



HANDBOOK FOR CANDIDATES

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INTRODUCTION

This Candidate Information Package is designed to assist Candidates and potential Candidates in preparing for the February 2024 municipal by-election in the Town of Rocky Mountain House.

This package has been prepared based on available content from the *Municipal Government Act (MGA)*, the *Local Authorities Election Act (LAEA)*, Alberta Municipal Affairs, and questions most frequently asked by Candidates.

The *LAEA* is the primary legislation that guides the conduct of a municipal or school board election, by-election or vote on a question or bylaw.

Updates to this handbook may be posted, as required, to the Town of Rocky Mountain House Municipal Election webpage: WWW.ROCKYMTNHOUSE.COM/M/ELECTIONS.

The Government of Alberta website has a section dedicated to municipal election information and forms. Information released by Municipal Affairs is referenced on this website, along with related documents and information on voter identification requirements.

WWW.ALBERTA.CA/MUNICIPAL-ELECTIONS.ASPX

This Package is intended to provide a GENERAL overview of basic information Candidates should know about the legislation which governs municipal elections and the election process. It is NOT a substitute for the actual legislation.

Candidates and potential candidates are responsible to read and understand any election-related legislation. It is recommended that Candidates consult relevant statutes, regulations and bylaws, or obtain legal advice for clarification.

Roles and responsibilities of local government

Canada has three levels of government: Municipal (local), Provincial and Federal. Each level of government has different responsibilities and authority. While elected officials at all levels can and do work together in service to the people they represent, candidates should first understand what falls under municipal jurisdiction. This is not an exhaustive list:



Individuals elected to the Federal and Provincial governments typically represent a particular political party. There is no party system at the municipal level.

OVERVIEW OF COUNCIL

The Town of Rocky Mountain House Council is made up of a mayor and six councillors. Council is the governing and legislative body for the Town. Mayor and councillors are required to attend regular council meetings and are expected to sit on various committees, boards and external bodies. The term of office is four years, unless members are elected in a by-election. In those cases, the elected member's term will expire at the next General Municipal Election.

The Town does not run on a ward or district system. This means each member of council represents the town as a whole and not any particular neighbourhood.

Roles and Responsibilities of Municipal Officials

Council

Under the *Municipal Government Act* section 201(1), a council is responsible for:

- a) developing and evaluating the policies and programs of the municipality;
- b) carrying out the powers, duties and functions expressly given to it under this or any other enactment.

Under the *Municipal Government Act* Section 153, councillors have the following general 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.

Council Meetings

Regular Meetings of Council are generally scheduled twice a month on the first and third Tuesday at 1:00 p.m.¹ Special meetings or additional Regular meetings may be called as required, for example to deal with time-sensitive matters. An annual Organizational meeting is held each year at the end of October to set Council's meeting schedule and board appointments. Councillors take turns serving as Deputy Mayor on an eight-month rotation.

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Chief Elected Official – Mayor

The mayor, in addition to performing a councillor's duties, must preside when attending a council meeting, unless a bylaw provides otherwise. The mayor must also perform any other duty imposed under the *MGA* or any other enactment. In practice, the mayor is also generally the main spokesperson for the municipality, unless that duty is delegated to another councillor.

The mayor's role, unless a bylaw prescribes otherwise, includes, among others:

- Chairperson of council;
- Review council agendas with Chief Administrative Officer;
- Consensus seeker amongst members of council;
- Liaison with other levels of government and with senior elected officials (other municipalities, province, federal); and
- Key representative with regard to ceremonial responsibilities.

The position of the mayor is a significant commitment. The mayor's time is spent working closely with council, the CAO, other municipalities and levels of government and community representatives to develop plans, policies, and strategies important to Town of Rocky Mountain House businesses and residents.

The mayor is generally the chief spokesperson for Town of Rocky Mountain House in discussions with elected officials in other municipalities or the provincial or federal governments. Often this involves initiating and building important relationships with decision-makers outside of the community.

Councillor

Typically, councillors can expect to commit time during regular business hours and weekday, and occasional evenings and weekends to perform their duties (this varies according to time of year, emerging issues, meetings, etc.) A councillor may spend considerable time doing research, undertaking training, meeting with the public, attending public events and meetings.

Chief Administrative Officer (CAO)

The Chief Administrative Officer is the administrative head of the municipality. The CAO's responsibilities include ensuring that the municipality's policies and programs are implemented, advising and informing Council on the operation of the municipality, and ensuring appropriate staffing is in place.

The *Municipal Government Act* Section 207 states the responsibilities of the chief administrative officer as follows:

- a) is the administrative head of the municipality;
- b) ensures that the policies and programs of the municipality are implemented;
- c) advises and informs the council on the operation and affairs of the municipality; and
- d) performs the duties and functions and exercises the powers assigned to a chief administrative officer by this and other enactments or assigned by council.

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Agencies, Boards and Commissions

Council members are appointed to various boards and committees in which the Town of Rocky Mountain House is involved. Appointments are made annually at the Organizational meeting.

Town Committees Anti-Racism Task Force Municipal Planning Commission MPC Municipal Emergency Advisory Committee Policing Committee Youth Advisory Committee	External Committees Central Alberta Mayors and Reeves Campus Alberta Central Post-Secondary Committee Central Alberta Economic Partnership (CAEP) Community Futures Alberta/Japan Twinned Municipalities Association Rocky/Clearwater Health Professions Engagement Team Rocky Community Learning Council Rocky Museum/Operations Rocky Senior Housing Council Parkland Regional Library System Board North Saskatchewan Watershed Alliance West Central Stakeholders
Intermunicipal Committees Clearwater Regional FCSS Board Intermunicipal Collaboration Committee (ICC) Rocky-Clearwater Intermunicipal Collaboration Committee (ICC-ICF) Intermunicipal Development Plan (IDP) Recreation Parks & Community Services Board Rocky Library Board School Resources Officer Steering Committee	

Remuneration and expenses

Elected officials are compensated in accordance with the Town of Rocky Mountain House Council Remuneration Policy. Elected officials receive a monthly honorarium for general duties and a per diem rate for attending meetings. Please refer to the policy for full information and conditions:

WWW.ROCKYMTNHOUSE.COM/P/BYLAWS-AND-POLICIES.

Monthly Honorarium		Honorarium paid for general duties, including:
Mayor	\$2,900.00	Preparation for Council Meetings or Council Committee Meetings; Ceremonies, grand openings, parades, etc.; Meetings with Administration; Dealing with and responding to public concerns from residents, organizations and businesses. <i>(Refer to Council Remuneration Policy)</i>
Deputy Mayor	\$1,300.00	
Councillor	\$1,200.00	
Per Diem Rate		Per Diem Rate paid for attendance at:
All Council	\$155.00 < 4 hours	Regular, Special Council Meetings; Board/ Committee Meetings; Planning, Budget and Strategic Initiative meetings <i>(Refer to Council Remuneration Policy)</i>
	\$240.00 > 4 hours	
	\$330.00 > 8 hours or for AUMA, RMA and FCM Conferences	

Authorized expenses for costs incurred while carrying out Town business are reimbursed as per the Town's Travel and Expense Policy, such as meal allowances, accommodation and travel expenses.

2024 Meeting Schedule

2024

IMPORTANT DATES

JANUARY

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

MARCH

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

APRIL

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JUNE

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

JULY

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

DECEMBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JANUARY 1
NEW YEAR'S DAY

FEBRUARY 19
FAMILY DAY

MARCH 29
GOOD FRIDAY

APRIL 1
EASTER MONDAY

MAY 20
VICTORIA DAY

JULY 1
CANADA DAY

AUGUST 5
CIVIC HOLIDAY

SEPTEMBER 2
LABOUR DAY

SEPTEMBER 30
TRUTH & RECONCILIATION DAY

OCTOBER 14
THANKSGIVING DAY

NOVEMBER 11
REMEMBRANCE DAY

DECEMBER 25
CHRISTMAS DAY

DECEMBER 26
BOXING DAY

CIVIC HOLIDAYS

STATUTORY HOLIDAYS

REGULAR MEETING OF COUNCIL

COMMITTEE OF THE WHOLE MEETING

5116 - 50 Avenue
Rocky Mountain House, AB
T4T 1B2
403-845-2866





All meetings are open to the public and held in Council Chambers, unless otherwise noted. Council Chambers are located on the main floor of the Town Office at 5116 – 50 Avenue.

Special Council Meetings and Board and Committee meetings will be in addition to regular council meetings scheduled here.

BY-ELECTION 2024

A By-election will be held on Monday, February 26, 2024 to fill one vacant councillor position.

Candidate Eligibility

Candidates must be eligible to vote in the by-election. All candidates must:

- be at least 18 years old,
- be a Canadian citizen,
- reside in the Town of Rocky Mountain House on Election Day,
- reside in the Town of Rocky Mountain House for the 6 months before Nomination Day (January 29, 2024), and
- not be otherwise ineligible or disqualified.

Candidates are subject to further requirements in the *Local Authorities Election Act* and are advised to refer to the *LAEA* and obtain legal advice regarding the full extent of their obligations and ineligibility criteria.

It is the Candidate's responsibility to ensure they are eligible for nomination.

Nomination Period

The *Local Authorities Election Act (LAEA)* governs elections for Alberta's local jurisdictions, including the Town of Rocky Mountain House. All candidates should check the *LAEA* for complete details on the nomination process.

All candidates must provide **Form 4 Nomination Paper and Candidate's Acceptance** completed in full, to the Town of Rocky Mountain House. The nomination period is between **November 22, 2023 and January 29, 2024, at noon.**

No nominations will be accepted after noon on Monday, January 29, 2024.

The nominated Candidate is responsible for ensuring that the nomination paper filed is fully completed and meets the requirements of the *LAEA*. If a nomination is challenged, the courts will assess eligibility.

2024 Municipal By-election Handbook for Candidates

Filing a nomination

Nominations must be filed at the Town Office:

**Town of Rocky Mountain House
5116 – 50 Avenue
Rocky Mountain House, AB T4T 1B2**

Choose ONE of the following methods to file your nomination:

1. **By appointment (RECOMMENDED).** Call 403-845-2866 to book an appointment with the Returning Officer or Substitute Returning Officer.
2. **By mail or courier²:** Send completed forms to the Town of Rocky Mountain House, Box 1509, 5116 50 Ave, Rocky Mountain House, AB T4T 1B2.
3. **By secure 24 hour drop box²:** Completed forms can be dropped off at the Town of Rocky Mountain House mail slot. Drop box location: 5116 50 Ave, Rocky Mountain House, AB T4T 1B2.

The Nomination Paper and Candidate Acceptance (Form 4) must include the name, address and signature of at least five eligible electors. Candidates will also be required to sign an affidavit confirming:

1. That they are eligible to be elected;
2. That they will accept the office if elected; and
3. That they have reviewed the *LAEA*.

The Candidate's Acceptance must be sworn or affirmed before the Returning Officer or a Commissioner for Oaths.

Under section 28 (4) of the *LAEA*, the returning officer will not accept the following:

- A nomination that is not completed in the prescribed manner;
- A nomination that is not signed by at least the minimum number of eligible electors; or
- A nomination that is not sworn or affirmed by the person nominated.

In accordance with Section 151 of the *LAEA* it is an offence for a Candidate to sign a Candidate's Acceptance Form that contains a false statement. A violation of this section is subject to a fine of up to \$1,000.

The Candidate is responsible for ensuring that the nomination filed meets the requirements of the *Local Authorities Election Act*.

² nominations submitted by mail, courier or 24-hour drop box must be sworn or affirmed before and signed by a Commissioner of Oaths. Candidates filing in-person may swear or affirm before the Returning Officer.

2024 Municipal By-election Handbook for Candidates

Withdrawal of Nomination Papers

Within 24 hours of the close of Nomination Day at 12 noon on January 29, 2024, a Candidate may withdraw their nomination, provided that more than one Candidate for councillor has been nominated. The Returning Officer is unable to accept a withdrawal if it would result in less than the required number of Candidates for that office.

If a Candidate wishes to withdraw their nomination papers, a written notice must be provided to the Returning Officer no later than 12 noon on Tuesday, January 30, 2024.

Election By Acclamation

If at the close of Nomination Day at 12 noon on January 29, 2024, only one candidate has been nominated, the Returning Officer shall declare the Candidate to be acclaimed to office.

Your Campaign

The 2024 By-election campaign period is November 22, 2023 to February 26, 2024.

Candidates do not have to inform the Returning Officer of their campaign activities or provide copies of campaign contribution receipts.

Campaign Finances

All candidates are responsible for managing their campaign finances in accordance with the *Local Authorities Election Act*.

The LAEA legislation is binding on all Candidates running in municipal elections in Alberta, whether or not they are elected to a council position. It is very important that Candidates become familiar with the LAEA, as they are responsible for ensuring all aspects of their campaign finances comply with the legislation, including campaign contributions, campaign surpluses, financial disclosure by candidates and third-party advertisers.

All candidates and third-party advertisers must file a disclosure statement (Form 26) after the election with the municipality in which they sought election or advertised.

Campaign Advertising

No advertisement or candidate's election signs can be displayed inside or on the outside of a building used as a voting station on Election Day, including pins or stickers worn by voters.

The Presiding Deputy Returning Officer at the Voting Station will remove any advertising which is present.

All candidates are responsible for managing their campaign advertising in accordance with the *Local Authorities Election Act*.

2024 Municipal By-election Handbook for Candidates

Election Signs

All signs must comply with the [TOWN OF ROCKY MOUNTAIN HOUSE ELECTION SIGN POLICY](#).

Election Signs do not require a development permit.

Complaints about the location of election signs should be made to a candidate's office prior to submitting a complaint to the Town of Rocky Mountain House.

Alberta Transportation also has guidelines for campaign signage on Alberta highways, which can be found at: WWW.ALBERTA.CA/ELECTION-SIGNS.ASPX.

Official Agents, Campaign Workers, And Scrutineers

All candidates are responsible for ensuring official agents, campaign workers and scrutineers working on their behalf do so in compliance with the *Local Authorities Election Act*.

Third-party requests for information

The Returning Officer shall release candidate contact information to Alberta Municipal Affairs, and in response to other third-party requests including media, electors, organizers of election forum or the general public.

Candidates should complete a Release of Candidate Information Form and provide it to the Returning Officer with their nomination paper.

The Returning Officer will answer questions from the media and the public on the by-election process and administration.

Complaints about campaign finance activities related to candidates and third-party advertisers can be made to [INVESTIGATIONS AT ELECTIONS ALBERTA](#). Learn more about Elections Alberta compliance and enforcement by visiting www.elections.ab.ca/investigations.

ELECTION DAY

Election Day is **Monday, February 26, 2024**

Voting Station location and hours

**Rocky Regional Recreation Centre, Subway Room
5332 – 50 Street
Rocky Mountain House, Alberta**

10 a.m. to 8 p.m.

Once the Voting Station is declared closed at 8:00 p.m., any Elector in the Voting Station who wishes to vote will be permitted to do so, but no other person will be allowed to enter the Voting Station.

There will also be two Advanced Votes for the 2024 By-election

**Thursday, February 8, 2024, 4 p.m. to 8 p.m.
Saturday, February 24, 2024, 10 a.m. to 2 p.m.**

**Both advanced votes will also take place at the
Rocky Regional Recreation Centre, Subway Room
5332 – 50 Street
Rocky Mountain House, Alberta**

Elector Eligibility

A person is eligible to vote in the municipal election if the person:

- Has not voted before in this election;
- is at least 18 years old;
- is a Canadian citizen;
- has resided in Alberta for 6 consecutive months before Election Day (February 26, 2024), and
- is a resident of the Town on Election Day.

The LAEA establishes the requirements for verification of an Elector's identity and current residence. In order to vote, voters will be required to provide proof of their name and home address. Come Prepared!

2024 Municipal By-election Handbook for Candidates

Election results

Unofficial Election Results

Following the close of the Voting Station at 8:00 p.m., unofficial election results will be available for the convenience of Candidates and the public through the following sources:

1. Town of Rocky Mountain House Town Office, 5116 – 50 Avenue, Rocky Mountain House, AB T4T 1B2, and
2. Town of Rocky Mountain House website, located at WWW.ROCKYMTNHOUSE.COM.

Your patience is appreciated while election staff work towards providing timely and accurate results. Do not call the Election Office for results on Election Day.

Official Election Results

At noon on Friday, March 1, 2024, the Returning Officer will post the official election results at the Town Office and on the Town's website.

Recounts

If required, recounts called immediately after Election Day must be completed before the posting of the official election results. Therefore, recounts must be completed before noon on Friday, March 1, 2024.

Returning Officer Recount

On the Tuesday following Election Day, the Returning Officer will examine the results from the Voting Station in conjunction with the unofficial results. A recount may be conducted if the Returning Officer believes there has been an administrative or technical error made.

Candidate Or Agent Recount Request

A Candidate, Official Agent or Scrutineer may request a recount by submitting a notice to the Returning Officer within 44 hours of the close of Voting Stations (4:00 p.m. Wednesday, February 28, 2024). The notice must show grounds, which the Returning Officer considers reasonable, to allege that the results of the count may be inaccurate.

Candidate Notification Of Recount

Candidates who are affected by a recount will receive at least 12 hours' notice of the recount.

Recount Procedures

The procedure for a recount will be the same as for Election Day. After completion of the recount, the ballot account will be adjusted if necessary.

INFORMATION SOURCES

Legislation

You can obtain a copy of the *Local Authorities Election Act (LAEA)* and *Municipal Government Act (MGA)* from the following sources:

Local Authorities Election Act (LAEA)

[HTTPS://WWW.QP.ALBERTA.CA/DOCUMENTS/ACTS/L21.PDF](https://www.qp.alberta.ca/documents/acts/L21.pdf)

Municipal Government Act (MGA)

[HTTP://WWW.QP.ALBERTA.CA/DOCUMENTS/ACTS/M26.PDF](http://www.qp.alberta.ca/documents/acts/M26.pdf)

Alberta King's Printer

Suite 700, Park Plaza Building
10611-98 Avenue NW
Edmonton AB T5K 2P7

Phone: 780-427-4952
Email: kings-printer@gov.ab.ca

Alberta Municipal Affairs / Municipal Advisor

10155-102 Street, 17th Floor
Edmonton AB T5J 4L4

Phone: 780-427-2225 / 310-0000
(Toll free; AB only)
Web: [WWW.MUNICIPALAFFAIRS.ALBERTA.CA](http://www.municipalaffairs.alberta.ca)

Online Resources

Town of Rocky Mountain House
Alberta Municipal Affairs
Alberta King's Printer
Alberta Municipalities
Federation of Canadian Municipalities

[WWW.ROCKYMTNHOUSE.COM](http://www.rockymtnhouse.com)
[WWW.ALBERTA.CA/MUNICIPAL-ELECTIONS.ASPX](http://www.alberta.ca/municipal-elections.aspx)
[WWW.ALBERTA.CA/ALBERTA-KINGS-PRINTER](http://www.alberta.ca/alberta-kings-printer)
[WWW.ABMUNIS.CA](http://www.abmunis.ca)
[WWW.FCM.CA](http://www.fcm.ca)

Other resources

[A CANDIDATE'S GUIDE TO RUNNING FOR MUNICIPAL OFFICE IN ALBERTA](#) Alberta Municipal Affairs
([HTTPS://OPEN.ALBERTA.CA/PUBLICATIONS/CANDIDATES-GUIDE-RUNNING-FOR-MUNICIPAL-OFFICE-IN-ALBERTA](https://open.alberta.ca/publications/candidates-guide-running-for-municipal-office-in-alberta))

[WOMEN IN LEADERSHIP AND ELECTED OFFICE](#) Resources for women considering elected office.
([WWW.ALBERTA.CA/WOMEN-LEADERSHIP-OFFICE](http://www.alberta.ca/women-leadership-office))

[WHAT EVERY COUNCILLOR NEEDS TO KNOW](#) Published by Alberta Municipal Affairs
([HTTPS://WWW.ALBERTA.CA/MUNICIPAL-GOVERNMENT-RESOURCES](https://www.alberta.ca/municipal-government-resources))

Information updates on the Town of Rocky Mountain House 2024 By-election will be posted to
[WWW.ROCKYMTNHOUSE.COM/M/ELECTIONS](http://www.rockymtnhouse.com/m/elections).



2024 Municipal By-election Handbook for Candidates

Returning Officer Contact Information

Returning Officer:
Tracy Breese
403-845-2866 ext. 288
TBREESE@TRMH.CA

Substitute Returning Officer:
Laura Button
403-845-2866 ext. 286
LBUTTON@TRMH.CA

Substitute Returning Officer:
Tiffany Robinson
403-845-2866 ext. 118
TROBINSON@TRMH.CA

Forms and documents

The following forms and documents referenced in this handbook are available at WWW.ROCKYMTNHOUSE.COM/M/ELECTIONS or WWW.ROCKYMTNHOUSE.COM:

- Town of Rocky Mountain House policies and bylaws;
- Release of Candidate Information Form;
- Release of Official Agent Information Form;
- Council meeting agendas and minutes

LAEA forms can be downloaded directly from the Municipal Affairs website at WWW.ALBERTA.CA/MUNICIPAL-ELECTION-FORMS.ASPX.

- Form 4 – Nomination Paper and Candidates Acceptance Form – LGS0753;
- Form 5 – Candidate Financial Information – LGS12180;
- Form 11 – Enumerator, Candidate or Official Agent Proof of Identification – LGS1327;
- Form 12 – Campaign Worker Proof of Identification – LGS1327;
- Form 16 – Statement of Scrutineer or Official Agent – LGS0760;
- Form 26 – Campaign Disclosure Statement and Financial Statement – LGS0002;

NOMINATION CHECKLIST FOR CANDIDATES

- ☐ Review the *Local Authorities Election Act*.
 - Candidate Eligibility
 - Nomination Process
 - Campaign Finances
 - Obtain your own legal advice, if desired
- ☐ Review the *Municipal Government Act*.
 - Councillor Responsibilities and Duties
 - Obtain your own legal advice, if desired
- ☐ Review the **COUNCIL CODE OF CONDUCT BYLAW** and **COUNCIL PROCEDURAL BYLAW**.
 - Obtain your own legal advice, if desired
- ☐ Complete Form 4 Nomination Paper and Candidate's Acceptance
 - Local jurisdiction: Town of Rocky Mountain House
 - Office nominated for: Councillor
 - Collect original signatures from at least 5 eligible electors. Include full name and complete address with postal code.
 - Candidate's Acceptance: include your printed name as it should appear on the ballot.
- ☐ Complete Form 5, Candidate Financial Information (Recommended)
 - Review LAEA campaign finances obligations.
 - Do not use personal banking information.
 - Obtain your own legal advice, if desired
- ☐ Complete Release of Candidate Information Form.
- ☐ Complete Release of Official Agent Information Form (if applicable)
- ☐ Submit your Nomination (*See page 10: Filing a Nomination*)
 - If submitting nomination papers by mail or courier, Candidate's Acceptance must be sworn or affirmed before a Commissioner for Oaths or Notary Public.
 - If submitting nomination papers in person, you may swear or affirm in the presence of the Returning Officer.