

Town of
BASSANO



VOTE 
2017 MUNICIPAL
ELECTION

CANDIDATE INFORMATION GUIDE

ELECTION DAY: OCTOBER 16, 2017

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* Partial credit for the election logo is provided to Alan Cleaver.

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A guide for women running for municipal office in Alberta is also available from the Alberta Government link www.alberta.ca/readyforher.

CANDIDATES

Qualification of Candidates

s. 21, LAEA

A person may be nominated as a candidate if, on nomination day, the person

- is eligible to vote in that election;
- has been a resident of the local jurisdiction and the ward, if any, for the six consecutive months immediately preceding nomination day; and
- is not otherwise ineligible or disqualified.

Ineligibility

s. 22 & 23, LAEA

A person is not eligible to be nominated as a candidate if on nomination day

- the person is an auditor of the Town of Bassano;
- the person is an employee of the Town of Bassano, unless the person takes a leave of absence;
- the person is indebted to the Town of Bassano for taxes in default exceeding \$50, not including current taxes or previous taxes addressed in a consolidation agreement;
- the person is indebted to the Town of Bassano for any debt exceeding \$500 for more than 90 days;
- the person has, within the 10 previous years, been convicted of an offence under the *Local Authorities Election Act*, the *Election Act* or the *Canada Elections Act*; and
- the person has not met the campaign reporting requirements from a previous election campaign.

Candidates may only be nominated for one office of the same elected authority.

The above represents a summary of sections 22 & 23. Please refer to these sections of the *Local Authorities Election Act* for a complete listing of ineligibility. It is the candidate's responsibility to ensure that they are eligible to be nominated.

Employees of a Municipality

s. 22 LAEA

An employee of a municipality who wishes to be nominated as a candidate must notify his or her employer that he or she is taking a leave of absence without pay. This can be done as early as July 1, 2017 but must be done before the employee's last working day prior to nomination day. Under the *LAEA*, the employer must grant the leave of absence without pay.

If the employee who takes a leave of absence under this section is not elected, he or she may return to work on the fifth day after the election day, or if the fifth day is not a working day, on the first working day after the fifth day.

If the employee who takes a leave of absence is declared elected, the employee is deemed to have resigned that position as an employee the day he or she takes the official oath of office as an elected official.

Term of Office s. 9 & 10, LAEA

Municipal elected officials serve a 4-year term commencing at the beginning of the organizational meeting, which will be held on **October 23, 2017**.

CAMPAIGNING

Signage

Candidates must comply with provincial and municipal requirements with respect to election signage.

Election signs are listed in Schedule 8, Section 4.9 of the Town of Bassano Land Use Bylaw 845/13. While a sign permit is not required for an election sign, they must still comply with the bylaw and be removed within five days after the election. Candidates should also obtain permission from landowners prior to placing any election signs on private property.

The Alberta Transportation recommended practices and guidelines for the installation of election signs are included in [Appendix 7](#). Please note that on provincial highways, all election signs must be removed within three days following the election.

Maps

A map of the Town of Bassano can be viewed under 2017 Election Forms & Documents. Copies can also be obtained at the Town of Bassano Office.

Campaign Personnel

Official Agent s. 68.1, LAEA

Candidates may, when filing nomination papers, appoint an official agent.

- the duties of the official agent are those assigned by the candidate.
- no candidate may act as an official agent for any other candidate.
- a person who, within the previous 10 years, has been convicted of an offence under the *Local Authorities Election Act*, the *Election Act*, or the *Canada Elections Act* is not eligible to be appointed as an official agent.

Should it become necessary to appoint a new official agent, the candidate shall immediately notify the Returning Officer in writing of the contact information of the new official agent.

If an official agent will be observing voting at the voting station on election day, they will be required to present a written notice signed by the candidate and complete a Statement of Scrutineer or Official Agent.

Campaign Worker s. 52, LAEA

The Campaign Worker Proof of Identification (Form 7B, Appendix 10) can be completed by the candidate and provided to campaign staff as identification. Completed forms are not required to be filed with the Returning Officer.

Candidate's Scrutineer s. 69, LAEA

Candidates may appoint a scrutineer to observe the processes at the voting station. The appointment of a scrutineer is as follows:

- the candidate completes the Appointment of Scrutineer (Form TOB03, Appendix 10) and provides the completed form to the scrutineer;
- upon arriving at the voting station, the scrutineer (must be at least 18 years of age) will present a signed Appointment of Scrutineer form to the presiding deputy; and
- the presiding deputy will provide the scrutineer with a statement, which must be completed prior to the scrutineer commencing his/her duties.

NOTE: Only one of a candidate, official agent or scrutineer may be present at the voting station at any one time.

The election official will designate a location in the voting station where a candidate, official agent or scrutineer may observe the election process.

Access for Campaigners

s. 52, LAEA

Candidates and campaign personnel that require access to residences in a building containing two or more residences or to each residence in a mobile home park require identification. Form 7A, Enumerator, Candidate or Official Agent Proof of Identification for Section 52 Access must be completed and signed by the Returning Officer to meet these identification requirements.

CAMPAIGN CONTRIBUTIONS

Candidates are responsible for ensuring that their campaign complies with the *Local Authorities Election Act*. Failure to comply with this legislation could result in significant penalties for both candidates and contributors. This information is not intended to serve as a legal document but only provides general information about the disclosure requirements. It is not a replacement for consulting the actual legislation or obtaining independent legal advice.

Notice of Intent to Become a Candidate for Municipal Office

s. 147.21, LAEA

Effective January 1, 2014, changes to the *Local Authorities Election Act* require all candidates intending to run in the next municipal election to register with the municipality prior to accepting or using funds or donations for the purpose of campaigning.

If you intend to run as a candidate in the 2017 Town of Bassano Municipal Election, prior to accepting or using campaign contributions, you must complete (Form 3A, Appendix 10) Application for Registration of Notice of Intent to Become a Candidate for Municipal Office and submit the original form to the Returning Officer.

The Town of Bassano is responsible for maintaining a register of candidates in relation to the election. A list of all candidates who provide consent to disclose their name and intent to submit nomination papers to the Returning Officer (Form TOB02, Appendix 10) for the Town of Bassano 2017 Municipal Election will be available for viewing at the Town of Bassano Office.

Should there be any changes to the information provided by a candidate, the candidate is responsible for notifying the Town of Bassano within 48 hours of the change and the Town will adjust the register accordingly.

Campaign Contributions

s. 147.1(1)(a), LAEA

A campaign contribution means any money, personal property, or service that is provided to or for the benefit of a candidate without fair market value compensation, but does not include volunteer services provided to the campaign.

Self-Funded Campaigns

s. 147.11, 147.21(6), LAEA

Any money up to and including \$10,000 paid by a candidate out of the candidate's own funds is not considered a campaign contribution. If the candidate's entire campaign is self-funded, the candidate is **NOT** required to:

- register a notice of intent to run with the municipality;
- open and deposit funds into a campaign account; or
- file a disclosure statement with the municipality.

NOTE: If you plan to self-fund your campaign, you may still complete (Form 3A, Appendix 10) Application for Registration of Notice of Intent to Become a Candidate for Municipal Office and simply check the box stating that your campaign is entirely self-funded. Should you decide to accept campaign contributions at a later date you will need to report the changes in writing to the Returning Officer within 48 hours of the changes taking effect. These changes should be submitted either by email to yokoyamas@newellmail.ca or by fax at 403-641-2585.

Candidates that do not complete Form 3A are asked to submit the Self-Funded Campaign – Statement (Form TOB01, Appendix 10) by **March 1, 2018** to confirm that their campaign was self-funded and are therefore not required to file a Campaign Disclosure Statement and Financial Statement.

Limitations on Contributions

s. 147.2, LAEA

- Campaign contributions by any person, corporation, trade union or employee organization to a candidate shall not exceed \$5,000 in any year.
- Money paid by a candidate out of the candidate's own funds to the candidate's election campaign shall not exceed \$10,000 in any campaign period.
- Individuals normally resident outside of Alberta are not permitted to contribute to any candidate's campaign.

Warning:

- Contributions accepted in contravention of these rules must be re-paid to the contributor. If the contributor cannot be located, a letter of explanation along with the value of the contribution must be immediately paid to the Town of Bassano.

- Candidates and non-corporate contributors who break these rules are guilty of an offence punishable by a fine of up to \$5,000. If a corporation, trade union or employee organization breaks these rules, it is guilty of an offence and liable for a fine up to \$10,000.

Allowable Election Expenses

s. 118, LAEA

The payment of the following expenses, related to the election campaign, are not considered a contravention of the legislation:

- personal expenses of the candidate;
- the cost of acquiring premises, accommodation, goods or services used for proper election campaign purposes;
- bona fide payments for the fair costs of printing and advertising;
- reasonable payment to any person for the hire of transportation used by a candidate or speakers in travelling to and from public meetings or by any person in connection with and for the proper purposes of an election.

Prohibited Contributions

s. 147.2(3), 147.1(1)(g), LAEA

No prohibited organization, person normally residing outside Alberta, or trade union or employee (other than a trade union or employee organization defined in Part 5.1 of the *Local Authorities Election Act*) shall make any campaign contributions to a candidate.

Prohibited organizations include:

- municipalities;
- a corporation controlled by a municipality;
- a non-profit organization that has received since the last general election grants, real property or personal property from the municipality;
- a provincial corporation as defined in the *Financial Administration Act*, including the management body of a housing authority, as defined in the *Alberta Housing Act*;
- a Metis settlement;
- a school board;
- a post-secondary institution;
- any corporation that does not carry on business in Alberta, or
- any organization designated by the Lieutenant Governor in Council as a prohibited organization.

Candidate Duties

s. 147.3, LAEA

Candidates are responsible for:

- opening a campaign account for the purposes of the election campaign as soon as possible after the total amount of campaign contributions from any person, corporation, trade union or employee organization first exceeds \$5,000 in the aggregate, or a

- combination of funds from the candidate and any person, corporation, trade union or employee organization first exceeds \$5,000 in the aggregate;
- depositing all funds accepted into the campaign account;
- only using money in the campaign account for the purposes of campaign expenses;
- assigning a value to all contributions of real property, personal property and services other than volunteer services;
- issuing receipts for every contribution;
- obtaining receipts for each expense;
- keeping a record of all contributions for a single person or other source that totals more than \$100, including the name and address of the contributor;
- filing disclosure statements in accordance with section 147.4 of the *Local Authorities Election Act*;
- maintaining records of campaign contributions and expenses for 2 years following the date the disclosure statements are required to be filed;
- ensuring proper direction is given to the official agent and others authorized to solicit contributions or incur expenses;
- returning contributions that are in contravention of the *Local Authorities Act*; and
- returning anonymous contributions to the contributor, or if the contribution cannot be returned, paying the anonymous contribution to the Town of Bassano.

Campaign Disclosure Statements

s. 147.4, LAEA

Candidates who collect campaign contributions must file a Campaign Disclosure Statement and Financial Statement with the Town of Bassano on or before **March 1, 2018**.

A campaign disclosure statement is required if:

- a candidate's election is funded exclusively from campaign contributions from any person, corporation, trade union or employee organization; or
- a candidate's election campaign is funded from a combination of money paid by the candidate and contributions from any person, corporation, trade union or employee organization.

The Campaign Disclosure Statement and Financial Statement must include:

- the total amount of all campaign contributions received during the campaign period that did not exceed \$100 (aggregate) from any single contributor;
- the total amount contributed, together with the contributor's name and address, for each contributor whose contributions exceed \$100 (aggregate);
- the total amount paid by the candidate;
- the total amount of any campaign surplus, including previous campaign surpluses; and
- a financial statement setting out the total amount of revenue and expenses.

The Campaign Disclosure Statement and Financial Statement can be located under 2017 Election Forms & Documents (Form 21, Appendix 10) on the Town website. All disclosure statements filed will be made available for viewing at the Town of Bassano Office.

An additional statement must be filed if the candidate learns of an error or omission in the original statement.

Campaign Surplus

s. 147.5, LAEA

Surplus campaign funds are held in trust by the municipality for the candidate and shall be returned to the candidate if they file nomination papers in the next general election.

If a candidate does not file nomination papers in the next general election, the candidate must, within 6 months after the date of the general election, donate the surplus to a charity of their choice or provide the surplus to the Town of Bassano. In the case of a deficit, the candidate must eliminate the deficit.

NOMINATION PROCESS

Nomination Papers

The Nomination Paper and Candidate's Acceptance (Form 3, Appendix 10) can be found on the website under 2017 Election Forms & Documents or picked up at the Town of Bassano Office 502 – 2nd Avenue.

Completing Nomination Papers

s. 47, LAEA

At least 5 eligible voters are required to sign your Nomination Paper and Candidate's Acceptance form to make it valid. Eligible voters must be:

- at least 18 years of age;
- a Canadian Citizen; and
- a resident of Alberta for the 6 consecutive months immediately preceding election day (April 16th, 2017), and the person's place of residence is located in the area on election day.

It is recommended that candidates obtain more than the required number of signatures to ensure they have enough eligible voters. **Nominators must live within the Town of Bassano.**

The Candidate's Acceptance requires you to swear or affirm that:

- you are eligible to be elected under sections 21 and 47 of the *Local Authorities Election Act*;
- you are not disqualified under section 22 or 23 of the *Local Authorities Election Act*;
- you have read and understand sections 12, 21, 22, 23, 27, 47, 68.1, 147.11, 147.2 147.21 and 151 of the *Local Authorities Election Act*; and
- if elected, you will accept the office for which you are a candidate.

The Nomination Paper and Candidates Acceptance form must be completed in full. The Candidate's Acceptance must be sworn or affirmed before a Commissioner for Oaths or the Returning Officer.

The candidate is responsible for understanding and complying with the nomination requirements. The Returning Officer cannot rule on the validity of the information on the form. However, the Returning Officer must refuse forms that do not contain the required number of nominating signatures.

Filing Nomination Papers

s. 28, LAEA

The Returning Officer or designate will receive nomination papers at the Town of Bassano Office, 502 – 2nd Avenue between the hours of **10:00 am and 12:00 pm** on Nomination Day **September 18, 2017**

Please note that:

- A deposit is **NOT** required with your nomination paper.
- Nomination papers cannot be submitted any earlier or later than the date and times noted above.
- If the Nomination Paper and Candidate's Acceptance Form will be filed by someone other than the candidate themselves, the candidate must ensure that they have signed the Oath before a Commissioner for Oaths.
- Nomination papers must be filed in-person with the Returning Officer. Mailed, faxed or emailed copies of nomination papers **WILL NOT** be accepted.

Examination of Nomination Papers

s. 28, LAEA

After 12:00 noon on nomination day, a person may request to examine the filed nomination papers during regular business hours and in the presence of the Returning Officer or a designate.

Withdrawal of Nomination

s. 32, LAEA

If more than the required number of candidates for any particular office are nominated, a candidate may, within 24 hours of the close of nominations (before 12 noon on September 19, 2017) withdraw their name as a candidate by submitting a notice of withdrawal in writing to the Returning Officer.

The Returning Officer cannot accept a withdrawal if it would result in less than the required number of candidates, or after the 24-hour withdrawal period has closed.

Insufficient Nominations

s. 31, LAEA

If the required number of nominations for a particular office is not received at the close of nomination day, the Returning Officer will continue to receive nominations in the same manner until the required number of nominations has been received or a period of six days, including nomination day but excluding Saturday and Sunday, has elapsed.

Election by Acclamation

s. 34, LAEA

At the close of nominations, if the number of persons nominated for any office is the same as the number required to be elected, the Returning Officer shall declare the person nominated to be elected to the office for which they were nominated.

Contact Information

Candidates

After nomination day, requests for candidate contact information are often received from the media and organizers of election forums. In addition, the Deputy Minister of Municipal Affairs requires contact information for all candidates. To authorize the Town to release this contact information, candidates are being requested to complete the Candidate Information Release (Form TOB02, Appendix 10) and provide it to the Returning Officer or designate with their nomination paper.

VOTING & ELECTION DAY

Identification

s. 53, LAEA

All voters are required to produce one piece of identification to verify the voter's name and current address.

The types of identification accepted at the voting stations may be viewed on the website under 2017 Election Forms & Documents. (Appendix 8).

Eligibility to Vote

s. 47, LAEA

A person is eligible to vote in the Town of Bassano if the person is:

- at least 18 years old;
- is a Canadian citizen; and
- has resided in Alberta for the 6 consecutive months immediately preceding election day and the person's place of residence is located in the area on election day.

Electors can only vote for a candidate running in the voting subdivision in which the elector resides.

Rules of Residence

s. 48, LAEA

In accordance with the *Local Authorities Election Act*, the place of residence is governed by the following rules:

- a person may be a resident of only one place at a time;
 - if a person has more than one residence in Alberta, that person shall designate one place of residence for the purposes of voting as follows, in order of priority:
 - the address shown on the person's driver's license or motor vehicle operator's license, or an identification card issued by or on behalf of the Government of Alberta;
 - the address to which the person's income tax correspondence is mailed;
 - the address to which the person's mail is addressed and delivered.
 - the residence of a person is the place where the person lives and sleeps and to which, when the person is absent, they intend to return;
-
- a person does not lose the person's residence by leaving the person's home for a temporary purpose;
 - A student who attends an educational institution, temporarily rents accommodations, and has family members who are residents of Alberta, and who the student ordinarily resides with when not attending the educational institution is deemed to reside with those family members;
 - If a person leaves the area with the intent of making their residence elsewhere, the person loses their residence in the area.

Advance Vote

s. 73, 74 & 75, LAEA

Advance vote location, times and dates are as follows:

Town of Bassano Office (502 – 2nd Avenue)
Saturday, October 14, 2017 10:00 am – 6:00 pm

All eligible voters may vote in the advance vote.

Institutional Vote

s. 73, 74 & 75, LAEA

Institutional vote locations, times and dates are as follows:

Playfair Lodge	(315 – 7 th Street)
Monday, October 16, 2017	10:00 am - 11:00 am
Bassano Health Centre	(608 – 5 th Avenue)
Monday, October 16, 2017	11:30 am to 12:00 noon

Only residents of these facilities can vote at these locations

Voting on Election Day

Eligible electors are required to vote at the voting station for the voting subdivision in which the elector's place of residence is located on election day. Election Day is **Monday, October 16, 2017**.

Voting Station on Election Day

s. 37, LAEA

The voting station will be open between the hours of **10:00 a.m. and 8:00 p.m.** on **Monday, October 16, 2017** at the following location:

Bassano Community Hall

610 - 2nd Avenue

Unofficial and Official Results

s. 97, LAEA

Once all voting stations have reported in, the unofficial results will be recorded on the Town's website and forwarded to the media.

Election results become official at noon on **Friday, October 20, 2017**. Official results will be posted at the Town of Bassano Office and on the website.

Recounts

s. 98, LAEA

A candidate, official agent or a scrutineer may request the Returning Officer to conduct a recount within 44 hours of the close of voting stations on Election Day. The individual requesting the recount shall present the Returning Officer with reasonable grounds for doing so. The Returning Officer will determine if it is suitable to conduct a recount.

Outside of being requested to conduct a recount, the Returning Officer may determine that a recount is warranted due to an administrative or technical error.

Should the Returning Officer conduct a recount, candidates who may be affected will receive 12 hours' notice of the recount.

ELECTED OFFICIALS: DUTIES AND RESPONSIBILITIES

General Responsibilities of Elected Officials

The purpose of a municipality is to provide good local government, services, facilities or other things necessary or desirable for all or part of the municipality; and to ensure a safe and viable community.

The Bassano Town Council is comprised of a Mayor and 6 Councillors with the Mayor being appointed by the members of Council at the organizational meeting each year.

General Duties of Councillors s.153, MGA

Councillors have the following duties:

- 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;
 - to participate generally in developing and evaluating the policies and programs of the municipality;
 - to participate in Council meetings and Council committee meetings and meetings of other bodies to which they are appointed by the Council;
 - 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;
 - to keep in confidence matters discussed in private at a Council or Council committee meeting until discussed at a meeting held in public;
-
- to perform any other duty or function imposed on Councillors by this or any other enactment or by the Council.

Council's Principal Role in Municipal Organization s.201, MGA

A Council is responsible for:

- developing and evaluating the policies and programs of the municipality
- for making sure that the power, duties and functions of the municipality are appropriately carried out
- carrying out the powers, duties and functions expressly given to it under this or any other enactment

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.

For more information on serving as an elected official, please review the Municipal Affairs publications *Now That You've Been Elected*, included as [Appendix 4](#) and *Roles and Responsibilities of Municipal Officials*, included as [Appendix 2](#) in this guide.

Council Code of Conduct

Recently approved amendments to the MGA now make it mandatory for each Council to adopt a Code of Conduct Bylaw. During the summer months (2017) the Minister of Municipal Affairs will be releasing regulations that outline the legislated requirements that must be included in the Code of Conduct Bylaw. It is anticipated that a Code of Conduct Bylaw will be in place in advance of the October 16, 2017 election.

Time Commitments

The *Local Authorities Election Act* specifies that members elected in the 2017 general election will serve a four-year term.

The time commitment for members of council will depend on their position, time of year and the number of boards and committees the member represents.

Committees and Boards

Council members are also appointed to several committees and boards. These committees and boards can be internal or external. Members of Council represent the interests of the municipality while serving on these committees and boards and report back to the rest of Council on committee initiatives.

A list of the committees and boards requiring Council appointments each year at the Organizational Meeting may be viewed under 2017 Election Forms & Documents (Appendix 5).

Provincial Associations and Conferences

AUMA

The Alberta Urban Municipalities Association (AUMA) represents urban municipalities, including cities, towns, villages, summer villages, and specialized municipalities. They are committed to representing and advocating the interests of their members to the provincial and federal organizations. (www.auma.ca).

The AUMA holds one Annual Convention & Trade Show per year, bringing together over 1,200 municipally, provincially, and federally elected officials, senior administration, business leaders and other key stakeholders.

- 2017 AUMA Convention & Trade Show will be November 22-24, 2017.

FCM

The Federation of Canadian Municipalities (FCM) is the national voice of municipal government and has representatives from urban and rural communities as well as 20 provincial and territorial municipal associations. The FCM advocates to have the needs of municipalities reflected in federal policies and programs. The Town of Bassano is a member of the FCM.

The FCM holds an Annual Conference & Trade Show annually at the end of May/beginning of June. Location alternates between the east and west. The dates and locations for upcoming FCM Conferences are as follows:

- May 31 – June 3, 2018 – Halifax, NS
- May 30 – June 2, 2019 – Quebec City, QC
- June 4 – 7, 2020 – Toronto, ON
- June 3-6, 2021 – Montreal, QC

Workload

In addition to attending Council and board and committee meetings, conferences and events, being elected requires members to read and review agenda packages, respond to citizen inquiries and liaise with Town administration. This results in an “on-call” environment that though rewarding can be very demanding.

Councillors also represent the Town of Bassano by attending community events like grand openings and parades.

Remuneration and Benefits

A copy of the Town of Bassano – Council Honorarium, Benefits & Expenses Policy may be located under 2017 Election Forms & Documents (Appendix 6).

Orientation Program

Orientation will be provided for the newly elected Council on **October 18, 2017** in the Town of Bassano Council Chambers.

Elected Officials Education Program

Amendments to the MGA require municipalities to offer training to all new and returning elected officials within 90 days after Council members have taken the oath of office.

The Elected Officials Education Program has developed a course called MUNIS 101: The Essentials of Municipal Governance to assist municipalities to meet this requirement. EOEP will be offering this course 12 times at various locations throughout the province beginning in late October and ending in January 2018.

To find out more information click on the following link. <http://eoep.ca/home>

APPENDICES

Electronic copies of some appendices listed in the table of contents and throughout this guide can be viewed by clicking on the document name. They can also be found under **2017 Election Forms & Documents** on the Town of Bassano website. Paper copies will also be available upon request at the Town of Bassano Office.