

# Town of Stettler

*2017 ELECTION*

*MUNICIPAL ELECTED OFFICIALS*

*NOMINATION PACKAGE*



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# INFORMATION GUIDE FOR CANDIDATES

THIS IS AN INFORMATION MANUAL ONLY AND HAS NO LEGISLATIVE SANCTION.  
FOR CERTAINTY, THE *LOCAL AUTHORITIES ELECTION ACT* AND OTHER RELEVANT  
STATUTES AND REGULATIONS SHOULD BE CONSULTED.

May 26, 2017  
TOWN OF STETTLER  
MUNICIPAL ELECTION

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## 1. Introduction

This Information Guide for Interested Candidates was prepared by the Returning Officer to assist you in your efforts to be elected as a Town of Stettler Mayor or Councillor.

- ◆ The guide provides information covering many areas of the upcoming election on Monday, October 16, 2017 including some of the regulations from the *Local Authorities Election Act and the Municipal Government Act*.
- ◆ Town of Stettler website: [www.stettler.net](http://www.stettler.net) Select Town Services – Municipal Election
- ◆ A complete version of the foregoing Acts can be viewed on-line at [www.qp.gov.ab.ca](http://www.qp.gov.ab.ca)

## 2. Before You File

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

### Are you qualified?

To become a candidate you must be at least 18 years old on nomination day, a Canadian citizen and you must have been a resident of the municipality for the six consecutive months preceding nomination day.

### Are you eligible to be nominated?

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

- \* If you are the auditor of the Town of Stettler.
- \* If you are an employee, unless granted a leave of absence.
- \* If your property taxes are more than \$50.00 in arrears or you are in default for more than 90 days on any other debt in excess of \$500 to the Town of Stettler.
- \* Within the previous 10 years you have been convicted of an offence under Alberta or Canadian Election legislation.

### Do you have the time?

You will be elected for a four (4) year term of office. During that time you will be required to attend:

- regular meetings of council
- meetings of council committees
- 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.

You will need to spend time reading material and talking with residents, the Town's CAO and other administration. This will all be part of the necessary preparation for meetings so that you can make informed decisions.

### **Do You Understand the Position?**

As a Member of Council you will have the opportunity to significantly influence the future of your community. Your power as a Member of Council depends on your ability to persuade the other Members of Council to adopt your view. All decisions must be made at meetings, held in public, at which a quorum is present.

As an individual Member of Council you will not have the power to commit your municipality to any expenditure or to direct the activities of the municipal employees. Any promise you make as part of your election campaign that involves municipal expenditures or the activities of the employees, can only be carried out if you can convince a majority of Council that it is a good idea.

Included in this package are excerpts from the Municipal Government Act Sections 153 (General Duties of Councillors), 169 (Definition of Pecuniary Interest), 172 (Disclosure of Pecuniary Interest), 174 (Reason for Disqualification), and 183 (Requirement to vote and abstentions).

### **Do You Understand the Powers of a Municipal Council?**

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 act you will use most often is the Municipal Government Act.

### **Do You Know how the Municipality is Administered?**

As a Member of Council, it will be your duty to establish policy for your municipality. It is the job of the administration to implement the policy. Generally, Alberta municipalities have competent and dedicated Administrators. You will need the support, advice and assistance of the CAO if you are to be an effective Member of Council. Their training, experience, and understanding of how and why things have developed as they have, will be an important resource for you.

### **What Other Information Should You Have?**

The best way to find out what the job is all about is to spend some time reading Council agendas and minutes, and talking to current Members of Council. Sit in on some Council Meetings. Talk to the CAO to find out what other information is available. This will help you in your campaign and will assist you in assuming office. If you don't do that kind of research now,

you'll have to do it after you are elected anyway, and you probably have more time now than you will if you are elected.

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 are elected you have a duty to your community.

### 3. Notice of Intent

In accordance with the changes to the Local Authorities Election Act, all individuals must register their intention to be a candidate. If you wish to run for Town Council you must be registered with the Town . Form 3A must be completed and returned to the Town Office. The form can be found in this package.

### 4. Nomination Day

- ◆ Your nomination must be filed on the prescribed form enclosed with this package.
- ◆ The Nomination form requires the completion of an affidavit by the nominee stating that he/she is eligible to be a candidate in the election, not disqualified from office, and that you will accept the office if you are elected. You must swear or affirm that affidavit before a Commissioner for Oaths or the Returning Officer.
- ◆ A Nomination form must be signed by five people eligible to vote in the election.
- ◆ The completed Nomination forms are only received by the Returning Officer between **10:00 a.m. and 12 Noon on Monday, September 18, 2017** at the Town of Stettler Office, 5031 – 50 Street, Stettler.
- ◆ The Returning Officer can sign your affidavit provided he has witnessed your signature, however the completed Nomination form may be handed in by any other person on Nomination Day as long as the affidavit is signed by a Commissioner for Oaths.
- ◆ Nomination forms will **not** be accepted if sent by facsimile transmission (Fax) or email.
- ◆ Nomination forms may be examined by any elector during regular business hours and in the presence of the Returning Officer after 12:00 noon on Monday, September 18, 2017.
- ◆ An accompanying cash deposit with the Nomination form is **not** required.

## 5. Advance Vote

The Advance Vote date, time and location will be determined at a later date.

## 6. Election Day

- ◆ Monday, October 16, 2017 at the Stettler Community Hall. The voting station shall open promptly at 10:00 a.m. and will be kept open continuously until 8:00 p.m.

## 7. Who Can Vote

- ◆ A person qualified to vote in the 2017 Municipal Election is one who:
  - (a) is of the full age of 18 years on or before the date of the election,
  - (b) is a Canadian citizen,
  - (c) must have resided in Alberta for six consecutive months immediately preceding Election Day, and
  - (d) must be a resident in the Town of Stettler on Election Day.
- ◆ There is not a voters list for the Town of Stettler and therefore every elector before being given a ballot for voting shall make a statement, in the prescribed form, that he/she is eligible to vote in the election and that he/she has not voted anywhere else.
- ◆ The voter must also present ID to prove eligibility that establishes the elector's name and current address; in accordance with Section 53 of the Local Authorities Election Act. (see excerpt in reference material)

## 8. On Election Day

- 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.

## 9. Candidates' Agent & Scrutineer (Section 68.1 & 69 of the Local Authorities Election Act)

### Agent

- ◆ Each person nominated as a candidate may, when filing nomination papers, appoint an elector to be the person's official agent.
- ◆ A person who has, within the previous 10 years, been convicted of an offence under this Act, the *Election Act* or the *Canada Elections Act (Canada)* is not eligible to be appointed as an official agent.
- ◆ No candidate shall act as an official agent for any other candidate.
- ◆ The duties of an official agent are those assigned to the official agent by the candidate.

- ◆ Every official agent before performing the duties of that office must take and subscribe to the official oath in the prescribed form.

### Scrutineer

- ◆ If, at any time during voting hours, a person who is at least 18 years old presents to the presiding deputy a written notice, on 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 his agent at the voting station,

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

- ◆ Before a person is recognized as a scrutineer he shall make and subscribe before the presiding deputy at the voting station a statement in the prescribed form.
- ◆ 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.
- ◆ 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.
- ◆ 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.
- ◆ 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.



## 10. Campaign Literature

- ◆ Section 153 of the Local Authorities Election Act states:

A person who, without authorization, takes down, covers up, mutilates, defaces or alters any notice or other document required to be posted under this Act is guilty of an offense and liable

- (a) if the person is an officer to a fine of not more than \$1,000, and
- (b) in any other case, to a fine of not more than \$200.

## 11. Voting Station Recount (Section 98, Local Authorities Election Act)

- ◆ Application must be made by a candidate or an agent or scrutineer of a candidate during the 44 hours immediately following the closing of the voting stations at 8:00 p.m. on Monday, October 16, 2017. The application shall show grounds that the Returning Officer considers reasonable for alleging that the record of the result of the count of votes is inaccurate.

## 12. Judicial Recount of Votes (Section 103, Local Authorities Election Act)

- ◆ Application must be made by an elector to the court within 19 days of the close of the voting stations at 8:00 p.m. on Monday, October 16, 2017. A deposit is required.

## 13. Municipal Election Finance and Contribution Disclosure

The Local Authorities Election Act now requires (in some cases) financial disclosure of campaign contributions and campaign expenses. Part 5.1 of the *Local Authorities Election Act* sets out the mandatory obligations on past, present and future candidates to track and report campaign contributions, campaign expenses and surplus funds.

- ◆ A candidate may contribute up to \$10,000 out of his own funds to his election campaign. A candidate may not contribute more than \$10,000 out of his own funds to his election campaign in any campaign period.
- ◆ If a candidate's entire election campaign (up to \$10,000) is funded exclusively out of his own funds, the candidate is not required to: open and deposit the funds into a campaign account in the name of the candidate's election campaign, file a disclosure statement setting out the amount contributed to his own election campaign, or file a disclosure statement listing the campaign expenses incurred during the election campaign.

Should a candidate receive or accept any campaign contributions other than from their own funds there are a number of requirements that the candidate should understand. For reference purposes attached is Part 5.1 Municipal Election Finance and Contribution Disclosure from the Local Authorities Election Act (Sections 147.1-147.92).

# *REFERENCE MATERIAL*

## 1. What kinds of elector identification are valid for proving eligibility to vote?

For an elected authority that does not prepare a list of electors, or where the person's name does not appear on the list of electors, Section 53(1)(b)(i) establishes the general basic requirement for verification of the person's identity and current residence. Under this basic requirement, the voter must produce (A) one piece of photo identification with name and address that is issued by a Canadian government (federal, provincial, local, or an agency thereof), or (B) one piece of identification authorized by the Chief Electoral Officer under the Election Act with name and current address.

Types of government-issued identification allowed under (A) must show the name, address and a photo of the elector and so examples of appropriate ID include:

- Operator/Driver's license
- Government photo identification card (for non-drivers)

Types of Chief Electoral Officer-approved identification allowed under (B) must show the name and current address of the elector and so examples of appropriate ID include:

- 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
- One of the following, issued by the responsible authority of a shelter or soup kitchen: Attestation of residence, letter of stay, admission form or statement of benefits
- Pension Plan statement of benefits, contributions or participation
- Prescription bottle insert
- 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, hydro, gas or water
- Vehicle ownership or insurance certificate

## 2. Excerpts from Municipal Government Act

### General duties of councillors

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

### Definition of Pecuniary Interest of Councillors

169 In this Division,

- (a) "corporation", "director", "distributing corporation", "officer", "shareholder", "voting rights" and "voting shares" have the meanings given to them in the *Business Corporations Act*;
- (b) "councillor's family" means the councillor's spouse or adult interdependent partner, the councillor's children, the parents of the councillor and the parents of the councillor's spouse or adult interdependent partner;
- (c) "spouse" means the husband or wife of a married person but does not include a spouse who is living separate and apart from the person if the person and spouse have separated pursuant to a written separation agreement or if their support obligations and family property have been dealt with by a court order.

### Disclosure of pecuniary interest

172(1) When a councillor has a pecuniary interest in a matter before the council, a council committee or any other body to which the councillor is appointed as a representative of the council, the councillor must, if present,

- (a) disclose the general nature of the pecuniary interest prior to any discussion of the matter,

- (b) abstain from voting on any question relating to the matter,
  - (c) subject to subsection (3), abstain from any discussion of the matter, and
  - (d) subject to subsections (2) and (3), leave the room in which the meeting is being held until discussion and voting on the matter are concluded.
- (2) If the matter with respect to which the councillor has a pecuniary interest is the payment of an account for which funds have previously been committed, it is not necessary for the councillor to leave the room.
- (3) If the matter with respect to which the councillor has a pecuniary interest is a question on which, under this Act or another enactment, the councillor as a taxpayer, an elector or an owner has a right to be heard by the council,
- (a) it is not necessary for the councillor to leave the room, and
  - (b) the councillor may exercise a right to be heard in the same manner as a person who is not a councillor.
- (4) If a councillor is temporarily absent from a meeting when a matter in which the councillor has a pecuniary interest arises, the councillor must immediately on returning to the meeting, or as soon as the councillor becomes aware that the matter has been considered, disclose the general nature of the councillor's interest in the matter.
- (5) The abstention of a councillor under subsection (1) and the disclosure of a councillor's interest under subsection (1) or (4) must be recorded in the minutes of the meeting.
- (6) If a councillor has disclosed a pecuniary interest at a council committee meeting and council considers a report of the committee in respect of which the councillor disclosed a pecuniary interest, the councillor must disclose the pecuniary interest at the council meeting and subsection (1) applies to the councillor

### 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 Election 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 a 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*.

## Requirement to vote and abstentions

183(1) A councillor attending a council meeting must vote on a matter put to a vote at the meeting unless the councillor is required or permitted to abstain from voting under this or any other enactment.

(2) The council must ensure that each abstention and the reasons for the abstention are recorded in the minutes of the meeting.

## Excerpts from the Local Authorities Election Act

### Part 5.1 Municipal Election Finance and Contribution Disclosure

Definitions 147.1(1) In this Part,

- (a) “campaign contribution” means any money, personal property, real property or service that is provided to or for the benefit of a candidate or the candidate’s election campaign without fair market value compensation from that candidate but does not include services provided by a volunteer who voluntarily performs the services and receives no compensation, directly or indirectly, in relation to the services or time spent providing the services;
- (b) “campaign expense” means any expense referred to in section 118(1);
- (c) “campaign period” means
  - (i) for a candidate in a general election, the period of time from January 1 immediately following a general election to December 31 immediately following the next general election;
  - (ii) for a candidate in a by-election, the period of time from January 1 immediately following a general election to 60 days immediately following the by-election;
- (d) “candidate” means an individual nominated as a candidate for election as a councillor of a municipality under this Act or an individual who intends to be nominated as a candidate for such an election and accepts campaign contributions or incurs campaign expenses;
- (e) “employee organization” means any organization other than a trade union that bargains collectively for any employees in Alberta, and for the purposes of this Part all branches in Alberta of an employee organization are deemed to be one organization;
- (f) “person” includes any individual other than a candidate, and any organization other than a corporation, employee organization or trade union;
- (g) “prohibited organization” means
  - (i) a municipality,



(ii) a corporation that is controlled by a municipality and meets the test set out in section 1(2) of the *Municipal Government Act*,

(iii) a non-profit organization that has received since the last general election any of the following from the municipality in which the election will be held:

(A) grants,

(B) real property, or

(C) personal property,

(iv) a Provincial corporation as defined in the *Financial Administration Act*, and includes a management body within the meaning of the *Alberta Housing Act*,

(v) a Metis settlement,

(vi) a school board under the *School Act*,

(vii) a public post-secondary institution under the *Post-secondary Learning Act*,

(viii) any corporation that does not carry on business in Alberta, or

(ix) any organization designated by the Lieutenant Governor in Council as a prohibited organization;

(h) “trade union” means a trade union as defined by the *Labour Relations Code*, the *Public Service Employee Relations Act* or the *Canada Labour Code* (Canada) and that holds bargaining rights for employees in Alberta, and for the purposes of this Part all locals in Alberta of a trade union are deemed to be one trade union.

(2) Corporations that are associated with one another under section 256 of the *Income Tax Act* (Canada) shall be considered as a single corporation for the purposes of this Part but in determining whether and at what time corporations are associated for the purposes of this Part, subsection 256(1) of the *Income Tax Act* (Canada) shall be read as though the words “at any time in the year” were struck out.

(3) Nothing done or omitted to be done by a corporation is a contravention of this Part solely because that corporation subsequently becomes associated with any other corporation.

2009 c10 s3;2010 c9 s1

Candidate self-funded election campaign

147.11(1) Any money up to and including \$10 000 paid by a candidate out of the candidate’s own funds for the purposes of the candidate’s election campaign is not a campaign contribution for the purposes of this Part.

**(2)** If a candidate's entire election campaign is funded exclusively out of the candidate's own funds, the candidate is not required to

(a) open and deposit the funds in a campaign account at a financial institution in the name of the candidate's election campaign or of the candidate,

(b) file a disclosure statement with the municipality setting out the total amount contributed by the candidate to the candidate's own election campaign, or

(c) file a disclosure statement with the municipality listing the campaign expenses incurred during the candidate's election campaign.

**(3)** This section does not apply if the candidate receives or accepts any campaign contribution from any other person, corporation, trade union or employee organization.

2010 c9 s1;2012 c5 s118

#### Limitations on contributions

147.2**(1)** Campaign contributions by any person, corporation, trade union or employee organization to a candidate shall not exceed \$5000 in any year.

**(1.1)** Money paid by a candidate out of the candidate's own funds to the candidate's election campaign shall not exceed \$10 000 in any campaign period.

**(2)** Repealed 2010 c9 s2.

**(3)** No prohibited organization, person normally resident outside Alberta or trade union or employee organization other than a trade union or employee organization as defined in this Part shall make any campaign contributions to a candidate.

**(4)** A corporation, trade union or employee organization that contravenes this section is guilty of an offence and liable to a fine of not more than \$10 000.

**(5)** A person or a candidate who contravenes this section is guilty of an offence and liable to a fine of up to \$5000.

2009 c10 s3;2010 c9 ss1,2

#### Registration of candidates

147.21**(1)** No candidate may accept campaign contributions, including the funds of the candidate, unless the candidate is registered under this Act with the municipality in which the candidate intends to run.

**(2)** The municipality shall maintain a register of candidates in relation to each election and shall register in it any candidate who is eligible to be nominated at the time of registration and who files with the municipality an application for registration setting out

(a) the full name and address of the candidate,

(b) the addresses of the place or places where records of the candidate are maintained and of the place to which communications may be addressed,

(c) the names and addresses of the financial institutions to be used by or on behalf of the candidate as depositories for campaign contributions made to that candidate, and

(d) the names of the signing authorities for each depository referred to in clause (c).

(3) When there is any change in the information required to be provided under subsection (2), the registered candidate shall notify the municipality in writing within 48 hours after the change, and on receipt of the notice the municipality shall update the register of candidates accordingly.

(4) Notice under subsection (3) may be sent by fax or electronic mail.

(5) A candidate who contravenes subsection (1) or (3) is guilty of an offence and liable to a fine of not more than \$1000.

(6) This section does not apply to a candidate if the candidate's entire election campaign is funded exclusively out of the candidate's own funds up to a maximum of \$10 000.

(7) This section applies to a campaign period beginning on or after January 1, 2014.

2012 c5 s119

#### Duties of candidate

147.3(1) A candidate shall ensure that

(a) a campaign account in the name of the candidate's election campaign or of the candidate is opened at a financial institution for the purposes of the election campaign as soon as possible after

(i) the total amount of campaign contributions from any person, corporation, trade union or employee organization first exceeds \$5000 in the aggregate, or

(ii) the total amount of campaign contributions from any person, corporation, trade union or employee organization in combination with any money paid by the candidate out of the candidate's own funds first exceeds \$5000 in the aggregate;

(b) if a campaign account has been opened in accordance with clause (a), all contributions of money are deposited into the campaign account;

(c) money in the campaign account shall only be used for the payment of campaign expenses;

(d) contributions of real property, personal property and services are valued;

(e) receipts are issued for every contribution and obtained for every expense;

(f) disclosure statements are filed in accordance with section 147.4;

(g) records are kept of campaign contributions and campaign expenses and are retained by the candidate for a period of 2 years following the date on which disclosure statements were required to be filed under section 147.4;

(h) proper direction is given to the candidate's official agent and any other person who is authorized to incur campaign expenses and accept or solicit campaign contributions on behalf of the candidate;

(i) a campaign contribution received in contravention of this Act is returned to the contributor as soon as possible after the candidate becomes aware of the contravention;

(j) an anonymous campaign contribution or a campaign contribution not returned to the contributor under clause (i) is paid to the secretary for the municipality in which the election is held.

**(2)** A candidate who contravenes any of the provisions of this section is guilty of an offence and liable to a fine of not more than \$1000.

2009 c10 s3;2010 c9 s2;2012 c5 s120

### Campaign disclosure statements

147.4**(1)** If a candidate's election campaign is funded exclusively from campaign contributions from any person, corporation, trade union or employee organization or is funded from a combination of money paid by the candidate out of the candidate's own funds and campaign contributions from any person, corporation, trade union or employee organization, then, on or before March 1 immediately following a general election or, in the case of a by-election, within 120 days after the by-election, a candidate shall file with the municipality a disclosure statement in the prescribed form, which must include

(a) the total amount of all campaign contributions received during the campaign period that did not exceed \$100 in the aggregate from any single contributor,

(b) the total amount contributed, together with the contributor's name and address, for each contributor whose contributions during the campaign period exceeded \$100 in the aggregate,

(c) the total amount of money paid by the candidate out of the candidate's own funds,

(d) the total amount of any campaign surplus, including any surplus from previous campaigns, and

(e) a financial statement setting out the total amount of revenue and expenses.

**(1.1)** If a candidate does not file nomination papers before the next general election, the candidate shall, within 6 months after the date of the next general election,

(a) if there is a surplus, donate the amount of money disclosed under subsection (1)(d) to a registered charity within the meaning of subsection 248(1) of the *Income Tax Act* (Canada) or to the municipality where the candidate was declared elected in a previous general election, or

(b) if there is a deficit, eliminate the deficit.

**(1.2)** A candidate who has a deficit referred to in subsection (1.1)(b) shall, within 30 days after the expiration of the 6-month period referred to in subsection (1.1), file an amended disclosure statement showing any campaign contributions accepted and any other funds received to eliminate the deficit.

**(2)** If a candidate becomes aware that any of the information reported in the disclosure statement required under subsection (1) has changed or has not been completely or accurately disclosed, the candidate shall, within 30 days, submit a supplementary statement in the prescribed form to the municipality.

**(3)** The municipality must ensure that all documents filed under this section are available to the public during regular business hours.

**(4), (5)** Repealed 2010 c9 s1.

2009 c10 s3;2010 c9 s1;2012 c5 s121

### Campaign surplus

**147.5(1)** On or before March 1 immediately following a general election or, in the case of a by-election, within 120 days after the by-election, if a candidate's disclosure statement shows a surplus, the candidate shall pay the surplus to the municipality.

**(2)** The municipality shall hold any money received under subsection (1) in trust for the candidate at a financial institution.

**(3)** If the candidate in respect of whom the money is held under subsection (2) files nomination papers to be a candidate in the next general election or in a by-election called before that time, the municipality shall pay the money and interest calculated at the rate prescribed by the Lieutenant Governor in Council to the candidate for use in that election.

**(4)** If the candidate in respect of whom money is held in trust under subsection (2) does not file nomination papers before the next general election, the candidate shall, within 6 months of the date of the election, direct the municipality to donate the money and interest on that money calculated at the rate prescribed by the Lieutenant Governor in Council to a registered charity within the meaning of subsection 248(1) of the *Income Tax Act* (Canada).

(5) If the municipality does not receive a direction under subsection (4), the money and interest on that money calculated at the rate prescribed by the Lieutenant Governor in Council become the property of the municipality.

2009 c10 s3;2010 c9 s1;2012 c5 s122

147.6 Repealed 2012 c5 s123.

#### Late filing period/penalties

147.7(1) A candidate who contravenes section 147.4 or 147.5 and who fails to

(a) comply with that section within 30 days after the time period provided for in that section, and

(b) pay the municipality a late filing fee of \$500,

is guilty of an offence and liable to a fine of not more than \$5000.

(2) If a candidate is found guilty of contravening section 147.5, the Court may, in addition to the penalty provided for in subsection (1), order the candidate to pay any surplus to the municipality as soon as possible.

(3) Section 147.5(2) to (5) apply to money paid to a municipality pursuant to a court order under this section.

2009 c10 s3;2012 c5 s124

#### Effect of non-compliance in relation to disclosure statements

147.8(1) If a candidate fails to file a disclosure statement as required by section 147.4 before the end of the late filing period provided under section 147.7, the secretary shall transmit a report to that effect to council, which shall on its receipt make the report public.

(2) A candidate under subsection (1) may, within the 60-day period following the date on which the report under subsection (1) is made public, apply to the Court for relief.

(3) On hearing the application, the Court may

(a) dispense with compliance with section 147.4, or any provision of it, if it considers that the non-compliance is due to circumstances beyond the control of the candidate and that it is not reasonably possible to comply with the section,

(b) extend the time for compliance with section 147.4, or any provision of it, if it finds mitigating reasons for non-compliance with the section,

(c) make any order that it considers appropriate to secure compliance with as much of section 147.4 as it considers reasonable in the circumstances, or

(d) refuse the application.

**(4)** A candidate may apply to the Court under this section and name the municipality as the respondent.

**(5)** The decision of the Court is final and not subject to appeal.

2009 c10 s3;2010 c9 s1

147.9 Repealed 2010 c9 s2.

### Regulations

147.91 The Lieutenant Governor in Council may make regulations

(a) designating organizations to be prohibited organizations for the purposes of this Part;

(b) prescribing the interest rate for the purposes of section 147.5.

2009 c10 s3

### Application

147.92**(1)** Sections 147.5, 147.7(2) and (3) and 147.91(b) apply to campaign funds on or after December 1, 2015.

**(2)** Subsection (1) is deemed to have come into force on February 3, 2010.

*TOWN OF STETTLER*  
*INFORMATION*



# TOWN OF STETTLER MISSION STATEMENT

WE WILL PROVIDE A HIGH  
QUALITY OF LIFE FOR OUR  
RESIDENTS AND VISITORS  
THROUGH LEADERSHIP AND  
THE DELIVERY OF EFFECTIVE,  
EFFICIENT AND AFFORDABLE  
SERVICES THAT ARE SOCIALLY  
AND ENVIRONMENTALLY  
RESPONSIBLE

## COUNCIL APPOINTMENTS

As a member of the Town Council the responsibilities are both challenging and diverse. Councillors attend regular Council meetings, Council Committee of the Whole meetings and other Community Board/Committee meetings.

### 1. Council Meetings

Council Meetings are held on the first and third Tuesday of each month. It is at these meetings where formal resolutions are passed and bylaws are adopted. Council also establishes policies, sets goals and decides upon major issues at these meetings. Council often requires the input from various Committees and Boards when making decisions on items that are brought forward to these meetings.

### 2. Council Committee of the Whole Meetings

In order to more effectively address the numerous issues which Council has to deal with Committee of the Whole Meetings are held on the second Tuesday of each month. These meetings are advisory in nature with recommendations for decisions being forwarded to the Regular Council Meetings.

### 3. Other Community Boards and Committees

In addition to the regular Council meetings and the Council Committee of the Whole Meetings Councillors also are appointed annually to various other Community Boards and Committees to participate with other members of the public in advisory and/or decision making capacities. These other Boards and Committees are as follows:

#### **BEAUTIFICATION COMMITTEE**

Two Councillors  
Meetings: Once a month

#### **CANADIAN BADLANDS**

One Councillor  
Meetings: Call of the Chair

#### **CITIZENS RECOGNITION COMMITTEE**

One Councillor  
Meetings: Call of the Chair

#### **COMMUNITY POLICE ADVISORY COMMITTEE**

One Councillor  
Meetings: Call of the Chair

**COUNTY OF STETTLER HOUSING AUTHORITY (HEART HAVEN/WILLOW CREEK)**

One Councillor  
Meetings: Once a month (Third Wednesday)

**FAMILY AND COMMUNITY SUPPORT SERVICES**

Two Councillors  
Meetings: Once a month (Third Monday)

**INTER-MUNICIPAL DEVELOPMENT PLAN**

Mayor  
Meetings: Call of the Chair

**MEDIATION/ANNEXATION**

All Council Representatives

**MUNICIPAL EMERGENCY MANAGEMENT AGENCY**

Mayor and all Councillors  
Meetings: Call of the Chair

**PARKLAND REGIONAL LIBRARY**

One Councillor  
Meetings: Quarterly

**PERFORMING ARTS THEATRE**

One Councillor  
Meetings: Call of the Chair

**PHYSICIAN RECRUITMENT & RETENTION**

Mayor & Two Councillors  
Meetings: Call of the Chair

**PROFESSIONAL PLANNING SERVICES**

Parkland Community Planning

**RED DEER MUNICIPAL RIVER USERS GROUP**

One Councillor  
Meetings: Every two months

**RED DEER RIVER WATERSHED ALLIANCE**

One Councillor  
Meetings: Call of the Chair

**REGIONAL COLLABORATION**

Two Councillors  
Meetings:

**REGIONAL WATER SERVICES**

Two Councillors  
Meetings: Call of the Chair

**STETTLER AG. SOCIETY**

Two Councillors  
Meetings:

**STETTLER DISTRICT AMBULANCE ASSOCIATION**

Two Councillors  
Meetings: Call of the Chair

**STETTLER DEVELOPMENT AUTHORITY (MPC)**

Five Councillors  
Meetings: Call of the Chair

**STETTLER HEALTH SERVICE FOUNDATION**

Two Councillors  
Meetings: Call of the Chair

**STETTLER MUNICIPAL LIBRARY BOARD**

One Councillor  
Meetings: Once a month

**STETTLER REGIONAL BOARD OF TRADE & COMMUNITY DEVELOPMENT SERVICE**

Mayor and One Councillor  
Meetings: Once a month

**STETTLER REGIONAL FIRE ADVISORY**

Two Councillors  
Meetings: Quarterly – Call of the Chair

**STETTLER REGIONAL EMERGENCY ADVISORY COMMITTEE**

Mayor  
Meetings: Call of the Chair

**STETTLER REGIONAL HEALTH ENHANCEMENT ADVISORY COMMITTEE**

Member will be appointed/approved by the Stettler Regional Physician Recruitment and Retention Executive Committee  
Meetings: Call of the Chair

**STETTLER SUBDIVISION AUTHORITY**

All members of Council

**STETTLER TOWN & COUNTY AIRPORT BOARD**

One Councillor  
Meetings: Four times a year

**STETTLER TOWN & COUNTY MUSEUM BOARD**

One Councillor  
Meetings: Call of the Chair

**STETTLER WASTE MANAGEMENT AUTHORITY**

Two Councillors  
Meetings: 4-6 times a year.

The Regional Landfill Management Committee also meets 4-6 times a year.  
One of the two Councillors sit on this Committee.

**UNION AGREEMENT COMMITTEE**

Three Councillors  
Meetings: Call of the Chair

## CODE OF ETHICS POLICY

### TOWN OF STETTLER

Prepared by: Department Heads                      Number: 1-5(a)  
Adopted by: Town of Stettler Council              Date: 1987 05 19  
Revised: 1989 11 07

Title:                      **Code of Ethics**

Purpose:                      To ensure that the decision-making process in the local government of the Town of Stettler is above reproach.

Policy Statement:      The Elected Mayor and Council of the Town of Stettler shall:

- Declare to the Council (or Administration) at the first opportunity, their interest, or known interests of any close relatives, in any enterprise which proposes to transact business with their municipality; and not discuss or vote on the matter in Council.
- Declare to the Council (or Administration) at the first opportunity, their interests, or the known interests of any close relatives, in any property which is subject to a rezoning proposal, development proposal, subdivision or any permit or other consideration within their municipality; and not discuss or vote on the matter in Council.
- Not use information designated confidential for the personal profit of themselves or any other person.
- Not communicate information designated confidential to anyone not entitled to receive same.
- Not use their position to secure special privileges, favors, exemptions for themselves, or any other person.
- Avoid any situations that could cause any person to believe that they may have brought bias or partiality to a question before the Council.
- For a period of 12 months after leaving office, abide by the ethical standards of conduct listed above, including those related to confidential information.

- The Elected Mayor and Council of the Town of Stettler shall not assume that any unethical activities are condoned if they are covered by or specifically prohibited by these ethical guidelines of conduct or by any legislation.
- Members of this Council (or Administration) agree to uphold the intent of these guidelines and to govern their actions accordingly.

## MAYOR & COUNCIL REMUNERATION AND BENEFITS

Effective Date Jan. 1, 2017 Policy II-3(b)

Mayor	\$865.79	Basic Pay every two weeks
	\$216.44	Travel Allowance every two weeks
	<u>\$216.44</u>	General Allowance every two weeks
	\$1,298.67	Total (Bi-weekly)
	\$33,765.42	Mayor Annual Remuneration
Councillors	\$432.89	Basic Pay every two weeks
	\$108.22	Travel Allowance every two weeks
	<u>\$108.22</u>	General Allowance every two weeks
	\$649.33	Total (Bi-weekly)
	\$16,882.58	Councillor Annual Remuneration

Basic pay is taxable. Allowance is non-Taxable.

## MAYOR & COUNCIL INSURANCE POLICY

Insurance coverage is provided to the Mayor and Councillors while “engaged in the performance of duties”. Details of the policy are provided to the elected officials.

## COUNCIL ATTENDANCE AT CONVENTIONS, WORKSHOPS & SEMINARS

Members of Council are encouraged to enhance their skills and knowledge in regards to municipal affairs. This policy establishes guidelines in this regard.

## COUNCIL REMUNERATION FOR SUBSISTANCE AND ACCOMMODATION

This policy establishes reasonable and consistent travel, meal and accommodation allowances for Town Council members while on Town business.



# *ELECTION SIGN GUIDELINES*

## 1. Excerpts from the Town of Stettler Land Use Bylaw

### Section 66: Election Signs

- 66.1 Election signs may be placed on private or public property (with the approval of the owner/public authority).
- 66.2 Election signs are permitted on municipal property only as designated by the Development Authority.
- 66.3 No encroachment of an election sign from private property onto municipal property will be permitted unless it is at a designated location.
- 66.4 Election signs must be located at least 3.0 m from the edge of the travelling surface of a roadway.
- 66.5 Election signs on public property may not exceed 4.5 m<sup>2</sup> in size nor 3.6 m in height.
- 66.6 Candidates shall remove their election signs from public and private property within 48 hours after the close of the voting stations on Election Day and ensure that the site is cleaned up and that the holes are filled with a mixture of topsoil and grass seed;
- 66.7 If a candidate fails to remove his or her election signs within 48 hours after the voting stations close on Election Day, the Bylaw Enforcement Officer may remove them and the candidate shall be liable for the cost of removal.
- 66.8 When an election sign interferes with work being carried out by Town work crews or contractors doing work on behalf of the Town, the crews may remove and dispose of such signs.
- 66.9 The Bylaw Enforcement Officer employed by the Town may remove any election signs, which have been erected, affixed, posted or placed on any Town property in contravention of this bylaw.
- 66.10 A candidate whose name appears on an election sign, which is in contravention of this bylaw, shall be guilty of an offence under this bylaw.

### Section 32: Offences and Penalties

- 32.1 A person who contravenes or fails to comply with any provision of this Bylaw is guilty of an offence and is liable upon summary conviction to a fine of not less than \$250.00 and not more than \$10,000.00.
- 32.2 Where the Bylaw Enforcement Officer reasonably believes that a person has contravened any provision of this Bylaw, the Bylaw Enforcement Officer may, in addition to any other remedy at law, serve upon the person a violation ticket, in the form provided under the Provincial Offences Procedures Act, allowing payment of the specified penalty for the particular

offence, and the recording of such payment by the Provincial Court of Alberta shall constitute acceptance of a guilty plea and the imposition of a fine in the amount of the specified penalty.

32.3 This section shall not prevent the Bylaw Enforcement Officer from issuing a violation ticket requiring a court appearance of the defendant, pursuant to the provisions of the Provincial Offences Procedures Act.

32.4 The Bylaw Enforcement Officer who believes on reasonable grounds that a sign is not authorized pursuant to the Bylaw may remove and impound the sign:

32.4.1 In the case of a sign for which a permit is issued, after 7 days' notice to the sign permit holder, delivered to the address shown on the sign permit; or

32.4.2 In the case of a sign for which no permit has been issued, without prior notice to any person.

32.5 Notwithstanding Section 32.5, the Bylaw Enforcement Officer may not remove a sign which is located in or upon or which is affixed to a building without either the consent of the owner of the building, the consent of the owner of the sign or a court order.

32.6 Following the impounding and removal of a sign, the Development Officer and/or the Bylaw Enforcement Officer shall cause a notice to be sent to the owner of the sign (if known) or to the owner of the premises from which the sign is removed, advising of the removal. The owner of the sign may secure its release from impound upon payment in full of all applicable impounding and storage charges and fines.

32.7 An impounded sign which has not been redeemed within 60 days of the date of service of notice may be disposed of by the Town without further notice to any person and without any liability to compensate the owner of the sign.

## Sign Removal

All election signs must be removed three days after the election. The removal shall include the sign panel, supporting structure and any tie wiring used to install and support the sign.

When the removal of an election sign is necessary due to safety or operational concerns, the appropriate Alberta Transportation district office will notify the responsible campaign office to take the required action. Failure to respond within the specified time will result in the sign being removed. Signs will be stored at the nearest highway maintenance facility or Alberta Transportation district office. The campaign office will be notified to arrange to have the signs picked up.

Signs that pose immediate hazard to the public will be removed immediately by Alberta Transportation's highway maintenance contractors without notification.

Alberta Transportation is not responsible for any signs damaged during the removal process. The campaign office is responsible for installing and removing election signs.

For more information contact the nearest Alberta Transportation district office.

Athabasca District Office  
Unit #2, Jewell Building, 3603 – 53rd Street T9S 1A9  
Phone: 780-675-2624 Fax: 780-675-5855  
[transdevelopmentathabasca@gov.ab.ca](mailto:transdevelopmentathabasca@gov.ab.ca)

Calgary District Office  
2nd Floor, Willowglen Business Park, 803 Manning Road N.E. T2E 7M8  
Phone: 403-297-6311 Fax: 403-297-7682  
[transdevelopmentcalgary@gov.ab.ca](mailto:transdevelopmentcalgary@gov.ab.ca)

Edson District Office  
Rm. 202, 111 - 54th St., Edson T7E 1T2 Phone: 780-723-8250 Fax:  
780-723-8387  
[transdevelopmentedson@gov.ab.ca](mailto:transdevelopmentedson@gov.ab.ca)

Fort McMurray District Office  
6<sup>th</sup> Floor, West Tower, Box 9, 9915 Franklin Ave. Fort McMurray T9H 2K4  
Phone: 780-743-7376 Fax: 780-743-7215  
[Application.Permit.FM@gov.ab.ca](mailto:Application.Permit.FM@gov.ab.ca)

Grande Prairie District Office  
1401, Provincial Bldg., 10320 99th St. Grande Prairie T8V 6J4  
Phone: 780-538-5310 Fax: 780-538-5384  
[transdevelopmentgrandeprairie@gov.ab.ca](mailto:transdevelopmentgrandeprairie@gov.ab.ca)

Hanna District Office  
P.O. Box 1300, Hanna T0J 1P0  
Phone: 403-854-5550 Fax: 403-854-3086  
[transdevelopmenthanna@gov.ab.ca](mailto:transdevelopmenthanna@gov.ab.ca)

Lethbridge District Office  
3rd Flr, Admin. Bldg., 909 3rd Ave. N, Lethbridge T1H 0H5  
Phone: 403-381-5426 Fax: 403-382-4057  
[transdevelopmentlethbridge@gov.ab.ca](mailto:transdevelopmentlethbridge@gov.ab.ca)

Peace River District Office  
Bag 900, Box 29, 9621 96 Ave., 3<sup>rd</sup> Floor Peace River T8S 1T4  
Phone: 780-624-6280 Fax: 780-624-2440  
[transdevelopmentpeacereiver@gov.ab.ca](mailto:transdevelopmentpeacereiver@gov.ab.ca)

Red Deer District Office  
401, 4920 - 51st St, Red Deer T4N 6K8 Phone: 403-340-5166 Fax:  
403-340-4876  
[transdevelopmentreddeer@gov.ab.ca](mailto:transdevelopmentreddeer@gov.ab.ca)

Stony Plain District Office  
Rm. 223, Provincial Bldg., 4709 44th Ave. Stony Plain T7Z 1N4  
Phone: 780-963-5711 Fax: 780-963-7420  
[transdevelopmentstonyplain@gov.ab.ca](mailto:transdevelopmentstonyplain@gov.ab.ca)

Vermilion District Office  
Box 28, 4701-52nd St., Vermilion T9X 1J9 Phone: 780-853-8178  
Fax: 780-853-8270  
[transdevelopmentvermilion@gov.ab.ca](mailto:transdevelopmentvermilion@gov.ab.ca)

# Guidelines for the Installation of Election Signs



## Election Signs Guidelines

Those installing election signs on Alberta highways need to follow these guidelines:

1. For signs located within highway rights-of-way, the maximum sign size will be one and a half square metres. There is no size restriction for signs located on private property.
2. Election signs are temporary signs and are only permitted from the date the election is called until three days after the election.
3. Signs of the following types will **not** be allowed:
  - signs that display an intermittent flashing, rotating or moving light
  - signs that are floodlit which could cause visual distractions to the motoring public
  - signs that have any moving or rotating parts
  - signs that imitate the wording of a standard or commonly used highway traffic sign, such as stop, stop ahead or yield.
  - signs that imitate or resemble the visual appearance of a traffic control device (e.g., stop sign).

If a sign is in contravention of these guidelines, a peace officer or a person authorized by the road authority may, without notice or compensation, remove the sign, and may enter onto privately owned land to do so.

## Location Guidelines

In general, election signs shall be placed as far from the shoulder line as practical, always allowing the travelling public to have an unobstructed view of the roadway.

The following shall be considered when placing election signs.

- Signs must be placed no closer than two metres from the edge of pavement (or, in the case of gravel roads, no closer than two metres from the shoulder of the road).
- During winter conditions, there is a high probability that signs less than six metres from the road will be either covered with snow or damaged during snow removal and sanding operations.
- No election signs will be allowed within the median of a divided provincial highway.
- No election signs shall be mounted on highway signs or sign posts. These signs will be removed immediately.
- No election signs shall be placed in or within 500 metres of construction zones.
- No election signs shall be placed that obstruct a motorist's view of an intersection in an urban area or within 250 metres of an intersection in a rural area.



## Safety Precautions

Those installing election signs must use safety precautions to ensure their safety and prevent driver distraction.

All persons working near the highway shall wear reflective vests and bright clothing.

Election signs shall be installed during daylight hours only.

Vehicles used for transporting election signs must be parked so as to minimize the impact to the travelling public (preferably on an approach), as far as possible from the travel lanes, and have four-way hazard warning signals operating at all times.

*NOTICE OF INTENT REGISTRATION FORM*

*AND*

*NOMINATION PAPER*

*AND*

*CANDIDATE'S ACCEPTANCE FORM*

# APPLICATION FOR REGISTRATION OF NOTICE OF INTENT TO BECOME A CANDIDATE FOR MUNICIPAL OFFICE

LOCAL AUTHORITIES ELECTION ACT  
(SECTION 68.1, 147.21)

## Individual's Intent to Become a Candidate

I, \_\_\_\_\_ solemnly swear (affirm)  
(Name of Intended candidate)

- THAT I intend to submit nomination papers to the Returning Officer on Nomination Day;
- THAT I have not accepted any financial contributions intended for campaigning in the relevant election from any other person prior to declaring my intent to become a candidate for municipal office;
- THAT I am eligible under Sections 21 and 47 (and Section 12, in the case of summer villages) of the *Local Authorities Election Act* to be elected to the office that I intend to seek;
- THAT I am not otherwise disqualified under Section 22, or 23 of the *Local Authorities Election Act*;
- THAT I have read Sections 12, 21, 22, 23, 27, 47, 68.1, 147.11, 147.2, 147.21 and 151 of the *Local Authorities Election Act* and understand their contents;
- THAT I hereby apply for registration under Section 147.21 of the *Local Authorities Election Act* as an intended candidate; and
- THAT I am appointing \_\_\_\_\_ as my  
(Name, Contact Information or Complete Address, Postal Code and Phone #)(if applicable)  
official agent.

\_\_\_\_\_  
(Candidate's Surname) (Given Names (may include nicknames, but not titles, i.e., Mr., Mrs., Dr.))

\_\_\_\_\_  
(Candidate's Complete Address and Postal Code)

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

My campaign for municipal office is entirely self-funded up to a limit of \$10,000.00

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

\_\_\_\_\_  
(Name(s) of signing authorities for each depository listed above)

SWORN (AFFIRMED) before me at the \_\_\_\_\_ )  
Town of Stettler in the Province of Alberta ) \_\_\_\_\_ )  
this \_\_\_\_\_ day of \_\_\_\_\_ A.D. 2017. ) (Candidate's Signature)

\_\_\_\_\_  
(Signature of Returning Officer or Commissioner for Oaths)

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

**Note:** The personal information 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 about the collection, contact: Steven Gerlitz – Assistant CAO– 403-742-8305

# NOMINATION PAPER AND CANDIDATE'S ACCEPTANCE

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

LOCAL JURISDICTION: \_\_\_\_\_ TOWN OF STETTLER \_\_\_\_\_, Province of Alberta

We, the undersigned electors of the \_\_\_\_\_ TOWN OF STETTLER \_\_\_\_\_, nominate  
(Name of Local Jurisdiction)

\_\_\_\_\_ of \_\_\_\_\_  
(Candidate's Surname) (Given Names) (Complete Address and postal code)

as a candidate at the election about to be held for the office of \_\_\_\_\_  
(Office Nominated For)

of the \_\_\_\_\_ Town of Stettler \_\_\_\_\_.  
(Name of Local Jurisdiction)

Signatures of at least **5 ELECTORS ELIGIBLE TO VOTE** in this election in accordance with Sections 27 and 47 of the *Local Authorities Election Act* and Section 44(4) of the *School Act* (if applicable).

Printed Name of Elector	Complete Address 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 Address & Phone No. 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, ie., Mr. Mrs. Dr.))

SWORN(AFFIRMED) before me at the \_\_\_\_\_ )  
 Town of Stettler in the Province of Alberta )  
 this day of \_\_\_\_\_ A.D. 2017. ) (Candidates Signature)  
 \_\_\_\_\_ )

\_\_\_\_\_  
(Signature of Returning Officer or Commissioner for Oaths)

### It is an Offence to Sign a False Affidavit Or A Form That Contains a False Statement

**Note:** The personal information 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 about the collection, contact: Steven Gerlitz – Assistant CAO– 403-742-8305