

So, You're Thinking About Running for Town Council



Here's what you need to know



Edson



Councillor Duties

Under section 153 of the *MGA*, all Councillors have the following duties:

- to consider the welfare and interests of the municipality as a whole and bring to council's attention anything that would promote the welfare or interests of the municipality
- to participate generally in developing and evaluating the policies and programs of the municipality
- to participate in council meetings, council committee meetings and meetings of other bodies to which they are appointed by council
- to obtain information about the operation or administration of the municipality from the CAO or a person designated by the CAO.
- to keep in confidence matters discussed in private at a council or council committee meeting until discussed at a meeting held in public
- to perform any other duty or function imposed on councillors by this or any other enactment or by council.

What does it mean to be a Councillor?

A Town Council sets the vision and direction for their municipality. They do so by adopting policies and bylaws that encompass these goals, as well as by approving the municipal budget. It is then the responsibility of the municipal staff to administer and carry-out the policies set by Council. Council may then work through their one employee, the CAO, to ensure the organization objectives are being met.

As a Councillor you will have the occasion to put forward ideas and opportunities for the betterment of your community. However, decisions or monetary commitments may not be made individually and must be made by a majority of Council through a Resolution. If a decision made by a majority of Council does not align with your opinion, you must be able to respect the difference of opinion and demonstrate a unified front.

As a Councillor, you are a leader and a representative of the Town of Edson. As such, when you are in public, you should conduct yourself in a manner that appropriately aligns with these responsibilities.

What is the time commitment?

During your four-year term as a councillor, you will be required to attend many meetings and events which can be demanding on your time. These include:

- Regular Town Council meeting, which are held on the first and third Tuesday of every month at 7:30 p.m.
- Regular Committee of the Whole meetings, which are held on the second and fourth Tuesday of every month at 10:00 a.m.
- meetings of other boards and agencies to which you are appointed as a council representative;
- Various other conferences (e.g. AUMA and FCM), conventions, seminars and workshops for training and discussion

A Councillor must also spend time reading the agenda and preparing for the respective meeting, as well as, speaking with members of the public, the Chief Administrative Officer and other parties related to the municipality. There may also be events promoting Edson where Councillors receive invitations to attend.

Councillors are compensated for their time dedicated as a municipal Councillor. The Mayor's remuneration is \$3,000/month and Council's remuneration is \$1,900/month. Individuals will also be reimbursed for any expenses incurred while traveling on Town business.

IMPORTANT DATES:

Nomination Day:

September 18, 2017

Advance Vote Day:

October 5, 2017

Election day:

October 16, 2017

Elected Official Training with George Cuff:

October 19, 2017

Organizational Meeting, Swearing in Ceremony & Council Meeting:

October 24, 2017

In-House Training & Orientation:

October 26, 2017

AUMA Conference (Calgary):

November 22-24, 2017

Municipal Affairs Municipal Councillor Training (Westlock):

December 7 & 8, 2017

Retreat—Strategic Planning Session:

TBA (2-days in February/March 2018)

Important Notice



Am I eligible to run for Council?

According to section 21(1) of the *Local Authorities Election Act*, a person is eligible to be nominated as a candidate in any election if on nomination day they are:

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

According to section 22(1) of the *Local Authorities Election Act*, a person is not eligible to be nominated as a candidate in the election 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 takes a leave of absence;
- 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;
- e. the person has, within the previous 10 years, been convicted of an offence under the *Local Authorities Election Act*, the *Election Act* or the *Canada Elections Act* (Canada).

So, you've decided you want to run for Council?

Please check out the information package entitled, "Running For Council" located on our website. This document will give you important information with respect to the nomination process, campaign funding and signage rules, and various other guidelines that you may require for your campaign. You may also want to visit the following website to familiarize yourself with our Town Bylaws and previous Council/Committee of the Whole Meeting Agendas and Minutes: <https://edson.civicweb.net/filepro/documents>.

If you are still unsure, or have more questions, please feel free to contact Kayla Parsons at the telephone number listed below or check-out the Municipal Affairs Website at:

<http://www.municipalaffairs.alberta.ca/1909>

**RUNNING IN THE
2017 ELECTION!**

Town of Edson

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