



2021 ELECTION

**MUNICIPAL ELECTED
OFFICIALS**

NOMINATION PACKAGE

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A. 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.

**October 18, 2021
TOWN OF STETTLER
MUNICIPAL ELECTION**

**Graham Scott
Returning Officer
Phone: 403-742-8305**

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 18, 2021 including some of the regulations from the *Local Authorities Election Act* and the *Municipal Government Act*.
- ◆ Town of Stettler website: www.stettler.net. Click “Election” on the homepage.
- ◆ A complete version of the foregoing Acts can be viewed online at 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. Forms 4, 5 and 26 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 will be received by the Returning Officer or Substitute Returning Officers from **8:30 AM on January 4th, 2021 – 12 Noon on September 20th 2021** at the Town of Stettler Office (5031 – 50 Street) during the regular office hours of 8:30 AM – 4:30 PM, Monday to Friday.
- ◆ 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 20, 2021.
- ◆ An accompanying cash deposit with the Nomination form is **not** required.
- ◆ A candidate may withdraw at any time during the nomination period; if at the close of nominations, there are more candidates for any particular office, a candidate may withdraw within 24 hours of the close of the nomination period.

5. **Advance Vote**

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

6. **Election Day**

- ◆ Monday, October 18, 2021 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 is eligible to vote in the 2021 Municipal Election if the person:
 - (a) is at least 18 years old on or before the date of the election,
 - (b) is a Canadian citizen, and
 - (c) resides in Alberta and the person's place of residence is located 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 prohibited to canvass or solicit votes on property surrounding a voting station. It is also prohibited to display or distribute campaign material on property surrounding a voting station.

9. Candidates' Agent & Scrutineer (Section 68.1(1) & 69 of the Local Authorities Election Act)

- ◆ 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 or scrutineer.
- ◆ 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.

Agent

- ◆ Each person nominated as a candidate may, on the nomination form, appoint an elector to be the candidate's 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, 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.
- ◆ 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.

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 18, 2021. 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 18, 2021. A deposit is required.

13. Municipal Election Finance and Contribution Disclosure

- ◆ Candidates must be nominated before incurring any campaign expenses or accepting contributions.
- ◆ The donation portion of fundraising contributions are now subject to contribution limits and disclosure requirements.
- ◆ All candidates are required to file disclosure statements regardless of whether or not they were self-funded.
- ◆ Corporations, trade unions and employee organizations are not allowed to contribute to candidates.

- ◆ Candidates must open a dedicated campaign bank account when contributions reach \$1000 (previously \$5000), and must include monies contributed by the candidate for their campaign.
- ◆ Candidates must disclose names and addresses of all donations exceeding \$50 (previously was \$100).
- ◆ **In summary, if a candidate is self-funded and expenses are kept under \$1000, then the candidate will still need to fill out a disclosure statement, but they can avoid opening a dedicated bank account.**

For reference purposes, attached is Part 5.1 Election Finances and Contributions Disclosure from the Local Authorities Election Act (Section 147).

B. 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:

AMBULANCE BOARD

Two Councillors

Meetings: Minimum four times per year

BEAUTIFICATION COMMITTEE

Two Councillors

Meetings: Once a month (First Tuesday)

CANADIAN BADLANDS

One Councillor

Meetings: Call of the Chair

CITIZENS RECOGNITION COMMITTEE

One Councillor

Meetings: Call of the Chair

COUNTY OF STETTLER HOUSING AUTHORITY

One Councillor
Meetings: Once a month (Third Thursday)

EMERGENCY ADVISORY COMMITTEE - TOWN

All Councillors
Meetings: Minimum once per year

INTERMUNICIPAL DEVELOPMENT PLAN (IDP)/COLLABORATION FRAMEWORK (ICF)

Mayor
Meetings: Call of the Chair

PARKLAND REGIONAL LIBRARY

One Councillor
Meetings: Quarterly

PERFORMING ARTS CENTRE

One Councillor
Meetings: Call of the Chair

PHYSICIAN RECRUITMENT & RETENTION

Mayor & Two Councillors
Meetings: Call of the Chair

POLICE (RCMP) LIAISON

Mayor
Meetings: Call of the Chair

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 FIRE AUTHORITY

Two Councillors
Meetings: Quarterly

REGIONAL WATER SERVICES

Two Councillors
Meetings: Call of the Chair

SHARED-USE RECREATION FACILITIES (SURF) PLANNING

Mayor & One Councillor
Meetings: Call of the Chair

STETTLER DEVELOPMENT AUTHORITY (MPC)

Five Councillors
Meetings: Call of the Chair

STETTLER FAMILY AND COMMUNITY SUPPORT SERVICES

Two Councillors
Meetings: Once a month (Third Monday)

STETTLER HEALTH SERVICES FOUNDATION

One Councillor
Meetings: Call of the Chair

STETTLER REGIONAL BOARD OF TRADE & COMMUNITY DEVELOPMENT SERVICE

Mayor and Two Councillors
Meetings: Once a month (Second Tuesday)

STETTLER TOWN & COUNTY AIRPORT BOARD

One Councillor
Meetings: Quarterly

STETTLER MUNICIPAL LIBRARY BOARD

One Councillor
Meetings: Once a month

STETTLER SUBDIVISION AUTHORITY

All members of Council

STETTLER TOWN & COUNTY MUSEUM BOARD

One Councillor
Meetings: Once a month (third Monday)

STETTLER WASTE MANAGEMENT AUTHORITY

Two Councillors
Meetings: Quarterly

UNION AGREEMENT COMMITTEE

Three Councillors

Meetings: Call of the Chair

TOWN OF STETTLER

<u>Prepared by:</u>	Department Heads	<u>Number:</u>	1-5(a)
<u>Adopted by:</u>	Town of Stettler Council	<u>Date:</u>	1987 05 19
		<u>Revised:</u>	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.

Code of Ethics Policy 1-5(a)

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- 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, 2020 Policy II-3(b)

Mayor	\$ 880.38	Basic Pay every two weeks
	\$ 220.10	Travel Allowance every two weeks
	<u>\$ 220.10</u>	General Allowance every two weeks
	\$1,320.58	Total (Bi-weekly)
	\$35,655.63	Mayor Annual Remuneration
Councillors	\$440.19	Basic Pay every two weeks
	\$ 110.05	Travel Allowance every two weeks
	<u>\$ 110.05</u>	General Allowance every two weeks
	\$660.29	Total (Bi-weekly)
	\$17,827.83	Councillor Annual Remuneration

Basic pay and Allowance is 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.

C. ELECTION SIGN GUIDELINES

Election signs will not be permitted until after the closing of the nomination period at 12 Noon on September 20, 2021, and upon the announcement of the electoral candidates.

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 m² 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.

Guidelines from the Province

Regarding Election Signs:

(<https://www.alberta.ca/election-signs.aspx>)

Overview

You do not require a permit to install an election sign along provincial highways, however you must follow the provincial guidelines.

General guidelines

- the maximum sign size permitted in a highway right-of-way (the existing highway limits) is 1.5 m²
- election signs are temporary and are only permitted from the date the election is called until 3 days after the election
- signs must meet eligibility criteria (see ineligible election sign types below)

If a sign does not comply with these guidelines, a peace officer or a person authorized by Alberta Transportation may, without notice or compensation, remove the sign.

Ineligible election sign types

Election signs must not:

- display an intermittent flashing, rotating, or moving light
- be floodlit which could distract drivers
- have any moving or rotating parts
- imitate the wording of a standard or commonly used highway traffic sign, such as stop, stop ahead or yield
- imitate or resemble a traffic control device, such as a stop sign

Signs should also not include associated yard lights, area lighting and other lights that, in the opinion of Alberta Transportation, are excessively distracting to the public or create a traffic hazard

Location guidelines

Election signs should be placed as far from the shoulder line as practical, always allowing drivers to have an unobstructed view of the road.

When placing election signs, consider:

- signs must be placed no closer than 2 m from the edge of pavement (or, in the case of gravel roads, no closer than 2 m from the shoulder of the road)

- during winter conditions, there is a high probability that signs less than 6 m from the road will be either covered with snow or damaged during snow removal and sanding operations

No election signs:

- are allowed within the median of a divided provincial highway
- can be mounted on highway signs or sign posts (these signs will be removed immediately)
- can be placed in or within 500 m of construction zones
- are allowed to obstruct a driver's view of an intersection in an urban area or within 250 m of an intersection in a rural area

Read more about [installing election signs](#).

Safety precautions

Take precautions when installing election signs to ensure your safety and prevent driver distraction:

- anyone working near the highway must wear reflective vests and bright clothing
- election signs can only be installed during daylight hours
- vehicles used for transporting election signs must:
 - be parked to minimize the impact to drivers (preferably on an approach), as far as possible from the travel lanes
 - have 4-way hazard warning signals operating at all times

Sign removal

All election signs must be removed within 3 days after the election. The campaign office is responsible for installing and removing election signs.

Removal includes:

- the sign panel
- supporting structure
- any tie wiring used to install and support the sign

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

Alberta Transportation is not responsible for any signs damaged during the removal process.

D. 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.

3. Excerpts from the Local Authorities Election Act

Part 5.1 Election Finances and Contributions Disclosure

Interpretation

147.1**(1)** In this Part,

(a) “campaign expense” means any expense incurred, or non-monetary contribution received, by a candidate to the extent that the property or service that the expense was incurred for, or that was received as a non-monetary contribution, is used to directly promote or oppose a candidate during a campaign period, and includes an expense incurred for, or a non-monetary contribution in relation to,

- (i) the production of advertising or promotional material,
- (ii) the distribution, broadcast or publication of advertising or promotional material in any media or by any other means during a campaign period, including by the use of a capital asset,
- (iii) the payment of remuneration and expenses to or on behalf of a person for the person's services as a chief financial officer or in any other capacity,
- (iv) securing a meeting place,
- (v) the conduct of election surveys or other surveys or research during a campaign period, or
- (vi) the production of a review engagement required by this Act;

(b) "campaign period" means

- (i) in the case of a general election, the period of time from January 1 to December 31 in a year in which a general election is held, and
- (ii) in the case of a by-election, the period of time set by bylaw or resolution to 60 days immediately following the by-election;

(c) "contribution" means any money, personal property, real property or service that is provided to or for the benefit of a candidate's election campaign without fair market value compensation from that candidate, but does not include a service provided by an individual who voluntarily performs the services and receives no compensation, directly or indirectly, in relation to the services or time spent providing the services;

(d) "employee organization" means an organization, other than a trade union, that bargains collectively for employees;

(e) "group" means an unincorporated group of individuals or corporations acting in consort for a common purpose and includes a trade union and an employee organization or any combination of individuals, corporations, trade unions or employee organizations;

(f) "prohibited organization" means a corporation and an unincorporated organization, including a trade union and an employee organization;

(f.1) "review engagement" means a review engagement as defined in the Chartered Professional Accountants Act;

(g) "trade union" means an organization of employees that has a written constitution, rules or bylaws and has as one of its objects the regulation of relations between employers and employees.

(2) The value of a contribution, other than money, provided to a candidate is the fair market value of the contribution at the time it is provided.

(3) If any personal property, real property or service or the use of personal property or real property is provided to a candidate for a price that is less than the fair market value at the time it is provided, the amount by which the value exceeds the price is a contribution for the purposes of this Part.

(4) For the purposes of this section, the use of goods in a 2nd or subsequent election is a non-monetary contribution.

(5) In this section, “expense incurred” means an expense that is incurred, whether it is paid or unpaid.

Responsibility of contributors

147.13(1) A prospective contributor is responsible for ensuring, before making a contribution under this Act, that the contributor is not prohibited from making a contribution and is not making a contribution that is in excess of the limit prescribed by section 147.2(3).

(2) Every candidate and every person acting on behalf of a candidate shall make every reasonable effort to advise prospective contributors of the provisions of this Part relating to contributions.

Limitations on contributions

147.2(1) Only an individual ordinarily resident in Alberta may make a contribution to a candidate.

(2) No prohibited organization and no individual ordinarily resident outside Alberta shall make a contribution to a candidate.

(3) Subject to subsection (4), no individual ordinarily resident in Alberta shall contribute in any campaign period an amount that exceeds

(a) \$5000 to any candidate for election as a councillor, and

(b) \$5000 to any candidate for election as a school board trustee.

(4) A candidate may contribute an amount of up to \$10 000 that is not reimbursed to the candidate from the candidate’s campaign account by the end of the campaign period to the candidate’s own campaign expenses.

(4.1) Any amount paid by a candidate for campaign expenses from the candidate’s own funds that is not reimbursed to the candidate from the candidate’s campaign account by the end of the campaign period, including an amount referred to in subsection (4), is a contribution to the candidate’s own campaign for the purposes of this Act.

(5) No candidate and no person acting on behalf of a candidate shall, directly or indirectly, solicit or accept a contribution if the candidate or person knows or ought to know that the prospective contributor is a prohibited organization or an individual ordinarily resident outside Alberta.

(6) No candidate and no person acting on behalf of a candidate shall solicit or accept a contribution if the candidate or person knows or ought to know that the amount of the contribution will exceed the amounts referred to in subsection (3).

Acceptance of contributions

147.22(1) No person shall accept a contribution or incur a campaign expense unless the person has been nominated as a candidate.

(2) No candidate and no person acting for a candidate shall accept a contribution except during the campaign period.

(3) Subsections (1) and (2) do not apply to the following:

(a) a person who accepts not more than \$5000 in the aggregate per year in contributions outside the campaign period;

(b) a candidate who makes a contribution of not more than \$10 000 in the aggregate per year to the candidate's own campaign from the candidate's own funds.

Anonymous and unauthorized contributions

147.23 Any anonymous contributions and any contribution or portion of a contribution made in contravention of this Part accepted by a candidate or a person acting on behalf of a candidate must not be used or expended, and the candidate or the person acting on behalf of the candidate shall

(a) return the contribution to the contributor if the contributor's identity can be established, or

(b) if the contributor's identity cannot be established, pay an amount equivalent to the contribution to a registered charity or to the local jurisdiction for which the candidate is running for election.

Contributions not belonging to contributor

147.24(1) No individual shall contribute to a candidate

(a) funds not belonging to that individual, or

(b) funds that have been given or furnished to the individual by another individual or a prohibited organization for the purpose of making a contribution of those funds to a candidate.

(2) No individual and no prohibited organization shall give or furnish funds to another individual for the purpose of having that other individual make a contribution of those funds to a candidate.

(3) No candidate and no person acting on behalf of a candidate shall solicit or accept a contribution if the candidate or person knows or ought to know that the contribution is contrary to subsection (1).

Duties of candidate

147.3(1) A candidate shall ensure that

(a) a campaign account in the name of the candidate or the candidate's election campaign is opened at a financial institution for the purposes of the election campaign at the time of nomination or as soon as possible after the total amount of contributions first exceeds \$1000 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) records are kept of contributions and campaign expenses and are retained by the candidate for a period of 3 years following the date on which disclosure statements were required to be filed under section 147.4, and
- (g) 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 contributions on behalf of the candidate.

(2) A candidate shall not knowingly make a false or misleading statement in any disclosure statement or financial statement or other information required to be filed under this Part.

Fund-raising functions

147.31(1) In this section, "fund-raising function" includes any social function held for the purpose of raising funds for the candidate's election campaign by whom or on whose behalf the function is held.

(2) The gross income from any fund-raising function must be recorded by the candidate on whose behalf the function was held.

(3) If a fund-raising function is held by the sale of tickets by or on behalf of a candidate, the amount of the contribution is to be determined under clause (a) or under clause (b), at the option of the candidate:

(a) if the individual charge

(i) is \$50 or less, it is not considered to be a contribution unless the individual who pays the charge specifically requests that it be so considered, in which case 1/2 of the amount is allowed for expenses and 1/2 is considered to be a contribution,

(ii) is more than \$50 but not more than \$100, \$25 is allowed for expenses and the balance is considered to be a contribution, and

(iii) is more than \$100, 25% of the amount is allowed for expenses and the balance is considered to be a contribution;

(b) the amount of the contribution is the difference between the price of the ticket and the fair market value of what the ticket entitles the bearer to obtain.

(4) The price paid at a fund-raising function in excess of the fair market value at that time for goods or services received is considered to be a contribution to the candidate's election campaign.

Receipts

147.32 Every candidate or a person acting on behalf of the candidate shall issue a receipt for every contribution accepted in a form acceptable to the local jurisdiction.

Loans

147.33(1) A candidate

(a) may borrow money only from a financial institution, and

(b) shall record all loans and their terms and shall report accordingly to the relevant local jurisdiction.

(2) Only a person ordinarily resident in Alberta may make a payment on behalf of the borrower in respect of a loan to which subsection (1) applies.

(3) Any payment in respect of a loan to which subsection (1) applies made by a person referred to in subsection (2) becomes, for the purposes of this Act, including, without limitation, section 147.2,

(a) a contribution by that individual, and

(b) a contribution accepted by the borrower, if the individual is not reimbursed by the borrower before the borrower is next required to file a disclosure statement.

(4) This section does not apply to the borrowing of money for purposes unrelated to the candidate's election campaign.

Campaign expense limits

147.34 No candidate and no chief financial officer of a candidate shall incur campaign expenses that exceed, in the aggregate, the amounts determined by the regulations.

Campaign disclosure statements

147.4(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,* a candidate shall file with the secretary of the candidate's local jurisdiction a disclosure statement in the prescribed form, which must include

(a) the total amount of all contributions received during the campaign period that did not exceed \$50 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 \$50 in the aggregate,

(c) the total amount of all contributions received as referred to in section 147.22(3),

- (d) the total amount from fund-raising functions,
- (e) the total amount of other revenue,
- (f) the total amount of campaign expenses,
- (g) an itemized campaign expense report setting out the campaign expenses incurred by the candidate,
- (h) the total amount paid by the candidate out of the candidate's own funds not reimbursed from the candidate's campaign fund,
- (i) the total amount of any campaign surplus, including any surplus from previous campaigns, and
- (j) the amount of any deficit.

(2) A candidate who has incurred campaign expenses or received contributions of \$50 000 or more shall file a review engagement with the disclosure statement referred to in subsection (1).

(3), (4) Repealed 2020 c22 s17.

(5) With respect to the period during which a candidate is nominated, this section applies to a candidate who withdraws as a candidate.

(6) If a candidate becomes aware that any of the information reported in the disclosure statement required under subsection (1) or the review engagement required under subsection (2) 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 local jurisdiction.

(7) The local jurisdiction must ensure that all documents filed under this section are available to the public during regular business hours for a period of 4 years after the election.

Campaign surplus

147.5(1) If a candidate's disclosure statement shows a surplus, the candidate, within 60 days after filing the disclosure statement with the local jurisdiction,

(a) shall, with respect to any amount that is \$1000 or more, donate an amount to a registered charity that results in the surplus being less than \$1000, and

(b) may, with respect to any amount that is less than \$1000,

(i) retain all or any portion of that amount, and

(ii) donate all or any portion of that amount to a registered charity.

(2) A candidate who donates an amount to a registered charity in accordance with subsection (1)(a) or (b)(ii) shall, within 30 days after the expiration of the 60-day

period referred to in subsection (1), file an amended disclosure statement showing that the surplus has been dealt with in accordance with this section.

(3) This section applies to a candidate whether or not the candidate is elected.

Campaign deficit

147.52(1) If a candidate's disclosure statement shows a deficit, the candidate shall eliminate the deficit within 60 days after filing the disclosure statement with the local jurisdiction.

(2) For the purpose of eliminating a deficit referred to in subsection (1), a candidate may, notwithstanding section 147.22(2), accept contributions in accordance with this Act during the period referred to in subsection (1).

(3) Subject to subsection (4), a candidate shall not accept a contribution of an amount that exceeds \$5000 from any individual for the purpose of this section.

(4) A candidate may make a contribution from the candidate's own funds that does not exceed \$10 000 to reduce a deficit shown on the candidate's disclosure statement for the purpose of this section.

(5) A candidate referred to in subsection (1) shall, within 30 days after the expiration of the 60-day period referred to in subsection (1), file an amended disclosure statement showing that the deficit has been eliminated.

Late filing

147.7(1) In this section, "filing deadline" means the day by which a disclosure statement referred to in section 147.4 is required to be filed with a local jurisdiction.

(2) A candidate who is required to file a disclosure statement under section 147.4 and fails to file that document by the filing deadline must pay a late filing fee of \$500 to the relevant local jurisdiction.

(3) A local jurisdiction shall not transmit a report in relation to a candidate under section 147.8 if the return is filed no later than 10 days after the filing deadline.

(4) If the late filing fee is not paid within 30 days after the date the fee was payable, the local jurisdiction shall send a notice to the candidate, indicating the amount of the late filing fee that is required to be paid.

(5) If a candidate who is sent a notice by the local jurisdiction under subsection (4) fails to pay the late filing fee set out in the notice, the local jurisdiction may file a copy of the notice with the clerk of the Court of Queen's Bench, and, on being filed, the notice has the same force and effect and may be enforced as if it were a judgment of the Court.

Effect of non-compliance in relation to disclosure statements

147.8(1) Subject to section 147.7, if a candidate fails to file a disclosure statement as required by section 147.4

(a) in the case of an election of municipal councillors, the secretary shall transmit a report to that effect to council, which shall on its receipt make the report public, and

(b) in the case of an election of school board trustees, the secretary of the school board shall transmit a report to that effect to the school board, 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 that 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 or the school board, as the case may be, as the respondent.

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

Prosecution

147.81 A prosecution under this Part may be commenced within 3 years of the commission of the alleged offence but not afterwards.

Offences relating to contributions

147.82(1) A prohibited organization or a person acting on its behalf that contravenes section 147.2 is guilty of an offence and liable to a fine of not more than \$10000.

(2) An individual who contravenes section 147.2 is guilty of an offence and liable to a fine of not more than \$5000.

(3) A candidate who contravenes section 147.22(1) or (2) is guilty of an offence and liable to a fine of not more than \$1000.

(4) A candidate or a person acting on behalf of a candidate who fails to return or pay an amount referred to in section 147.23(a) or (b) is guilty of an offence and liable to a fine of not more than \$5000.

(5) A prohibited organization or a person acting on its behalf that contravenes section 147.24 is guilty of an offence and liable to a fine of not more than \$10000.

(6) An individual who contravenes section 147.24 is guilty of an offence and liable to a fine of not more than \$5000.

Failure of candidate to comply with duties

147.83 A candidate who contravenes section 147.3 is guilty of an offence and liable to a fine of not more than \$1000.

Failure to file

147.84(1) A candidate who fails to comply with section 147.4(1) or (2) by April 1 in the year following a general election, or, in the case of a by-election, within 150 days after the by-election, is guilty of an offence and liable to a fine of not more than \$5000.

(1.1) A candidate who fails to comply with the following sections within 30 days after the expiration of the period referred to in that section is guilty of an offence and liable to a fine of not more than \$5000:

- (a) section 147.4(6);
- (b) section 147.5(1) and (2);
- (c) section 147.52(1) and (5).

(2) If a candidate is found guilty of contravening section 147.4, the Court may, in addition to the penalty provided for in subsection (1), order the candidate to pay any surplus to the local jurisdiction as soon as possible.

Expenses more than maximum

147.85 A candidate who contravenes section 147.34 is guilty of an offence and liable to a fine of not more than \$10 000.

Regulations and bylaw

147.91(1) The Minister may make regulations

- (a) determining campaign expense limits for the purpose of section 47.34;
- (b) respecting transitional matters relating to the coming into force of An Act to Renew Local Democracy in Alberta not otherwise provided for in that Act, including remedying any confusion, difficulty, inconsistency or impossibility resulting from the enactment of that Act.

(2) An elected authority may pass a bylaw determining campaign expense limits for the purpose of section 147.34 in an amount that is less than the amount determined by regulation under subsection (1)

- (a) with respect to a general election, prior to December 31 of the year before the general election is held, and
- (b) with respect to a by-election, at least 180 days before the by-election at which the bylaw is to take effect.



A Candidate's Guide:

Running for Municipal Office in Alberta

Elections during the COVID-19 pandemic

This guide is only applicable for the 2021 general election year

NOTE: This guide reflects modifications made to the *Local Authorities Election Act (LAEA)* in light of public health orders and/or recommendations from the Chief Medical Officer of Health regarding the COVID-19 pandemic. As such, the information in this guide is specific to the 2021 general election year only.

A Candidate's Guide: Running for Municipal Office in Alberta

Published by Alberta Municipal Affairs

The Government of Alberta and Municipal Affairs will not be liable for any damages that result from the use of this guide. While Municipal Affairs attempts to ensure the accuracy of the information contained within this guide, a municipality and/or candidate may wish to obtain advice from a lawyer, in order to ensure the correct steps are taken throughout the election process. Municipal Affairs and the Government of Alberta do not warrant or make any other representations regarding the use, accuracy, applicability, or reliability of this guide.

It is important to recognize that this guide has been developed as a reference for, and as an explanatory document to the *Local Authorities Election Act*. This guide is not legal advice, and it cannot be used in place of consulting with a lawyer. This guide cannot anticipate every aspect, circumstance or situation that municipalities or candidates may encounter while working through their specific election process. If a municipality or candidate needs help finding a lawyer, please visit the Law Society of Alberta website. Should this guide conflict with the *Municipal Government Act (MGA)*, RSA 2000, Chapter M-26, or the *Local Authorities Election Act* in word or interpretation, the legislation shall prevail.

December 2020

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Introduction

Per Ministerial Order MSD:103/20, the following section of the *LAEA* is modified to address challenges presented by the COVID-19 pandemic and ensure municipalities have the tools necessary to adhere to public health orders while conducting the municipal general election in 2021:

- Section 30(1) is modified to allow the deposit to be provided to the returning officer by in-person payments using a debit card or a credit card.

This modification is in effect only for the 2021 general election year. For all other election events, please refer to the regular version of this guide.

A copy of the Ministerial Order can be viewed at: qp.alberta.ca

Alberta Education may have another Ministerial Order that is specific for School Board Trustee candidates for the 2021 general election.

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

It is important candidates read and understand the offences in the *Local Authorities Election Act* as they relate to their campaign. Offences are in place to ensure candidates run their campaigns on a level playing field and to ensure that candidates are being held to a high standard. Offences are not taken lightly, and if found guilty of an offence, candidates can face fines, imprisonment, disqualification from office, and the inability to run in future elections. If there are any questions regarding compliance with the legislation, candidates are encouraged to seek out independent legal counsel.

This guide is not legally binding and we recommend you obtain a copy of the *Local Authorities Election Act* and other relevant statutes and regulations.

NOTE: This guide reflects modifications made to the *Local Authorities Election Act (LAEA)* in light of public health orders and/or recommendations from the Chief Medical Officer of Health regarding the COVID-19 pandemic. As such, the information in this guide is specific to the 2021 general election year only.

Local Authorities Election Act

The *Local Authorities Election Act* (LAEA) is the main legislation that guides the conduct of a municipal election or by-election. Copies can be obtained through the Alberta Queen's Printer, qp.alberta.ca, 780-427-4952 (toll-free by first dialing 310-0000).

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 legislation, ask the returning officer in your municipality, or seek an independent legal opinion. All forms required by legislation can be found in the *Local Authorities Election Act Forms Regulation*, on the Government of Alberta 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, qp.alberta.ca, 780-427-4952 (toll-free by first dialing 310-0000).

Section references noted throughout the document refer to:

- *Local Authorities Election Act*, RSA 2000, c L-21 (LAEA)
- *Municipal Government Act*, RSA 2000, c M-26 (MGA)

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Before Filing Nomination Papers

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

Accepting Contributions or Incurring Expenses

As of January 1, 2019, candidates are no longer required to register or file a notice of intent to run with their municipality prior to filing nomination papers.

If candidates have previously filed a notice of intent to run with the municipality they intend to run in, candidates will still be required to file a nomination paper in order to be a candidate under the *Local Authorities Election Act*. As of January 1, 2019, the notice of intent to run no longer enables candidates to accept contributions.

**LAEA
s.147.22**

A candidate may not accept contributions OR incur campaign expenses until the candidate files a nomination paper with the municipality or school board that they intend to run in (with some exceptions under section 147.22(3)). A nomination may not be filed until:

**LAEA
s.25(2)**

- January 1 of the election year, for general election candidates,
- The day a resolution or bylaw is set for a by-election, for by-election candidates.

**LAEA
s.21(1)**

Are you qualified to become a candidate?

To become a municipal 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 six consecutive months immediately preceding Nomination Day.

**LAEA
s.21(1)**

Qualification Requirements in a Ward System

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

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LAEA
s.21(2)

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 six months immediately preceding nomination day, not necessarily the ward in which you wish to run.

LAEA
s.12(b)
s.12(h)

Qualification Requirements in a Summer Village

The requirements to become a candidate in a summer village election differ than those in other municipalities. Candidates are encourage to review the LAEA to understand the eligibility requirements in summer villages. Candidates must:

- meet the voter eligibility requirements
 - o 18 years or older,
 - o a Canadian citizen, and
 - o named or have a spouse/partner who is named as owner on the title of property within the summer village), and
- have been a resident of Alberta for the 12 consecutive months immediately preceding Election Day.

It is not necessary to be a full-time resident of the summer village but candidates must meet the requirements to vote in a summer village.

LAEA
s.25(1)
s.25(2)(a)

When is Nomination Day?

In the case of general elections, Election Day occurs on the third Monday in October every four years. Candidates can begin to file nomination papers on January 1 in the year of the election, up until Nomination Day, four weeks prior to Election Day. If a municipality has passed a bylaw under section 11(2) of the *Local Authorities Election Act*, which allows for Election Day to be held on the Saturday immediately before the 3rd Monday in October, the last day to file nomination papers would then fall on the Saturday, four weeks prior to Election Day. Nomination Day is the last day a person may file a nomination to become a candidate in the election.

***If a senate election or provincial referendum is held in conjunction with the municipal election, municipalities are not permitted to hold their general election on Saturday.**

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**LAEA
s.25(2)(b)**

In the case of a by-election, Election Day will be set through a resolution of council. Candidates can begin to file nomination papers the day following when the resolution was passed up until Nomination Day, four weeks prior to Election Day.

**LAEA
s.12(a)(i)
s.12(d)**

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

s.22(1)

Ineligibility for Nomination

No one is eligible to become a candidate under any of the following circumstances:

- if you are the auditor of the municipality;
- if your property taxes are more than \$50 in arrears (excluding indebtedness on current taxes, and indebtedness for arrears of taxes for which the person has entered into a consolidation agreement with the municipality);
- 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*, the *Election Act*, *Election Finances and Contributions Disclosure Act*, or the *Canada Elections Act*.

**MGA
s.174(1)(c)**

If you are a judge, Member of the Senate or House of Commons of Canada, or Member of the Legislative Assembly, you must resign that position before you take office as a member of a municipal council.

**LAEA
s.22(1.2)**

A person will be ineligible for nomination if they have failed to comply with the campaign finance and disclosure requirements of the LAEA 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.

A person is deemed to be ineligible under these circumstances for either an eight-year period following the day that a report was transmitted by the secretary, or a three-year period following the day the disclosure statement was filed with the municipality (whichever period expires first).

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**LAEA
s.22(1.1)
s.22(5)
s.22(5.1)**

NOTE: *If you are a municipal employee and you wish to run for local office, or a school board employee running for election as trustee of a school board, you must take a leave of absence without pay as outlined in the LAEA. This point does not apply if you perform duties for a jurisdiction in a volunteer capacity. 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. Any employee who requests a leave of absence without pay in accordance with those conditions must be granted it.*

Other Considerations

Time Commitment

The demands on your time while being an elected official can 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 should also be spent reading agenda material and talking with residents, the chief administrative officer and other relevant stakeholders. This work will all be part of the necessary preparation for meetings so 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. As the remuneration varies in each municipality, 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 be an active member of the team and to respectfully persuade the other members of council to

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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 elected official, you will also have to find the balance between representing the views of those who elected you and your own individual convictions.

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 alone. Any promise you make as a part of your election campaign that involves municipal expenditures or the activities of employees can only be carried out if you can obtain the support of your fellow council members in carrying out that promise.

The Canadian Constitution grants 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* as this is the legislation that allows for many decisions that council can make.

MGA s. 7

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 proposed changes.

Municipalities often make local bylaws available to the public through their municipal websites. Otherwise, you can ask for copies at the municipal office.

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 (CAO) is often said to be the only direct 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.

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How else can I prepare?

The best way to find out what the job is all about is to spend some time reading relevant municipal documents and talking to current members of council. You may also wish to:

- familiarize yourself with local bylaws and municipal legislation;
- read council agendas and minutes;
- observe council meetings from the gallery; 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.

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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 required forms (Form 4 – Nomination Paper and Candidate's Acceptance and Form 5 – Candidate Information). 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.

**LAEA
s.27(1)**

What is included in the Form of Nomination?

Generally, your nomination paper must be signed by at least five (5) voters eligible to vote in the election. The signatures collected must be from 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. You may begin to collect signatures at any time but cannot file your nomination papers with the returning officer until January 1 in the year of the election. In the case of a by-election, candidates may begin to file their nomination papers the day following when the resolution was made to set the date. In the case of summer villages, the council is required to set Election Day and nomination day will be four weeks prior to election at the times and location provided for through council resolution. It is often a good idea to obtain more than the required number of signatures in the event that one or more persons were not eligible to sign the nomination form.

**LAEA
s.27(2)**

- Cities with a population of at least 10,000 may pass a bylaw increasing the number of voters' signatures required to a maximum of 100. Ensure you check with the municipality to determine the number of signatures you require for nomination.

**LAEA
s.27(3)**

- 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(b)**

In summer villages, the nominators must be:

- eligible to vote in the election;

n/a

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n/a

- 18 years of age;
- a Canadian Citizen; and
- either residents or those 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 a candidate's information changes, that information must be updated with the local jurisdiction, in writing, within 48 hours of that change.

**LAEA
s.28(4)**

The returning officer will not accept the following:

- A nomination that is not completed in the prescribed form.
- A nomination that is not signed by at least the minimum number of persons required to sign the nomination.
- A nomination that is not sworn or affirmed by the person nominated (your municipal office may have information regarding who the Commissioner for Oaths are in your area).
- A nomination that is not accompanied by a deposit (if required by bylaw).

**LAEA
s.68.1**

Official Agent

On the nomination form, you may choose to appoint an elector to be your official agent. This person may act as the signing authority for the campaign bank account and manage aspects of your campaign as directed by you. No candidate may act as an official agent for another candidate.

If you have appointed an official agent, you must include the information on the candidate's nomination form. If, at any time, the information changes or there is a need to appoint a new official agent, the candidate is required to notify the returning officer immediately.

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Nomination Period

Filing the Nomination Form

**LAEA
s. 27**

Once you have completed the nomination form, the next step is to ensure that you file the Nomination Paper and Candidate's Acceptance Form (Form 4), as well as the Candidate Information Form (Form 5) during the nomination period, prior to the final Nomination Day.

**LAEA
s.25**

How do I file my Nomination Form?

Completed nomination forms can be filed with the returning officer at any time beginning on January 1 in the year of the general election and until four (4) weeks prior to Election Day. In the case of a by-election, the returning officer can begin to accept nomination papers the day following the day when the resolution was made by council setting the date for the by-election.

**LAEA
s. 12(d)**

For summer villages, nominations for councillor must be received by the returning officer in June or July (or both), in the year of the general election. The date, time and location of where nomination papers will be accepted must be established by council.

**LAEA
s.26**

Municipalities will advertise in one of three ways:

- in a newspaper, or another publication circulating in the area once a week for two weeks prior to the close of nominations,
- a direct mail-out or delivery of a notice to every residence at least one week prior to the close of nominations, or
- in accordance with their advertisement bylaw.

The advertisement 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.

**LAEA
s.28(3)**

Do I have to file my Nomination Form in person?

Nominations shall be submitted to the returning officer, or their designate, at any time during the nomination period. It is best to deliver your nomination form in person; however, anyone may submit your nomination paper on your behalf. If you are unable to submit your

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nomination paper yourself, ensure that the forms are completed fully prior to it being filed with the returning officer because, as the candidate, it is your responsibility for ensuring that your forms are fully completed and meet the requirements for filing under section 27 of the *Local Authorities Election Act*.

During the COVID-19 pandemic, it is strongly recommended that candidates contact the local jurisdiction office to ask if the building is open to the public to accept nominations in person and if not, to inquire if there are alternative ways to submit the nomination forms. The specific requirement of the *LAEA* to submit nomination forms can be met by having forms mailed or delivered by courier. This could pose a risk for delivery guarantee that candidates should be aware of as it is the responsibility of the candidate to meet the requirements of the *LAEA* and have information submitted to the local jurisdiction office by the deadline on nomination day.

Local jurisdictions can also accept nomination forms at specific times set by the returning officer, by appointment, or at a secure drop box.

LAEA
s.29
Ministerial
Order No.
MSD:130/20

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 the 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,
- money order, or
- debit or credit card.

n/a

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**LAEA
s.30**

Will I get my deposit back?

Your deposit will be returned to you if you:

- are elected,
- get at least one-half the number of votes of the person elected to office with the least number of votes, or
- withdraw as a candidate within 24 hours of the close of nominations.

**LAEA
s.32**

Withdrawing Nominations

Candidates may withdraw their nomination form at any time during the nomination period and up to 24 hours (48 hours in a summer village) after the close of the nomination period, 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.

The returning officer cannot accept a withdrawal if the number of nomination papers received, equal the number of vacant offices.

**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 from 10 a.m. to 12 p.m. This process continues for up to six business days (calendar days in summer villages) until an adequate number of nominations are received. If, at the end of the six-day period, insufficient nominations continue, municipalities are required to contact the Minister of Municipal Affairs.

**LAEA
s.34**

Acclamations

If, by noon on any of the six days described above, 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 election will be held).

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**LAEA
s.35**

Requirement for Election

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.

**LAEA
s.12(d)**

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 12:00 p.m. on Nomination Day (four weeks prior to Election Day). Ensure you check with your municipality on the time and location for filing nomination forms and ensure you file your nomination paper well in advance at the location available. Despite the name of “Nomination Day”, it is useful to think of it as a nomination deadline day. There is no need to wait until Nomination Day to file forms and if there is any question of your availability, be sure to file your forms prior to this date.

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Candidate Contributions & Expenses

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

Contributions and Expenses

**LAEA
s.147.1(1)(a)**

What are allowable campaign expenses?

At a basic level, a “campaign expense” is an expense a candidate makes in the course of a campaign to help get elected. Technically, this includes any expense incurred, or non-monetary contribution received, by a candidate to the extent that the property or service that the expense was incurred for, or that was received as a non-monetary contribution, is used to directly promote or oppose a candidate during a campaign period. “Campaign expense” includes an expense incurred for, or a non-monetary contribution, in relation to:

- The production of advertising or promotional material,
- The distribution, broadcast or publication of advertising or promotional material in any media or by any other means during a campaign period, including by the use of a capital asset,
- The payment of remuneration and expenses to or on behalf of a person for the person’s services as a chief financial officer in any other capacity,
- Securing a meeting place, or
- The conduct of opinion polls, surveys or research during a campaign period.

**LAEA
s.147.2(4)**

Can I self-fund my campaign?

Yes, candidates may choose to entirely self-fund their campaign; however, contribution limits apply to self-funded campaigns. A candidate may contribute up to and including \$10,000 to his or her own campaign.

Excluded from the \$10,000 would be any amounts that the candidate is reimbursed from the campaign account if it is reimbursed before the end of the campaign period and the funds were used to pay for campaign expenses.

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A candidate takes a risk by making expenditures based on anticipated future contributions, in the event that the future contributions don't materialize.

**LAEA
s.147.2**

Contributions to Candidates

No contributions may be accepted until the nomination period commences (January 1 of an election year for a general election and the day after the resolution/bylaw is passed for a by-election) and a candidate files nomination papers.

*Although contributions cannot be accepted in the campaign period until a person has filed nomination papers, the legislation does provide the ability for a potential candidate to incur expenses and accept minimal contributions outside of the campaign period and prior to filing nomination papers. A person may accept up to \$5,000 annually in contributions outside of the campaign period, as well as contribute up to \$10,000 of their own funds outside of the campaign period.

**LAEA
s.147.2(5)**

After a person files nomination papers in the campaign period, the person officially becomes a candidate and may accept contributions of up to \$5,000 from any person who is ordinarily a resident in Alberta.

Candidates cannot accept contributions from any prohibited organization, including a corporation or unincorporated organization.

Candidates, or those acting on their behalf, should not directly or indirectly solicit contributions if the candidate knows or ought to know that the potential contributor

- does not ordinarily reside in Alberta,
- is a corporation or unincorporated organization, or
- will exceed the contribution limits.

**LAEA
s.147.3(1)(a)
&
LAEA
s.147.3(1)(c)**

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 from any person(s) exceeds \$1,000 in the aggregate, including any money paid by the candidate out of their own funds. Money in that account must then only be used for the payment of campaign expenses.

**LAEA
s.147.1(1)(c)
&
LAEA
s.147.3(1)(e)**

Contributions of real property, personal property, goods and services have to be valued. Throughout the duration of the campaign, receipts must be issued for every contribution received, and be obtained for every expense. Receipts will assist candidates in creating itemized expense reports and can be used as proof of contributions.

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**LAEA
s.147.1(1)(c)**

Campaign contributions do 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 the time spent providing the services.

**LAEA
s.147.3(1)(f)**

All campaign records of contributions and expenses must be kept for a minimum of three (3) years following the date the disclosure statements were required to be filed. That date is on or before March 1 immediately following a general election, or within 120 days of a by-election.

**LAEA
s.147.24**

Contributions Not Belonging to Contributor

Individuals cannot contribute to a candidate if the funds they are contributing do not belong to that individual, or if the funds were given to the individual by another individual or a prohibited organization (corporations, trade unions, employee organizations, unincorporated organizations) for the purpose of making a contribution to a particular candidate. Candidates shall not solicit nor accept a contribution if they know or ought to know that it is prohibited.

**LAEA
s.147.23**

Anonymous and 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 can be established), or donate the total contribution to a registered charity or the local municipality.

**LAEA
s.147.31**

Fund-raising Functions

“Fund-raising functions” includes any social function held for the purpose of raising funds for an election campaign.

**LAEA
s.147.31(2)**

Candidates must ensure they record the gross income from any fundraising function held for their campaign. In addition, if the function is held by the sale of tickets, the amount of the contribution is to be determined using the following rules:

**LAEA
s.147.31(3)**

- If the individual charge is \$50 or less, it is not considered a contribution unless the individual who pays the charge specifically requests it to be a contribution. If a request is made, half of the amount is allowed for expenses and half is considered a contribution. Even if the amount is not considered a contribution, the candidate may choose to still issue a receipt and keep a record of the transaction.

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- If the individual charge is more than \$50 but less than \$100, \$25 is allowed for expenses and the balance is considered to be a contribution.
- If the contribution is more than \$100, 25 per cent of the amount is allowed for expenses and the remaining balance is considered to be a contribution.

**LAEA
s.147.32
LAEA
s.147.4(1)(b)**

As a part of the candidate's responsibilities, they, or a person acting on their behalf, **must** issue a receipt for every contribution received. If a contribution is in excess of \$50, the name and address, and the amount of the contribution must be recorded because it is required to be included with the campaign disclosure statements.

**LAEA
s.147.33**

Loans

Candidates may borrow money only from a financial institution and shall record all loans and their terms. All loans and their terms must be reported accordingly to the local jurisdiction.

Only a person ordinarily resident in Alberta may make a payment on behalf of the borrower (the candidate) in respect to a loan. If the individual is not reimbursed by the borrower (candidate) before the candidate is required to file a disclosure statement, any payment made towards a loan becomes a contribution by that individual and a contribution accepted by the candidate.

**LAEA
s.147.34**

Campaign Expense Limits

The *Local Authorities Election Act* allows for the establishment of a regulation that sets out the amount of money that may be spent by candidates during the campaign period. There is no regulation for the purpose of the 2021 municipal election and therefore candidate spending is not restricted.

**LAEA
Part 8
s.190-205**

Elections Alberta/Election Commissioner

As of August 1, 2019, the Alberta Election Commissioner, under Elections Alberta, has authority in local elections across Alberta. The Election Commissioner may investigate any matter that may constitute an offence under Part 5.1, Campaign Finance and Contribution Disclosure, or Part 8, Third-Party Advertising of the LAEA.

For more information regarding the authority of the Election Commissioner, including contact information, please visit:

www.elections.ab.ca/compliance-enforcement/complaints/.

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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 are no "standard" or legislative requirements for 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 you are the best candidate for the position. Candidates have used various strategies, like:

- door-knocking;
- signage;
- brochures or posters;
- participating in local candidate debates or forums;
- social media pages or websites; and
- hosting 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* that candidates should review and understand.

In addition, it is essential that candidates seek clarification from returning officers relating to campaign activities. Municipalities may have local bylaws that 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 should seek independent legal services if required.

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**LAEA
s.116**

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 by agreeing to refrain from voting.

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.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.150, 152,
152.1**

Canvassing on Election Day

Candidates, official agents, or campaign volunteers cannot canvass or solicit votes in a voting station or on the property used for a voting station on an advance vote or 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.

**LAEA
s.50**

Is there a voters' list?

Municipalities may pass a bylaw allowing for the enumeration and use of a voters' list. You may wish to confirm with your municipality; it is not a common practice to use a voters' list in municipal elections in Alberta.

n/a

E. FORMS

**NOMINATION PAPER &
CANDIDATE'S ACCEPTANCE (form 4)**

AND

CANDIDATE INFORMATION (form 5)

AND

**CAMPAIGN DISCLOSURE STATEMENT & FINANCIAL
STATEMENT (form 26)**

(Due on or before March 1, 2022)

NOMINATION PAPER AND CANDIDATE'S ACCEPTANCE

Local Authorities Election Act
(Sections 12, 21, 22, 23, 27, 28, 47, 68.1, 151 Part 5.1)
Education Act (Section 4(4), 74)

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 Sections 21 and 27 of the *Local Authorities Election Act* and Section 33(c) of the *Freedom of Information and Protection of Privacy 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.

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 Sections 4(4) and 74 of the *Education Act* (if applicable). If a city or a board of trustees under the *Education 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

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 Sections 44(4) and 74 of the *Education 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, 28, 47, 68.1, and 151 and Part 5.1 of the *Local Authorities Election Act* and Sections 4(4) and 74 of the *Education Act* (if applicable) and understand their contents; and
- THAT I am appointing _____

(Name, Contact Information or Complete Address and Postal Code and Phone No. of Official Agent
(if applicable))

as my official agent.

- THAT I will read and abide by the municipality's code of conduct if elected (if applicable); and
- THAT the electors who have signed this nomination paper are eligible to vote in accordance with the *Local Authorities Election Act* and the *Education Act* and resident in the local jurisdiction on the date of signing the nomination.

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 _____, 2021.

)
)
)
)

(Candidates Signature)



Signature of Returning Officer or Commissioner for Oaths or
Notary Public in and for Alberta
(Also include printed or stamped name and expiry date)

RETURNING OFFICER’S ACCEPTANCE

Returning Officer signals acceptance by signing this form:

Signature of Returning Officer

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

Candidate Information

LOCAL AUTHORITIES ELECTION ACT

(SECTION 27)

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(Candidate's Full Name)

(Candidate's Complete Address and Postal Code)

Where there is any change in the above mentioned information, the candidate shall notify the local jurisdiction in writing within 48 hours of such changes by submitting a completed information form.

Campaign Disclosure Statement and Financial Statement

LOCAL AUTHORITIES ELECTION ACT
(SECTIONS 147.3, 147.4)
Due by March 1, 2022)

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 147.4 of the *Local Authorities Election Act* and Section 33(c) of the *Freedom of Information and Protection of Privacy 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 this collection of personal information, contact: Steven Gerlitz – Assistant CAO– 403-742-8305

LOCAL JURISDICTION: TOWN OF STETTLER, Province of Alberta

(Full Name of Candidate)

(Candidate's Mailing Address)

(Postal Code)

This form, including any contributor information from line 2, is a public document.

Pre-Campaign Period Report

CAMPAIGN CONTRIBUTIONS:

1. Pre-Campaign Period Contributions (up to a limit of \$2,000) \$_____
2. Pre-Campaign Period Expenses (up to a limit of \$2,000) \$_____

Campaign Period Revenue

CAMPAIGN CONTRIBUTIONS:

1. Total amount of contributions of \$50.00 or less \$_____
2. Total amount of all contributions of \$50.01 and greater, together with the contributor's name and address (attach listing and amount) \$_____

NOTE: For lines 1 and 2, include all money and valued personal property, real property or service contributions.

3. Deduct total amount of contributions returned \$_____
4. NET CONTRIBUTIONS (line 1 + 2 – 3) \$_____

OTHER SOURCES:

5. Total amount contributed out of candidate's own funds \$_____
6. Total net amount received from fund-raising functions \$_____
7. Transfer of any surplus or deficit from a candidate's previous election campaign \$_____
8. Total amount of other revenue \$_____
9. TOTAL OTHER SOURCES (add lines 5, 6, 7 and 8) \$_____
10. Total Campaign Period Revenue (add lines 4 and 9) \$_____

Campaign Period Expenditures

11. Total Campaign Period Expenses Paid \$_____ Unpaid \$_____ Total \$_____

The Candidate must attach an itemized expense report to this form.
Campaign Period Surplus (Deficit)
(deduct line 11 from line 10)

ATTESTATION OF CANDIDATE

This is to certify that to the best of my knowledge this document and all attachments accurately reflect the information required under section 147.4 of the *Local Authorities Election Act*.

Signature of Candidate

Date

Forward the signed original of this document to the address of the local jurisdiction in which the candidate was nominated for election.