

2025 Municipal Election

Town of Vauxhall

**Becoming a Candidate
for**

Councillor

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Introduction

Thank you for your interest in serving your community as an elected official for “Town of Vauxhall”. Taking on the role of Councillor is an opportunity to make a meaningful impact to Vauxhall. This package provides you with essential information about the responsibilities and rewards of being part of Council.

The Town of Vauxhall Administration has prepared this information package primarily using information provided by Alberta Municipal Affairs 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

Commerce Place, 18th Floor

10155 -102 Street NW

Edmonton, AB T5J 4G8

Phone: 780 - 427- 2225 (dial 310-0000 for toll-free connection)

Or the Chief Administrative Officer (CAO)/Returning Officer (RO)

Town of Vauxhall

Austin C. Burns

Town of Vauxhall

Box 509

Vauxhall, AB T0K 2K0

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

Email: cburns@town.vauxhall.ab.ca

Legislation

The following acts are applicable to a Municipal Election:

* **Local Authorities Election Act**

The *Local Authorities Election Act (LAEA)* is recommended for information on your obligations if you run for Council.

* **Municipal Government Act**

The *Municipal Government Act (MGA)* this Act governs all decisions of a municipal Council and outlines a Councillors role, legal obligations and more.

- All Provincial Acts are available at the King's Printer: <https://www.alberta.ca/alberta-kings-printer>.

The Town of Vauxhall website contains minutes, bylaws, policies and financial information and other services the Town offers @ <https://town.vauxhall.ab.ca/wp/>

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*.

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. (see page 24)
- Council Committee meetings. (as required)
- Meetings of other boards and agencies to which you are appointed as the council's 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 to prepare for 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. No single Council member can act alone-decisions require a majority vote. As an individual, you cannot commit the municipality to spending or direct municipal employees. Any promises made during your campaign involving municipal funds or employee activities require a majority vote from Council to be approved. Council members serve as policymakers, not hands-on “doers”. Their role is to set the vision and direction for the community by creating budgets, setting policies and making high-level decisions that guide the work of the municipality.

Councillors are responsible for:

- Consider the welfare and interests of the whole municipality.
- help to develop policies, services and programs.
- participate in Council & committee meetings.
- Keeping private matters discussed in closed session confidential until addressed publicly.
- Following Council’s established “Code of Conduct”
- Performing any other duties or functions required.

Difference between Mayor and Councillor?

Mayor and Councillors share the exact same responsibilities in setting policies, approving budgets and making decisions that guide the municipality. The Mayor has no additional power over other Councillors, they work alongside Councillors as part of the team, with all final decisions requiring a majority vote from Council. The Mayor does have more responsibilities.

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), and include common bylaws like the Land Use Bylaw, Business Licence Bylaw, Council Code of Conduct Bylaw, ect.

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 the council has established. As an elected member of council, it will not be your responsibility to direct the daily activities of municipal staff.

Chief Administrative Officer (CAO) is the administrative head of the municipality. The CAO is the only employee directly hired by the Council and is responsible for implementing the municipalities policies and programs, advising and updating Council on municipal operations. Council does not direct (or hire) any other staff members; the CAO serves as the critical link between Council and the rest of Administration/other staff.

Council and Administration: since the CAO is the only direct employee of the Council (as required by the MGA), interactions between Council members and Staff can only occur with the CAO's permission. This keeps Council focused on policymaking rather than operational matters.

What other information should you have?

The best way to find what the position is all about is to spend some time reading council agendas and minutes, which are available on our website at <https://town.vauxhall.ab.ca/wp/> or by 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.

As an elected official, you'll help shape your community's future and represent its interests. This role does require commitment of time.

If elected, you will serve a four-year term starting from the first Council meeting after the election.

Filing your Nomination

Nomination day is **Monday September 22, 2025**. A person may file a nomination to become a candidate for a Election, within the period beginning on January 1, 2025 and ending at 12 noon on nomination day in the Vauxhall Administrative Office located at 223-5th Street Vauxhall, AB during business hours Monday to Friday (except STAT holidays) 8:00am-12:00pm and 1:00pm-4:30pm

Filing of the nomination form may be done in person by appointment, by mail, or courier. If sent by mail or courier, the form must be received before the close of nominations at 12 noon on **Monday September 22, 2025**.

Nomination form

Your nomination must be filed on the prescribed form. The prescribed Nomination Paper (FORM 4) 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 on filling out the nomination papers please contact Cris Burns, CAO/RO.

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 on 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

All portions of the nomination form must be completed, and the candidate's acceptance sworn or affirmed before a Commissioner of Oaths or the Returning Officer. A Commissioners for Oaths service is provided, at the Town of Vauxhall.

**Acceptance
And Affidavit**

The affidavit states that the candidate has read and understands Sections 12, 21, 22, 23, 27, 28, 47, 68.1, 151 Part 5.1 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 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 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 Filing of the nomination form may be done in person by appointment, by mail, or courier. If sent by mail or courier, the form must be received before close of nominations at 12 noon on **Monday September 22, 2025**.

Nomination day is **Monday September 22, 2025**. A person may file a nomination to become a candidate for a Election, within the period beginning on January 1, 2025, and ending at 12 noon on nomination day in the Vauxhall Administrative Office located at 223-5th Street Vauxhall, AB during business hours Monday to Friday (except STAT holidays) 8:00am-12:00pm and 1:00pm-4:30pm

Nominations cannot be accepted after 12:00 p.m. (noon). The clock in the main office will determine the time of the closing of nominations. Prospective candidates who are not inside the Vauxhall Town office by 12:00 p.m. (noon) **Monday September 22, 2025**, 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 23, 2025), 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 Returning Officer cannot accept your withdrawal if it results in less than the required number of candidates (1 Councillor).

If you wish to withdraw, you must provide a written notice to the Returning Officer at 223- 5th Street, Vauxhall before 12:00 p.m. (noon) on Tuesday, September 23, 2025.

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 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 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 Form
LAEA Section 28.1 (6)**

At any time after the commencement of the nomination period until the term of office to which the filed nomination papers relate has expired, a person may request to examine the filed nomination papers during regular business hours and in the presence of the returning officer, deputy or secretary at 223- 5th Street, Vauxhall, AB.

IT IS NOT THE RETURNING OFFICER'S RESPONSIBILITY TO RULE ON THE VALIDITY OF THE INFORMATION CONTAINED IN THE NOMINATION PAPER. (The 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

Campaign Advertising

Please make sure you are familiar with the rules of campaign signs, which is outlined in the Towns Land Use Bylaw. These rules are subject to change-please check bylaws before printing signage. The Town of Vauxhall logos and mottos are trademarked and may not be used for any campaign process. Please note that that Town of Vauxhall cannot and does not advertise for individual candidates, this includes any and all media platforms.

Election

Campaign Signs

Political signage for the purpose of the 2025 Election provided that:

- 1) Such signs **are removed within fourteen (14) days** after the election date (November 3, 2025); 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.

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.

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 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 2025 ELECTIONS SHALL BE DEFINED AS THE VAUXHALL COMMUNITY HALL, 417 4TH STREET N., 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 20, 2025 between the hours of 10:00 a.m. and 8:00 p.m. at the Vauxhall Community Hall 417 4th Street N., Vauxhall.

Election Day

Your Returning Officer is available to explain the election process to you. All ballot boxes are kept in the control of the Deputy Returning Officer in each voting station until the closing of the vote. The ballot boxes are sealed after the ballots are counted, then the secretary (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 (4th) day after the election.

The results will also be released to local media as soon as possible and posted in a conspicuous location at the Town Office, 223-5th Street N., Vauxhall, AB, including the Town of Vauxhall website.

If you are elected, you will take the “Oath of Office” at the first council meeting after the 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 19, and 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 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 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 (4th) 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 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 Returning Officer to do a recount within **44 hours**, (4:00p.m.Wednesday, October 22, 2025), 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 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 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 office 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 4 – “Nomination Paper and Candidate’s Acceptance”

Form 4 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 5 – “Candidate Financial Information”

Form 5 collects the financial and banking information of candidates. It must be submitted on or before nomination day.

FORM 11 – “Enumerator, Candidate or Official Agent Proof of Identification for Section 52 Access”

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 11 in front of the Presiding Deputy Returning Officer at the voting station.

FORM 16 – “Statement of Scrutineer”

Form 16 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.

How Can I Find More Information?

This package is a helpful starting point but doesn't cover every detail prospective Councillors should know. There are many other resources we strongly encourage you to access for more in-depth information any prospective Councillor should be familiar with. To understand the role better, spend some time reading, watching and discussing the role.

These are some of the sources we strongly recommend:

- The *Municipal Government Act* (referred to as the “MGA” throughout this document), which outlines a Councillors role, legal obligation, and more. This is the Act that governs all decisions of a municipal Council and is the most frequently referenced document in the municipal realm.
- The *Local Authorities Election Act* is also recommended for information on your obligations if you run for Council.
 - All Provincial Acts are available at the King's Printer: <https://www.alberta.ca/alberta-kings-printer>
- The Town of Vauxhall website contains agendas and minutes, bylaws, policies, and much more information on services the Town of Vauxhall offers.
- Government of Alberta's Municipal Government website: <https://www.alberta.ca/municipal-government>
- Agendas & Minutes: <https://town.vauxhall.ab.ca/wp/agenda-packages/> & <https://town.vauxhall.ab.ca/wp/town-council/>
- Council Policies: <https://town.vauxhall.ab.ca/wp/policies/>
- Speak with current Councillors: there's no better way to learn what it's like being a Councillor than asking one! Our current members are proud of their work and are willing to discuss the role and what it entails to any member of the public.
- You can see a current list of the committees and board Councillors sit on at <https://town.vauxhall.ab.ca/wp/town-council-members/>
- Alberta Municipalities has several resources here: <https://www.abmunis.ca/advocacy-resources/governance/running-municipal-office>

Council Remuneration

Elected officials of the Town of Vauxhall are compensated through a monthly honorarium. 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. A full copy of the policy has been included with the printed information package available at the Administration Officer. A copy of the policy is available on the website.

Council Committees/Boards/Commission/Authority's

Committee	Members	Meeting Date	Time/Place
Council	Whole of Council	1 st and 3 rd Monday of each month	Council Chambers @ 6:00 p.m.
Municipal Planning Commission	3 Councillors	2 nd and 4 th Monday each month	Council Chambers @ 5:15 p.m.
Chinook Intermunicipal Subdivision And Development Appeal Board	2 Councillors	As required	
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	Monthly	Taber
Regional Fire Authority	2 Councillors	Quarterly	Vauxhall
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 @ 6:00p.m.
Chinook Arch Library Board	1 Councillor	1 st Thursday of April, August, and December	Lethbridge
Vauxhall & District Regional Water Commission	2 Councillors	As required	Council Chambers

Committee	Members	Meeting Date	Time/Place
Protective Services	1 Councillor	Quarterly	MD of Taber Council Chambers
Taber Regional Joint Economic Development Committee	2 Councillors	every 2 nd month	Taber
Vauxhall Emergency Advisory Committee	Council as a whole	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 @ 4:00 p.m.
Vauxhall & District Chamber of Commerce	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
Inter-municipal Collaboration Committee	3 Councillors	As required	to be determined
Business and Tourism Committee	2 Councillors	As required	to be determined
Vauxhall Ag Society	1 Councillor	Determined by the Ag Society Board	

Council

The regularly scheduled Council meeting (see page 24) 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 shall be comprised of not more than three (3) persons, whom shall be elected members of Council.

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.

Chinook Intermunicipal Subdivision and Development Appeal Board

The Chinook Intermunicipal Subdivision and Development Appeal Board is authorized to render decisions on appeals resulting from decisions of a Subdivision Authority or a Development Authority in accordance with the South Saskatchewan Regional Plan (SSRP), the Municipal Government Act (MGA), the Subdivision and Development Regulation, the local Land Use Bylaw and statutory plans. It is comprised of no more than three (3) members, with no more than one (1) being an elected official and the other two (2) being non-elected officials who are persons at large. If two (2) or less persons are appointed as members, they must be non-elected persons at large.

The Board, and those Members who sit as a Board Panel hearing an appeal, shall govern its actions and hearings in respect of the processes and procedures as outlined in the Procedural Guidelines. A Board Member may only participate in appeal hearing if they have successfully completed the mandatory provincial training prior to the appeal hearing date.

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 the 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 40 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.

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.