



ELECTION  
**2010**

*A Town for all Seasons*

 *Sylvan Lake*

Candidate Election  
Package  
2010

Local Actions  
Global Effects

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## ATTACHMENTS

Nomination Paper & Candidate's Acceptance

## INTRODUCTION

The Town of Sylvan Lake, Chinook's Edge School Division No. 73, and Red Deer Catholic Regional Division No. 39 will once again be working together for the 2010 fall general election.

**THIS INFORMATION PACKAGE HAS BEEN PROVIDED FOR YOUR ASSISTANCE; HOWEVER, IT IS NOT INCLUSIVE OF ALL THE INFORMATION CONTAINED WITHIN THE SPECIFIC ACTS AND OTHER LEGISLATION.**

This package contains answers to most frequently asked questions regarding election procedures and important facts candidates should be aware of.

This is an information package only. For certainty, the relevant statutes, regulations, and bylaws in their entirety should be consulted.

The package provides information for the elected offices of Mayor & Councillor for the Town of Sylvan Lake.

The positions of Mayor & Councillor are "at-large" elections which means that each person elected represents the town as a whole and not a particular ward or section of the town.

Any person wishing a complete copy of the Local Authorities Election Act (LAEA), the Municipal Government Act (MGA), or the School Act may obtain/purchase copies from:

The Queen's Printer, Publication Services  
11510 Kingsway Avenue  
Edmonton AB T5G 2Y5  
Phone: (780) 427-4952  
Fax: (780) 452-0668  
[www.qp.alberta.ca](http://www.qp.alberta.ca) (Laws online catalogue)

Copies of the Municipal Government Act, the Local Authorities Election Act, and relevant Town bylaws are available for viewing at the Town offices. If further information is required or for viewing of the Acts and bylaws, please contact the following at the Town of Sylvan Lake:

**Marilee Littmann**  
**Legislative & Administrative Services**  
Phone: 403.887.1185 ext 281  
Email: [mlittmann@sylvanlake.ca](mailto:mlittmann@sylvanlake.ca)

OR  
**Pam Marchesi**  
**Chief Returning Officer**  
Phone: 403-318-6608  
Email: [election@sylvanlake.ca](mailto:election@sylvanlake.ca)

## PURPOSES, POWERS & CAPACITY OF MUNICIPALITIES

Within Canada there are three levels of government.

- Federal: Elected Officials are referred to as Members of Parliament (MP)
- Provincial: Elected Officials are referred to as Members of the Legislative Assembly (MLA)
- Local: Elected Officials are referred to Mayor and Councillors

The Province provides the structure for local governments through statute. In Alberta this legislation is known as the Municipal Government Act.

The purposes, powers and capacity of municipalities are stated in the Municipal Government Act as follows:

- (3) The purposes of a municipality are
  - (a) to provide good government,
  - (b) to provide services, facilities or other things that, in the 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.
- (4) A municipality is a corporation.
- (5) A municipality
  - (a) has the powers given to it by this and other amendments,
  - (b) has the duties that are imposed on it by this and other enactments and those that the municipality imposes on itself as a matter of policy, and
  - (c) has the functions that are described in this and other enactments.
- (6) A municipality has natural person powers, except to the extent that they are limited by this or any other enactment.

A Council develops and evaluates the policies and programs of the Municipality.

The principal role of Council in the municipal organization and its general duties are also stated in the Municipal Government Act as follows:

- (201) (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.

## BEFORE YOU FILE NOMINATION

Here are some things you should consider before you file a nomination paper:

### *Are You Qualified?*

To become a candidate you

- (1) must be at least 18 years of age on nomination day;
- (2) must be a Canadian citizen;
- (3) must have been a resident of the Town of Sylvan Lake for the six months preceding nomination day; and
- (4) are not otherwise ineligible or disqualified.

### *Are You Eligible to be Nominated?*

You would not be eligible to become a candidate under any of the following circumstances:

- (1) if you are the auditor of the municipality
- (2) if you are an employee of the Town, unless granted a leave of absence
- (3) if your property taxes are more than \$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 you are a judge, member of parliament, senator, or member of the legislative assembly, you must resign that position before you take office as a member of Council.

Further information regarding ineligibility is noted in Section 22 and 23 of the Local Authorities Election Act.

### *Do You Understand the Position?*

As a member of Council, you will have the opportunity to significantly influence the future of your community. All decisions must be made at public meetings 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 employees can only be carried out if you can convince a majority of council that it is a good idea.

As a member of Council, you will have the opportunity to significantly influence the future of the Municipality.

## BEFORE YOU FILE NOMINATION

### *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 that policy.

The Chief Administrative Officer (CAO) is the sole employee of Council.

Town Administration also consists of the senior management team. This group of professionals oversees the departments within the municipality.

The CAO, senior administration and town staff work together to carry out the direction of Council.

Council  
establishes  
policy for the  
municipality.

Administration  
implements  
policy.

Their support, advice, and assistance will be very beneficial in helping you 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 the council agenda and minutes (posted on our website at [www.sylvanlake.ca](http://www.sylvanlake.ca)) and talking to current members of council. Also, sit in on some council meetings. They are held in the Municipal Office at 5:30 PM on the second and fourth Mondays of the month.

## CANDIDATE INFORMATION SESSIONS

**Alberta Municipal Affairs & Housing is hosts information sessions for those interested in running for municipal Council. There is no cost to attend but you must register because space is limited.**

**The 2010 session will take place on August 31 at 6 pm at the Capri Hotel and Convention Centre in Red Deer. To register, or for more information, please visit [www.elections2010.info](http://www.elections2010.info) and click on 'seminars'.**

## DUTIES OF THE MAYOR

**Term of Office: 3 years**

The Mayor is the chief elected official of the municipality and has duties that encompass those of both Councillor and Chief Elected Official.

*From the Municipal Government Act*

**(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;
- (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.

**(154)**

- (1) A chief elected official (Mayor), 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.

**(201)**

- (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.

## DUTIES OF THE MAYOR

### TIME COMMITMENT & WORKLOAD

The demand on your time will be heavy. The Mayor's time is spent working closely with Council and Senior Administration. This often requires a regular presence in the office during business hours. In addition to these duties, the Mayor is the key public representative of the Town and is called on to represent the Town at meetings, public functions, ceremonies and other events which occur during the evenings and on weekends. The Mayor is the chief spokesperson for the Town in discussions with elected officials in other municipalities or the provincial and federal governments.

- Council Meetings: Every second Monday at 5:30 p.m. To allow time for reading and reviewing of issues, an agenda is prepared and ready for Council members the Thursday before the meeting.
- Council Committees: The Mayor is an ex-officio member of all Committees of Council, which comes under the authority of the Municipal Government Act and has the right to attend any Committee meeting. See "Meeting Schedules (page 24 & 25) that outlines the Council Committees & Boards.
- Agenda Review: Each Thursday morning, prior to a regular meeting of Council, the Mayor meets with administration to review the Council agenda for the upcoming meeting.

You will also need to make time to read material and talk with residents. This will all be part of the necessary preparation for meetings so that you can make informed decisions. Attendance at conferences, conventions, seminars & workshops for training & discussion is an expectation of the position. See page 12 for information on some of these events.

### REMUMERATION & BENEFITS

The Mayor receives \$2132.00 per month as a stipend. \$50.00 is paid for each Council sanctioned committee meeting, \$90.00 for a half day meeting and \$190.70 for a full day meeting. A full list of the rate of pay per meeting will be provided to the successful candidates

The Mayor receives a training allowance of \$2,000.00 per year and a travel & subsistence allowance to cover conference, seminar & training costs of \$2,500.00 per year. Expense forms with receipts must be submitted for reimbursement. Mileage is paid at \$0.44 per kilometer. This is funded from the travel & subsistence allowance.

Benefits include Group Life, Optional Life, Dependant Option Life and Accidental Death & Dismemberment Insurance along with Extended Health Care & Dental Benefits  
These benefits are underwritten by Manulife Financial.

## DUTIES OF COUNCILLORS

### **Term of Office: 3 years**

The Municipal Government Act provides that every municipality shall have a Council, the members of which shall be elected in accordance with the Local Authorities Election Act.

From the Municipal Government Act

### **(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;
- (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.

### **(154)**

- (1) A chief elected official (Mayor), 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.

### **(201)**

- (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.

## DUTIES OF COUNCILLORS

### TIME COMMITMENT & WORKLOAD

During your three year term you will be required to attend

Council Meetings:	Every 2nd Monday at 5:30 p.m. To allow time for reading and reviewing of issues, an agenda is prepared and ready for Council members the Thursday before the meeting.
Deputy Mayor	Councillors act as Deputy Mayor on a two month rotational schedule which is adopted by Council at its annual Organizational Meeting. The Deputy Mayor, in the absence of The Mayor, performs such functions as chairing the Council Meetings, agenda preparation and public relation duties.
Council Committees:	Council Boards & Committees of which you are appointed as Council's representative. See "Meeting Schedules (page 25 & 26) that outlines the Council Committees & Boards.

You will also need to make time to read material and talk with residents . This will all be part of the necessary preparation for meetings so that you can make informed decisions.

Council hosts twice yearly open forums. These are held in conjunction with the Community Breakfast in the spring and the Information Fair in the fall.

Attendance at conferences, conventions, seminars & workshops for training & discussion is an expectation of the position as well as attendance at social and other events promoting the town. See page 12 for information on some of these events.

### REMUNERATION & BENEFITS

Councillors receive \$1010.00 per month as a stipend. \$50.00 is paid for each Council sanctioned committee meeting, \$90.00 for a half day meeting and \$190.70 for a full day Meeting. A full list of the rate of pay per meeting will be provided to the successful candidates

Councillors receive a training allowance of \$1,500.00 per year and a travel & subsistence allowance to cover conference, seminar & training costs of \$2,000.00 per year. Expense forms with receipts must be submitted for reimbursement. Mileage is paid at \$0.44 per kilometer. This is funded from the travel & subsistence allowance.

Benefits include Group Life, Optional Life, Dependant Option Life and Accidental Death & Dismemberment Insurance along with Extended Health Care & Dental Benefits These benefits are underwritten by Manulife Financial.

## CONFERENCES & EVENTS

### **Alberta Urban Municipalities Association (AUMA)**

The Alberta Urban Municipalities Association provides leadership in advocating local government interests to all orders of government and other organizations and will provide services that addresses the needs of its membership. The AUMA represents a unified voice to the provincial government on behalf of urban communities.

Each year in the fall, the AUMA holds an annual convention which attracts over 1000 delegates from urban councils and administration. In an election year, the conference focuses primarily on newly elected Council members and those successful candidates are expected to set aside time to attend this event.

In 2010, the AUMA convention will be held on Monday, November 22 through to Thursday, November 25 in Edmonton. If you are successful, you must attend this event.

### **Federation of Canadian Municipalities (FCM)**

The Federation of Canadian Municipalities has been the national voice of municipal government since 1901.

FCM represents the interests of municipalities on policy and program matters that fall within federal jurisdiction. The more than 1400 members include Canada's largest cities, small urban and rural communities and 18 provincial and territorial municipal associations.

The Town of Sylvan Lake is a member of FCM and as such, send four delegates to the annual conference each year. The first FCM after the 2010 election will be held on June 3 through to June 6, 2011 in Halifax.

### **Council Information Forums**

Each year Mayor & Councillors host Council Information Forums at the Community Breakfast in April and the Fall Information Fair in September. These events showcase projects and initiatives ongoing in the municipality and gives elected officials a chance to meet and answer questions from the public.

### **Budget Presentations & Deliberations**

In November, the budget process begins. Two evening sessions are held in which administration presents their budget requirements for the following year. These presentations are followed by a Friday evening and all day Saturday session where Council makes decisions on the presentations they have seen. These are scheduled for mid November each year.

## COUNCIL ORIENTATION

If elected, your first Council meeting will take place on October 25 at 5:30 p.m. You will be asked to take an Oath of Office. The Regular Meeting will be followed by the annual Organizational Meeting. This is where appointments are made to the various Boards & Committees.

In order for a new Council to become fully acquainted with the scope of the Town, October 21—23, 2010 have been set aside for orientation that will include an introduction to members of administration, an overview of the mandates of Boards & Committees, a tour of Town facilities and a workshop that will focus on the Keys to Effective Local Governance. Time of the orientation is to be announced.

We strongly recommend that all elected officials attend these sessions as they will give you the opportunity to meet other members of Council and members of administration as well as assist you in your decision-making on council.

## FILING YOUR NOMINATION

Your nomination must be filed in the prescribed form, which you will find enclosed with this package. This form must be signed by five people eligible to vote in the election.

Pursuant to Section 27 of the Local Authorities Election Act:

- (1) Every nomination of a candidate shall be in the prescribed form and signed by at least 5 electors eligible to vote in that election and resident in the local jurisdiction on the date of signing the nomination, and shall be accompanied with a written acceptance signed in the prescribed form by the person nominated, stating
  - (a) that the person is eligible to be elected to the office,
    - (a.1) the name, address and telephone number of the person's official agent, and
    - (b) that the person will accept the office if elected.

The nomination form must be signed by five electors that reside in Sylvan Lake.

A person is eligible to vote in an election held pursuant to the Local Authorities Election Act if he/she

- (1) is at least 18 years of age on nomination day;
- (2) is a Canadian citizen; and
- (3) has resided in Alberta for the six (6) consecutive months immediately preceding election day and is a resident of the Town.

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

To ensure validity of the nomination paper, a candidate may submit more than the required five electors' signatures.

**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.

## FILING YOUR NOMINATION

Nomination Day is **Monday, September 20, 2010**. The completed form is to be filed with the Returning Officer between 10 a.m. and 12 noon on Nomination Day at The Town of Sylvan Lake Municipal Offices, 4926 50 Avenue, Sylvan Lake AB T4S 1A1.

You may want to file the form in person; however, anyone can file it on your behalf as long as it is fully completed, including an Affidavit sworn by a Commissioner for Oaths.

After nominations have been closed on Nomination Day, the Local Authorities Election Act states

**(28)**

(4) After 12 noon on nomination day, a person eligible to vote in the election may request to examine the filed nominations during regular business hours and in the presence of the returning officer, deputy or secretary.

**Nomination  
Day:  
Sept. 20, 2010**

### WITHDRAWING

Within 24 hours 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 written notice to the Returning Officer.

### INSUFFICIENT NOMINATIONS

If the number of nominations filed is less than the number of vacancies, the Returning Officer will be available the next day (and for up to six business days in total) 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, 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 an election.

If more than sufficient nominations are received by noon on any of the days, nominations will be closed and the election will be held as originally planned.

### NO LATE NOMINATIONS

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

## INELIGIBILITY

Excerpts from the Local Authorities Election Act

**(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) the person is an employee of the local jurisdiction for which the election is to be held unless the person is on 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 offense under this Act, the Elections Act or the Canada Elections Act.

Further ineligibility is contained in Section 22 (4) - (12) and 23 of the Local Authorities Election Act.

## CAMPAIGN FUNDING

Bill 9, the Local Authorities Elections Statutes Amendment Act, 2010, was introduced to the Legislature on March 22, 2010.

The proposed amendments are intended to support the fundamental principles in current legislation of promoting public confidence and integrity in the election process by ensuring that it is open and transparent.

Some of the key changes to be made are:

1. **Self-funded campaigns:** Clarifies that a candidate whose campaign is totally self-funded has a funding cap of \$10,000.00 and is not required to open a bank account or file a disclosure statement unless he/she had a surplus from a previous election.
2. **Requirement for campaign bank accounts—Donor-funded campaigns:** Clarifies that when the campaign is funded by any campaign contribution from any other person, corporation, trade union or employee organization, a campaign account must be opened at a financial institute, if the total amount of campaign contributions exceeds \$5,000.00
3. **Donation Limits:** Campaign contributions from any one source to a candidate cannot exceed \$5,000.00 in any year.
4. **Requirements and timelines for disclosure statements**

Complete information on Bill 9 can be found on the Government of Alberta website at [www.municipalaffairs.gov.ab.ca](http://www.municipalaffairs.gov.ab.ca) and looking under '*Municipalities and Communities*'.

## SIGNAGE

The following are some general requirements regarding Election Signage:

Complete details regarding election signage can be found on the town website under the 'Public Info' tab.

- Election signs are not permitted anywhere on the land parcel of a polling station
- Election signs must be placed as far from the roadway as possible, always allowing the traveling public to have an unobstructed view of the roadway
- Any person who places or posts an election sign must provide (on the face of the sign) the name of the owner of the sign and the phone number of the owner
- Election signs may be erected only after Nomination Day and must be removed no later than one week after Election Day.
- See Bylaw #1427/2007 for complete regulations on election signage.

## ADVANCE VOTE

### THE TOWN OF SYLVAN LAKE'S ADVANCE VOTING WILL TAKE PLACE

Friday            October 1st    4:00 p.m. - 8:00 p.m.

Saturday        October 2nd    10:00 a.m. - 4:00 p.m.

### THE ADVANCE VOTING STATION WILL BE LOCATED AT

Town of Sylvan Lake Municipal Office  
4926-50 Avenue  
Sylvan Lake, AB T4S 1A1

## ELECTION DAY

**MONDAY OCTOBER 18, 2010**

**Voting Station — Sylvan Lake Community Center**  
4725-43 Street  
Sylvan Lake, AB

*Every voting station will open promptly at 10:00 a.m. and will be kept open continuously until 8:00 p.m.*

**Election Day:  
Monday,  
October 18,  
2010**

**Institutional Voting Stations will be located at:**  
Sylvan Lake Seniors Lodge (4620-47 Avenue, Sylvan Lake, AB)  
Bethany Sylvan Lake (4700-47 Avenue, Sylvan Lake, AB)

*Every voting station will open promptly at 10:00 a.m. and will be kept open continuously until 1:00 p.m.*

### **Election Process**

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 Returning Officer must store them sealed, in a protected area until the time when the ballot boxes and contents may be destroyed (unless otherwise ordered by a judge, 6 weeks from the date of voting).

Unofficial results may be made available following the counting. The official results are announced at noon on the fourth day after the election - Friday, October 22, 2010.

If you are elected at a general election, you will take office at the Regular Meeting of Council on Monday, October 25, 2010, beginning at 5:30 p.m.

### **VOTER ELIGIBILITY**

Excerpts from the Local Authorities Election Act

**(47)**

- (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 6 consecutive months immediately preceding election day and is resident in the area on election day.

**NOTE:** "Area" in section 47(1)(c) above means the area within the boundaries of the local jurisdiction.

## RULES OF RESIDENCE

Excerpts from the Local Authorities Election Act

**(48)**

- (1) For the purposes of this Act, the place of residence is governed by the following rules:
- (a) a person may have only one place of residence for the purposes of this Act;
  - (b) the residence of a person is the place where the person lives and sleeps and to which, when the person is absent, the person intends to return
  - (c) a person does not lose the person's residence by leaving the person's home for a temporary purpose;
  - (d) subject to clause (e), a student who
    - (i) attends an educational institution within or outside Alberta,
    - (ii) temporarily rents accommodation for the purpose of attending an educational institution, and
    - (iii) has family members who are resident in Alberta and with whom the student ordinarily resides when not attending an educational institutionis deemed to reside with those family members;
  - (e) if a person leaves the area with the intention of making the person's residence elsewhere, the person loses the person's residence within the area;
- (2) A person who is a resident of a public school district, school division or regional division or of a separate school district, school division or regional division under the School Act is deemed to be a resident of the public school district, school division or regional division or the separate school district, school division or regional division, as the case may be, under this Act.
- (3) Notwithstanding subsection (2), a person who owns and lives in the person's residence and whose residence is assessable for public school purposes or for separate school purposes under the School Act is deemed to be a resident of the public school district, school division or regional division or the separate school district, school division or regional division, as the case may be, under this Act.

# FOIP

## **What is FOIP?**

The Freedom of Information and Protection of Privacy Act aims to strike a balance between the public's right to know and the individual's right to privacy as related to information in the custody or under the control of the Town. The law proclaimed in October 1995 came into effect for municipalities on October 1, 1999.

## **Access to Information**

The Act legislates open and accountable government guaranteeing individuals the right to see their own information and other Town records, with some specific exceptions. Exceptions apply where the release could

- be an unreasonable invasion of another's privacy
- cause harm to another person or organization
- interfere with the public safety
- harm law enforcement efforts

## **Privacy**

The Act prevents others from seeing an individual's personal information without his/her consent and ensures that it is protected from unauthorized collection, use or disclosure. Under the Act, the Town must follow strict guidelines for the use of personal information.

## **Are records of elected officials of municipalities excluded from the FOIP Act?**

Personal or constituency records of a council member are excluded from the Act [4(1)(m)]. This exclusion is intended to cover

- Records such as private correspondence of an elected official that has not been sent or received by the official in his or her capacity as a council member but which may be maintained in his or her office for convenience.
- Records relating to the election campaign of a council member (other than those records required to be submitted to the authority governing the election).
- Records relating to the private business activities of a council member.
- Records dealing with the business of the municipality are covered by the Act even if they are stored at a councillor's home

For more information regarding FOIP and how it relates to you, contact the FOIP Coordinator for the Town of Sylvan Lake at 887-2141.

## CONTACT INFORMATION

### **Primary Contact**

Pam Marchesi  
Chief Returning Officer  
Town of Sylvan Lake  
4926 - 50 Avenue  
Sylvan Lake, AB T4S 1A1

Phone: (403) 318-6608

Fax: (403) 887-3660

E-mail: [election@sylvanlake.ca](mailto:election@sylvanlake.ca)

### **Secondary Contact**

Marilee Littmann  
Legislative & Administrative Services  
4926 - 50 Avenue  
Sylvan Lake, AB T4S 1A1

Phone: (403) 887-1185 (xt 281)

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## MEETING SCHEDULES FOR REGULAR MEETINGS & COUNCIL EVENTS 2010-2011

Regular Council & Council Committee Meetings	5:30 pm	2nd & 4th Monday/month
Council Information Forums	-	April 2011 & September 2011
AUMA Conference	-	November 22—25, 2010
FCM		June 3—6, 2011
Budget Presentations	Evenings	Mid—November, 2010
Budget Deliberations	Weekend	End of November

## MEETING SCHEDULES FOR COMMITTEES & BOARDS WITH COUNCIL REPRESENTATION 2010-2011

BOARD OR COMMITTEE	TIME	DAY	NUMBER OF COUNCILLORS
Financial Services Standing Committee	-	As required	3
Operational Services Standing Committee	6 pm	2nd Wednesday of each month	3
Community Services Standing Committee	6 pm	3rd Wednesday of each month	3
Family & Community Support Services	7 pm	3rd Thursday of each month	1
Municipal Planning Commission	6 pm	1st & 3rd Monday of each month	3
Subdivision & Development Appeal Board	7 pm	As necessary	1
Sylvan Lake Municipal Library	7 pm	3rd Tuesday of each month	1
Senior Citizen's Lodge Foundation	12 pm	4th Wednesday of the month at the Sylvan Lake Lodge	2
Friends of Sylvan Lake Provincial Park	7 pm	1st Tuesday of each month	1
Municipal Disaster Services	-	As required	2
Sylvan Lake Management Committee		4 times per year	1
Sylvan Lake Heart of Town Association	12 pm	2nd Tuesday of each month	1
Parkland Regional Library	1 – 3 pm	As scheduled in Lacombe	1
Parkland Community Planning Services	Daytime	As required	1
Central Alberta Economic Partnership	Daytime	As scheduled in Red Deer	1
Chamber of Commerce	12 pm	1st Thursday of each month	1

## MEETING SCHEDULES FOR COMMITTEES & BOARDS WITH COUNCIL REPRESENTATION (con't) 2010-2011

BOARD OR COMMITTEE	TIME	DAY	NUMBER OF COUNCILLORS
Sylvan Lake Wastewater Commission	Mornings	3rd Thursday or Friday of each month	1
Sylvan Lake Regional Water Commission	Mornings	Following the Sylvan Lake Wastewater Commission	1
Central Waste Management Committee	Mornings	4th Friday of each month at Red Deer County Office	1
Red Deer River User's Group	Daytime	Every second month on the 3rd Thursday in Drumheller	1
Intermunicipal Development Committee	-	As required	3
Central Alberta Trail Systems	Evenings	As scheduled	1

### 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)

MA0753 (2007/04)

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