

Nomination Paper and Candidate's Acceptance

FORM 3

Local Authorities Election Act
(Sections 12, 21, 22, 27, 47, 151)
School Act (Section 44(4))

Local Jurisdiction: _____, Province of Alberta

We, the undersigned electors of _____, nominate
(Name of Local Jurisdiction and Ward, if applicable)

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

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

of _____
(Name of Local Jurisdiction)

Signatures of at least **5 ELECTORS ELIGIBLE TO VOTE** in this election in accordance with sections 27 and 47 of the *Local Authorities Election Act* and section 44(4) of the *School Act* (if applicable).

Printed Name of Elector	Street Address or Legal Land Description of Residence of Elector	Signature of Elector

Candidate's Acceptance

I, the above named candidate, solemnly swear (affirm)

- THAT I am eligible under sections 21 and 47 (and section 12, in the case of summer villages) of the *Local Authorities Election Act* and section 44(4) of the *School Act* (if applicable) to be elected to the office;
- THAT I am not otherwise disqualified under section 22 of the *Local Authorities Election Act*;
- THAT I will accept the office if elected;
- THAT I have read sections 12, 21, 22, 27, 47, and 151 of the *Local Authorities Election Act* and section 44(4) of the *School Act* (if applicable) and understand their contents; and
- THAT I am appointing _____ as my official agent. (Name, Contact Information or Address and Telephone Number of Official Agent) (if applicable)

Print name as it should appear on the ballot

(Candidate's Surname) (Given Names (may include nicknames, but not titles, ie., Mr., Mrs., Dr.))

SWORN (AFFIRMED) before me
at the _____ of _____
in the Province of Alberta
this _____ day of _____ 20____ .

} _____
(Candidate's Signature)

(Signature of Returning Officer or Commissioner for Oaths)

It is an Offence to Sign a False Affidavit or a Form That Contains a False Statement

Note: The personal information that is being collected under the authority of the *Local Authorities Election Act* will be used for the purposes under that Act. It is protected by the privacy provisions of the *Freedom of Information and Protection of Privacy Act*.

If you have any questions about the collection, contact: _____
(Title and Business Phone Number of the Responsible Official)

PURPOSE

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 electors are nominating the candidate.

INSTRUCTIONS

1. The upper portion of the form should be complete when the form is submitted to you, however, check that it has been completed and that the names, addresses and signatures of at least five electors has been recorded. The person who is nominated as a candidate is responsible for ensuring the nomination meets the requirements of the Act. **Note:** Because there is a requirement in section 28(6) to provide candidate information to the Deputy Minister, the returning officer will need to collect the mailing addresses for each candidate.

2. Ask the candidate if they are appointing an official agent.

Nomination Paper and Candidate's Acceptance

FORM 3 Local Authorities Election Act
(Sections 12, 21, 22, 27, 47, 151)
School Act (Section 44(4))

Local Jurisdiction: _____ (1) _____, Province of Alberta

We, the undersigned electors of _____ (Name of Local Jurisdiction and Ward, if applicable), nominate _____ (Candidate's Surname) _____ (Given Names) of _____ (Street Address or Legal Land Description of the Candidate's Residence) as a candidate at the election about to be held for the office of _____ (Office Nominated For) of _____ (Name of Local Jurisdiction)

Signatures of at least 5 ELECTORS ELIGIBLE TO VOTE in this election in accordance with sections 27 and 47 of the *Local Authorities Election Act* and section 44(4) of the *School Act* (if applicable).

Printed Name of Elector	Street Address or Legal Land Description of Residence of Elector	Signature of Elector

Candidate's Acceptance
I, the above named candidate, solemnly swear (affirm)

- THAT I am eligible under sections 21 and 47 (and section 12, in the case of summer villages) of the *Local Authorities Election Act* and section 44(4) of the *School Act* (if applicable) to be elected to the office;
- THAT I am not otherwise disqualified under section 22 of the *Local Authorities Election Act*;
- THAT I will accept the office if elected;
- THAT I have read sections 12, 21, 22, 27, 47, and 151 of the *Local Authorities Election Act* and section 44(4) of the *School Act* (if applicable) and understand their contents; and

• THAT I am appointing _____ (2) _____ (Name, Contact Information or Address and Telephone Number of Official Agent) (if applicable) as my official agent.

Print name as it should appear on the ballot _____ (3) _____ (Candidate's Surname) _____ (Given Names (may include nicknames, but not titles, ie., Mr., Mrs., Dr.))

SWORN (AFFIRMED) before me at the _____ of _____ (5) _____ in the Province of Alberta this _____ day of _____ 20____. } _____ (4) _____ (Candidate's Signature)

_____ (6) _____ (Signature of Returning Officer or Commissioner for Oaths)

It is an Offence to Sign a False Affidavit or a Form That Contains a False Statement

Note: The personal information that is being collected under the authority of the *Local Authorities Election Act* will be used for the purposes under that Act. It is protected by the privacy provisions of the *Freedom of Information and Protection of Privacy Act*.

If you have any questions about the collection, contact: _____ (Title and Business Phone Number of the Responsible Official)

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3. Ask the candidate to print his name in the space provided. The name printed is the exact name that will be printed on the ballot. Ensure that the candidate is aware of this. A nickname, initials, or the true given name of the candidate is acceptable.
4. Ask the person if he/she wishes to either swear or affirm to the affidavit. If he/she wishes to swear, ask him/her to raise his/her right hand, and then ask him/her "Do you swear that the contents of this your affidavit are true, so help you God?" He/She responds by saying "I do" while holding his/her hand uplifted. If he/she wishes to affirm to the affidavit, ask him/her "Do you solemnly affirm and declare that the contents of this your affidavit are true?" The person responds by saying "I do". Ask the person to sign the affidavit.
5. Complete the jurat by entering the name of the place and the date on which the affidavit is made.
6. Sign the jurat. Indicate if you are administering the affidavit as a returning officer or as a commissioner for oaths by circling the appropriate position. If you are a commissioner for oaths, include your printed name and the date on which your appointment expires. Retain the completed form.

Local Authorities Election Act Candidates Information

Section 12 - Summer villages (N/A)

Section 21 - Qualification of candidates

(1) A person may be nominated as a candidate in any election under this Act if on nomination day the person

- (a) is eligible to vote in that election,
- (b) has been a resident of the local jurisdiction and the ward, if any, for the 6 consecutive months immediately preceding nomination day, and
- (c) is not otherwise ineligible or disqualified.

(2) Notwithstanding subsection (1), in the case of a city, a candidate for councillor is not required to be a resident of the ward in either a general election or a by-election, but must be a resident of the city.

(3) Notwithstanding subsection (1), a candidate for trustee of a board of a school district that is wholly or partly within the boundaries of a city is not required to be a resident of the ward in either a general election or a by-election, but must be a resident of the school district.

(4) If the boundaries of a local jurisdiction are altered by the addition of land, a person who has been a resident of the added land for at least the 6 months immediately preceding nomination day is deemed, for the purposes of this Act, to have been a resident, during that time, of the local jurisdiction to which the land was added.

Section 22 - Ineligibility

(1) A person is not eligible to be nominated as a candidate in any election under this Act if on nomination day

- (a) the person is the auditor of the local jurisdiction for which the election is to be held;
- (b) the person is an employee of the local jurisdiction for which the election is to be held unless the person is on a leave of absence granted under this section;
- (c) the person is indebted to the municipality of which the person is an elector for taxes in default exceeding \$50, excluding from that amount;
 - (i) any indebtedness for current taxes, and
 - (ii) any indebtedness for arrears of taxes for which the person has entered into a consolidation agreement with the municipality, unless the person is in default in the payment of any money due under the agreement;
- (d) the person is indebted to the local jurisdiction for which the election is to be held for any debt exceeding \$500 and in default for more than 90 days;
 - (d.1) the person has, within the previous 10 years, been convicted of an offence under this Act, the *Election Act* or the *Canada Elections Act* (Canada).
- (e),(f) repealed 2006 c22 s13.

(1.1) A person is not eligible to be nominated as a candidate for election as a trustee of a school board if on nomination day the person is employed by

- (a) a school district or division,
- (b) a charter school, or
- (c) a private school, in Alberta unless the person is on a leave of absence granted under this section.

(2) Repealed 2006 c22 s13.

(3) Subsection (1)(b) to (d) do not apply to a candidate for election as a trustee of a school board.

(4) Subsection (1) does not apply to a person by reason only

- (a) that the person is a shareholder in a corporation having a contract or dealings with the local jurisdiction or elected authority for which the election is being held,
 - (i) unless the person holds or there is held by the person and the person's spouse or adult interdependent partner, parents, children, brothers and sisters more than 25% of the issued capital stock of the corporation, or
 - (ii) unless the contract or dealings are for the building or construction of a public work of the local jurisdiction;
- (b) that the person has a contract with the local jurisdiction for the supplying to the person, the person's spouse or adult interdependent partner or child of a service, utility or commodity that the local jurisdiction has statutory

authority to supply;

(c) that the person holds an interest in a publication

(i) in which official advertisements of the local jurisdiction appear, or

(ii) that is supplied to the local jurisdiction at the usual rates;

(d) that the person sells or leases to the local jurisdiction land or interest in land that the local jurisdiction has authority to expropriate;

(e) that the person supplies goods, merchandise or services to the local jurisdiction or to persons contracting with the local jurisdiction if they are supplied at competitive prices and in the ordinary course of the person's business or profession;

(f) that the person renders

(i) services to indigents who are residents of the local jurisdiction and for which the local jurisdiction is or may become liable to pay, or

(ii) services for which the local jurisdiction has provided a subsidy;

(g) that the person is appointed to a position under the *Emergency Management Act*;

(h) that the person has rendered professional services as a lawyer to the local jurisdiction, if the fees for the services have been taxed under the *Alberta Rules of Court*;

(i) that the person has received a gratuity or allowance for services on a committee or board appointed by or responsible to the local jurisdiction;

(j) that the person is a member of an association under the *Rural Utilities Act* or is a member of a cooperative under the *Cooperatives Act*;

(k) that the person is a vendor, purchaser, assignor or assignee of land bought or sold under the *Agriculture Financial Services Act*;

(l) that the person is a party to a contract for the purchase or lease of real or personal property from the local jurisdiction entered into before nomination day;

(m) that the person is a volunteer chief, officer or member of a fire, ambulance or emergency measures organization established by a local jurisdiction or that the person is a volunteer for another purpose who performs duties under the direction of the local jurisdiction.

(5) An employee of a municipality who wishes to be nominated as a candidate in an election to be held for that municipality may apply to the council for a leave of absence without pay on or after July 1 in the year of a general election or on or after the day the council passes a resolution to hold a by-election but before the employee's last working day prior to nomination day.

(5.1) An employee referred to in subsection (1.1) who wishes to be nominated as a candidate for election as a trustee of a school board may apply to his or her employer for a leave of absence without pay on or after July 1 in the year of an election but before the employee's last working day prior to nomination day.

(6) Notwithstanding any bylaw, resolution or agreement of a municipality, the council shall grant every application it receives under this section.

(6.1) A school district or division, a charter school or a private school shall grant every application it receives under subsection (5.1).

(7) An employee who has been granted a leave of absence is subject to the same conditions that apply to taking a leave of absence without pay for any other purpose.

(8) If an employee who has been granted a leave of absence is not elected, the employee may return to work, in the position the employee had before the leave commenced, on the 5th day after election day or, if the 5th day is not a working day, on the first working day after the 5th day.

(9) If an employee who has been granted a leave of absence is declared elected, the employee is deemed to have resigned that position as an employee the day the employee takes the official oath of office as an elected official.

(10) If an employee who has been granted a leave of absence is declared elected but, after a recount under Part 4, is declared not to be elected, the employee may return to work on the first working day after the declaration is made, and subsections (7) and (8) apply.

(11) Subject to subsection (12), an employee who has been granted a leave of absence and is declared elected continues to be deemed to have resigned that position as an employee if the employee subsequently forfeits the elected office or if the employee's election is adjudged invalid.

(12) If, through no act or omission of the employee, an employee forfeits the elected office or the employee's election is adjudged invalid, the employee may return to work on the first working day after the office is forfeited or the election is adjudged invalid, and subsections (7) and (8) apply.

Section 23 Ineligibility for nomination

- (1) A person is not eligible to be nominated for more than one office of the same elected authority.
- (2) A member who holds office on an elected authority is not eligible to be nominated for or elected to the same or any other office on the elected authority
 - (a) unless the member's term of office is expiring, or
 - (b) if the member's term of office is not expiring, unless the member has resigned that office effective 18 days or more before nomination day.

Section 47 Eligibility to vote

- (1) A person is eligible to vote in an election held pursuant to this Act if the person
 - (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 the person's place of residence is located in the area on election day.
- (2) Subject to subsection (3) and sections 75, 77.1, 79, 81 and 83, an elector is eligible to vote only at the voting station for the voting subdivision in which the elector's place of residence is located on election day.
- (3) If a local authority establishes a voting station at a work site, the local authority may direct that those workers who are electors who wish to vote and who are required to work at the site during the hours for which the voting station is open shall vote at that voting station, notwithstanding that those workers do not reside in the voting subdivision in which that voting station is located.
- (4) In the case of the performance of any function or the exercise of any right under this Act, a person shall be a resident on the day on which that function is performed or that right is exercised in the area, ward or voting subdivision in respect of which that function is performed or that right is exercised and shall have been a resident of Alberta for the 6 consecutive months immediately preceding the day on which that function is performed or that right is exercised, unless otherwise required by this Act.

Section 151 Offence

A candidate for elective office who signs a candidate's acceptance form that contains a false statement is guilty of an offence and liable to a fine of not more than \$1000.

Municipal Affairs

**Running for Municipal Office
in Alberta**

A Candidate's Guide

Alberta Municipal Affairs (2010) *Running for Municipal Office in Alberta – A Candidate's Guide*
Edmonton: Alberta Municipal Affairs

For more information contact:

Advisory Resources and Capacity Building
Local Government Services
Alberta Municipal Affairs
17th Floor, Commerce Place
10155 – 102 Street
Edmonton, Alberta T5J 4L4
CANADA

Telephone: 1-780-427-2225

Toll Free: 310-0000 (in Alberta only)

Fax: 1-780-420 1016

Website: www.municipalaffairs.gov.ab.ca

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Running for Municipal Office in Alberta

Before you file your nomination paper

Here are some things you should consider:

Are you qualified?

To become a 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 local jurisdiction for the 6 consecutive months preceding nomination day.

In a municipality with a ward system, you must have been a resident of the electoral division or the ward in which you intend to run for the same six-month period, except in the case of a City.

In a summer village, you must meet the eligibility to vote in the election requirement and have been a resident of Alberta for the 12 consecutive months immediately preceding election day.

Ineligibility for nomination

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, unless granted a leave of absence
- if your property taxes are more than \$50 in arrears or you are in default, for more than 90 days, for any other debt in excess of \$500 to the municipality.

If you are a judge, a member of parliament, senator, or member of the legislative

assembly, you must resign that position before you take office as a member of council.

Do you have the time?

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

- regular meetings of council
- council committee meetings
- meetings of other boards and agencies to which you are appointed as 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 and talking with residents, the Chief Administrative Officer (CAO), and others. This will all be part of the necessary preparation for meetings so that you can make informed decisions. Don't forget the time you need for your personal life, work, etc.

Remuneration

Elected officials generally receive remuneration or other financial compensation for the time and energy they have devoted to their community. The remuneration varies in each municipality, so check with your local municipal office to find out about remuneration for elected officials in your area.

Do you understand the position?

As a member of council you will have the opportunity to significantly influence the future of your community. Your power as a member of council depends on your ability to persuade the other members of council to adopt your view. All decisions must be made at meetings, held in public, at which a quorum is present.

As an individual member of council you will not have the power to commit your municipality to any expenditure or to direct the activities of the municipal employees. Any promise you make as part of your election campaign that involves municipal expenditures or the activities of the employees, can only be carried out if you can convince a majority of council that it is a good idea.

Do you understand the powers of a municipal council?

The Canadian constitution delegates responsibility for municipal institutions to the provinces. Through a variety of legislation, the Alberta Legislative Assembly has delegated some of its authority to municipal councils. The act you will use most often is the ***Municipal Government Act***.

Are you familiar with local legislation?

Local legislation is in the form of bylaws that remain in effect until they are amended or repealed. You will not be starting with a blank slate and creating your ideal municipality from scratch. If you are running with some kind of reform in mind, you will have to become familiar

with what exists, how it has been created – by bylaw, resolution or tradition – and why it exists, before you will be able to start discussing your changes.

Some examples of local documents you will often refer to are the Council Procedural Bylaw, Land Use Bylaw, the bylaws establishing the positions of the Chief Administrative Officer and the designated officers, and the Policy Manual.

Do you know how the municipality is administered?

As a member of council, it will be your duty to **establish** policy for your municipality. It is the job of the administration to **implement** the policy. Alberta municipalities have competent and dedicated administrators. You will need the support, advice and assistance of the CAO if you are to be an effective member of council. Their training, experience, and understanding of how and why things have developed as they have, will be an important resource for you.

What other information should you have?

The best way to find out what the job is all about is to spend some time reading council agendas and minutes, and talking to current members of council. Sit in on some council meetings. Talk to the CAO to find out what other information is available. This will help you in your campaign and will assist you in assuming office. If you don't do that kind of research now, you'll have to do it after you are elected anyway, and you probably have

Running for Municipal Office in Alberta

more time now than you will 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. Once you are elected you have a duty to represent your community.

Filing your nomination

Nomination form

Your nomination must be filed on the prescribed form. Your CAO, returning officer or city clerk will be able to tell you where to get a form and provide advice on filling it out.

Nominators

Your form must be signed by five people eligible to vote in the election. Cities with a population of at least 10,000 can pass a bylaw increasing that number to a maximum of 100 signatures. These people must be eligible to vote and residents in the local jurisdiction on the date of signing the nomination paper.

If you are running in a municipality with a ward system, the people signing your nomination form must be a resident in your electoral division or the ward in which you are running.

In a summer village, the nominators must be eligible to vote in the election, be 18 years of age, a Canadian citizen and named

on the certificate of title as the person who owns property within the summer village or is the spouse or adult interdependent partner of the person named on the title.

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

Candidate

The nomination form states that you are required to make an affidavit saying that you are eligible for nomination, not otherwise 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. Ensure you are aware of the contents of Sections 12, 21, 22, 23, 47 and 151 of the *Local Authorities Election Act*.

Under the Criminal Code (Canada), it is an offence to make a false affidavit and it is punishable by up to 14 years imprisonment.

Filing the form

The completed form is to be filed with the returning officer between 10 a.m. and noon on nomination day, unless the municipality has passed a bylaw prior to June 30th in the year in which a general election is held, stating that the returning officer may receive nominations earlier than 10 a.m. The elected authority may also provide by bylaw, other locations, in addition to the local jurisdiction office, where a deputy

may receive nominations. The notice of nomination day will indicate where and when the returning officer will receive the nomination. This is usually at the municipal office but to make sure, check the notice or ask the CAO, returning officer or city clerk.

You may want to file the form in person, however, **anyone** can file it on your behalf as long as it is fully completed.

Ask your municipality for the date of nomination day!

Deposit

Your municipality may have passed a bylaw requiring that nominations be accompanied by a deposit. The amount fixed in the bylaw may not exceed \$1000 in municipalities with a population of over 10,000, and up to \$100 in all others. When you pick up the nomination form, be sure to ask if a deposit is required.

If a deposit is required, it must be paid when your nomination paper is filed. A deposit must be paid either by cash, certified cheque, or money order, payable to the municipality.

Your deposit will be returned to you if you are elected or if you get at least one-half the number of votes of the elected person to the office, with the least number of votes.

Withdrawing

Within 24 hours (48 hours in a summer village) of the close of nominations, 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 would result in less than the required number of candidates.

If you wish to withdraw, you must provide a written notice to the returning officer.

Insufficient nominations

If the number of nominations filed is less than the number of vacancies in any particular office, the returning officer will be available the next day (and for up to six days) from 10 a.m. until noon to receive further nominations.

If, by 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.

In a summer village, the returning officer will announce the time and place when further nominations will be received.

No late nominations

The returning officer cannot accept nominations after noon on nomination day.

Running for Municipal Office in Alberta

Be sure that your nomination paper is filed on time.

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 campaign expenses

The payment of the following expenses (related to the campaign) is not considered a contravention of the legislation:

- your personal expenses

- cost of acquiring premises, accommodation, goods or services for proper election campaign expenses
- payments for the 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.

- A candidate whose campaign is entirely self funded has a funding cap of \$10,000 in a campaign period and is not required to open a bank account or file a disclosure statement unless there is a surplus exceeding \$500 from a previous election, or receives campaign contributions.

- A candidate must declare campaign contributions funded from any person, corporation, trade union, or employee organization by completing an Election Candidate Campaign Contribution and Disclosure Statement Form. Campaign contributions by any person, corporation, trade union or employee organization to a candidate shall not exceed \$5,000 in any year.

- A candidate who funds a campaign by contributions must open a campaign account at a financial institution.

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 campaign material inside or on the outside of a building used for a voting station.

may be ended early by resignation or disqualification from office.

Official Agent

You are entitled to have one official agent or scrutineer at each voting station. Your returning officer will explain how official agents and scrutineers are appointed. An official agent or scrutineer must be at least 18 years of age.

Election day and later

Ask your municipality for the date of the election.

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 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 noon on the fourth day after the election.

Term of Office

If you are elected in a general election, you will be expected to serve a three-year term. This term will officially begin at the organizational meeting of the council. In a by-election, you take office as soon as you take the oath of office. A term of office

This guide is an information summary only and has no legislative sanction. For certainty, refer to the *Local Authorities Election Act* and the *Municipal Government Act*. Copies are available for purchase from Alberta Queen's Printer Bookstore.

**Main Floor, Park Plaza Building,
10611 – 98 Avenue
Edmonton AB T5K 2P7
phone: (780) 427-4952**

Appendix

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 opinion of 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 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 municipality;
- (c) to participate in council meetings and council committee meetings and meetings of other bodies to which they are appointed by the council;
- (d) to obtain information about the operation or administration of the municipality from the chief administrative officer or a person designated by the chief administrative officer;
- (e) to keep in confidence matters discussed in private at a council or council committee meeting until discussed at a meeting held in public;

- (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 (Mayor or Reeve)

- (1) A chief elected official, in addition to performing the duties of a councillor, must
 - (a) preside when in attendance at a council meeting unless a bylaw provides that another councillor or other person is to preside, and
 - (b) perform any other duty imposed on a chief elected official by this or any other enactment or bylaw.
- (2) The chief elected official is a member of all council committees and all bodies to which council has the right to appoint members under this Act, unless the council provides otherwise.
- (3) Despite subsection (2), the chief elected official may be a member of a board, commission, subdivision authority or development authority established under Part 17 only if the chief elected official is appointed in the chief elected official's personal name.

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 the 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.