

2010 Election Candidate Package

www.forestburg.ca

Dear Potential Candidate:

On behalf of the Village of Forestburg, thank you for your interest in our operations.

This package has been compiled for you, the potential candidate for the office Councillor with the Village of Forestburg. I am available at anytime if you have any questions that are not answered in this package. Please give me a call at (780) 582-3668 or by email at forestburg@persona.ca

Monica Northey
CAO

Do you have time?

You will be elected for the remainder of a three-year term of office which expires in 2013 and during that time you will be required to attend:

- regular meetings of council
- meetings of other boards and agencies that you have been appointed to as a council representative
- conferences, conventions, seminars and workshops for training and discussions
- social and other events promoting your municipality

You will also need to spend time reading material and talking to 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.

THIS INFORMATION PACKAGE HAS BEEN PROVIDED FOR YOUR ASSISTANCE. HOWEVER, IT IS NOT INCLUSIVE OF ALL THE INFORMATION CONTAINED WITHIN THE SPECIFIC ACTS AND OTHER LEGISLATION.

The Position

As a member of Council you will have the opportunity to significantly influence the future of your community. All decisions are made by Council as a whole at Council or via Committee and/or Board meetings. As an individual member of Council you will not have the power to commit your municipality (elected authority) to any expenditure or to direct the activities of the employees of the municipality; all direction of this nature is done via Council motions at a regular meeting.

The positions of Mayor and Councilor are “at large” which means that each person elected represents the Village as a whole.

If you wish to have a complete copy of the Local Authorities Election Act (LAEA), may purchase from:

The Queens’s Printer, Publication Services
Main Floor, Park Plaza
10611 -98 Avenue
Edmonton, Alberta T5G 2Y5
Telephone: (780) 427-4952
Fax: (780) 452-0668
www.qp.alberta.ca (Laws online catalogue)

Copy is available at the Village of Forestburg Office for viewing. Also, Village of Forestburg bylaws and policies are available at the Village office or online at www.forestburg.ca.

Do you understand the powers of a Municipal Council?

The Canadian constitution delegates responsibility for municipalities to the provinces. Through a variety of legislation, the Province of Alberta through its Legislative Assembly has delegated some of its authority to municipal Councils.

Are you familiar with local legislation?

Local legislation is in the form of bylaws. Bylaws are voted on by all members of Council and once they receive third reading, remain in effect until such time as they are amended or canceled (repealed), so you won’t be starting with a blank slate.

Do you understand how the municipality is administered?

As a member of Council, it is your responsibility to establish policy for your municipality. It is then the responsibility of administration to implement the policy that Council has established. You will need the support, advice and assistance of the CAO and Staff if you are to be an effective member of Council. Their training, experience and understanding with respect to how and why things have been 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 by talking to current members of Council. Sit in on some Council meetings, talk to Monica Northey, Chief Administrative Officer and find out what other information is available. This will be helpful with your campaign and will assist you in assuming office if elected.

Are you eligible to run?

Sections 21 through 24 of the Local Authorities Election Act covers the eligibility requirements for candidates and lists conditions for disqualification.

To Become Nominated as a Candidate

You Must Be:

- At least 18 years of age and a Canadian citizen.
- A resident of Forestburg for the six (6) months immediately before Nomination Day (as of March 20th, 2010).
- Have your nomination paper signed by a minimum of five (5) eligible voters who are residents of Forestburg.
- Complete and swear (or affirm) the candidate's acceptance appearing on the nomination paper.

Positions Available For Election

There are (5) five Councilor positions available for election in the Village of Forestburg. The position of Mayor is selected by the Council members at the organizational meeting, which is held after the election not later than 2 weeks after the 3rd Monday in October.

Returning Officer

The Returning Officer for the 2010 Election is Monica Northey. The role of the Returning Officer is to ensure that the election runs smoothly and according to election guidelines. The Deputy Returning Officer is Shannon Grymaloski. Monica or Shannon can be reached at the Village Office by calling (780) 582-3668 or in person between the hours of 8:30 am to 4:30 pm.

Nomination Day

- Make sure your nomination form (attached) has at least five (5) eligible voters who are residing in Forestburg. In addition to being residents of Forestburg, eligible voters who sign your nomination must also be 18 years of age, a Canadian citizen and a resident in Alberta for the six (6) months prior to the election (As of April, 2010).
- Submit the nomination paper (attached in this package) to the Returning Officer on **Nomination Day, Monday, September 20, 2010 at the Village Office between 10 am and 12 noon**. Nominations will **not** be received after 12:00 noon (fax or email will not be accepted).
- The nomination paper cannot be submitted any earlier than 10 am or later than 12 noon.
- If you wish to withdraw your nomination, you can do so only within 24 hours of the close of nominations (i.e. before 12 noon on October 19, 2010).
- Your notice of withdrawal must be submitted in writing to the Returning Officer.
- If only the minimum nominations are received on Nomination Day, the candidates nominated will be declared elected (by acclamation) by the Returning Officer after the close of nominations.
- If more than the minimum nominations are received on Nomination Day, an election will be held on Election Day.

Election Day

Election Day will be on **Monday, October 18, 2010** from 10 am until 8 pm.

There will be an Advance Vote on **Wednesday, October 6** from 6 pm – 8 pm

Incapacitated Elector's Vote at Home will take place Wednesday, **October 6** from 1:30 – 3:30 pm.

Voting Stations

Voting Station for the 2010 Election will be determined after Nomination Day. If there is an election, the voting station will be located in the Forestburg Community Centre.

Unofficial Election Results

Unofficial election results will be available as soon as possible after the voting station closes. The unofficial results will be placed on the Town web site at www.hardisty.ca on the evening of the vote. Candidates may call (780) 582-3668 to get unofficial election results on the evening of the election.

Nomination Form

Local Jurisdiction: _____, Province of Alberta

We, the undersigned electors of _____, nominate
(Name of Local Jurisdiction)

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

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

Of _____
(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*.

| Printed Name of Elector | Street Address or Legal Land Description or Residence of Elector | Signature of Elector |
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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*;
- 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 11, 21, 22, 47, and 151 of the *Local Authorities Election Act*, 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

SWORN (AFFIRMED) before me

At the _____ of _____

In the Province of Alberta

This _____ day of _____ 2010.



(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.