

# 2017 Municipal Election

Becoming a Candidate  
for  
**Councillor**

**Town of Vauxhall**

# 2017 Municipal Elections

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## Introduction

Welcome to the 2017 information package on “Running for Municipal Office for the Town of Vauxhall”. In picking up this package you have taken the first step toward letting your name stand as a candidate for the Municipal Election.

The Town of Vauxhall Administration has prepared this information package primarily using information provided by Alberta Municipal Affairs [www.municipalaffairs.gov.ab.ca](http://www.municipalaffairs.gov.ab.ca). Please remember that this information is for your assistance and has no legislative sanction.

It contains:

- a.) Answers to the most frequently asked questions regarding election procedures.
- b.) Important facts that prospective candidates may want to be aware of.

## Contacts

If you have any additional questions that are not answered in this package, Please contact:

Communications

**Alberta Municipal Affairs and Housing**

18<sup>th</sup> Floor, Commerce Place

10155-102 Street

Edmonton, AB T5J 4L4

Phone: 780-427-2732 (dial 310-0000 for toll-free connection)

Fax: 780-422-1419

Or the Chief Administrative Officer (CAO) for the Town of Vauxhall:

Cris Burns

Town of Vauxhall

Box 509

Vauxhall, AB T0K 2K0

Phone: 403-654-2174 Fax: 403-654-4110

Email: [cao@town.vauxhall.ab.ca](mailto:cao@town.vauxhall.ab.ca)

## Legislation

The following acts are applicable to a General Municipal Election:

### \* **Local Authorities Election Act**

The *Local Authorities Election Act (LAEA)* is the primary legislation that guides the conduct of a municipal or school board election or by-election.

### \* **Municipal Government Act**

The *Municipal Government Act (MGA)* is the primary legislation that governs municipalities.

It is in your best interest to become familiar with the applicable legislation.

This legislation is all available at no charge from the Queen's Printer website

[www.qp.gov.ab.ca](http://www.qp.gov.ab.ca)

or can be ordered in print format by contacting them at:

The Queen's Printer  
Main Floor, Park Plaza Building  
10611-98 Avenue  
EMONTON, AB T5K 2P7  
Telephone: (780) 427-4952  
E-mail [qp@gov.ab.ca](mailto:qp@gov.ab.ca)  
Web Address [www.qp.alberta.ca](http://www.qp.alberta.ca)

## Before you file your nomination paper

Here are some things you should consider:

### Are you qualified?

To run as a Municipal Election candidate you must be at least 18 years of age on Nomination day, a Canadian citizen and you must have been a resident of the 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 of the town, unless granted a leave of absence.
- If your property taxes are more the \$50 in arrears or you are in default, for more than 90 days, or any other debt in excess of \$500 to the municipality.
- If within the previous 10 years you have been convicted of an offence under the *Local Authorities Election Act*, or the *Canada Elections Act*.

If you are a judge, Member of Parliament, Senator, or a member of the Legislative Assembly, you must resign that position prior to taking office as a member of council.

### Do you have time?

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

- Regular meetings of Council.( meets 1<sup>st</sup> and 3<sup>rd</sup> Monday of the month)
- Council Committee meetings. ( as required)
- Meetings of other boards and agencies to which you are appointed as councils representative.
- Conferences, conventions, seminars and workshops for training and discussion.
- Social and other events promoting your municipality

You will also need to spend time reading material and talking with the residents, the Chief Administrative Officer (CAO), and relevant stakeholders. This will all be a part of the necessary preparation for the meetings so that you can make informed decisions.

**Do you understand the position?**

As a member of the council you will have the opportunity to significantly influence the future of your community. Your effectiveness as a member of the council depends on your ability to persuade the other members of the council to support your view. Just remember, all binding decisions must be made at meetings, held in public, in 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 of the elected authority. Election promises involving municipal expenditures or the activities of the employees can only be carried out if you can convince the majority of the council that it is a good idea. Your role regarding town employees is very limited: **the Chief Administrative Officer (CAO) is technically the only employee of the Council.**

**Do you understand the Powers of Municipal Council?**

The Canadian Constitution gives the Provinces power and responsibility for municipal institutions. Through a variety of Legislation, the Alberta Legislative Assembly has delegated some of its authority to Municipal Councils. The Municipal Government Act (MGA) is the primary resource for local decision making and the Act you will use most often.

**Are you familiar with local Legislation?**

Local legislation is in the form of Bylaws. Bylaws remain in effect until they are amended or cancelled (repealed), so you will not be starting with a blank slate. If you are running for election with some type of reform in mind, you will have to become familiar with what exists, how it was created- bylaw, resolution or tradition- and why it exists, before you start discussing changes.

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

As a member of council, it is your responsibility to establish policy for your elected authority. It is the responsibility of administration to implement the policy that council has established. As an elected member of council it will not be your responsibility to direct the daily activities of municipal staff. You will need the support, advice and assistance of the CAO if you are able to be an effective member of council. Their training, experience and understanding of how and why things have developed as they are will be an important resource to you. Staying out of the day to day operations of the municipality allows Council to concentrate on the policy making.

**What other information should you have?**

The best way to find what the job is all about is to spend some time reading council agendas and minutes, attending council meetings and talking to current members of council. Talk to the CAO to find out what information is available. This will help you in your campaign and will assist you in assuming office. It is in your best interest to do your research now, so you know what is expected of you 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 our community.

## Filing your Nomination

Nomination day is **Monday September 18, 2017** between the hours of:

**10:00a.m. and 12:00p.m.**

in the Vauxhall Town office located at 223-5<sup>th</sup> Street Vauxhall, AB.

### **Nomination form**

Your nomination must be filed on the prescribed form. The prescribed Nomination Paper (FORM 3) for the Office of Councillor is attached for your convenience. Should additional nomination papers be required they are available at the Town of Vauxhall office. For advice filling out the nomination papers please contact Cris Burns, CAO.

### **Qualification of Candidates**

A person may be nominated as a candidate if on nomination day he or she:

(a) is eligible to vote in that election.

(b) has been a resident of Vauxhall for 6 consecutive months immediately preceding nomination day, and is not otherwise ineligible or disqualified.

Please see section 22 of the Local Authorities Election Act for additional information in eligibility.

### **Candidate's Name**

The candidate's name, as it appears in the candidate's acceptance portion, is to be printed in the same manner, as the name will appear on the ballot. Nicknames are acceptable on the ballot: however, titles such as Dr., Mr., Mrs., etc., **are not** acceptable.

### **Candidate's Acceptance And Affidavit**

The candidate's affidavit at the bottom of the nomination form may be completed before a Commissioner for Oaths in advance of Nomination Day. A Commissioner for Oaths service is provided, free of charge, at the Town of Vauxhall. Otherwise, the nomination form is to be filed on nomination day, in the presence of the Chief Returning Officer.

**The affidavit states that the candidate has read and understands Sections 12, 21, 22, 23, 27, 47, 68.1, 147.2 147.21 and 151 of the Local Authorities Election Act**



## Nominators

Your form must be signed by five people who are eligible to vote in the election and residents in the local jurisdiction on the date of signing of the nomination paper. To ensure that sufficient eligible electors have signed the nomination form, it is recommended that you have more than the required number sign the form. Space is provided for the purpose on the reverse side of the nomination form.

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

Persons signing a candidate's nomination paper form must be **eligible electors** on the day of the signing, in accordance with Section 27.

A person is eligible to vote in an election held pursuant to this Act if he/she;

- (a) is at least 18 years old,
- (b) is a Canadian citizen, and
- (c) has resided in Alberta for the 6 consecutive months immediately preceding Election Day and is a resident in the area on Election Day.

## 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 Chief 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.**

## No late Nominations

The Chief Returning Officer cannot accept nominations after noon on nomination day. **Be sure that your nomination paper is filed on time.**

## Deposit

The Town of Vauxhall does **not** require that nominations be accompanied by a deposit.

## **Filing your Form**

The completed form is to be filed with the Chief Returning Officer between **10:00 a.m. and 12:00 p.m.** (noon) on nomination day.

You may want to file the form in person; however, if you are unable to personally attend, any person may file your appropriately signed and commissioned nomination paper with the Chief Returning Officer on Nomination Day.

Candidates for the office of Councillor must file their Nomination Papers with the Chief Returning Officer in the Vauxhall Town Office, located at 223- 5<sup>th</sup> Street, Vauxhall between 10:00 a.m. and 12:00 p.m. (noon) on Monday, September 18, 2017. Nominations cannot be filed in advance nor accepted after 12:00 p.m. (noon). The clock in the main office will determine the time of the opening and closing of nominations. Prospective candidates who are not inside the Vauxhall Town office by 12:00 p.m. (noon) are not permitted to file nominations.

Alberta Municipal Affairs, which is responsible for the Local Authorities Election Act, has stated that FACSIMILE (FAX) transmission of Nomination Papers is **NOT** acceptable.

## **Withdrawing**

Within 24 hours of the close of nominations (noon, Tuesday, September 19, 2017), you may withdraw your nomination form; provided that more than the required number of candidates have been nominated for the office you were seeking. The Chief Returning Officer cannot accept your withdrawal if it would result in less than the required number of candidates (7 for Councillor).

If you wish to withdraw, you must provide a written notice to the Chief Returning Officer at 223- 5<sup>th</sup> Street, Vauxhall before 12:00 p.m. (noon) on Tuesday, September 19, 2017.

**A FAX Withdrawal Is Not Permitted**

**Insufficient Nominations**

If the number of nominations filed is less than the number of vacancies in any particular office, the Chief Returning Officer or deputy, will be available the next day (and for up to six days) from 10:00 a.m. until 12:00 p.m. (noon) to receive further nominations.

If, by 12:00 p.m. (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 Chief 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 the required nominations are received by noon on any of the days, nominations will be closed and the election will be held as originally planned.

**Examination of Nomination Papers**

All Nomination Papers are available for inspection by qualified electors of the jurisdiction, during office hours and in the presence of the Chief Returning Officer, deputy or the secretary at 223- 5<sup>th</sup> Street, Vauxhall, AB.

**IT IS NOT THE CHIEF RETURNING OFFICER'S RESPONSIBILITY TO RULE ON THE VALIDITY OF THE INFORMATION CONTAINED IN THE NOMINATION PAPER.** (The Chief Returning Officer may however, point out known discrepancies. The responsibility lies with the courts if the election or nomination is challenged by an elector).

## **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 posters, and/or advertising in the media. Following are some rules regarding proper campaign procedures.

### **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.

### **Allowable expenses**

The payment of the following expenses is not considered a contravention of the legislation:

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

The Town of Vauxhall does **not** require that candidates prepare and disclose to the public audited statements of all their campaign contributions and campaign expenses. There are no prescribed limits on the amount of money that can be contributed to a candidate's campaign contributions or the amount of money that can be expended in that campaign.

**Note: Candidates may have campaign expenses reimbursed by independent supporters in their run for office.**

### **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 material inside or on the outside of a voting station.

# Campaign Advertising

## Election

### Campaign Signs

Political signage for the purpose of the 2017 Municipal Election provided that:

- 1) Such signs **are removed within fourteen (14) days** after the election date (October 16<sup>th</sup>, 2017); and
- 2) Such signs **do not** obstruct or impair vision or traffic; and
- 3) If the signs are on private property, the consent of the property owner or occupant is obtained; and
- 4) Such signs **are not** attached to utility poles; and
- 5) Such signs **are not** placed on or near the Town of Vauxhall Administration Building and Community Centre properties.

### Prohibition on use of a form of a ballot

Candidates are not allowed to use a facsimile or representation of the ballot produced for Election Day in their advertising. The use of only the candidate's name and an "arrow" beside it does not constitute a form of the ballot. If there are questions on the acceptability of planned material, please contact the Chief Returning Officer.

### Advertising on Election Day

Candidate advertising on Election Day is not permitted inside or on the outside of the Voting Station. The Presiding Deputy at the Voting Station will remove advertising, which contravenes this Section of the Local Authorities Election Act.

**THE VOTING STATION FOR THE TOWN OF VAUXHALL 2017 GENERAL ELECTIONS SHALL BE DEFINED AS THE VAUXHALL COMMUNITY CENTRE INCLUDING ALL THE ADJOINING PARKING LOTS.**

### Freedom of Information and Protection of Privacy

Under the *Act* the Municipality must follow strict guidelines for the use of personal information.

**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 provision of the Freedom of Information and Protection of Privacy Act.**

## Election Day

**Election Day is Monday, October 16, 2017 between the hours of 10:00 a.m. and 8:00 p.m. at the Vauxhall Community Complex Hall, 417 4<sup>th</sup> Street, Vauxhall, AB.**

### Election Day

Your Chief 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 (CAO) 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 12:00 p.m. (noon) on the fourth (4<sup>th</sup>) day after the election.

**Candidates will NOT be contacted individually with the unofficial vote results. Candidates may contact the Town Office for this information at 403-654-2174 during regular business hours. The results will also be released to local media as soon as possible and posted in a conspicuous location at the Town Office, 223-5<sup>th</sup> Street, AB, including the Town of Vauxhall website.**

If you are elected, you will take office at the organizational meeting of the Council, which is typically held at the end of the month after an election.

### Qualifications for an Elector

A person is eligible to vote in a municipal election if he/she:

- a) is at least 18 years old,
- b) is a Canadian citizen, and
- c) has resided in Alberta for the 6 consecutive months immediately preceding Election Day and is resident in the area on Election Day.

## Agents

You are entitled to have one agent (sometimes called a scrutineer) at each voting station. The agent must be at least 18 years of age. Candidates may either personally or by way of an agent, observe the election process at one or more voting stations. The agent must present a written notice, signed by the candidate, to the presiding deputy at the Voting Station, and

- a) stating that the person presenting the notice is to represent that candidate as his/her agent at the voting station,
- b) the person presenting the notice shall be recognized by the presiding deputy as the agent of the candidate.

The candidate and his or her agent are both permitted to be in the Voting Station at the same time during voting hours; however, **only one or the other is permitted to be present at the count of ballots.**

## Candidate and/or Agent

The candidate and/or agent is permitted to observe the election procedures on Election Day except for the marking of a ballot by an elector.

The deputy may designate the place or places at a voting station where a candidate, an agent of a candidate, or both, may observe the election procedure. The designated place or places at a voting station where a candidate, official agent or scrutineer may observe the election procedure must allow them to observe any person making a statement.

## Replacement of an Official agent

A candidate, if necessary, may appoint a new official agent immediately notifying the returning officer in writing providing contact information for the new official agent.

The candidate or agent may make objections to an elector being permitted to vote. The Deputy looking after the Voting Register and issuing ballots will record the objection and reasons; however, the elector is allowed to cast a vote.

The objection to a person who makes a statement must be made at the time the person makes the statement.

Candidates or their agent may sign the Ballot Account, Form 14, Alberta Election Forms Regulation. This form is the official result of the count of the ballots at the Voting Station.

Agents are not permitted to participate in the election process at a Voting Station, other than cast their own vote as an elector, if qualified. They are not permitted to handle forms or ballots used in the process. This applies during voting hours and during the count.

## **Post-Vote Procedures**

### **Counting of Votes**

Immediately after the close of the voting station, the Chief Returning Officer will, in the presence of at least 1 and any additional officers that he/she considers necessary, and the candidates or agents, if any, ensure that each ballot box is opened and that the votes are counted. A deputy shall not permit more than the candidate or his agent, or more than 1 agent of either side of a vote on any by-law or question to be present at the same time in a voting station during the counting of the votes.

### **Void Ballots**

- (1) A deputy shall examine the ballots and any ballot:
  - a) that does not bear the initials of the officer,
  - b) on which more votes are cast than an elector is entitled to cast,
  - c) on which anything is written or marked by which an elector can be identified,
  - d) that has been torn, defaced or otherwise dealt with by an elector so that he can thereby be identified,
  - e) which is not marked by an "X", or
  - f) on which no vote has been cast by an elector, is void and shall not be counted.
- (2) On the back of a ballot a deputy shall
  - a) endorse "rejected" if he/she rejects it as void, and
  - b) endorse "rejection objected to" if any objection is made to his decision, and shall initial each endorsement.



(3) Notwithstanding subsection (1)(e), if a vote, though incorrectly marked on a ballot, clearly indicates for whom or what the elector intended to vote, the deputy may count that ballot.

### Note of Objection

(1) A deputy shall in the prescribed form make note of any objection made by a candidate or his/her agent or in the case of a by-law or question by any person authorized to attend, to any ballot found in the ballot box and shall decide any question arising out of the objection.

(2) Every objection shall be numbered and a corresponding number shall be placed on the back of the ballot and initialed by a deputy.

## Election Results

### Declaration of Election Result

The Chief Returning Officer may publish unofficial results of the counting of ballots after an election as the results are received.

The returning officer shall, at 12:00 p.m. (noon) on the fourth (4<sup>th</sup>) day after Election Day, at the office of each local jurisdiction for which an election was held, announce or post a statement of the results of the voting for candidates, including a declaration that the candidate receiving the highest number of votes for each office to be filled is elected.

The Chief Returning Officer shall, if the result was announced, post in some conspicuous place a statement signed by him/her showing the number of votes for each candidate.

### Candidate or Agent Recount Request

A candidate or an agent may request the Chief Returning Officer to do a recount within **44 hours**, (4:00p.m. Wednesday, October 18, 2017), of the close of the voting station and no later. The individual requesting the recount must show grounds that the **record of the result of the vote count at the voting station is inaccurate**. These grounds must be considered reasonable by the Chief Returning Officer.

If a candidate or agent feels that a recount should be done under these circumstances, it is requested that contact be

made with the Chief Returning Officer as soon as possible because of the length of time required to complete the recount.

Candidates will be notified 12 hours in advance if there is to be a recount.

## **Judicial Recount**

Within 19 days of the close of the voting station on Election Day, any elector may apply to the Court by Notice of Motion for a recount.

The elector shall file an affidavit with the Clerk of the Court alleging reasonable grounds for believing that the presiding officer at the voting station did improperly count or reject ballots.

The elector shall deposit with the clerk \$300 in cash, certified cheque, cash order or money order as security for the payment of costs and expenses.

The applicant, at least three (3) days prior to the application for a recount, shall serve a copy of the Notice of Motion and Affidavit on the secretary, returning officer, and all candidates for the affected office.

On hearing the application for a recount, a Judge may set the day, time, and place for the holding of a judicial recount.

The secretary shall be present at the judicial recount with the sealed ballot boxes and the ballot account, which were used at the election.

***Results of the Judicial Recount:*** The Judge will certify the result of the recount to the secretary who will post a statement in the office declaring the result.

## **Forms (As Attached)**

### **FORM 3 – “Nomination Paper and Candidate’s Acceptance”**

Form 3 serves as an affidavit, which is a statement made under oath. It contains statements that are verified by the oath of the person, in this case the candidate, making the statement. Legal rights are therefore established. The importance of the affidavit is reflected in the Criminal Code which provides a maximum penalty of 14 years imprisonment for any person making a false affidavit.

The form also serves as a vehicle for the electors nominating the candidate to record their name, address, and signature. The reverse of the form may be used if more than five (5) electors are nominating the candidate.

### **FORM 10 – “Statement of Scrutineer”**

Form 10 serves as a statement made by a person who presents to the presiding deputy a written notice signed by a candidate, appointing the person to represent that candidate as his/her scrutineer at the voting station.

When the “Statement of Scrutineer” has been made by the person, he/she is then recognized by the presiding deputy as the scrutineer of the candidate.

The scrutineer is making a statement to act on behalf of the candidate, and to maintain the secrecy of the vote.

A person who makes a false statement is guilty of an offence and is liable to imprisonment up to six (6) months or a fine up to \$10,000 or to both a fine and imprisonment.

### **Appointment of Candidate’s Scrutineer or Official Agent**

Candidates may also appoint a scrutineer to assist with the observing of the election process at the voting station. Each candidate can appoint as many scrutineers as they wish. Although scrutineers do not have to be electors, they do have to be at least 18 years of age.

The scrutineer must present the accepted form, *Appointment of Candidate’s Scrutineer and Official Agent* to the Presiding Deputy Returning Officer at the voting station. The statement is signed by the candidate. The scrutineer will then complete a Statement of Scrutineer – Form 10 in front of the Presiding Deputy Returning Officer at the voting station.

## Important Pieces of the Municipal Government Act

- Section 3  
**Municipal Purposes**
- The purposes of a municipality are:
- a) to provide good government
  - b) to provide services, facilities or other things that, in the opinion of the Council, are necessary or desirable for all or a part of the municipality, and
  - c) to develop and maintain safe and viable communities
- Section 153  
**General Duties of Councillors**
- Councillors have the following duties:
- a) to consider the welfare and the 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;
  - b) to participate generally in developing and evaluating the policies and programs of the municipalities;
  - c) to participate in Council meetings and Council committee meetings and meetings of other bodies to which they are appointed by Council;
  - d) to obtain information about the operation of 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 meeting 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.
- Section 154  
**General duties of Chief Elected Official (CEO or Mayor)**
- (1) A Chief Elected Official, in addition to performing the duties of 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 of 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.

Section 201  
**Council's principal  
role in municipal  
organization**

(1) A council is responsible for:

- a) developing and evaluating the policies and programs of the municipality;
- b) making sure that 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.

## Council Remuneration

Elected officials of the Town of Vauxhall are compensated through a monthly honorarium. Canada Revenue Agency deems one-third (1/3) of an elected officials earnings to be a non-taxable expense allowance. In addition to the monthly honorarium, council members are compensated for approved attendance at meetings outside of regular council and committee meetings at rates established in Policy no.027-2017 Council Remuneration. Current remuneration rates are as outlined below. A full copy of the policy has been included in this information package. Council remuneration is currently under review

Elected officials that incur meal and/or accommodation costs for attendance at approved events are reimbursed by receipt for reasonable expenses incurred. Mileage is reimbursed at the “per kilometre thereafter” rate prescribed by Canada Revenue Agency under its Reasonable per Kilometre Allowance Policy.

	<b>Monthly</b>	<b>Council Meetings</b>	<b>Other Meetings</b>
Mayor	\$450.00	\$90.00 per meeting	\$20.00 per hour
Deputy Mayor	\$250.00	\$90.00 per meeting	\$20.00 per hour
Councillor	\$200.00	\$90.00 per meeting	\$20.00 per hour

## Council Committees and Boards

Committee	Members	Meeting Date	Time/Place
Council	Whole of Council	1 <sup>st</sup> and 3 <sup>rd</sup> Monday of each month (July, August and December – 3 <sup>rd</sup> Monday only)	Council Chambers @ 6:00p.m.
Municipal Planning Commission	2 Councillors	2 <sup>nd</sup> Monday each month	Council Chambers @ 6:30p.m.
Municipal Planning Commission Appeal Board	2 Councillors	As required	
Southern AB Kanadair Association	1 Councillor	Every other Month	Coaldale
Inter-Municipal Development Board	2 Councillors	As required	
Oldman River Regional Services Commission (ORRSC)	1 Councillor	Quarterly – March, June, September & December	Lethbridge @ 7:00p.m.
Taber & District Solid Waste Management Committee	2 Councillors	2 or more times a year	MD of Taber Chambers @ 3:00p.m.
Taber District & Housing	1 Councillor	3 <sup>rd</sup> Thursday each month	Taber
Regional Fire Authority	2 Councillors	Quarterly	Vauxhall
Canadian Badlands	1 Councillor	Monthly - last Thursday or Friday (except summer)	Brooks @10:00a.m. – 1:00p.m.

<b>Committee</b>	<b>Members</b>	<b>Meeting Date</b>	<b>Time/Place</b>
SouthGrow	1 Councillor	Bi-monthly Tuesdays (except summer)	Lethbridge @12:00p.m. – 2:00p.m.
Vauxhall Library Board	2 Councillors	Monthly (except summer)	Vauxhall Library @ 7:00p.m.
Chinook Arch Library Board	1 Councillor	3 meetings annually - March, June, November	Lethbridge
Vauxhall & District Regional Water Commission	2 Councillors	As required	Council Chambers
Protective Services	1 Councillor	Quarterly	MD of Taber Council Chambers
Recreation Board	2 Councillor	As required	Council Chambers
Joint Economic Development Committee	2 Councillors	every 2 <sup>nd</sup> month	Taber
Emergency Management Committee	2 Councillors	As required	
Veterans Memorial	1 Councillor	2 to 3 times a year	to be determined
Assessment Appeal Board	1 Councillor	As required	to be determined
Barons-Eureka-Warner FCSS	1 Councillor	Monthly	Coaldale @ 5:00 p.m.
Vauxhall Business Society	2 Councillors	monthly	to be determined
Pheasant Festival Committee	1 Councillor	As required	Vauxhall
Policy, Bylaw and Rate Committee	2 Councillors	As required	Vauxhall
Vauxhall Community Center Advisory Committee	2 Councillors	As required	Vauxhall





## **Council**

The regularly scheduled Council meeting is held the first and third Monday of each month with the exception of July, August and December which meets on the third Monday only. Meetings vary in length between 2 and 4 hours. Agenda items include correspondence, bylaws, public hearings, finance and budget, policy development and hearing delegations from the community.

Council is governed by the Municipal Government Act, as well as Acts and Regulation pertaining to the laws established by the Province of Alberta and of Canada.

Town Council consists of the Mayor and 6 Councillors.

## **Municipal Planning Commission**

The Municipal Planning Commission is comprised of five (5) persons, two (2) of whom shall be elected members of Council and three (3) of whom shall be appointed by Council from the citizens of the Town at Large.

The Municipal Planning Commission is authorized to make decisions on applications for development approval in accordance with the administrative procedures, land uses and schedules established in the municipal land use bylaw. Its decisions can be appealed.

## **Municipal Planning Commission Appeal Board**

The Municipal Planning Commission Appeal Board is a quasi-judicial board established under the Municipal Government Act of the Province of Alberta. It is a tribunal, comprised of two (2) elected members of Council and one (1) member whom shall be appointed by Council from the citizens of the Town at Large.

The Board hears appeals with the respect to decisions of the Municipal Planning Commission and renders decisions based in the evidence presented.

The Municipal Planning Commission Appeal board is a quasi- judicial board and therefore, speaks only through its written decisions. Individuals may not contact any board member with respect to any appeal or potential appeal because this may disqualify them from participating in the hearing. The Board members do not discuss appeal cases with the Municipal Planning Commission prior to the hearing. In addition, individuals must not contact board members regarding the outcome of an appeal.

## **Southern Alberta Kanadair Association (SAKA)**

SAKA is an inter-agency collaboration whose mandate is to provide and improve services for Low German Mennonites throughout southern Alberta. Agencies represented on this board include municipalities, health services, policing and education.

## **Inter-Municipal Development Authority**

The Inter-Municipal Development Authority comprises of two (2) Town of Vauxhall Council members and two (2) MD of Taber Council members. This committee meets on an as required basis to discuss issues related to future subdivision and development of lands within the designated inter-municipal plan boundary and promotes the ongoing cooperation, consultation and coordination the MD of Taber and the Town of Vauxhall have established. The Inter-municipal Development Plan Bylaw 844-09 relates to the fringe area within 1 mile of the Town of Vauxhall.

This committee makes recommendations to Council only.

## **Oldman River Regional Services Commission (ORRSC)**

The Oldman River Regional Services Commission is a municipal cooperative professional planning organization that provides urban and rural municipal planning to 37 municipalities in southwestern Alberta, Canada. One member of Council is appointed as a member for ORRSC.

The ORRSC is a tax-exempt, para-municipal organization whose staff provides a variety of planning services to its member municipalities from day-to-day planning and development advice to the long-range planning responsibilities outlined in the Municipal Government Act. More specifically, they provide:

- Subdivision assistance and processing.
- Preparation and amendment of statutory plans and bylaws including: Municipal Development Plans, Land Use Bylaws, Area Structure Plans, Intermunicipal Development Plans.
- General planning advice.
- Mapping services including: legal base maps, registered plan inventory maps, land use district maps, land ownership maps, subdivision design, plotting.
- Research services including population projections and archived documents.
- Planning support to municipal staff.
- Subdivision and Development Appeal Board advice.
- Liaison with provincial departments and agencies.

## **Taber and District Solid Waste Management Committee**

The Committee shall comprise of eight (8) members, two (2) each from every participating Municipality.

The Taber and District Solid Waste Committee establishes contracts for waste disposal that is collected within the Town of Taber Waste Transfer Station, the Town Of Vauxhall Waste Transfer Station, and the Hays, Grassy Lake and Enchant Waste Transfer Stations.

The Authority can enter into legally binding agreements only with Council approval.

## **Taber & District Housing**

The Town of Vauxhall appoints one representative to the Taber and District Housing committee which also includes representation from the MD of Taber, Town of Taber and management of the Taber and District Housing Authority. The purpose of the committee is to manage Public Housing and Seniors Lodges within the Town of Vauxhall, Town of Taber, Village of Barnwell, and Hamlet of Grassy Lake.

## **Vauxhall Regional Fire Authority**

The Regional Fire Authority is comprised of two (2) elected officials from the both the Town of Vauxhall and the MD of Taber. The authority also consists of four non-voting members, two (2) of which are appointed by fire department members and one additional individual appointed by each municipality. The purpose of this committee is to provide fire protection services to residents of the Town and MD of Taber.

The committee makes budget and other recommendations to Council.

## **Joint Economic Development**

Two members of Council along with representation from the Vauxhall Business Society and MD of Taber meet to discuss issues related to economic development in and around the Town of Vauxhall.

The committee makes recommendations to Council.

## **Canadian Badlands**

In October 2002, 31 southeastern Alberta municipalities banded together to develop the Canadian Badlands and turn the region into a tourism icon. The Town of Vauxhall appoints one (1) Councillor and one (1) alternate Councillor as shareholder representative to the Canadian Badlands. Appointee(s) attend regular meetings for the Canadian Badlands to discuss issues related to the Canadian Badlands.

## **SouthGrow**

SouthGrow is an economical development alliance of twenty-seven south central Alberta communities committed to working together to achieve prosperity for the region. SouthGrow's goal: to accelerate and enhance economic development and sustainability for communities in the SouthGrow Regional Initiative region. One (1) member of Council is appointed to SouthGrow to attend bi-monthly meetings.

## **Vauxhall Library Board**

The Vauxhall Library Board includes two (2) members of Council. The board meets to discuss issues related to the Public Library

## **Chinook Arch Library Board**

One (1) member of Council is appointed to sit on the Chinook Arch Library Board which meets to discuss issues related to the Chinook Arch Library Board.

## **Vauxhall & District Regional Water Commission**

The Vauxhall & District Regional Water Commission consists of two (2) Councillors from the Town of Vauxhall and three (3) Councillors from the MD of Taber. The Commission has been established for the purpose of providing water treatment and water distribution services to the residents of the Town of Vauxhall, the Hamlet of Hays, and the Hamlet of Enchant.

## **Protective Services**

The Town of Vauxhall appoints one (1) Councillor to the Protective Services Committee. Meetings are held jointly with representatives from the Town of Taber, MD of Taber and Village of Barnwell. This committee meets to discuss emergency services issues and to foster partnerships with key community and social support groups such as RCMP, Alberta Emergency Management and Alberta Health Services for effective emergency preparedness.

## **Recreation Board**

Two (2) member of Council is appointed to sit on the Recreation Board which also consists of two (2) member appointed from the MD of Taber Council and up to thirteen (13) members appointed by Council from the public at large. The Vauxhall and District Recreation Board's sole purpose shall be to endeavour to provide a well balanced public recreation service by fostering, coordinating and promoting the development of recreational and cultural facilities, programs, and services and also by creating and promoting community participation and involvement for all ages.

