



# CANDIDATE NOMINATION PACKAGE

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2021 MUNICIPAL BY-ELECTION

COUNCILLOR

## By-Election 2021 - Town of Crossfield Nomination Package and Candidate Information

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## Introduction

### Municipal Council Positions

The Town of Crossfield Council consists of a Mayor and four (4) councillors, elected for a term of four (4) years. With the recent councillor vacancies, two councillor position will be for term of five (5) months, until the 2021 General Election in October.

### Information Sources

This information package has been assembled for your assistance; however, it is not inclusive of all the information contained within all legislation. Any person wanting a complete copy of the Local Government Election Act or the Education Act, may obtain a copy from: The Alberta Queen's Printer [www. https://www.qp.alberta.ca](https://www.qp.alberta.ca).

### Returning Officer

A Returning Officer is a person appointed for the purpose of conducting an election under the Local Government Election Act. If you require additional information regarding the election, please contact:

Returning Officer  
Lindsey Nash  
Phone: 403 946 5565  
[lindseyn@crossfieldalberta.com](mailto:lindseyn@crossfieldalberta.com)

Substitute Returning Officer  
Merel Jarvis  
Phone: 403 946 5565  
[merelj@crossfieldalberta.com](mailto:merelj@crossfieldalberta.com)

## Understanding the position

Do you understand the position?

As a member of Council, you will have the opportunity to significantly influence the future of your community. 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 municipal employees. Any promise you make as part of your election campaign that involves municipal expenditures or the activities of employees can only be carried out if a majority of Council votes in favor of the matter at a meeting.

### Roles and Responsibilities

The role of Council is to work together to set the overall direction of the municipality through their position as a policy maker. The policies that Council sets are the guidelines for administration to follow as they perform the day-to-day operations of the town.

As outlined in the Municipal Government Act:

Mayor (Chief elected official)

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.

Councillors and the Chief Elected Official have the following duties:

- a) to consider the welfare and interests of the municipality as a whole and to bring to council's attention anything that would promote the welfare or interests of the municipality;

- a.1) to promote an integrated and strategic approach to intermunicipal land use planning and service delivery with neighbouring municipalities;
- 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;
- e.1) to adhere to the code of conduct established by the council under section 146.1(1);
- f) to perform any other duty or function imposed on councillors by this or any other enactment or by the council.

## Councillors

Councillors have the following duties:

- a) to consider the welfare and interests of the municipality as a whole and to bring to council's attention anything that would promote the welfare or interests of the municipality;
- a.1) to promote an integrated and strategic approach to intermunicipal land use planning and service delivery with neighbouring municipalities;
- 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;

- e.1) to adhere to the code of conduct established by the council under section 146.1(1);
- f) to perform any other duty or function imposed on councillors by this or any other enactment or by the council.

### Chief Administrative Officer

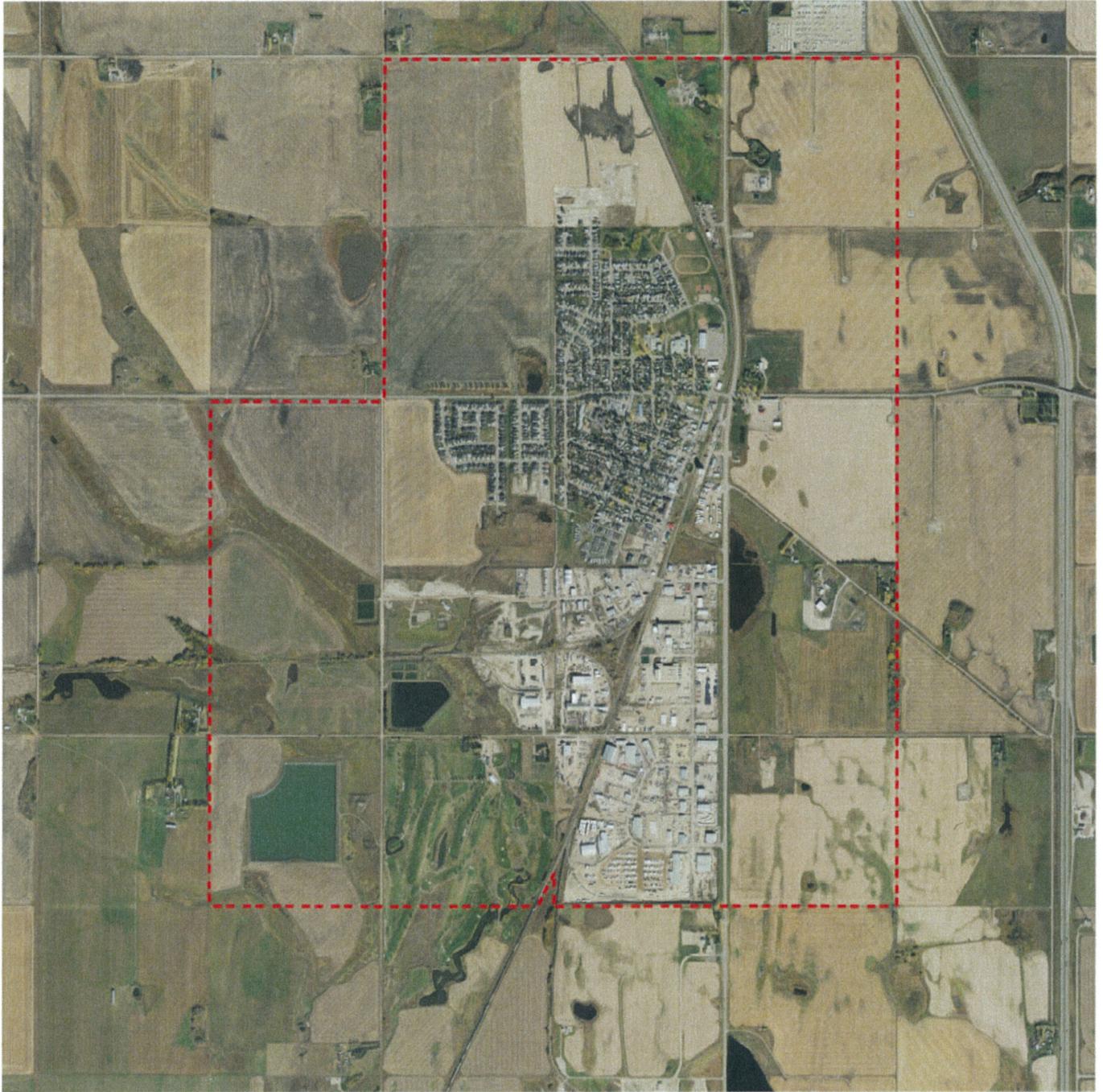
The Chief Administrative Officer (CAO) is the administrative head of the municipality. The CAO's responsibilities include ensuring that the municipality's policies and programs are implemented, advising and informing Council on the operation of the municipality, performing other duties as assigned by Council, and ensuring appropriate staffing is in place.

### 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 (agendas and minutes are posted on the town's webpage).

You can also talk to current members of Council and attend Council meetings as well. Attending Council meetings is a great opportunity for you to see the Municipal Council in action.

# Town of Crossfield Boundaries



# Time Commitment

Becoming a member of Council is a challenging and rewarding experience. As an elected official, you will have the opportunity to influence the future of your community. You will be expected to represent our community and act on its behalf.

As a member of Council, there will be demands on your time, energy and commitment. In addition to regular meetings, you will be required to attend special meetings, committee and board meetings and various public meetings and functions.

If elected as a member of Council, you will be expected to serve a four (4) year term. Your term of office begins at the first meeting of the Council following the general election. During the four-year term, you will be expected to attend:

- Regular meetings of Council (typically held on the first and third Tuesday commencing at 6:00 PM.) You will be required to prepare for these meetings by reviewing an agenda and any attachments that will be provided to you prior to the meeting in order to make informed decisions.
- Special meetings of Council that may be called from time to time to deal with time sensitive matters.
- Meetings of other boards, commissions, and agencies to which you are appointed as the Towns' representative.
- Conferences, conventions, seminars, and workshops.
- Social and other events promoting the town
- Strategic planning sessions and budget discussion sessions

The Deputy Mayor position is appointed by council at the October organizational meeting held each October. The Deputy Mayor performs the duties of the Mayor in his/her absence.

## Regular Council meeting schedule

## 2021 Calendar

January 2021							February 2021							March 2021							April 2021						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
					1	2	1	2	3	4	5	6	1	2	3	4	5	6					1	2	3		
3	4	5	6	7	8	9	7	8	9	10	11	12	13	7	8	9	10	11	12	13	4	5	6	7	8	9	10
10	11	12	13	14	15	16	14	15	16	17	18	19	20	14	15	16	17	18	19	20	11	12	13	14	15	16	17
17	18	19	20	21	22	23	21	22	23	24	25	26	27	21	22	23	24	25	26	27	18	19	20	21	22	23	24
24	25	26	27	28	29	30	28							28	29	30	31				25	26	27	28	29	30	
31																											

May 2021							June 2021							July 2021							August 2021						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
						1			1	2	3	4	5					1	2	3	1	2	3	4	5	6	7
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31	29	30	31				
30	31																										

September 2021							October 2021							November 2021							December 2021								
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S		
				1	2	3	4					1	2			1	2	3	4	5	6					1	2	3	4
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11		
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18		
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25		
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31			

## Council Appointed Board & Committees

At the yearly Council Organizational meeting held in October, Council will be appointed to the Town Board and Committees as per the listing below.

A remuneration of \$75.00/meeting will be paid for attending the Council appointed Town Board and Committee meetings.

Annexation Ad-Hoc Committee

Marigold Library Board

Crossfield & District Recreation Board

Emergency Management Committee

Investment Committee

Mountain View Reg. Water Commission

Municipal Planning Commission (MPC)

Rocky View Foundation

Town of Crossfield/Rocky View County Inter Municipal Committee

Town of Crossfield/Rocky View County Inter-Municipal Framework Committee

## Commonly Used Acronyms

There are many acronyms that Municipalities use which include:

- AAMD&C Alberta Association of Municipal Districts and Counties
- AUMA Alberta Urban Municipalities Association
- ARDP Area Redevelopment Plan
- ASP Area Structure Plans
- DO Development Officer
- DSSP Detailed Site Servicing Plan
- EDO Economic Development Officer
- FCM Federation of Canadian Municipalities
- FCSS Family & Community Support Services
- FOIPP Freedom of Information and Privacy of Protection Act
- IMC Inter-Municipal Committee
- IDP Inter Municipal Development Plan
- LGAA Local Government Administration Association
- LUB Land Use Bylaw
- MEU Municipal Enforcement Unit
- MDP Municipal Development Plan
- MGA Municipal Government Act
- MPC Municipal Planning Commission
- MVRWSC Mountain View Regional Water Services Commission
- SAB Sustainability Advisory Board
- SDAB Subdivision and Development Appeal Board
- SDSA Subdivision Servicing Agreement (Development Agreement)

# Remuneration and Benefits

## Monthly Honorariums

Monthly honorariums will be adjusted yearly in accordance with the Alberta Rate of Inflation.

Councillors: \$810.45 per month = \$9,725.36/year

Monthly honorariums are paid to cover attendance to and performing the duties and services as Elected Officials including, but not limited to:

- i. All Council meetings;
- ii. Council Committee meetings (i.e. Budget, Staff matters,);
- iii. Organizational meetings;
- iv. Public Hearings;
- v. Public meetings, and preparation time for all meetings;
- vi. Meetings with CAO and Staff;
- vii. Dealing with and responding to residents;
- viii. Meetings with Developers, other Elected Officials; and external agencies;
- ix. Staff functions, Town-related activities not specifically covered by Per-Diem rates.

Mileage: .55 cents per kilometer

Per diems: Pre-diems are paid to cover attendance and performing the duties and services as elected officials including, but not limited to:

- i. A seminar;
- ii. A Convention;
- iii. A retreat;
- iv. Or other meetings/events as sanctioned by council.

- \$300.00 For a full day, during day time hours of 6 am – 8 pm including travel time. If another honorarium or fee has been accepted for that meeting, the amount will be deducted from the full day per-diem.  
(Per Diem is paid for taking a full day off work to attend).
- \$200.00 For a half day including travel time consisting of 6 hours or less. If another honorarium or fee has been accepted for that meeting, the amount will be deducted from the half day per-diem.  
(Per diem is paid for taking a half day off of work to attend).
- \$75.00 For attending any special meetings where a waiver form for Council is used.
- \$75.00 For attending monthly committee meetings as outlined and approved at the yearly council organizational meeting

Benefits Package: Town Council is provided with Group Accident Insurance

## Important Dates & Times

Monday April 12, 2021	Nomination period ends at 12:00 p.m. - noon
Tuesday April 13, 2021	Deadline to withdraw Nomination at 12:00 p.m. – noon
Wednesday April 21, 2021	Candidates Forum (Tentative)
Wednesday April 28, 2021	Advance Vote Town of Crossfield Administrative Office
Monday May 10, 2021	ELECTION DAY - 10:00 a.m. to 8:00 p.m. Crossfield & District Community Centre
Friday May 14, 2021	Results of Election declared and published
Monday May 17, 2021	Councillor orientation
May 18, 2021	First meeting of council after by-election

# Qualifications of a Candidate

## Qualifications

- 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 and the ward, if any, for the 6 consecutive months immediately preceding nomination day, and
  - c) is not otherwise ineligible or disqualified.
- 2) Notwithstanding subsection (1), in the case of a city, a candidate for councillor is not required to be a resident of the ward in either a general election or a by-election, but must be a resident of the city.
- 3) Notwithstanding subsection (1), a candidate for trustee of a board of a school division that is wholly or partly within the boundaries of a city is not required to be a resident of the ward in either a general election or a by-election, but must be a resident of the school division.
- 4) If the boundaries of a local jurisdiction are altered by the addition of land, a person who has been a resident of the added land for at least the 6 months immediately preceding nomination day is deemed, for the purposes of this section, to have been a resident, during that time, of the local jurisdiction to which the land was added.

## Ineligibility

- 22 1) A person is not eligible to be nominated as a candidate in any election under this Act if on nomination day
- a) the person is the auditor of the local jurisdiction for which the election is to be held;
  - b) subject to subsection (4), 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*, the *Election Finances and Contributions Disclosure Act* or the *Canada*.

## Nomination Day

All candidates for Councillor must file their Nomination Papers within the period of February 18, 2021 and ending on Monday April 12, 2021 at Noon (12:00 p.m.). The date and time for accepting forms is legislated and cannot be changed or extended.

NOTE: Mailed, facsimile transmission or other electronically submitted Nomination Paper papers will not be accepted.

Nominations papers can be submitted by a person other than the candidate provided that the Candidate's Acceptance (Form 4) is signed and sworn before a Commissioner for Oaths.

After 12:00 noon on Nomination Day, a person eligible to vote in the election may request to examine filed nominations during regular business hours and in the presence of the Returning or Deputy Returning Officer.

The Town of Crossfield does not require a cash deposit with Nomination Papers.

## Filing of Nomination Papers

All candidates running for Councillor must submit the completed Nomination Paper and Candidate's Acceptance (Form 4). The Nomination Paper must be signed by a minimum of five (5) persons who are electors eligible to vote in that election and resident in the local jurisdiction on the date of signing the nomination.

To ensure the validity of their Nomination Papers, a Candidate is encouraged to submit more than the required five (5) electors' signatures. An additional form for signatures for Nomination Papers is attached to this package.

## Qualification of Electors Who sign Nomination Forms

The Local Authorities Election Act requires that a person who signs a candidate's nomination forms be eligible to vote in the ward for which a candidate is being nominated. Only an elector who is a resident of the Town for which a candidate for election is being nominated may sign the nomination of the candidate.

An elector (voter) is eligible to sign nomination forms for a candidate if on Nomination Day (April 12, 2021), the person:

- Is at least 18 years old;
- Is a Canadian Citizen;
- resides in Alberta and the person's place of residence is located in the local jurisdiction on election day.
- Lives in the Town of Crossfield as a resident on the date they sign the nomination papers.

#### Withdrawal of nomination

A candidate may withdraw their nomination in writing within 24 hours after the close of the nomination at 12 noon on Monday April 12, 2021.

The legislated deadline for withdraw is 12 noon on Tuesday, April 13, 2021. If withdrawal is received after the deadline and election ballots have been prepared, the candidates name will remain on the ballots.

The Returning Officer cannot accept a withdrawal if it results in the less then the required number of candidates to fill that office.

#### Forms

Below are the various Government of Alberta (Local Authorities Election Act) and Town of Crossfield forms included in this package.

- Town of Crossfield Candidate Contact Information Form
- Nomination Paper and Candidate's Acceptance (LAEA Form 4)
- Candidate Information (LAEA Form 5)
- Campaign Worker Proof of Identification (LAEA Form 12)
- Statement of Scrutineer or Official Agent (LAEA Form 16)

The Government of Alberta (Municipal Affairs) forms are legislated forms and must not be modified in any way. Please visit Municipal Affairs at [http://www.municipalaffairs.alberta.ca/mc\\_elections](http://www.municipalaffairs.alberta.ca/mc_elections) for all election forms.

2021 Municipal By-Election  
Town of Crossfield Candidate Contact Information

NAME: \_\_\_\_\_

OFFICE NOMINATED FOR: COUNCILLOR

CIVIC ADDRESS: \_\_\_\_\_

MAILING ADDRESS:

\_\_\_\_\_  
\_\_\_\_\_

PHONE: \_\_\_\_\_

CELL: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

DISCLAIMER

I, \_\_\_\_\_,  
(print name).

As a potential candidate for the position of Councillor, give permission for my name and phone number to be released for publication purposes, both to the press, and to the Town of Crossfield for use on their website.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**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* and sections 4(4) and 74 of the *Education Act* (if applicable) to be elected to the office;
- THAT I am not otherwise disqualified under section 22 or 23 of the *Local Authorities Election Act*;
- THAT I will accept the office if elected;
- THAT I have read sections 12, 21, 22, 23, 27, 28, 47, 68.1, and 151 and Part 5.1 of the *Local Authorities Election Act* and sections 4(4) and 74 of the *Education Act* (if applicable) and understand their contents;
- THAT I am appointing

\_\_\_\_\_ Name, Contact Information or Complete Address and Postal Code and Telephone Number of Official Agent (if applicable)  
as my official agent.

- THAT I will read and abide by the municipality's code of conduct if elected (if applicable); and
- THAT the electors who have signed this nomination paper are eligible to vote in accordance with the *Local Authorities Election Act* and the *Education Act* and resident in the local jurisdiction on the date of signing the nomination.

Print name as it should appear on the ballot

\_\_\_\_\_ Candidate's Surname      \_\_\_\_\_ Given Names (may include nicknames, but not titles, i.e., Mr., Ms., Dr.)

SWORN (AFFIRMED) before me

at the \_\_\_\_\_ of \_\_\_\_\_,

in the Province of Alberta,

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.



\_\_\_\_\_ Candidate's Signature

\_\_\_\_\_  
Signature of Returning Officer or Commissioner for Oaths  
or Notary Public in and for Alberta  
(Also include printed or stamped name and expiry date)



**RETURNING OFFICER'S ACCEPTANCE**

Returning Officer signals acceptance by signing this form:

\_\_\_\_\_  
Signature of Returning Officer

**IT IS AN OFFENCE TO SIGN A FALSE AFFIDAVIT OR A FORM THAT  
CONTAINS A FALSE STATEMENT**



**Note:** The personal information on this form is being collected to support the administrative requirements of the local authorities election process and is authorized under section 27 of the *Local Authorities Election Act* and section 33(c) of the *Freedom of Information and Protection of Privacy Act*. The personal information will be managed in compliance with the privacy provisions of the *Freedom of Information and Protection of Privacy Act*. If you have any questions concerning the collection of this personal information, please contact

Lindsey Nash, Returning Officer

403-946-5565

Title of the Responsible Official

Business Phone Number

Candidate's Full Name \_\_\_\_\_

Candidate's Address and Postal Code \_\_\_\_\_

Address(es) of Place(s) where Candidate Records are Maintained \_\_\_\_\_

Name(s) and Address(es) of Financial Institutions where Campaign Contributions will be Deposited (if applicable)

Name(s) of Signing Authorities for each Depository Listed Above (if applicable)

Where there is any change in the above mentioned information, the candidate shall notify the local jurisdiction in writing within 48 hours of such changes by submitting a completed information form.

# Campaign Worker Proof of Identification

*Local Authorities Election Act*  
(Section 52)

LOCAL JURISDICTION: Town of Crossfield, PROVINCE OF ALBERTA

ELECTION DATE: May 10, 2021

VOTING SUBDIVISION OR WARD (If Applicable): \_\_\_\_\_

For the purposes of access authorized under section 52 of the *Local Authorities Election Act*, this constitutes identification for \_\_\_\_\_  
Name

of \_\_\_\_\_  
Complete Address and Postal Code

serving in the capacity of Councillor  
Office

This appointment is in effect for the 20 21 campaign period.

Section 52 of the *Local Authorities Election Act* states that a person to whom an enumerator, a candidate, an official agent or a campaign worker on behalf of a candidate has produced identification in the prescribed form, indicating that the person is an enumerator, a candidate, an official agent or a campaign worker shall not

- (a) obstruct or interfere with, or
- (b) cause or permit the obstruction or interference with

the free access of the enumerator, candidate, official agent or campaign worker to each residence in a building containing 2 or more residences or to each residence in a mobile home park.

\_\_\_\_\_  
Candidate's Signature

\_\_\_\_\_  
Campaign Worker's Signature

## Statement of Scrutineer or Official Agent

*Local Authorities Election Act*  
(Sections 16(2), 68.1, 69, 70)

**Note:** The personal information on this form is being collected to support the administrative requirements of the local authorities election process and is authorized under sections 16(2), 68.1, 69 and 70 of the *Local Authorities Election Act* and section 33(c) of the *Freedom of Information and Protection of Privacy Act*. The personal information will be managed in compliance with the privacy provisions of the *Freedom of Information and Protection of Privacy Act*. If you have any questions concerning the collection of this personal information, please contact

Lindsey Nash, Returning Officer

Title of the Responsible Official

403-946-5565

Business Phone Number

LOCAL JURISDICTION: Town of Crossfield, PROVINCE OF ALBERTA

ELECTION DATE (OR VOTE ON A BYLAW OR QUESTION): May 10, 2021

I, \_\_\_\_\_ ,  
Name of Scrutineer or Official Agent

of \_\_\_\_\_  
Complete Address and Postal Code

in the Province of Alberta, am at least 18 years of age and,  
Name of Province

(a) For the purposes of an election, will act as scrutineer on behalf of \_\_\_\_\_  
Name of Candidate  
for the office of Councillor  
Office for which Candidate was Nominated

**OR**

(b) For the purposes of a vote on a bylaw, will act as scrutineer for those persons who are interested in

(Check [✓] One)  promoting the passing of Bylaw No. \_\_\_\_\_

opposing the passing of Bylaw No. \_\_\_\_\_

**OR**

(c) For the purposes of a vote on a question, will act as scrutineer on behalf of those persons who are interested in

(Check [✓] One)  voting in the **positive** on the question set out.

voting in the **negative** on the question set out.

AND I will in all respects maintain and aid in maintaining the absolute secrecy of the vote.

\_\_\_\_\_  
Signature of Scrutineer or Official Agent

**IT IS AN OFFENCE TO SIGN A FALSE STATEMENT**