



Running for Municipal Office in Alberta
Clearwater County Council
2017 - 2021 Term

NOMINATION DAY:
MONDAY, SEPTEMBER 18, 2017

ELECTION DAY:
MONDAY, OCTOBER 16, 2017

www.clearwatercounty.ca/council/

*Nomination papers must be handed in, in person, to the Returning Officer
between 10:00 a.m. and 12 noon on Nomination Day,
at Clearwater County Office
4340 - 47th Avenue, Rocky Mountain House, Alberta*

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Introduction

This guide has been developed to answer questions most frequently asked by candidates prior to Nomination Day. It also contains important information that candidates should be aware of. It is your responsibility to be familiar with the legislation and it is recommended that you obtain a copy of the *Local Authorities Election Act* and the *Municipal Government Act* from:

Alberta Queen's Printer
7th Floor, Park Plaza Building
10611 – 98 Avenue NW
Edmonton, AB T5K 2P7
Telephone: 780.427.4952
Fax: 780.452.0668
Website: www.qp.alberta.ca/

Where references are made to legislation, the specific legislation should be referred to for all purposes of interpreting and applying the law.

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

If you have any questions, please contact the Returning Officer – Karlene Dickau – at 403-845-4444 (County office) or email returningofficer@clearwatercounty.ca



Roles and responsibilities of officials in a local government

Council

Council is the governing body of the municipal corporation and the custodian of its powers, both legislative and administrative. The *Municipal Government Act (MGA)* provides that Councils can only exercise the powers of the municipal corporation in the proper form, either by **bylaw or resolution**.

The Councillor's job is to work with other Council members to set the overall direction of the municipality through their role as a policy maker. The policies that Council sets are the guidelines for administration to follow as it does the job of running a municipality. A Councillor will spend a lot of time while on Council creating new policies and programs or reviewing the current ones to make sure they are working as they should.

The Councillors

Under the *MGA*, Councillors have the following duties:

- 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;
- To participate generally in developing and evaluating the policies and programs of the municipality;
- To participate in Council meetings and Council committee meetings and meetings of other bodies to which they are appointed by the Council;
- To obtain information about the operation or administration of the municipality from the Chief Administrative Officer (CAO);
- To keep in confidence matters discussed in private at a Council committee meeting until discussed at a meeting held in public; and,
- To perform any other duty or function imposed on Councillors by this or any other enactment or by the council.

The Chief Elected Official (CEO)

The CEO, in addition to performing a Councillor's duties, must preside when attending a Council meeting, unless a bylaw provides otherwise. The CEO must also perform any other duty imposed under the *MGA* or any other enactment. In practice, the CEO is also generally the main spokesperson for the municipality, unless that duty is delegated to another Councillor. The title CEO may be changed to one that Council feels is appropriate to the office, such as Mayor, Reeve, or I.D. Chairperson.

In a village, summer village, or municipal district, Council appoints the CEO from among the Councillors unless it passes a bylaw providing that the official is to be elected by a vote of the municipality's electors. In Clearwater County, the Reeve is appointed by Council each year at the Organizational Meeting held in October.

The CEO role includes:

- Chairperson of Council
- Consensus seeker amongst members of Council
- Liaison with senior staff
- Advisor to Council



- Ex-officio member on various boards and committees
- Key representative with regard to ceremonial responsibilities
- Liaison with other levels of government
- Advice with regard to policy development
- A deputy CEO will assume this role if the CEO is not available.

The entire municipality

A Councillor is elected to look after the interests of the entire municipality. A Councillor who is in a municipality that has wards must be careful not to place the interest of the ward or electoral district above the interest of the whole municipality. As tough as it may be at times, the Councillor must base any decision on what is best for the entire municipality. Council's effectiveness depends on Councillors providing input on their areas while thinking and voting for the whole municipality. Councillors also have to make certain that they do not put themselves in a conflict of interest situation. They must ensure that decisions made do not benefit them, their immediate family, or their friends.

Chief Administrative Officer (CAO)

Every Council must establish, by bylaw, a position of CAO. The CAO is the administrative head of the municipality and responsibilities include ensuring that the municipality's policies and programs are implemented, advising and informing the Council on the operation of the municipality, performing other duties assigned by the Council, and ensuring appropriate staffing is in place.

Staying out of the day-to-day operation of the municipality allows Councilors to concentrate on policy making and program monitoring. Councillors should work with the CAO to stay informed on what the municipality is doing and will depend on the administration to provide information so that they can make sound decisions.

A performance appraisal system for the CAO is a key building block for a lasting and positive relationship between Council and the CAO. Section 205.1 of the *MGA* states that a Council must provide the CAO with an annual written performance evaluation.

Designated Officers

A CAO may delegate any of his or her powers, duties, or functions to a designated officer or to another employee. Designated officer positions are established by bylaw and are subject to the CAO's supervision, unless otherwise provided by bylaw. A designated officer may also further delegate to an employee of the municipality any of those powers, duties, or functions.



Before you file nomination papers

Here are some things you should consider before you file your nomination paper.

Are you qualified?

To become a candidate, you must be at least 18 years of age on nomination day, a Canadian Citizen and have been a resident of the local jurisdiction for the six consecutive months preceding Nomination Day.

In Clearwater County, you must have been a resident of the electoral division in which you intend to run for the same six-month period.

Are you ineligible for nomination?

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

- If you are the auditor of the municipality;
- If you are a municipal employee, unless you take the entitled leave of absence;
- If your property taxes are more than \$50.00 in arrears or you are in default, for more than 90 days, or any other debt in the excess of \$500.00 to the municipality;
- If you have, within the previous 10 years, been convicted of an offence under the Local Authorities Election Act, the Election Act or the Canada Elections Act

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.

It is your responsibility to ensure you are not in violation of any conditions of eligibility.

Do you have time?

Councillors are elected for a **four-year term** of office and during that time are required to attend:

- Regular meetings of Council (2nd and 4th Tuesday of each month)
- Planning meetings (annual budget, strategic planning)
- Council committee meetings
- Meetings of other boards and agencies to which you are appointed as Council's representative
- Conferences, conventions, seminars, and workshops for training and discussion
- Social and other events promoting your municipality

The time commitment to fulfill the duties of Councillor will be substantial - a commitment of **20 - 40 hours a week or more, which may also include evenings and weekends**. See Appendix F for a calendar detailing orientation dates and other post-election key dates.

To prepare and make informed decisions, you will be required to spend time reading materials and talking with residents, the CAO, other elected officials and many others. Also, there will be travel time to and from meetings and the potential impact on your personal life, work, etc.



Understanding what it means to be Councillor

Are Councillors paid?

Elected officials generally receive remuneration for the time and energy they devote to their community. Please see Appendix E for Clearwater County's current *Council and Board Reimbursement Policy*.

Do you understand the position?

As a member of Council, you will have the opportunity to significantly influence the future of your community. Your effectiveness as a member of Council depends on your ability to persuade other members of Council to adopt and support your view.

All decisions of Council must be made by resolution or bylaw, and 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 municipal employees.

Any promise you make as part of your election campaign that involves municipal expenditures or the activities of the employees, can only be carried out by a decision of the majority of Council.

Are you familiar with local legislation?

Bylaws are developed by municipal Councils and act as local legislation until amended or repealed. Prospective Councillors should become familiar with how and why existing bylaws or policies have been created. Prospective candidates may wish to refer to existing County bylaws, policies or strategic plans, all of which can be accessed via the [County website](#).

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 administration to **implement** policy. You will need the support, advice, and assistance of the CAO if you are to be an effective member of Council. The CAOs training, experiences 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 of a Councillor is all about is to spend some time reading Council agendas and minutes, attending Council meetings and talking to current members of Council.

Be sure to ask how much time may be required for committee work and for Council appointments to other boards and agencies, over and above the time required for regular council meetings. Remember, once you're elected you have a duty to your community.



Nominations

How do I become nominated as a candidate for the election?

To become nominated as a candidate you must:

- Meet the *LAEA* nomination requirements.
- Have Nomination Paper (Form 3 – see Appendix A) **signed by at least five (5) electors eligible to vote** in this election.
- Submit the completed Nomination Paper and Candidate's Acceptance (Form 3) to the Returning Officer on Nomination Day (Monday, September 18, 2017) at the Clearwater County office, between the hours of 10:00 a.m. and 12:00 noon only.

Nomination papers

Nomination papers must be filed on the prescribed form (Appendix A) and must include the required number of eligible electors' signatures or nominations will be refused.

Candidates are encouraged to acquire more than five eligible signatures for assurance.

Nominators

Nominators must be eligible to vote in this election (as per *LAEA* Section 47)

- At least 18 years old
- A Canadian citizen
- A resident in Alberta for the six (6) consecutive months prior to the election, and
- A resident of *the candidate's electoral division* within Clearwater County on the date he or she signed the Nomination Paper.

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

Candidates

The nomination form states that you are required to make an affidavit saying you are eligible for nomination, not otherwise disqualified from office, and that you will accept the office if you are elected. You must swear or affirm that affidavit before the Returning Officer. Ensure you are aware of the contents of Sections 12, 21, 22, 23, 47 and 151 of the *Local Authorities Election Act*.

You may want to **file the form in person**; however, **anyone** can file it on your behalf as long as it is fully completed. You are responsible for ensuring that the nomination form filed meets the requirements under section 27 of the *Local Authorities Election Act*.

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

A **candidate may** (if he/she chooses):

- Appoint one official agent (as indicated on Candidate's Acceptance – Form 3).
- Appoint scrutineers (including the official agent) for particular voting stations (by signing form Appendix B for each scrutineer).
- Be present at a voting station as a scrutineer, only if another scrutineer for the candidate is not present at that voting station.



What is the Candidate's Acceptance?

All portions of your Nomination Paper, including the name, address and telephone number of the candidate's official agent (if they choose to appoint one), must be completed, and the Candidate's Acceptance sworn (or affirmed) before a Commissioner for Oaths or the Returning Officer. The Returning Officer can commission your Nomination Paper on Nomination Day.

Filing the nomination form

The completed form is to be filed with the Returning Officer (Karlene Dickau), between 10:00 a.m. and 12 noon on **Nomination Day – September 18, 2017**. Nomination forms must be **handed in** to the Returning Officer at the Clearwater County Office, located at 4340-47th Avenue, Rocky Mountain House.

Deposit

None. Clearwater County does not require a nomination deposit.

Withdrawing nomination

Within 24 hours of nominations closing, 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 a 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 in any particular office, the Returning Officer will be available on the next day (and for up to six days) from 10:00 a.m. until 12 noon to receive further nominations.

If, by noon on any of the days, the number of candidates nominated equals the number of vacancies in any particular office, nominations will be closed and the Returning Officer will declare the candidates as elected without the necessity of actually holding the 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 scheduled.

No late nominations

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

Who can see my nomination forms?

After 12:00 noon on Nomination Day, any person who is eligible to vote in the election may request to examine the Nomination Papers. Filed Nomination Papers may only be viewed - not photocopied or distributed.



What if no nominations are received for a particular division?

If no nominations for a position are received during Nomination Day, the Returning Officer will continue to receive nominations on Tuesday, September 19, 2017 in the Clearwater County office between 10:00 a.m. and 12 noon.

Nominations will continue to be received day-to-day at the same place between the same times until a nomination for the position has been received or six (6) days, including Nomination Day, have passed (whichever is earliest).

What if the nominations received by the Returning Officer do not exceed the positions available?

If the number of nominations received does not exceed the number of positions available, the candidate nominated for the position will be declared elected (by acclamation) by the Returning Officer after the close of nominations.

Release of personal information

The Returning Officer will receive requests from the media and general public on how to contact a candidate, therefore, each candidate is asked to complete a Candidate Information Disclosure Form (Appendix B) when they submit their Nomination Paper.

By completing and signing this form, the Returning Officer will be able to release, upon request, the following candidate information:

- Name
- Contact Phone Number(s)
- Contact Email Address
- Contact Address

New income tax measures for Municipal Officials

The reimbursement of expenses incurred in the course of carrying out the duties of municipal office is generally not a taxable benefit. By contrast, a non-accountable allowance for which an individual does not have to provide details or submit receipts to justify amounts paid is generally a taxable benefit.

Municipal officials have historically received non-accountable allowances for work expenses that are not included for income tax purposes. The excluded amount is currently limited to half of the official's salary or other remuneration received in that capacity in the year.

Budget 2017 proposes non-accountable allowances paid to officials be included in income. This change will apply to 2019 and subsequent taxation years. The reimbursement of employment expenses will remain a non-taxable benefit to the recipient.



After filing your nomination

Campaigning

Prospective candidates are strongly encouraged to read and understand Part 5.1 of the *Local Authorities Election Act* as it pertains to Municipal Election and Finance and Contribution Disclosure requirements.

There are no limitations on when a candidate may start campaigning. Candidates typically campaign by talking to others, going door-to-door, advertising, putting up signs, talking to the media, participating in public forums, etc. How you campaign is up to you, however, there are certain restrictions that you must be aware of. See *Local Authorities Election Act* Part Five and Part Six for rules surrounding campaigning. It is your responsibility to be familiar with the legislation.

There are some restrictions specific to Election Day in which certain activities are not permitted. These restrictions do not allow you or your agent to:

- Interfere with a voter who is in the process of voting;
- Solicit votes in a voting station;
- Distribute any kind of campaign advertisement, handbill, placard, poster, circular, pamphlet or newspaper within a voting station; or
- Engage in bribery or undue influence.

Campaign signs and literature

Clearwater County's Land Use Bylaw s.6.18(3)(e) permits the temporary placement of official notices or signs without development permit approval, but such **signs must not exceed 3 square metres (32 sq. ft.). Signs must not cause a safety concern.**

All election signs must be removed within seven (7) days of completion of the election, therefore, **candidates are responsible for the removal and collection of their election campaign signs by Monday, October 23, 2017.**

Campaign signs are also pursuant to the provisions of federal, provincial or municipal legislation. Alberta Transportation is the authority for all highways (including secondary highways) in Clearwater County. Please review Alberta Transportation's Guidelines for the Installation of Election Signs to ensure your signs comply with their requirements.

Clearwater County recommends campaign signs be distanced from voting stations, no nearer than roadways leading to the entrance of the voting station access.

Important: The use of Clearwater County's official logo or phone number on any campaign materials, including signs or brochures, is strictly prohibited.

Bribery

It is an offence to give, or promise to give, money or any other valuable consideration to anyone in return for their vote or refraining from voting at an election. It is also an offence for anyone to accept money or any other valuable consideration in return for voting or not voting.



Undue influence

It is an offence to use or threaten violence, injury, damage or intimidation to compel a person to vote or refrain from voting at an election or to obstruct a person from voting.

Campaign financing

Beginning in 2014, candidates may not accept campaign contributions, including their own funds, **unless they are registered with the municipality** in which they intend to run and open a bank account. Once registered, candidates may accept contributions from any person, corporation, trade union or employee organization **up to \$5,000**.

If a candidate funds their campaign exclusively from their own funds, up to \$10,000.00, they are **not required to register with the municipality or open bank account**.

Any anonymous or ineligible contributions received must be returned to the contributor immediately or paid to the municipality.

For more details on collecting and reporting campaign contributions, see Appendix G and *Local Authorities Election Act* s147.1 to 147.92.

Allowable campaign expenses

Payments of the following expenses, related to the election campaign, are not considered a contravention of the legislation:

- Your personal expenses;
- Cost of acquiring premises, accommodation, goods or services for proper election campaign expenses;
- Payments for the costs of printing and advertising;
- Reasonable payment to any person for the hire of transportation used by a candidate or speakers in travelling to and from public meetings or by any person in connection with and for the proper purposes of an election.



Official Agents and Scrutineers

You are entitled to have one official – agent or scrutineer – at each voting station. See Appendix D for the form to assign a scrutineer to attend voting stations on your behalf.

What are Agents and Scrutineers, and what powers do they have?

Agents

The candidate may appoint one official agent by stating the name, address and telephone number of the person's official agent on the Nomination Paper and Candidate's Acceptance Form (Appendix A). If it becomes necessary to appoint a new official agent, the candidate shall immediately notify the Returning Officer in writing of the contact information of the new official agent.

An **official agent** must:

- Be at least 18 years of age and an elector.
- If acting as a scrutineer at a voting station, must present written notice from the candidate (Form – Appendix D) to the Presiding Deputy Returning Officer (PDRO) at the voting station.
- If acting as a scrutineer, sign a statement (Form 10) before the PDRO.

An official agent is not required to subscribe to an official oath. If an official agent serves as a scrutineer, they must have written permission from the candidate to do so.

Scrutineers

A scrutineer is a person who has written permission (Appendix D) from the candidate to represent the candidate as a scrutineer at a particular voting station.

A **scrutineer** must:

- Be at least 18 years of age.
- Present written notice from candidate (Appendix D) to PDRO at voting station.
- Sign a statement (Form 10) before the PDRO at the voting station.

Each scrutineer, before performing their duties, must sign the Statement of Scrutineer Form 10 before the PDRO at the voting station. Agents or candidates may also act as scrutineers.

Who can be present in the Voting Station?

Either a candidate OR candidate's agent OR scrutineer may be present in the voting station during Election Day to observe the conduct of the vote. The PDRO shall not permit a candidate to have an official agent or a scrutineer present while the candidate is present in a voting station during voting hours, nor will the PDRO permit a candidate to have both an official agent and a scrutineer present at the same time in a voting station. The PDRO may designate the place or places at a voting station where a candidate, an official agent, or a scrutineer of a candidate may observe the election procedure (*LAEA Section 69(5)*).

Please note that the use of cell phones will not be permitted at any time within the voting station, with the exception of those used by election staff.



What is the process to object to a vote/voter?

A candidate, official agent or scrutineer may make an objection to a person signing a Form 8 (Voting Register), but **must make the objection at the time the person makes the statement (on Form 8)**. The candidate, official agent or scrutineer cannot prevent that person from voting. The PDRO will note the objection on the applicable Form 8. A scrutineer may examine the completed Form 8s (Voting Registers) only with permission from the PDRO. Scrutineers are not permitted to touch or handle the Voting Registers. When the voting station closes at 8:00 p.m. on Election Day, a scrutineer may remain to witness the counting of the votes and clean-up procedures.



Advanced Vote

Council authorized an Advance Vote date as an additional date for voting. Voters are permitted to vote at the Advance Vote without declaring any special circumstances. As on Election Day, each voter must sign a Voting Register (Form 8), and present the required voter identification. Any person who does not comply with the legislation will not be allowed to vote. All Advance Votes are counted after the close of the polls (8:00 p.m.) on Election Day.

Advance voting takes place as follows: *

Date: Monday October 2, 2017

Time: 10:00 a.m. to 6: 00 p.m.

Location(s): Voting Station No. 1 Lou Soppit Community Centre
Rocky Mountain House, AB

Voting Station No. 2 Caroline HUB Multi-room
Caroline, AB

**Please note: dates and locations will be advertised at least one week before the date set for the Advance Vote.*



Election Day

Election Day is Monday October 16, 2017.

It is an offence to canvass or solicit votes in or immediately adjacent to a voting station.
It is also an offence to display or distribute campaign material inside or on the outside of a voting station.

Voting Station Procedures

The *Local Authorities Election Act* describes the procedures for voting stations on Election Day. The following is a summary of the key events:

- At 10:00 a.m. voting stations open to voters. The stations remain open continuously until 8:00 p.m.
- To receive a Ballot Card from the Deputy Returning Officer (DRO), each voter must first present the required identification and complete/read/sign a Voting Register (Form 8 – sample in Appendix I). Signing the Voting Register is a requirement under the *Local Authorities Election Act*. Voter identification requirements can be found in Appendix H. Any person who does not comply with these requirements will not be allowed to vote.
- The voter will take his/her prescribed Ballot Card to the voting booth, mark it, and take the Ballot Card to the DRO supervising the Ballot Box, for insertion into the Ballot Box.
- At 8:00 p.m. the DRO will announce that the voting station is closed. When all voters have left the voting station, the votes will be automatically tabulated and reported to the Returning Officer.

Voting Station Locations

***Division 1** voters may only vote at one of the following voting stations:

- No. 1 Lou Soppit Community Centre
- No. 3 Everdell Hall
- No. 4 Hardendell Hall
- No. 5 Arbutus Hall
- No. 6 Dovercourt Hall

***Division 2** voters may only vote at one of the following voting stations:

- No. 1 Lou Soppit Community Centre
- No. 7 Leslieville Hall
- No. 8 Bingley Hall
- No. 9 Gimlet Hall
- No. 10 Condor Hall

***Division 3** voters may only vote at one of the following voting stations:

- No. 1 Lou Soppit Community Centre
- No. 5 Arbutus Hall
- No. 7 Leslieville Hall
- No. 10 Condor Hall
- No. 11 Butte Hall
- No. 12 Evergreen Hall



***Division 4** voters may only vote at one of the following voting stations:

- No. 1 Lou Soppit Community Centre
- No. 2 Caroline HUB Multi-room
- No. 3 Everdell Hall
- No. 6 Dovercourt Hall
- No. 11 Butte Hall

***Division 5** voters may only vote at one of the following voting stations:

- No. 1 Lou Soppit Community Centre
- No. 8 Bingley Hall
- No. 14 Buster Creek/Crimson Lake Hall
- No. 15 Frisco Hall
- No. 16 Nordegg Hall

***Division 6** voters may only vote at one of the following voting stations:

- No. 1 Lou Soppit Community Centre
- No. 2 Caroline HUB Multi-room
- No. 12 Evergreen Hall
- No. 13 Crammond Hall
- No. 17 James River Hall

***Division 7** voters may only vote at one of the following voting stations:

- No. 1 Lou Soppit Community Centre
- No. 7 Leslieville Hall
- No. 8 Bingley Hall
- No. 9 Gimlet Hall
- No. 15 Frisco Hall
- No. 18 Faraway

**Please note that all voting station locations are subject to change, or cancellation in the event of an acclamation in one or more divisions. The official Election Notice advertisements posted two weeks prior to the election will indicate the final list of voting stations.*

Release of Election Results

UNOFFICIAL election results of the ballot count will be released as soon as possible after the voting stations close, and distributed via the Clearwater County website at www.clearwatercounty.ca

OFFICIAL election results will be posted by the Returning Officer at 12:00 noon on Friday, October 20, 2017 on the Clearwater County website.



Post-Election Day

Under what conditions may there be a recount?

The Returning Officer may call for a recount of the votes cast at one or more of the voting stations if:

- A candidate or official agent or scrutineer shows grounds that the Returning Officer considers reasonable for alleging that the record of the result of the count at any voting station is inaccurate;
- The Returning Officer considered that the number of valid ballots objected to or rejected ballots other than those on which no vote was cast, was sufficient to affect the result of the election; or
- The Returning Officer is of the opinion that there may have been an administrative or technical error that may have caused an error in the count of votes.

When is the deadline to apply for a recount?

An application for a recount under Section 98(4) of the *Local Authorities Election Act* must be made within 44 hours immediately following the closing of the voting stations. The **deadline to apply for a recount is 4:00 p.m., Wednesday, October 18, 2017.**

Will I be notified if a recount is going to be conducted?

If the Returning Officer chooses to conduct a recount, they will notify any candidates who may be affected at least 12 hours before the recount will be made. The recount will be completed sometime prior to the official posting of results by 12:00 noon, Friday, October 20, 2017.

What procedure will be used to conduct a recount?

If a recount is authorized by the *Local Authorities Election Act*, and the Returning Officer chooses to make a recount, the ballots will be counted in the same manner as the Presiding Deputy Returning Officer at the voting station is directed to do.



Commencement of Duties

If you are elected, you will be expected to serve a **four-year term**.

This term will officially begin at the organizational meeting of Council on October 24, 2017 when to you take the **Oath of Office and sign the Councillor Code of Conduct** (Appendix C). In a by-election, you take office as soon as you take the oath of office. A term of office may be ended early by resignation or disqualification from office.

When will Council meet?

The first regular Council meeting of the newly elected council will follow immediately after the Organizational Meeting on October 24, 2017. Council meets regularly on the 2nd and 4th Tuesdays of each month.

What committee work is required?

Councillors are appointed on an annual basis to various committees. These appointments are made at the Organizational Meeting of Council held in October of each year. On average, Councillors will be appointed as members to approximately 6-12 committees, and also as alternate members to approximately 2-6 additional committees. The Reeve is an ex officio member of all Council committees and all committees that Council has the right to appoint members. Exceptions include Subdivision and Development Appeal Board, Municipal Planning Commission, and Assessment Review Boards, unless the mayor is appointed by name.



Training, Compensation and Benefits

Orientation training sessions

Immediately after the official results of the election have been released (12:00 noon on Friday, October 20, 2017), all Council members, newly and re-elected, will be required to attend orientation training sessions which will be announced in the future.

Training and professional development

Clearwater County budgets for professional training and development of our elected officials. Councillors are encouraged to participate in the Elected Officials Education Program, which includes user-friendly, on-line courses designed for elected officials to be more strategic, effective, collaborative, and influential. Visit www.eoep.ca for more details on this program.

How are Council members paid?

Council members are remunerated with a base salary (honorarium) and per diems, as provided by Council and Board Reimbursement (Appendix E).

Council member benefits

Council members are eligible to participate in County provided benefit package.

Other benefits*

Each member of Council receives a County issued tablet and either a County issued communication device.

**Please note: all County property must be returned to the office of the CAO at the end of the Councillor's term of office.*



Appendix A – Nomination Paper

FORM 3

Nomination Paper and Candidate's Acceptance

Local Authorities Election Act
(Section 12, 21, 22, 23, 27, 47, 68.1,
147.11, 147.2, 147.21, 151)
School Act (Section 44(4))

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*. 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:

Karlene Dickau, Returning Officer (403) 845-4444

LOCAL JURISDICTION: **CLEARWATER COUNTY**, PROVINCE OF ALBERTA

We, the undersigned electors of _____, nominate
(Name of local jurisdiction and ward if applicable)

_____ of
(Candidate Surname) (Given Names)

_____ as candidate at the election
(Complete Address and postal code)

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). If a city or a board of trustees under the *School 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 |
|-------------------------|---|----------------------|
| | | |
| | | |
| | | |
| | | |
| | | |

Electors continued on next page, if required



A GUIDE FOR PROSPECTIVE CANDIDATES

| 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 section 44(4) of the *School 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, 47, 68.1, 147.11, 147.21 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

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

As my official agent

Print name as it should appear on the ballot

(Candidate's Surname) (Given Names (may include nicknames, but not titles, i.e., 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**

LGS0753 (2013/04)
Page 2 of 2



Appendix B – Candidate Information Disclosure Form

COUNCILLOR for Division ____ of Clearwater County

ELECTION DATE: October 16, 2017

I, _____, give permission to the Returning Officer of Clearwater County to release any or all of the following information to the media, the general public, any legislated authority, and for any purpose as set out in the *Local Authorities Election Act*.

Dated at Clearwater County, Alberta this _____ day of September, 2017.

Signature of Candidate

| | |
|-----------------|--|
| NAME | |
| MAILING ADDRESS | |
| POSTAL CODE | |
| HOME PHONE NO. | |
| CELL PHONE NO. | |
| EMAIL ADDRESS | |

Note: The personal information that is being collected under the authority of the *Local Authorities Election Act (LAEA)* will be used for the purposes under the Act. It is protected by the privacy provisions of the *Freedom of Information and Protection of Privacy Act (FOIP)*. If you have any questions about the collection, contact Ron Leaf, FOIP Coordinator, CAO, Corporate Services, at 403-845-4444.



Appendix C – Councillor Code of Conduct

GOVERNING PRINCIPLES

The Public expects the highest standards of personal and professional conduct from Members elected to Clearwater County Council or appointed to Council Committees.

This Code of Conduct sets out guidelines for the ethical and interpersonal conduct of Members.

Clearwater County requires that Councillors and Committee Members conduct themselves so as to maintain the honour and respect of their position and to not engage in actions which are, or could be reasonably perceived as, damaging to the trust, confidence and faith of the public.

Councillors and Committee Members must always seek to advance the good of Clearwater County as a whole, for which they serve, and shall truly, faithfully and impartially exercise the duties and responsibilities of their position to the best of their knowledge and ability.

Councillors and Committee Members must adhere to all Council policies, respecting the Municipality and its Bylaws.

CODE OF CONDUCT

Members will:

Foster Respect for Decision-making Process

1. Maintain the highest standards in public office and faithfully discharge the duties of their office in accordance with the requirements and obligations set out in the legislation of the Province of Alberta;
2. Accurately and adequately communicate the attitudes and decisions of the Council, or the Committee, even if the Member disagrees with the decision, such that respect for Council's decision-making processes is fostered; and
3. Communicate concerns amongst the presence of the entire Council or Committee body and when publicly expressing personal opinions, doing so in a manner that maintains respect for other Members and any decisions made by Council or Committee.

Release of Confidential Information

4. Use confidential information only in their role as a Member of Council or Council Committee, and not for the personal profit of themselves or any other person;
5. Communicate confidential information only when authorized to do so;
6. Hold in strict confidence all information concerning matters dealt with during in-camera meetings;
 - a. A Member shall not, either directly or indirectly, release, make public or in any way divulge any such information or any aspect of the in-camera deliberations to anyone, unless expressly authorized by Council or required by law to do so.
7. Inform themselves of and strictly adhere to the provisions of the *Freedom of Information and Protection of Privacy Act*;
8. Not release information subject to solicitor-client privilege, unless expressly authorized by Council or required by law to do so; and,
9. Not release, disclose, publish, comment on or misuse confidential information (information that they have knowledge of by virtue of their position as a Member) that is not in the public domain, including emails and correspondence from other Members or third parties such that



it may cause detriment to Clearwater County, Council, Committees or others, or benefit or detriment to themselves or others.

Release of Information to Public and Media

10. Acknowledge that official information related to decisions and resolutions made by Council or Committee will normally be communicated to the public and the media by the Reeve, or Chair of the Committee, or by the CAO or by other administrative staff as delegated by the CAO.
 - a. Members must keep in mind they are always a representative of the Clearwater County, and Members are encouraged to identify when views expressed are theirs alone and not official Clearwater County communication.

Avoid Conflict of Interest*

11. Use their position for the good of the community and not to secure special privileges, favours or exemptions for themselves or any other person;
12. Not use any influence of office for any purpose other than official duties;
13. Not solicit, demand or accept the services of any municipal employee, or individual providing services on a contract for service, for re-election or re-appointment purposes, or to gain employment with the County for themselves, family members or close associates;
14. Not use any information gained in the execution of office that is not available to the general public for any purpose other than official duties;
15. Not engage in any activity, pecuniary or otherwise, which is incompatible or inconsistent with the ethical discharge of official duties in the public interest;
16. Not place themselves in a position of obligation to any person or organization which might reasonably benefit from special consideration or may seek preferential treatment;
17. Not give preferential treatment to any person or organization in which a Councillor has a pecuniary interest;
18. Not influence any administrative, Council or Committee decision or decision-making process involving or affecting any person or organization in which a member has a pecuniary interest; and,
19. Not use municipal materials, equipment, facilities or employees for personal gain or for any private purpose.

**Members who have a Conflict of Interest in a matter before Council shall disclose the general nature of their interest and follow the procedure set out in s.172 of the MGA.*

Acceptance of Gifts Prohibited

20. Not solicit, accept, offer or agree to accept a commission, reward, gift, advantage or benefit of any kind, personally or through a family member or friend, which is connected directly or indirectly with the performance or duties of office.

The following are recognized as exceptions:

- i. Token or minor gifts valued at less than \$100 (such as corporate logoed items or commemorative gifts), or gifts involving tickets for event attendance of no more than \$300; cash or prizes from "luck of the draw" events (e.g. raffles, door prizes) or other advantages from any person or organization not connected directly or indirectly with the performance or duties of office.
- ii. Political contributions that are otherwise offered, accepted and reported in accordance with applicable law;
- iii. Food and beverages at banquets, receptions, ceremonies or similar events;
- iv. Services provided without compensation by persons volunteering their time;
- v. Food, lodging, transportation and entertainment provided by other levels of governments or by other local governments, boards or commissions;
- vi. A reimbursement of reasonable expenses incurred in the performance of duties or office, in accordance with Clearwater County's *Council*



and Board Reimbursement policy or Travel and Subsistence for Staff and Council policy;

Gifts that are received as an incident of protocol or social obligation that normally and reasonably accompany the responsibility of office.

21. Any gifts with an estimated value of \$100 or more will be reported on Elected Official Expense Report, noting the approximate value and the person or organization providing the gift, event ticket, etc.

Avoidance of Waste

22. Avoid waste, abuse and extravagance in the provision or use of public resources, and shall identify and discuss any misuse of which the Member is aware with the Reeve, Council, Council Committee Chair or the CAO.

Treat Every Person with Dignity, Understanding and Respect

23. Abide by the provisions of the Human Rights Code and, in doing so, shall treat every person, including other Members, municipal employees, individuals providing services on a contract for service, students on placements, and the public, with dignity, understanding and respect for the right to equality and the right to an environment that is safe and free from harassment, discrimination and disrespect;
24. Not discriminate against anyone on the basis of their race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, gender, sexual orientation, age, record of offences, marital status, same sex partnership status, family status, or disability;
25. Not to engage in harassment or vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome; and,
26. Maintain a high level of respectful dialog with other Members of Council, the CAO, Council Committee members, Administration, and stakeholders.

Leadership and Governance

27. Commit to ethical, businesslike and lawful conduct, including proper use of authority and appropriate decorum when acting as a Member;
28. Participate actively, openly, and transparently in the democratic process;
29. Preserve the integrity and impartiality of Council, or the Council Committee, when working with other levels of government;
30. Provide leadership, through the governance process and not take on responsibilities delegated to Administration;
31. Limit interactions with municipal staff to direction provided through the CAO;
32. Attend Councillor orientation, or Council Committee orientation, and other training sessions offered by the municipality;
33. Protect the reputation of the Council, the Council Committee and Administration;
34. Uphold the intent of this Bylaw and govern their actions accordingly; and,
35. For a period of 12 months after leaving office or Council Committee, abide by the guidelines listed above, except those related to confidential information, which shall apply in perpetuity.

COMPLIANCE / COMPLAINTS

Responsibilities

All Members shall cooperate in any investigation made pursuant to this Bylaw.

If any Member becomes aware of breach of this Code of Conduct by, or an allegation of breach of this Code of Conduct against, any other Member, it is the Member's responsibility to report the breach of this Code of Conduct or the allegation to the Reeve or CAO.



It is the responsibility of the CAO to forward all complaints in accordance with the Complaint Process detailed below.

Members shall not assume that any unethical activity or activity that is not in the best interest of the County, not covered by or specifically prohibited by this Code of Conduct, or any legislation, are therefore condoned.

Complaint Process - Councillors

All complaints must be submitted in writing to the CAO and may be made by:

- a) Councillor(s);
- b) Committee member(s)
- c) the CAO;
- d) municipal employee(s); or
- e) a member of the public.

The CAO shall forward all complaints to Council “in confidence” and shall include the Councillor(s) about whom the complaint is made. The Member who is subject of complaint is to provide a written response to complaint, to be provided to Council.

All formal complaints under this Section, shall be investigated by the CAO or their designate and dependent on the nature of allegation, a third-party investigator may be retained. The Member(s) concerned shall be notified of investigation in order that they may provide evidence to the investigator.

All proceedings of Council regarding the investigation shall be “in camera”.

If, after receipt of investigation report, Council believes that the Member(s) concerned may have breached a provision of this Bylaw, it shall advise the Member(s) of this, and give them an opportunity to make oral or written submission to Council.

If Council concludes that the Member(s) concerned breached a provision of this Bylaw, it may, in its sole discretion, decide the sanctions to be imposed.

The Member(s) concerned shall be advised by Council of their conclusion and decision.

Sanctions - Councillors

If Council determines that a complaint reviewed under this Bylaw is valid then Council, by resolution, may impose one or more of the following sanctions against the offending Member:

- A written warning from Reeve, Deputy Reeve and/or Council;
- Require a verbal, written or public apology;
- Require additional training on ethical and/or respectful conduct;
- Restrict how confidential documents are provided;
- Limit travel/representation on behalf of Council;
- Require the return of municipal property;
- Restrict access to municipal facilities;
- Revoke some or all of the Councillor's appointments;
- Reporting of misconduct to Alberta Municipal Affairs, agency/commission or authority of jurisdiction (i.e. RCMP)
- Other consequences as deemed appropriate and necessary, but not including the disqualification of a Councillor.



Any retaliation against the complainant will not be tolerated and will be treated as a serious breach of this Code of Conduct.

Complaint Process – Council Committee Members

All complaints must be submitted in writing to the Committee Chair and may be made by:

- a) Committee member(s);
- b) Councillor(s);
- c) municipal employee(s); or
- d) a member of the public.

Should the complaint be against the Committee Chair, then the complaint should be submitted, in writing, to the CAO.

The Committee Chair shall forward all complaints to the Reeve and CAO “in confidence” and shall include the Committee Member(s) about whom the complaint is made. The Member who is subject of complaint is to provide a written response to complaint, to be provided to Council.

All formal complaints under this Section, shall be investigated by the CAO or their designate and dependent on the nature of allegation, a third-party investigator may be retained. The Member(s) concerned shall be notified of investigation in order that they may provide evidence to the investigator.

All proceedings of Council regarding the investigation shall be “in camera”.

If, after receipt of investigation report, Council believes that the Committee Member(s) concerned may have breached a provision of this Bylaw, it shall advise the Member(s) of this, and give them an opportunity to make oral or written submission to Council.

If Council concludes that the Member(s) concerned breached a provision of this Bylaw, it may, in its sole discretion, decide the sanctions to be imposed.

The Committee Member(s) concerned shall be advised by Council of their conclusion and decision.

Sanctions – Council Committee Members

If Council determines that a complaint reviewed under this Bylaw is valid then Council, by resolution, may impose one or more of the following sanctions against the offending Committee Member:

- A written warning from Reeve, Deputy Reeve and/or Council.
- Require a verbal, written or public apology.
- Require additional training on ethical and/or respectful conduct.
- Restrict how confidential documents are provided.
- Revoke appointment of the Committee member.
- Reporting of misconduct to Alberta Municipal Affairs or agency or authority of jurisdiction (i.e. RCMP)

Any retaliation against the complainant will not be tolerated and will be treated as a serious breach of this Code of Conduct



Acknowledgement

By signing this Code of Conduct, I state that I have read and fully understand the contents of the Code of Conduct Bylaw. My signature is my contractual agreement that I will follow and abide by the Code of Conduct in good faith.

Member's Name

Member's Signature

(please print)

Witness Name

Witness Signature

(please print)

Dated:



Appendix D – Agent/Scrutineer Appointment Form

Appointment of Official Agent/Scrutineer

Local Jurisdiction of **CLEARWATER COUNTY**, Province of Alberta

ELECTION DATE..... OCTOBER 16, 2017

To: Presiding Deputy Returning Officer

I, _____ hereby appoint
(Name of Candidate) PLEASE PRINT

_____ to act as my Scrutineer at
(Name of Official Agent/ Scrutineer) PLEASE PRINT

VOTING SUBDIVISION

(Subdivision Number)

VOTING STATION

(Station Name)

(Signature of Candidate)

(Date of Appointment)



Appendix E – Council Reimbursement Policy



CLEARWATER COUNTY COUNCIL AND BOARD REIMBURSEMENT

POLICY

| | |
|--|--|
| EFFECTIVE DATE: | January 1, 2016 |
| REVISED DATE: | August 23, 2016 |
| SECTION: | Administration |
| POLICY STATEMENT: | To provide a fair and equitable means of reimbursing Council and Members at Large for their time, travel and subsistence while attending meetings, conferences, training seminars and other out of area municipal business events. |
| DEFINITIONS: | "Meeting": within the context of this Policy the term meeting shall include: Council meetings, Special Council meetings, Committee meetings as well as – when requested by the CAO, or a Department Head – meetings between Councillors and County staff. |
| PROCEDURE: <u>Council Rates</u> | <p>1. Council remuneration will be, for time spent while traveling to or from meetings and while in attendance at a meeting on the basis of the following rates and time sections:</p> <ul style="list-style-type: none"> a) \$159.00 - First Four Hours b) \$126.00 - Second Four Hours c) \$126.00 - Third Four Hours d) \$288.00 - Maximum payable for any regular Council Meeting. <p>For clarity, any meeting or number of meetings that include more than one portion of the above times sections (i.e. meetings in excess of four hours), a Councillor is entitled to combined remuneration for each time section involved. The maximum paid in any single day will therefore be \$414.00. Councillors are expected to exercise discretion when applying for remuneration for meetings that include one time section and extend into another time section in a minor fashion.</p> |





**CLEARWATER COUNTY
COUNCIL AND BOARD REIMBURSEMENT**

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|--|---|
| | <p>2. Other expenses associated with a Councillor's attendance at meetings will be paid in accordance with Travel and Subsistence for Staff and Council Policy.</p> <p>3. In addition to meeting, travel and subsistence fees, each councillor will be paid \$550.00 per month to compensate for time spent on such matters as meeting preparation, telephone calls and individual meetings with electors.</p> <p>4. Council remuneration associated with convention attendance will be for time spent while traveling to or from a convention location and while in attendance during the formal convention sessions on the basis of the following rates and time sections:</p> <ul style="list-style-type: none"> a) \$159.00 - First Four Hours b) \$126.00 - Second Four Hours c) \$126.00 - Third Four Hours <p>For clarity, time incurred for travel to or from the convention location and attendance at the formal convention sessions that include more than one portion of the above times sections in excess of four hours, a councillor is entitled to combined remuneration for each time section involved. However, the maximum honorarium paid in any single day to a councillor or committee member will be \$414.00.</p> <p>For example, a councillor drives to a seminar in Edmonton from Rocky Mountain House leaving the night before the seminar begins as the seminar starts at 8:00 the next morning. The seminar ends at 4:00 p.m. the following day. At conclusion of the seminar the councillor would be entitled to \$159.00 associated with travel the night before the seminar. The councillor would also be entitled to another \$159.00 relating to the first four hours of his/her attendance at the seminar; another \$126.00 associated with the second four hours of the seminar; and, a third four hours associated with the return travel time to Rocky Mountain House.</p> <p>5. Councillors are authorized to attend special meetings associated with a Council appointed committee without</p> |
|--|---|





**CLEARWATER COUNTY
COUNCIL AND BOARD REIMBURSEMENT**

| | |
|----------------------------------|---|
| | <p>Council approval. However, to the greatest extent possible, councillors should receive prior approval of Council for attendance at any other special meeting a councillor may wish to attend (e.g. community group meeting). However, Council recognizes that situations may preclude a councillor from advising Council of a meeting prior to his or her attendance. In such cases the Councillor is to seek Council's approval for his/her attendance prior to the councillor submitting his/her remuneration sheet.</p> <p>6. The Reeve and two Councillors are approved to attend the annual conference of the Federation of Canadian Municipalities (FCM), Councillors attending the conference will be appointed at the annual organizational meeting preceding the conference. The intention is to provide all Councillors with the opportunity to attend one FCM Conference during their term of office. All Councillors will be permitted to attend FCM when the FCM Conference is held in Alberta.</p> <p>7. Councillors and Committee members will be reimbursed for other incurred expenses in accordance with the Travel and Subsistence for Staff and Council Policy.</p> <p>8. If a spouse accompanies a councillor to a convention, the Municipality will cover the spousal registration fee, banquet tickets, and approved travel expenses.</p> |
| <p><u>Reeve Rates</u></p> | <p>1. In addition to the above policies, it is recognized that the Reeve will receive additional requests with respect to meetings with federal, provincial, municipal and/or community organizations, representatives or officials. The Reeve is authorized to attend such meetings at his/her discretion without Council authorization and to receive remuneration in accordance with this policy for that attendance. To the greatest extent possible, the Reeve should endeavor to inform Council of these meetings prior to his/her attendance.</p> |





Boards and Committee Rates

Community Event Attendance

Page 4 | 5





**CLEARWATER COUNTY
COUNCIL AND BOARD REIMBURSEMENT**

| | |
|------------------------------|--|
| <p><u>General</u></p> | <p>sessions on the basis of the following rates and time sections:</p> <p>a) \$159.00 - First Four Hours</p> <p>b) \$126.00 - Second Four Hours</p> <p>To a maximum of eight hours (or \$285.00) per day.</p> <ol style="list-style-type: none"> 1. Per Diem sheets are to be filled out monthly by each councillor and delivered to the Finance and Admin. Manager or Payroll Administrator after the end of each month and at least three working days prior to the first Council meeting. Per Diem sheets received after this date will not be processed for payment until the following month. Administration will include copies of the completed per diem sheets in the following Council Agenda. 2. Council remuneration rate increases will correspond to the cost of living adjustments received by staff each year (rounded to the nearest dollar). 3. This policy replaces Council's policy "Meeting Rates for Council and Board Appointments" |
|------------------------------|--|



Appendix F – Post-Election Calendar

| October 2017 | | | | |
|---|---|-----------|--|---|
| Monday | Tuesday | Wednesday | Thursday | Friday |
| 2 ADVANCED VOTE | 3 | 4 | 5 | 6 |
| 9 THANKSGIVING DAY | 10 | 11 | 12 | 13 CAAMDC Central Zone Meeting County of Paintearth |
| 16 ELECTION DAY UNOFFICIAL RESULTS Following count on election night | 17 | 18 | 19 | 20 OFFICIAL RESULTS Released at 12 noon |
| 23 | 24 ORGANIZATIONAL MEETING COUNCIL MEETING PHOTOS | 25 | 26 OPTIONAL - CUFF PRESENTATION Sylvan Lake, AB | 27 |
| 30 | 31 County Orientation | Notes: | | |

| November 2017 | | | | |
|-----------------------|---|--|--|---|
| Monday | Tuesday | Wednesday | Thursday | Friday |
| | | 1 County Orientation | 2 County Orientation | 3 NOV 4/5 Lacombe - Municipal Affairs New Councillor Orientation |
| 6 | 7 COUNCIL MEETING | 8 | 9 | 10 |
| 13 REMEMBRANCE DAY | 14 AAMDC - ORIENTATION Edmonton, AB | 15 AAMDC CONVENTION Edmonton, AB | 16 AAMDC CONVENTION Edmonton, AB | 17 AAMDC CONVENTION Edmonton, AB |
| 20 | 21 | 22 AUMA CONVENTION Calgary, AB | 23 AUMA CONVENTION Calgary, AB | 24 AUMA CONVENTION Calgary, AB |
| 27 | 28 COUNCIL MEETING | 29 | 30 | Notes: |

| December 2017 | | | | |
|-----------------|---|----------------------------|----------------------------|--------------------------------|
| Monday | Tuesday | Wednesday | Thursday | Friday |
| | | | | 1 CAAMDC Director's Meeting |
| 4 | 5 | 6 | 7 | 8 |
| 11 | 12 COUNCIL MEETING Community Presentation @ 7pm TODD HIRSH ATB Sr. Economist | 13 Budget Deliberations | 14 Budget Deliberations | 15 Budget Deliberations |
| 18 | 19 TENTATIVE Special Council Meeting Budget | 20 | 21 | 22 |
| 25 CHRISTMAS | 26 BOXING DAY | 27 | 28 | 29 |

| January 2018 | | | | |
|--|-----------------------|-----------|---|--------|
| Monday | Tuesday | Wednesday | Thursday | Friday |
| 1 | 2 | 3 | 4 | 5 |
| 8 | 9 COUNCIL MEETING | 10 | 11 | 12 |
| 15 AGENDA AND PRIORITIES MEETING | 16 | 17 | 18 | 19 |
| 22 | 23 COUNCIL MEETING | 24 | 25 | 26 |
| 29 | 30 | 31 | Notes: 3 days in Q1 for Strategic Planning 1 day for CREMA orientation Tri-Council 2x year | |



A GUIDE FOR PROSPECTIVE CANDIDATES

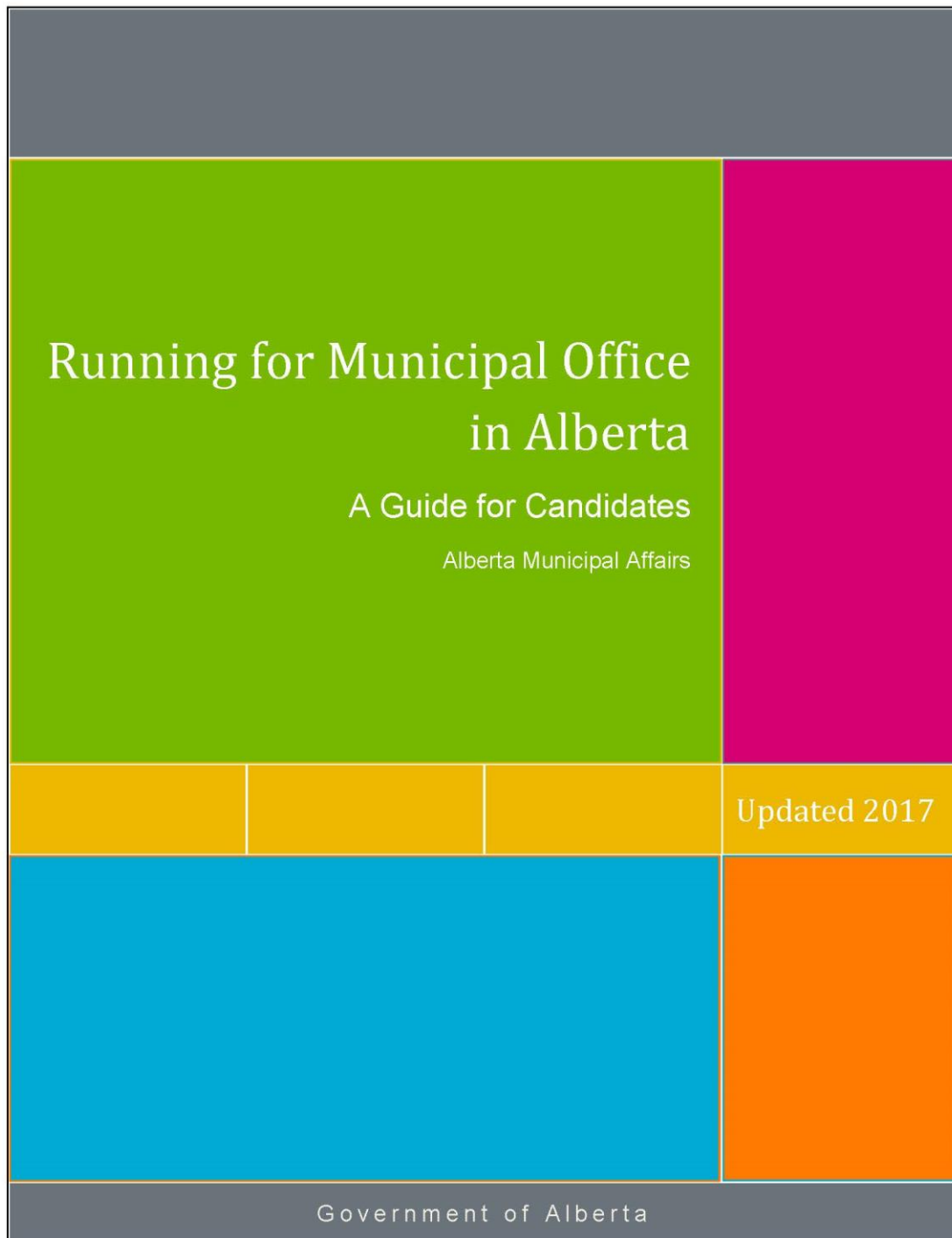
| February 2018 | | | | |
|------------------|-----------------------|-----------|----------|----------------------------------|
| Monday | Tuesday | Wednesday | Thursday | Friday |
| | | | 1 | 2 GAAMDG Central Zone Meeting |
| 5 | 6 | 7 | 8 | 9 |
| 12 | 13 COUNCIL MEETING | 14 | 15 | 16 |
| 19 FAMILY DAY | 20 | 21 | 22 | 23 |
| 26 | 27 COUNCIL MEETING | 28 | Notes: | |

| March 2018 | | | | |
|---|--|--|----------|-------------------|
| Monday | Tuesday | Wednesday | Thursday | Friday |
| | | | 1 | 2 |
| 5 | 6 | 7 | 8 | 9 |
| 12 | 13 COUNCIL MEETING | 14 | 15 | 16 |
| 19 AAMDG CONVENTION / TRADESHOW Edmonton, AB | 20 AAMDG CONVENTION Edmonton, AB | 21 AAMDG CONVENTION Edmonton, AB | 22 | 23 |
| 26 | 27 COUNCIL MEETING | 28 | 29 | 30 GOOD FRIDAY |



Appendix G – Alberta Municipal Affairs Guide

Running for Municipal Office in Alberta – A Guide for Candidates



Alberta Municipal Affairs

Running for Municipal Office in Alberta

Capacity Building, Municipal Services Branch
Running for Municipal Office in Alberta – A Guide for Candidates
Alberta Municipal Affairs
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Introduction

This guide is designed to give prospective candidates an understanding of the process and legislative requirements for running for municipal office in Alberta.

This guide has no legislative sanction and therefore we recommend that you obtain a copy of the *Local Authorities Election Act* and other relevant statutes and regulations.

Local Authorities Election Act

The *Local Authorities Election Act (LAEA)* is the primary legislation that guides the conduct of a municipal or school board election or by-election. Copies can be obtained through the Alberta Queen's Printer, <http://www.qp.alberta.ca>, 780-427-4952.

All definitions, procedures and processes outlined in this guide are from the *LAEA*. Should you require further clarification on any definitions, procedures, or processes you are encouraged to review and consult the *LAEA*, ask the returning officer in your municipality, call a Municipal Advisor, or seek an independent legal opinion.

All forms, including the notice of intent to run, nomination form and candidate's acceptance, and campaign disclosure statement can be found on the Alberta Municipal Affairs website, or by contacting your municipality.

Municipal Government Act

The *Municipal Government Act (MGA)* is the primary legislation that governs municipalities. Copies can be obtained through the Alberta Queen's Printer, <http://www.qp.alberta.ca>, 780-427-4952.



Candidate Registration, Contributions & Expenses

Candidates are strongly encouraged to read and understand Part 5.1 of the *Local Authorities Election Act* as it pertains to Municipal Election Finance and Contribution Disclosure

Candidate Registration

LAEA s. 147.21

Beginning in 2014, candidates **may not** accept campaign contributions, including their own funds, unless they are registered with the municipality in which they intend to run. It is very important that candidates check with their municipality to learn where to find the registration information and how to become registered prior to accepting any campaign contributions.

If a candidate has funded their campaign exclusively from their own funds, up to \$10,000, they are not required to register with the municipality.

For more information about registering as a candidate you are encouraged to speak with the returning officer or chief administrative officer in your municipality. The municipality will have the required forms that you will need to complete.

Contributions and Expenses

What are allowable campaign expenses?

LAEA s. 118

The payments of the following expenses, related to the election campaign, are not considered a contravention of the legislation:

- Your personal expenses;
- Cost of acquiring premises, accommodation, goods or services for proper election campaign expenses;
- Payments for the costs of printing and advertising;
- Reasonable payment to any person for the hire of transportation used by a candidate or speakers in travelling to and from public meetings or by any person in connection with and for the proper purposes of an election.

Candidate Self-funded Contributions

LAEA s. 147.1

A candidate may entirely self-fund their campaign up to and including \$10,000. If a candidate self-funds their campaign, there is no need for the candidate to open a bank account specifically for campaign contributions.



LAEA s. 147.2

Contributions to Candidates

Candidates may accept contributions from any person, corporation, trade union or employee organization up to \$5,000.

A candidate must open a bank account in the name of the candidate or in the name of the campaign as soon as possible after the amount of contributions exceeds \$5000 in the aggregate or the amount of contributions and any amount of the candidate's own funds exceeds \$5,000.

It is important to know that contributions of real property, personal property, goods and services have a value. Receipts must be issued for every contribution received and be obtained for every expense throughout the duration of the campaign.

All campaign records of contributions and expenses should be kept for a minimum of two (2) years following the general election.

Anonymous & Ineligible Contributions

If a candidate receives an anonymous contribution, the candidate must return the contribution to the contributor immediately (if the identity of the contributor is known) or pay the total contribution to the municipality.



Before You File Your Nomination Paper

This section provides a brief overview of what to take into consideration prior to running for municipal office.

Are you Qualified?

LAEA s. 21(1)

To become a candidate you must be at least 18 years of age on nomination day, a Canadian citizen, and you must have been a resident of the local jurisdiction for the 6 consecutive months immediately preceding Nomination Day.

Qualification Requirements in a Ward System

In a municipality with a ward system, you must be a resident of the ward or the electoral division in which you intend to run for the 6 consecutive months immediately preceding nomination day.

Qualification Requirements in a City with a Ward System

In a city with a ward system, it is required that you have been a resident of the city for 6 months immediately preceding nomination day, not necessarily the ward in which you wish to run.

LAEA s. 12

Qualification Requirements in a Summer Village

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

Note: Nomination Day is 4 weeks prior to Election Day, unless a municipality has passed a bylaw under section 11(2) of the *Local Authorities Election Act*.

In the case of a general election, Election Day occurs on the 3rd Monday of October every 4 years. In the case of a by-election, Election Day will be set through a resolution of council.

In the case of a summer village, nomination day must occur in June and/or July and Election Day occurs 4 weeks following nomination day. Nomination day is set by council resolution.



LAEA s. 22

Ineligibility for Nomination

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

- if you are the auditor of the municipality;
- if your current property taxes are more than \$50 in arrears;
- if you are in default for any other debt to the municipality in excess of \$500 for more than 90 days; or
- if within the previous 10 years you have been convicted of an offense under the *Local Authorities Election Act*, or the *Canada Elections Act*.

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.

If a person failed to comply with the requirements in the *LAEA* as they relate to campaign finance and disclosure and the secretary (chief administrative officer) transmitted a report in respect to that person, and/or the Court did not dispense with, or extend the time for compliance with respect to campaign finance and disclosure, a person is deemed to be ineligible. A person is deemed to be ineligible under these circumstances for either an 8 year period following the day that a report was transmitted by the secretary, or a 3 year period following the day the disclosure statement was filed with the municipality (which ever period expires first).

NOTE: If you are a municipal employee and you wish to run for municipal office, you must take a leave of absence as outlined in the *LAEA*. You may notify your employer on or after July 1 in the election year (on or after the day council passes a resolution setting Election Day in the case of a by-election) but before the last working day prior to Nomination Day.



Other Considerations

Time Commitment

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

- regular and special meetings of council;
- council committee meetings;
- meetings of other boards and agencies to which you are appointed as a council representative;
- conferences, conventions, seminars and workshops for training and discussion; and
- other events promoting your municipality.

Time must also be spent reading agenda material and talking with residents, the chief administrative officer (CAO) and other relevant stakeholders. This will all be part of the necessary preparation for meetings so that you can make informed decisions.

Remuneration

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

Roles and Responsibilities of an Elected Official

As a member of council you will have the opportunity to significantly influence the future of your community. Your effectiveness as a member of council depends on your ability to persuade the other members of council to adopt and support your view. Decisions of council may only be made by resolution or bylaw and 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 a part of your election campaign that involves municipal expenditures or the activities of the employees can only be carried out if you can convince a majority of council that it is a good idea.

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



In accordance with the *Municipal Government Act*, a municipal council may pass legislation in the form of municipal bylaws. These bylaws remain in effect until they are amended or repealed. You will not be starting with a blank slate and creating your ideal municipality from scratch. If you are running with some kind of reform in mind, you will have to become familiar with what exists, how it has been created – by bylaw, resolution or policy – and why it exists before you will be able to start discussing your changes.

Municipalities often make local bylaws available to the public through their municipal websites.

Administration of a Municipality

As a member of council, it will be your duty to **establish** policy for your municipality. It is the job of the administration to **implement** the policy direction. Alberta municipalities have competent and dedicated administrators. The chief administrative officer is the only employee of Council, and you will rely on the support, advice, and assistance of your CAO if you are to be an effective member of council. The CAO's training, experience, and understanding of how and why things have developed the way they have will be an important resource for you.

How Else Can I Prepare?

The best way to find out what the job is all about is to spend some time reading council agendas and minutes, and talking to current members of council.

- Familiarize yourself with local bylaws and municipal legislation;
- Read council agendas and minutes;
- Sit in the gallery at council meetings; and
- Talk to municipal staff to find out what other information is available.

It is common practice in many municipalities to publish a prospective candidate's information guide. These guides will provide valuable insight into time commitments, practices, and expectations of holding office in that municipality.

Researching now will help you in your campaign and prepare you for assuming office.



Nomination Papers

This section provides a brief overview of the information included on the nomination paper and the nomination day process.

Form of Nomination

LAEA s. 27

Your nomination must be filed using the prescribed form (Form 3 – Nomination Paper and Candidate's Acceptance). Contact the local municipal office to determine where to get the nomination form and to seek advice on filling out the form accurately. The CAO, returning officer, or municipal clerk will be able to help you.

What is included in the Form of Nomination?

Your nomination paper must be signed by at least five (5) voters eligible to vote in the election. The signatures collected must be of people who are resident in the municipality on the date of signing the nomination, and include the voter's name, address (street address or legal description of residence) and signature.

- Cities with a population of at least 10,000 may pass a bylaw increasing the number of signatures required to a maximum of 100. Ensure that you check with the municipality to determine the number of signatures that you require.
- If you are seeking election in a municipality with a division or ward system, the voters signing your nomination form must be residents in the ward or division that are you running in.

LAEA s. 12

In Summer Villages, the nominators must:

- Be eligible to vote in the election;
- Be 18 years of age;
- A Canadian Citizen; and
- Named on the certificate of title as the person who owns property within the summer village or is the spouse or adult interdependent partner of the person named on the title.

In addition to the signatures, the nomination paper must also be complete with the written acceptance signed in the prescribed form by the person nominated.

If you do not have the required number of signatures on your nomination form, your form will not be accepted by the returning officer.



What is included in the Candidates Written Acceptance?

The candidate's written acceptance includes:

- That the person is eligible to be elected to the office;
- The name, address and telephone number of the person's official agent (if applicable);
- That the person will accept the office if elected.

The acceptance is an affidavit that must be sworn or affirmed before a Commissioner for Oaths or the returning officer.

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



Nomination Day

Filing the Nomination Form

Once you have completed the nomination form, the next step is to ensure that you file the form on Nomination Day.

LAEA s. 28

How do I file my Nomination Form?

Completed nomination forms can be filed with the returning officer between 10am and 12noon on Nomination Day, four (4) weeks prior to Election Day. Municipalities may pass a bylaw prior to June 30th stating that the returning officer may receive nominations earlier than 10am and establish other locations where nominations may be received.

Municipalities will advertise a "Notice of Nomination Day" at least once a week for two weeks prior to Nomination Day that will indicate where and when the returning officer will receive the nominations. It is important to check the advertisement or with your municipality for the time and location to file your nomination papers.

Do I have to file my nomination form in person?

Nomination forms must be hand delivered. It is always a good idea to deliver your nomination form to the returning officer in person; however, anyone may file your nomination paper on your behalf. If you are unable to file your nomination paper yourself, ensure that the nomination paper is completed fully prior to Nomination Day. You, as the candidate, are responsible for ensuring that the nomination form is fully completed and meets the requirements for filing under section 27 of the *Local Authorities Election Act*.

LAEA s. 29

Do I have to pay a deposit to file my nomination form?

Municipalities may pass a bylaw requiring a deposit to accompany nominations. The amount fixed in bylaw may not exceed:

- \$1,000 in municipalities with a population over 10,000; and
- \$100 in all other municipalities.

When you inquire or pick up the nomination form from the municipality, ensure that you seek clarification on whether a deposit is required and the amount of the deposit.

If a deposit is required, it must be paid, in full, at the time you file your nomination form. A deposit must be payable to the municipality and may be paid using:

- Cash;
- Certified cheque; or



- Money Order,

LAEA s. 30

Will I get my deposit back?

Your deposit will be returned to you if you are:

- Elected; or
- If you get at least one-half the number of votes of the person elected to office, with the least number of votes.

LAEA s. 32

Withdrawing Nominations

Candidates may withdraw their nomination form within 24 hours (48 hours in a summer village) from the close of nominations, provided the number of candidates nominated exceeds the number of positions for the office you are seeking.

If candidates choose to withdraw, they must provide written notice, in person, to the returning officer.

LAEA s. 31

Insufficient Nominations

In the event that the number of nominations filed is less than the number of vacancies in the municipality, the returning officer will be available to receive nominations the next day (and for a period of up to 6 days, if required) from 10am to 12noon.

Nominations Equal Number of Vacancies

If, by noon on any of the days, the number of candidates nominated equals the number of vacancies in the municipality, nominations will be closed and the returning officer will declare the candidates elected by acclamation (no elected will be held).

Nominations Exceed Number of Vacancies

If more than the required nominations are received by noon on any of the days, nominations will be closed and the election will be held according to process.

Summer Villages

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

Late Filing of Nominations

The returning officer **CANNOT** accept nominations after 12 noon on Nomination Day. Ensure that you check with your municipality on the time and location for filing nomination forms and ensure that you file your nomination paper on time at the location available.



Campaigning

Once you have filed your nomination form and your candidate's acceptance, there are several things to remember as you campaign to Election Day.

How do I Campaign?

There is no "standard" in campaigning when it comes to municipal elections. A candidate's campaign style will want to match the uniqueness of the municipality to the candidate's personality and available resources.

The purpose of campaigning is to convince the electors that you are the best candidate for the position in the municipality. Candidates have used various strategies including but not limited to:

- Door-knocking;
- Signage;
- Brochures or posters;
- Social media pages (Facebook, Twitter, Instagram) or websites; and
- Host a meet and greet event.

Is There Anything I Cannot Do During a Campaign?

There are a variety of offence provisions included in the *Local Authorities Election Act*; it is encouraged that candidates review and understand all offence provisions in the Act.

In addition to the offence provisions, it is essential that candidates seek additional clarification from municipal returning officers relating to campaign activities. Municipalities may have local bylaws that may address campaign activities including but not limited to the use and placement of campaign signage throughout the municipality.

If candidates require additional interpretation or clarification, they are encouraged to seek independent legal services if required.

Bribery

As a candidate, you cannot give, or promise to give, money or any other valuable consideration (such as an office or job) to anyone in return for their vote, or to agreeing not to vote.

In addition, an elector or resident of the municipality cannot accept money or any other valuable consideration in return for voting or not voting during an election.

LAEA s. 116



| | |
|-------------|--|
| LAEA s. 117 | Undue Influence As a candidate, you cannot use, or threaten to use, violence, injury, damage or intimidation to compel a person to vote or refrain from voting at an election. You cannot obstruct the voting process or obstruct a person from accessing a voting station to vote during an election. |
| LAEA s. 152 | Canvassing on Election Day Candidates, official agents, or campaign volunteers cannot canvass or solicit votes in or immediately adjacent to, a voting station on Election Day. In addition, campaign materials (posters, pins, signage, etc.) cannot be displayed or distributed inside or on the outside of a building used as a voting station. |



Election Day

You have filed your nomination papers, you've campaigned, and now you've reached Election Day! It is important that you understand the process for Election Day and seek clarification on any questions you may have.

How long are voting stations open on Election Day?

LAEA s. 46

Voting stations are open between the hours of 10am and 8pm on Election Day. Municipalities may pass a bylaw permitting voting stations to open earlier. It is advised that you confirm voting hours with your municipality.

Who is eligible to vote?

LAEA s. 47

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

- Is at least 18 years of age;
- Is a Canadian Citizen;
- Has resided in Alberta for the 6 consecutive months preceding election day;
- The person's place of residence is located in the area on Election Day.

LAEA s. 12

In the case of a summer village, a person is eligible to vote in a municipal election if the person:

- The person is eligible to vote under section 47;
- Is at least 18 years of age;
- Is a Canadian Citizen;
- Has resided in Alberta for the 6 consecutive months preceding election day;
- Is named on a certificate of title as the person who owns property within the summer village; or
- Is the spouse or adult interdependent partner of a person who owns property with the summer village.

Can people observe Election Day?

LAEA s. 69

Candidates, or official agents, or a candidate's scrutineer, may observe the processes at the voting station(s) on Election Day. The returning officer in your municipality will have details on how to appoint official agents and scrutineers. As well, the returning officer will explain the role and responsibilities of a candidate, official agent or scrutineer observing the election processes.



Is there a voters list?

LAEA s. 50

Municipalities may pass a bylaw allowing for the enumeration and use of a voters list. You may wish to confirm with your municipality; currently, there are no municipalities that use a voters list in municipal elections in Alberta.

Maintaining the Secrecy of the Vote

LAEA s. 55&56

All ballots, forms, ballot boxes, and voting machines (if applicable), are in the custody and control of the returning officer. Forms and statements made by the electors cannot be viewed by any person observing the election due to privacy reasons. All voter compartments are equipped with voting screens and instructions for electors to ensure secrecy.

At the close of the voting station and at the conclusion of the count, the ballot boxes are sealed and retained in a protected area for six (6) weeks following Election Day.

Are results made official on Election night?

LAEA s. 97

At the conclusion of the count, the returning officer may make unofficial results available. The official results are not posted or announced until 12 noon on the fourth day following Election Day.



Recount

LAEA s. 98

Who can ask for a recount?

The returning officer may call for a recount of the votes cast at one or more of the voting stations if:

- a candidate or official agent or scrutineer shows grounds that the returning officer considers reasonable for alleging that the record of the result of the count at any voting station is inaccurate;
- the returning officer considered that the number of valid ballots objected to or rejected ballots other than those on which no vote was cast, was sufficient to affect the result of the election; or
- the returning officer is of the opinion that there may have been an administrative or technical error that may have caused an error in the count of votes.

When can a recount happen?

An application for a recount may be made within 44 hours immediately following the closing of voting stations on Election Day. No applications for recount will be accepted by the returning officer after the prescribed 44 hours has passed.

How will I know if a recount is happening?

If the returning officer calls for a recount they must, within 12 hours of the recount, notify any candidates who may be affected and those election officers that the returning officer deems necessary to conduct the recount.



Election Results

LAEA s. 97

Are results made official on Election night?

At the conclusion of the count, the returning officer may make unofficial results available. Due to the ability for the returning officer to call a recount, official results are not posted or announced on election night.

When are election results official?

The returning officer is required to announce or post the official election results in the statement of results at 12 noon on the 4th day following Election Day, at the municipal office.



Campaign Financing

As noted above, Candidates are responsible for reading and understanding Part 5.1 of the *Local Authorities Election Act* as it pertains to Municipal Election Finance and Contribution Disclosure.

Campaign Disclosure Statements

Deadline to File

LAEA s. 147.4

Campaign disclosure statements (Form 21) must be filed with the returning officer or municipality on or before March 1 following a general election. In the case of a by-election, the disclosure statement must be filed within 180 days of the date that the by-election occurred.

What is included on the Disclosure?

The campaign disclosure statement contains information about the contributions received, any additional sources of funding, campaign expenditures, campaign deficits, or campaign surpluses.

The disclosure will include the name and address of those contributors whose donations exceeded \$100 in the aggregate, and the total amount of all contributions received that did not exceed \$100 in the aggregate.

Campaign Deficits

A candidate who incurs a deficit during an election and does not run the next general election, must clear that deficit and file an amended disclosure statement with the municipality showing the deficit has been eliminated.

Campaign Surplus

LAEA s. 147.5

A candidate who incurs a surplus during an election is required to provide all surplus funds to the municipality to be held in-trust until the next general election Nomination Day.

If the candidate does not run in the next general election, the candidate must direct the municipality to pay all surplus funds to the charity of the candidate's choice. If the municipality does not receive direction from the candidate, the surplus funds will become the property of the municipality.



Conclusion

Congratulations on taking the step to become a candidate in your municipal election!

In addition to this handbook, you are encouraged to review the *Local Authorities Election Act (LAEA)* in detail. If you have any questions about anything in the handbook or in the *LAEA*, you are encouraged to seek out additional clarification from your municipality (CAO or returning officer), legal counsel, or Alberta Municipal Affairs.

If you are elected, congratulations! You are encouraged to read "Now That You Are Elected."

Good luck and enjoy the journey to becoming a candidate in Alberta municipal elections!



Appendix H – Voter Identification Requirements



VOTER IDENTIFICATION REQUIREMENTS

Proof of identity and current residence is now required to be able to vote in municipal elections. Any of the following documents that has your name and address on it will be accepted as valid proof:

- Photo identification issued by a Canadian government or agency, whether federal, provincial or local;
- Bank/credit card statement or personal cheque;
- Correspondence issued by a school, college or university;
- Government cheque or cheque stub;
- Income/property tax assessment notice;
- Insurance policy or coverage card;
- Letter from a public curator, public guardian or public trustee;
- Pension Plan statement of benefits, contributions or participation;
- Residential lease or mortgage statement;
- Statement of government benefits: e.g. Employment insurance, old-age security, social assistance, disability support, or child tax benefit;
- Utility bill: e.g. Telephone, public utilities commission, television, electricity, gas or water;
- Vehicle ownership, registration or insurance certificate; or
- A letter or form (attestation) confirming that the person lives at the stated address. The letter can be signed by any of the following:
 - authorized representative of a commercial property management company;
 - authorized representative of a correctional institution;
 - authorized representative of a First Nations band or reserve;
 - authorized representative of a post-secondary institution;
 - authorized representative of a facility that provides services to the homeless; or
 - authorized representative of a supportive living facility or treatment centre;

Frequently Asked Questions

What if I don't have any photo ID like a driver's license?

- It doesn't matter. Just bring anything else you have from the above list that has your name and address on it.

Do I need more than one document?

- No, only one document with your name and address is needed. *

What if all of my documents have a post office box address?

- That is ok. As long as it makes sense that a person in your voting subdivision or ward would have a post office box at your mailing address, it will be accepted. The post office box doesn't have to be in your voting subdivision or ward – just reasonably close by.

I used to have to sign a form to say that I am eligible. Do I still have to sign that form?

- Yes, you will still have to sign the Statement of Elector Eligibility as well as provide one of the above documents that contains your name and address.

What if I don't have any accounts or documents in my own name?

- Have your landlord, facility, or organization manager sign a letter or form (attestation) to confirm your address, and bring it with you to the voting station. Your municipality may have a form that you can use, so check with them. You will have to do this before you come to vote, so plan ahead.

* These are the basic requirements for all Alberta municipalities. Your local municipality may have additional requirements or accept additional types of ID. Please check with them.

Appendix I – Voting Register Sample

FORM 8

Voting Register

Local Authorities Election Act
(Sections 47, 53, 54, 59, 78)
School Act (Section 44(4))

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 1(bb) of the *Local Authorities Election 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: _____, PROVINCE OF ALBERTA

ELECTION DATE: _____

VOTING SUBDIVISION OR WARD (If Applicable): _____ VOTING STATION: _____

Statement of Elector Eligibility

I, _____ of _____
(Name of Elector) (Complete address and postal code)

am eligible to vote at the above mentioned election because:

- I have not voted before in this election;
- I am 18 years of age or older;
- I am a Canadian Citizen;
- I have resided in Alberta for the six (6) consecutive months immediately preceding Election Day;
- My place of residence is in the Voting Subdivision or Ward on Election Day;
- I have provided the required proof of eligibility as required by Section 53 of the *Local Authorities Election Act* or by local bylaw or I have been vouched for as to my eligibility by an elector; and
- I am eligible to vote for:

Where applicable: (Check [✓] One) ☐ A Public School Trustee ☐ A Separate School Trustee

(Signature of Elector)

IT IS AN OFFENCE TO SIGN A FALSE STATEMENT

Deputy Returning Officer

Deputy's Initials: _____

Voter Number: _____

☐ Identification Shown

Ballots Issued to Elector (Check [✓])

- ☐ Chief Elected Official ☐ Public School Trustee ☐ Bylaw or Question
☐ Councillors ☐ Separate School Trustee

Objection to Person Voting

Name of Candidate/Official Agent/R.O./Scrutineer Making Objection:

Reason for Objection:

Incapacitated Elector

Ballot of Incapacitated Elector Was Marked By Another Person: (Check [✓]) ☐

Reason:

LGS0758 (2013/04)



Appendix J – Excerpts from applicable legislation

Municipal Government Act

Municipal purposes

S. 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.

General duties of councillors

S. 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.*

General duties of chief elected official

S. 154(1) *A chief elected official, in addition to performing the duties of a councillor, must*

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



Council's Principal Role in Municipal Organization

S. 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*

Reasons for disqualification

174(1) *A councillor is disqualified from council if*

- (a) when the councillor was nominated, the councillor was not eligible for nomination as a candidate under the Local Authorities Election Act;*
- (b) the councillor ceases to be eligible for nomination as a candidate under the Local Authorities Elections Act;*
 - (b.1) the councillor*
 - (i) fails to file a disclosure statement as required under section 147.4 of the Local Authorities Election Act before the end of the late filing period provided under section 147.7 of the Local Authorities Election Act, and*
 - (ii) has not been relieved from the obligation to file a disclosure statement by a court order under section 147.8 of the Local Authorities Election Act;*
- (c) the councillor becomes a judge of a court or a member of the Senate or House of Commons of Canada or of the Legislative Assembly of Alberta;*
- (d) the councillor is absent from all regular council meetings held during any period of 8 consecutive weeks, starting with the date that the first meeting is missed, unless subsection (2) applies;*
- (e) the councillor is convicted*
 - (i) of an offence punishable by imprisonment for 5 or more years, or*
 - (ii) of an offence under section 123, 124 or 125 of the Criminal code (Canada);*
- (f) the councillor does not vote on a matter at council meeting at which the councillor is present, unless the councillor is required or is permitted to abstain from voting under this or any other enactment;*
- (g) the councillor contravenes section 172;*
- (h) the councillor has a pecuniary interest in an agreement that is not binding on the municipality under section 173;*
- (i) the councillor uses information obtained through being on council to gain a pecuniary benefit in respect of any matter;*
- (j) the councillor becomes an employee of the municipality;*



- (k) the councillor is liable to the municipality under section 249.*
- (2)** *A councillor is not disqualified by being absent from regular council meetings under subsection (1)(d) if the absence is authorized by a resolution of council passed*
 - (a) at any time before the end of the last regular meeting of the council in the 8-week period, or*
 - (b) if there is no other regular meeting of the council during the 8-week period, at any time before the end of the next regular meeting of the council.*
- (3)** *For the purposes of this section, a councillor is not considered to be absent from a council meeting if the councillor is absent on council business at the direction of council.*
- (4)** *A councillor who is disqualified under this section is eligible to be elected at the next general election in the municipality if the person is eligible for nomination under the Local Authorities Election Act.*

Local Authorities Election Act

Qualification of candidates

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.*

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) the person is an employee of the local jurisdiction for which the election is to be held unless the person is on a leave of absence granted under this section;*
- (c) the person is indebted to the Municipality of which the person is an elector for taxes in default exceeding \$50, excluding from that amount*
 - (i) any indebtedness for current taxes, and*
 - (ii) any indebtedness for arrears of taxes for which the person has entered into a consolidation agreement with the municipality, unless the person is in default in the payment of any money due under the agreement;*
- (d) the person is indebted to the local jurisdiction for which the election is to be held for any debt exceeding \$500 and in default for more than 90 days;*

- (d.1) the person has, within the previous 10 years, been convicted of an*



offence under this Act, the Election Act or the Canada Elections Act (Canada).

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

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

(6) Notwithstanding any bylaw, resolution or agreement of a local jurisdiction, every employee who notifies his or her employer under subsection (5) or 5.1) is entitled to a leave of absence without pay.

(7) An employee who takes a leave of absence under this section is subject to the same conditions that apply to taking a leave of absence without pay for any other purpose.

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

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

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

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

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

Ineligibility for nomination

23(1) *A person is not eligible to be nominated for more than one office of the same elected authority.*

(2) *A member who holds office on an elected authority is not eligible to be nominate for or elected to the same or any other office on the elected authority*

(a) unless the member's term of office is expiring, or

(b) if the member's term of office is not expiring, unless the member has resigned that office effective 18 days or more before nomination day.



Withdrawal of Nomination

32(1) *Subject to subsection (2), if more than the required number of candidates for any particular office are nominated, any person so nominated may, at any time within 24 hours after the close of the nomination period, withdraw as a candidate for the office for which the candidate was nominated by filing with the returning officer a withdrawal in writing.*

(2) *If, after one or more candidates have withdrawn, the number of remaining candidates does not exceed the number of vacancies to be filled, the returning officer shall refuse to accept further withdrawals.*

Candidates' Scrutineer

69(1) *If, at any time during voting hours, a person who is at least 18 years old presents to the presiding deputy a written notice, in a form acceptable to the returning officer,*

(a) signed by a candidate, and

(b) stating that the person presenting the notice is to represent that candidate as the candidate's scrutineer at the voting station,

the person presenting the notice shall be recognized by the presiding deputy as the scrutineer of the candidate.

(1.1) *A person who has, within the previous 10 years, been convicted of an offence under this Act, the Election Act or the Canada Election Act (Canada) is not eligible to be recognized as a scrutineer.*

(2) *Before a person is recognized as a scrutineer, the person shall make and subscribe before the presiding deputy at the voting station a statement in the prescribed form.*

(3) *The presiding deputy shall not permit a candidate to have an official agent or a scrutineer present while the candidate is present in a voting station during voting hours.*

(3.1) *The presiding deputy shall not permit a candidate to have both an official agent and a scrutineer present at the same time in a voting station during voting hours.*

(4) *A candidate or official agent personally may*

(a) undertake the duties that the candidate's scrutineer may undertake, and

(b) attend any place that the candidate's scrutineer is authorized by this Act to attend.

(5) *The presiding deputy may designate the place or places at a voting station where a candidate, an official agent or a scrutineer of a candidate may observe the election procedure.*

(6) *When, in the provisions of this Act that relate to the election of a member of an elected authority, expressions are used requiring or authorizing an act or thing to be done or implying that an act or thing is to be done in the presence of an official agent, a scrutineer or a candidate, the expression is deemed to refer to the presence of those an official agents and scrutineers*

(a) that are authorized to attend, and

(b) that have in fact attended at the time and place where that act or thing is being done;

and if the act or thing is otherwise properly done, the non-attendance of an official agent or a scrutineer at that time and place does not invalidate it.

