fourth day after the election.

If you are elected at a general election, you will take the official oath of office at the organizational meeting of the council. **The Village of Forestburg’s Organizational Meeting shall take place Thursday October 25, at 6:30 p.m. prior to the Regular Meeting of Council.**