



# NOMINATION PACKAGE

## MUNICIPAL BY-ELECTION

### COUNCILLORS 2020

For enquires contact:  
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# By-Election 2020 - Town of Crossfield

## Nomination Package and Candidate Information

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## Nomination Day

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All candidates for Councillor must file their Nomination Papers within the period of July 8, 2020 and ending on Tuesday September 8, 2020 at Noon (12:00 pm). The date and time for accepting forms is legislated and cannot be changed or extended.

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

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

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

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

## Obtaining Nomination Forms

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Please visit [www.crossfieldalberta.com](http://www.crossfieldalberta.com) for the *Candidate Nomination Package* containing the required forms or visit the Town office (1005 Ross Street) during normal office hours to obtain a paper copy.

## Filing of Nomination Papers

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All candidates running for Councillor must submit the completed Nomination Paper and Candidate's Acceptance (Form 4). The Nomination Paper must be signed by a minimum of five (5) persons who are electors eligible to vote in that election and resident in the local jurisdiction on the date of signing the nomination. To ensure the validity of their Nomination Papers, a Candidate is encouraged to submit more than the required five (5) electors' signatures. An additional form for signatures for Nomination Papers is attached to this package.

## Qualification of Electors Who sign Nomination Forms

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

An elector (voter) is eligible to sign nomination forms for a candidate if on Nomination Day (September 8, 2020), the person:

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

## Qualifications of A Candidate

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### Qualifications

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

RSA 2000 cL-21 s21;2012 cE-0.3 s276;2018 c23 s10

### Ineligibility

- 22(1) A person is not eligible to be nominated as a candidate in any election under this Act if on nomination day:
- (a) The person is the auditor of the local jurisdiction for which the election is to be held;
  - (b) Subject to subsection (4), the person is an employee of the local jurisdiction for which the election is to be held unless the person takes a leave of absence under this section;
  - (c) the person is indebted to the municipality of which the person is an elector for taxes in default exceeding \$50, excluding from that amount
    - (i) any indebtedness for current taxes, and
    - (ii) any indebtedness for arrears of taxes for which the person has entered into a consolidation agreement with the municipality, unless the person is in default in the payment of any money due under the agreement;
  - (d) the person is indebted to the local jurisdiction for which the election is to be held for any debt exceeding \$500 and in default for more than 90 days;
  - (d.1) the person has, within the previous 10 years, been convicted of an offence under this Act, the *Election Act*, the *Election Finances and Contributions Disclosure Act* or the *Canada Elections Act* (Canada).

## **Withdrawal of nomination**

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A candidate may withdraw their nomination in writing within 24 hours after the close of the nomination at 12 noon on Tuesday September 8, 2020.

The legislated deadline for withdraw is 12 noon on Wednesday, September 9, 2020. The Returning Officer cannot accept a withdrawal if it results in the less then the required number of candidates to fill that office.

## **Important Dates & Times**

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Nomination Day:	Tuesday, September 8, 2020 Nomination papers to be filed between July 8, 2020 and 12:00 noon on Nomination Day at the Town of Crossfield Administration Office 1005 Ross Street, Crossfield, AB
Candidates Forum	Tuesday, September 22, 2020 7:00 pm Crossfield Community Center – 900 Mountain Avenue, Crossfield
Advance Vote:	Tuesday, September 29, 2020 4:00 pm – 8:00 pm Town of Crossfield Administration Office – 1005 Ross Street, Crossfield,
Election Day:	Monday October 19, 2020 Voting Station Hours: 10:00 a.m. – 8:00 p.m. Crossfield Community Center – 900 Mountain Avenue, Crossfield
2020 Council Organizational Meeting	Monday October 26, 2020 – 6:00 pm Town of Crossfield Administration Office – 1005 Ross Street, Crossfield, New Councillors are sworn in and council sets their yearly goals and appointments to Town Board & Committees
1 <sup>st</sup> Council Meeting	Tuesday October 27, 2020 – 6:00 p.m. Town of Crossfield Administration Office – 1005 Ross Street, Crossfield,

## **Office of Councillors**

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### TERM OF OFFICE:

The Term of office for Councillors for the 2020 by-election is 1 year, with the 2021 Municipal Election being held on October 18, 2021.

### DUTIES:

As outlined under the Municipal Government Act, section 153, Councillors have the following duties:

- (a) to consider the welfare and interests of the municipality as a whole and to bring to council's attention anything that would promote the welfare or interests of the municipality;
- (a.1) to promote an integrated and strategic approach to intermunicipal land use planning and service delivery with neighbouring municipalities;
- (b) to participate generally in developing and evaluating the policies and programs of the municipality;
- (c) to participate in council meetings and council committee meetings and meetings of other bodies to which they are appointed by the council;
- (d) to obtain information about the operation or administration of the municipality from the chief administrative officer or a person designated by the chief administrative officer;
- (e) to keep in confidence matters discussed in private at a council or council committee meeting until discussed at a meeting held in public;
- (e.1) to adhere to the code of conduct established by the council under section 146.1(1);
- (f) to perform any other duty or function imposed on councillors by this or any other enactment or by the council.

RSA 2000 cM-26 s153;2015 c8 s17;2016 c24 s15

On an average month Councillors will have a minimum of four meetings (including Council meetings), and put in a minimum of 15 hours of paper work, phone calls, research, emails etc.

The Deputy Mayor position is appointed by Council at the October Organizational meeting held in October after the election.

The Deputy Mayor performs the duties of the Mayor in his/her absence.

The Town of Crossfield Council Meetings are held on the first and third Tuesday of each month commencing at 7:00 p.m., or as directed by Town Council.

## **Annual Remuneration**

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### **COUNCILLORS**

Honorarium: \$810.45 per month = \$9725.36/year

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

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

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

Per-diems:

- I. A rate of \$300.00 for a full day, during day time hours of 6 am – 8 pm including travel time. If another honorarium or fee has been accepted for that meeting, the amount will be deducted from the full day per-diem. (Per Diem is paid for taking a full day off work to attend).
- II. A rate of \$200.00 for a half day including travel time consisting of 6 hours or less. If another honorarium or fee has been accepted for that meeting, the amount will be deducted from the half day per-diem. (Per diem is paid for taking a half day off of work to attend).

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

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

Special Council Meeting: A rate of \$75.00 per day is assigned to Council for attending any special meetings where a waiver form for Council is used.

Regular Monthly Committee Meetings: A rate of \$75.00 per regular monthly committee meeting will be paid for attendance at any committees or board as outlined and approved at the yearly Council Organizational meeting.

Benefits Package: Town Council is provided with Group Accident Insurance

## **Council Appointed Board & Committees**

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

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

Annexation Ad-Hoc Committee  
Crossfield Agricultural Society  
Chamber of Commerce  
Collicutt Siding Golf Club  
Crossfield Day Camp Society  
Marigold Library Board  
Crossfield & District Recreation Board  
Emergency Management Committee  
Investment Committee  
Mountain View Reg. Water Commission  
Municipal Planning Commission  
Nose Creek Watershed Partnership  
Regional Assessment Appeal Board  
Rocky View Regional Handi Bus  
Rocky View Foundation  
Rodeo Board Society  
Town of Crossfield/Rocky View County Inter Municipal Committee  
Town of Crossfield/Rocky View County Inter-Municipal Framework Committee



## Commonly Used Acronyms

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There are many acronyms that Municipalities use which include:

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

## Forms

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

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

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

**2020 MUNICIPAL BY-ELECTION**

**TOWN OF CROSSFIELD CANDIDATE CONTACT INFORMATION**

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

OFFICE NOMINATED FOR: COUNCILLOR

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

MAILING ADDRESS:

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

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

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

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

**DISCLAIMER**

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

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Nomination Paper and Candidate's Acceptance

*Local Authorities Election Act*  
(Sections 12, 21, 22, 23, 27, 28, 47,  
68.1, 151, Part 5.1)  
*Education Act* (Sections 4(4), 74)

**Note:** The personal information on this form is being collected to support the administrative requirements of the local authorities election process and is authorized under sections 21 and 27 of the *Local Authorities Election Act* and section 33(c) of the *Freedom of Information and Protection of Privacy Act*. The personal information will be managed in compliance with the privacy provisions of the *Freedom of Information and Protection of Privacy Act*. If you have any questions concerning the collection of this personal information, please contact

Lindsey Nash

403-946-5565

Title of the Responsible Official

Business Phone Number

LOCAL JURISDICTION: TOWN OF CROSSFIELD, PROVINCE OF ALBERTA

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

\_\_\_\_\_ of  
Candidate Surname Given Names

\_\_\_\_\_ as a candidate at the election  
Complete Address and postal code

about to be held for the office of Councillor  
Office Nominated for

of Crossfield  
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 sections 4(4) and 74 of the *Education Act* (if applicable). If a city or a board of trustees under the *Education Act* passes a bylaw under section 27(2) of the *Local Authorities Election Act*, then the signatures of up to 100 electors eligible to vote may be required.

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

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

as my official agent.

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

Print name as it should appear on the ballot

\_\_\_\_\_  
Candidate's Surname

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

SWORN (AFFIRMED) before me

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

in the Province of Alberta,

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



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

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

Commissioner for Oaths Stamp



### RETURNING OFFICER'S ACCEPTANCE

Returning Officer signals acceptance by signing this form:

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

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

To ensure validity of their nomination paper, a candidate may submit more than the required five elector's signature.

[illegible]

Candidate Information  
*Local Authorities Election Act*  
(Section 27)

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

_____	_____
Title of the Responsible Official	Business Phone Number

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

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

\_\_\_\_\_

Address of place(s) where candidate records are maintained \_\_\_\_\_

\_\_\_\_\_

Name(s) and address(es) of financial institutions where campaign contributions will be deposited (if applicable)

\_\_\_\_\_

\_\_\_\_\_

Name(s) of signing authorities for each depository listed above (if applicable)

\_\_\_\_\_

\_\_\_\_\_

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

**Campaign Worker Proof of Identification**

*Local Authorities Election Act*  
(Section 52)

LOCAL JURISDICTION: Crossfield, PROVINCE OF ALBERTA

ELECTION DATE: October 19, 2020

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

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

Name

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

serving in the capacity of \_\_\_\_\_  
Councillor  
Office

This appointment is in effect for the 20 \_\_\_\_ campaign period.

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

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

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

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

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



## Statement of Scrutineer or Official Agent

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

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

\_\_\_\_\_  
Title of the Responsible Official

\_\_\_\_\_  
Business Phone Number

LOCAL JURISDICTION: \_\_\_\_\_ Crossfield \_\_\_\_\_, PROVINCE OF ALBERTA

ELECTION DATE (OR VOTE ON A BYLAW OR QUESTION): \_\_\_\_\_ October 19, 2020 \_\_\_\_\_

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

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

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

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

**OR**

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

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

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

**OR**

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

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

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

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

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

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