

10.18.21

VOTE

OCT 18

ELECTION 2021



BLACKFALDS
ALBERTA

This Running Guide is provided as information only and is intended to serve as a supplement to the Municipal Government Act, the Local Authorities Election Act and related Town of Blackfalds Bylaws. Where references are made to legislation, the specific legislation should be referred to for all purposes of interpreting and applying the law.

For detailed information or documentation, candidates should consider accessing copies of Provincial Legislation, including the *Local Authorities Election Act* and *Municipal Government Act*. Copies of the most recent printed edition are available (for reference purposes) in the Town Office or may be purchased at:

The Queen's Printer
Main Floor, Park Plaza
10611-98 Ave. Edmonton, AB, T5K 2P7
Toll free 310-0000 then dial 780-427-4952
Website: <http://www.qp.gov.ab.ca>

The Town of Blackfalds will provide additional reference materials upon request. Candidates may contact the Elections Office for additional information, such as reports or publications. Many of these are available on the website:

<https://www.blackfalds.com/government/reports-publications>

Please see the “*Appendices*” at the end of this package for forms, bylaws, policies and links to additional information.

Note: As materials may contain inaccuracies and/or typographical or contextual errors, the original or a certified copy should be referenced to verify accuracy or completeness.

TABLE OF CONTENTS

INTRODUCTION.....	1
ELECTION DAY.....	2
NOMINATION DAY.....	3
PURPOSE, POWER AND CAPACITY OF LOCAL JURISDICTIONS.....	5
THE OFFICE OF MAYOR.....	7
THE OFFICE OF COUNCILLOR.....	9
COUNCIL REMUNERATION & COMPENSATION.....	9
UNDERSTANDING THE POSITION.....	10
KEY ORGANIZATIONS.....	14
COMMITTEES & BOARDS.....	15
VOTER ELIGIBILITY.....	17
QUALIFICATIONS OF CANDIDATES.....	17
CANDIDATE’S AGENTS.....	21
CAMPAIGN DISCLOSURE STATEMENTS.....	23
GUIDELINES FOR THE PLACEMENT OF ELECTION SIGNAGE.....	24
CONTACT – Elections Office.....	26
APPENDICES.....	starting at page 23

INTRODUCTION

This information package is for your assistance and has no legislative sanction. It has been prepared to provide information to anyone seeking nomination for the office of Mayor or Councillor of the Town of Blackfalds. In it you will find:

- Answers to the most frequently asked questions regarding election procedures, and;
- Important facts that candidates should be aware of.

This package provides information on the following elected offices:

The Town of Blackfalds

- **Mayor (1)**
- **Councillor (6)**

The positions of Mayor and Councillor are at-large elections, meaning that each person elected represents the Town as a whole and not a particular ward or section of the Town. Voting is done at one central point for all positions on Council in the Town of Blackfalds.

Ref: [Appendix A](#) Elections Bylaw 1251.20 provides the authority for municipal and school trustee elections in the Town of Blackfalds.



ELECTION DAY

OCTOBER 18, 2021

Local jurisdiction is the Town of Blackfalds

Election time is from 10:00am until 8:00pm
These times are strictly adhered to

Location of the Blackfalds Municipal Election is:

Blackfalds Community Centre
4810 Womacks Road

NOMINATION DAY

September 20, 2021, 10:00 AM – 12:00 Noon
Council Chambers – Civic and Cultural Centre
5018 Waghorn Street

NOMINATION PERIOD

January 1, 2021 – 12:00 Noon September 20, 2021
Council Chambers – Civic and Cultural Centre
5018 Waghorn Street

ADVANCE POLLS

Dates to be determined at a future date
Council Chambers – Civic and Cultural Centre
5018 Waghorn Street

NOMINATION DAY

Excerpts taken from the Local Authorities Election Act

Nomination Day:

25 Nomination days shall be 4 weeks before Election Day.

NOMINATION DAY, 10:00 AM – 12:00 Noon on September 20, 2021 in the Council Chambers – Civic and Cultural Centre

Nomination Forms:

27 Form of nomination

- (1) Every nomination of a candidate must
- (a) be in the prescribed form,
 - (b) be signed by at least 5 persons who are electors eligible to vote in that election and resident in the local jurisdiction on the date of signing the nomination,
 - (c) be accompanied with a written acceptance sworn or affirmed in the prescribed form by the person nominated, stating
 - (i) that the person is eligible to be elected to the office,
 - (ii) the name, address, and telephone number of the person's official agent, if one has been appointed,
 - (iii) that the person will accept the office if elected,
 - (iv) that the person will read and comply with the municipality's code of conduct if elected, and
 - (v) that the persons who have signed the nomination are electors who are eligible to vote in that election and resident in the local jurisdiction on the date of signing the nomination,

NOTE: The Town of Blackfalds does not require a deposit.

FORM 4 – Nomination Paper and Candidate's Acceptance

<https://www.alberta.ca/municipal-election-forms.aspx#toc-1> 27

- (1.1) A person who files a nomination shall also submit, in the prescribed form, the following information to the returning officer:
- (a) the full name and contact information of the candidate;
 - (b) the address of the place or places where records of the candidate are maintained and of the place to which communications may be addressed;
 - (c) the name and address of the financial institutions to be used by or on behalf of the candidate for the candidate's campaign account, if applicable;
 - (d) the names of the signing authorities for each account referred to in clause (c), if applicable.

(1.2) When there is any change in the information required to be provided under subsection (1.1), the candidate shall notify the local jurisdiction in writing within 48 hours after the change, and on receipt of the notice the local jurisdiction shall update the information accordingly.

Filing of Nomination Papers:

The returning officer will receive nominations at the Town of Blackfalds Municipal Office, 5016 Waghorn Street, at any time during the nomination period between **January 1, 2021 until 12:00 Noon on Nomination Day, September 20, 2021.**

28(6) At any time after the commencement of the nomination period until the term of office to which the filed nomination papers relate has expired, a person may request to examine the filed nomination papers during regular business hours and in the presence of the returning officer, deputy, or secretary.

Ref: Appendix E-H

PURPOSE, POWER AND CAPACITY OF LOCAL JURISDICTIONS

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

Within Canada there are three levels of government:

- **Federal** – Elected representatives referred to as Members of Parliament (MPs)
- **Provincial** – Elected representatives referred to as Members of the Legislative Assembly (MLAs)
- **Local** – Elected representatives referred to as Mayor, Councillors and Trustees

The Province provides the structure for local governments through the following legislation, the Municipal Government Act.

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

Part 1

3. *The purposes of a Municipality are:*

- (a) *to provide good government*
- (a.1) *to foster the well-being of the environment*
- (b) *to provide services, facilities or other things that, in the opinion of Council, are necessary or desirable for all or a part of the Municipality*
- (c) *to develop and maintain safe and viable communities and;*
- (d) *to work collaboratively with neighboring municipalities to plan, deliver and fund intermunicipal services*

4. *A Municipality is a Corporation*

5. *A Municipality*

- a) *Has the powers given to it by this and other enactments.*
 - b) *Has the duties that are imposed on it by this and other enactments and those that the Municipality imposes on itself as a matter of policy*
- and;*
- c) *Has the functions that are described in this and other enactments.*

6. *A Municipality has natural person powers, except to the extent that they are limited by this or any other enactment.*

- 201** (1) *A Council is responsible for*
- (a) *developing and evaluating the policies and programs of the Municipality;*
 - (b) *repealed 2015 c8 s20;*
 - (c) *carrying out the powers, duties and functions expressly given to it under this or any other enactment.*
- (2) *A Council must not exercise a power or function or perform a duty that is by this or another enactment or bylaw specifically assigned to the chief administrative officer or a designated officer.*

THE OFFICE OF MAYOR

Term of Office: 4 years (commencing from the beginning of the organizational meeting, scheduled Oct 26, 2021)

Duties of Mayor *(Chief Elected Official)*

The Mayor is the Chief Elected Official of the Municipality and has duties that encompass those of both Councillor and Chief Elected Official.

Excerpts from sections 153 and 154 of the MGA:

- 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;*
 - (a.1) *to promote an integrated and strategic approach to intermunicipal land use planning and service delivery with neighboring municipalities*
 - (b) *to participate generally in developing and evaluating the policies and programs of the Municipality;*
 - (c) *to participate in Council meetings and Council committee meetings and meetings of other bodies to which they are appointed;*
 - (d) *to obtain information about the operation or administration of the Municipality from the chief administrative officer or a person designated by the chief administrative officer;*
 - (e) *to keep in confidence matters discussed in private at a Council or Council committee meeting until discussed at a meeting held in public*
 - (e.1) *to adhere to the code of conduct established by the council under section 146.1(1);*
 - (f) *to perform any other duty or function imposed on Councillors by this or any other enactment or by the Council*
- 154**
- (1) *A Chief Elected Official, in addition to performing the duties of a Councillor, must*
 - (a) *preside when in attendance at a Council meeting unless a bylaw provides that another Councillor or other person is to preside, and*
 - (b) *perform any other duty imposed on a Chief Elected Official by this or any other enactment or bylaw.*
 - (2) *The Chief Elected Official is a member of all Council committees and all bodies to which Council has the right to appoint members under this Act, unless the Council provides otherwise.*

THE OFFICE OF MAYOR - continued

Council Meetings 2nd and 4th Tuesday of the month commencing at 7:00pm.

Standing Committee 3rd Monday of the month commencing at 7:00pm.

Council Committees Mayor is an ex-officio member of all Committees of Council, which comes under the authority of the Municipal Government Act, and has the right to attend any such committee meeting and participate with full voting rights. See “The Office of Councillor - Committees” that outlines the boards, societies and affiliates and the appointments of Councillors to be made at the 2021 Organizational Meeting of Council.

Time Commitment

The position of Mayor is a substantial commitment and often requires a significant time commitment during busy periods in the year. The Mayor’s time is spent working closely with Council, senior administration and community representatives to develop plans and strategies important to the Town’s business and to help resolve issues which arise in the community. In addition to performing these duties, the Mayor is the key public representative of the Town and is called on to represent the Town organization and the community at meetings, public functions, ceremonies and other events, which often occur during evening hours and on weekends. The Mayor is the chief spokesperson for the Town relating to media releases, in discussions with elected officials in other municipalities or the provincial and federal governments. Often this involves initiating and building important relationships with decision makers outside the community.

Ref: Appendix B Council Procedural Bylaw 1237.19

Ref: Appendix C Council Procedural Bylaw Amendment 1233.19

Ref: Appendix I Policy 130/16 - Code of Conduct and Ethics for Elected Officials

THE OFFICE OF COUNCILLOR

Term of Office: 4 years (commencing from the beginning of the organizational meeting, scheduled Oct 26, 2021)

Number of Councillors: 6 Positions

Duties of Councillor

Excerpts from Sections 153 and 201 of the MGA:

153 *Councillors have the following duties:*

- (g) to consider the welfare and interests of the Municipality as a whole and to bring to Council's attention anything that would promote the welfare or interests of the Municipality;*
- (a.1) to promote an integrated and strategic approach to intermunicipal land use planning and service delivery with neighboring municipalities*
- (h) to participate generally in developing and evaluating the policies and programs of the Municipality;*
- (i) to participate in Council meetings and Council committee meetings and meetings of other bodies to which they are appointed;*
- (j) 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;*
- (k) to keep in confidence matters discussed in private at a Council or Council committee meeting until discussed at a meeting held in public*
- (e.1) to adhere to the code of conduct established by the council under section 146.1(1);*

201 (1) *A Council is responsible for*

- (a) developing and evaluating the policies and programs of the Municipality;*
 - (b) repealed 2015 c8 s20;*
 - (c) carrying out the powers, duties and functions expressly given to it under this or any other enactment.*
- (2) *A Council must not exercise a power or function or perform a duty that is by this or another enactment or bylaw specifically assigned to the chief administrative officer or a designated officer.*

THE OFFICE OF COUNCILLOR - continued

Council and Council Committees

<u>Council Meetings</u>	2 nd and 4 th Tuesday of the month commencing at 7:00pm.
<u>Standing Committee</u>	3 rd Monday of the month commencing at 7:00pm.
<u>Deputy Mayor</u>	Each of the Councillors serves a six (6) month term acting as Deputy Mayor. The schedule is determined at the Organizational Meeting in October 2021.
<u>Committees</u>	Councillors serve on a number of committees, generally a minimum of five, and may also serve on other special committees and boards as appointed by Council. Only those Councillors who are appointed to serve on a committee have the right to vote.

There are several types of committee appointments:

- Committees established by Council under the Municipal Government Act.
- Committees established under other legislation; e.g. Libraries Act.
- Outside committees, boards, etc. which request or require representation by a Member of Council; e.g. CAEP.
- Ad Hoc Committees, which are formed by Council for the purpose of reviewing a specific issue or issues; e.g. Grievance Committee.

Ref: Appendix B Council Procedural Bylaw 1237.19

Ref: Appendix C Council Procedural Bylaw Amendment 1233.19

Ref: Appendix I Policy 130/16 - Code of Conduct and Ethics for Elected Officials

Council Remuneration & Compensation

Policy 132/17 being the Town of Blackfalds Council Remuneration & Compensation Policy provides guidelines to determine the remuneration, compensation and benefits available for the elected officials of the Town of Blackfalds.

The primary objective of the policy is to establish a fair and equitable method of remuneration and compensation distribution for the elected officials.

The Council Remuneration & Compensation Policy is reviewed in the same year as a general municipal election. Monetary changes resulting from the described policy shall be reviewed and incorporated into the annual operating budget for the Town.

Council Honorariums and per diem rates are adjusted annually to reflect the Cost of Living Allowance (COLA) increased and approved in the annual operating budget.

The Authority for the policy is derived from:

- Section 242 and 243 of the Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta, as amended.
- Town Council Resolutions.

Policy inclusions:

- **Council Salaries/Honorariums:** to cover all Council meeting, Standing Committee Meetings, Public Hearings, Appointed Boards & Committees and Community Organizations and other Meetings as determined.
- **Per Diems:** for attendance at Council recognized conferences, conventions, workshops, meetings or other recognized and budget approved activities.
- **Health Benefits:** to provide the option to participate in the Town Employee Benefits Program.
- **Travel & Subsistence:** to reimburse eligible expenses.
- **Internet Connection Reimbursement:** to offset eligible personal costs to Council.
- **Telephone:** to provide a cell phone or a payment equal to an amount in lieu.
- **General:** any other eligible related costs, expenses or reimbursements

Ref: Appendix J: Policy 132/17 Council Remuneration & Compensation Policy

UNDERSTANDING THE POSITION

A member of Council has the opportunity to significantly influence the future of Blackfalds. The power of a Councillor depends upon that person's ability to persuade others to adopt a personal point of view. All decisions of Council must be made at meetings open to the public, where a quorum is present. A lot of time is spent reading background information, talking to the public, consulting the Chief Administrative Officer and department heads and working with the other Councillors to make informed decisions.

Individual Councillors do not have the authority to commit the Municipality to any expenditure or to direct the activities of municipal employees. The primary duty of Council is the policy, direction and budgetary planning of the Municipality by working closely with administration, who provides the staff to accomplish Council directives and the public, who provide essential input regarding the needs and desires of the majority.

Remember, campaign promises can only be carried out if the majority of Council agrees on those specific actions.

Time Commitment

The Municipal Government Act provides an outline of duties for members of Council. The Act does not, however, indicate the minimum number of hours per week members should spend in performing their duties. Depending on the issues before them, Councillors receive mail, email, phone calls, can be stopped on the street numerous times to discuss current issues, and attend public events like grand openings, parades, public meetings, festivals, events, etc. As well, Councillors spend considerable time with Town administration when doing research or getting up to speed on an issue. Councillors also invest significant time in in-service training opportunities, such as conferences, computer-use training, workshops and meetings with other municipalities and school boards which offer updates/long-term plans for Council consideration. It may be noted that being a Councillor is a part-time job but that they are "on call" full time which frequently impacts their personal time.

The unique role of any public official's spouse or partner is also recognized as they may accompany their partner to many public events and be stopped on the street with requests that concerns/issues/inquiries be brought to the Councillor's attention.

While the amount of time may vary, there are certain minimum duties that need to be performed should a candidate be elected to Council. These include:

Council Orientation/Retreats:

In order for the new Council to become fully acquainted with the scope of the Town, it is recommended that orientation and a tour of facilities be held. These sessions will assist with decision-making on Council and when reviewing Town Business Plans at the Council Retreat. The Council planning sessions take place in spring and fall - with the assistance of a consultant, administration and department heads that jointly provide budgetary and long-term strategies for Council review and approval. The orientation includes a tour of the Town facilities, introduction to Town staff, security instructions, and

the distribution to each Councillor of a variety of materials and reports for reference and guidance.

IMPORTANT DATES

(More will be added – as part of the 2021-2022 Council Schedule)

Council Orientation – To be determined
Emergency Management Municipal Elected Official Course – To be determined

A tablet will be issued to each Councillor for the full-time use. These are used for Council meetings, budget preparation, to view agendas and packages, documents, email, Internet use, committees, research and various other projects and purposes. Information Technology will hold a workshop to help familiarize the new Council with current procedures and methods used when working with these important tools.

Attendance at Council Meetings:

Council meetings are held every second and fourth Tuesday commencing at 7:00pm. and ending by 11:00pm. A Standing Committee of Council is held the third Monday of the month commencing at 7:00pm. A motion may be approved by a unanimous vote of Council to continue past 11:00pm. In preparation for the meetings, an agenda and background material is made available to Council members 2 working days prior to the Council meeting via email and posted on the Town website. This allows for ample time for Council members to read and review the agenda package so they are prepared to address the issues being presented.

Attendance at Council Workshops/Planning Sessions:

Attendance at the Council Workshops/Planning Sessions is mandatory, as the long-term forecasting and planning for infrastructure and growth takes place at this time. Administration and department heads provide detailed and thorough budgets with advice and recommendations based on assessed needs and projected growth. The Operational budget reviews legislative, administration, policing, protective services, municipal services, Family & Community Social Services, planning & development, land and buildings, economic development & tourism, community services, seniors and the library. In addition, capital budgets are reviewed and plans made for upgrades, equipment, services and contracts and many other necessary purchases which enable the Town to operate for the benefit of the citizens.

KEY ORGANIZATIONS

Alberta Urban Municipalities Association (AUMA):

The AUMA will provide leadership in advocating local government interest to the provincial government and other organizations, and will provide services that address the needs of its membership. AUMA represents a unified voice to the provincial government on behalf of urban municipalities.

An annual convention each year in the fall is geared toward newly elected Councils and the successful candidates are encouraged to attend.

The 2021 AUMA Convention takes place in Calgary November 17-19, 2021.

Please mark these dates on your calendar, as this is one of the most important events that a delegate from municipal Council can attend. Between 800 and 1,000 delegates take advantage of this conference.

Federation of Canadian Municipalities (FCM):

The pursuit of the common national interests of all Canadian municipalities, especially those affected by actions of the Government of Canada or of the provinces or territories is the mandate of the FCM. This organization conducts research, develops policies and takes action appropriately on matters of national municipal concern. Through meaningful working relationships among municipal officials nation-wide, the FCM serves as a central link and acts upon their shared goals.

Members of Council may have the opportunity to attend one FCM Conference during their term. Three members of Council generally attend one Conference per year pending budget approval.

FCM Annual Conference Dates and Locations:

2022 June 2 – June 5 Regina, SK

Please note: The Office of the CAO will make travel and accommodations arrangements for these conferences and will advise where registration for the conference should be completed by individual council and staff members.

COMMITTEES & BOARDS:

The following charts outline the Council committees, commissions, boards, societies, and the appointment of Councillors to be made at the 2021 Organizational Meeting, as well as meeting frequencies, dates and structure of the committees:

TOWN OF BLACKFALDS COMMITTEES AND BOARDS				
COMMITTEE/BOARD	MEMBERS	MEETING DATES	TIME	LOCATION
Blackfalds & District Recreation, Culture & Parks Board Bylaw # 1120/11	Membership – 3 yr. term 2 Members of Council 5 Members-at-Large 1 Appointed by Lacombe County	First Wed of each month	6:30 pm	Abbey Centre
Economic Development & Tourism Advisory Committee (EDTAC) Terms of Reference Effective January 1 2017	Membership - 2 yr. term 2 Members of Council Max. 1 Lacombe County Councillor Min. 8 Members-at-Large	First or Second Mon of September, November, January, March and May	7:00 pm	Town Office
Family & Community Support Services Board Bylaw # 1221/18	Membership – 3 yr. term 2 Members of Council 5-7 Members-at-Large 1 Lacombe County resident	Second Thurs of each month (no Jul/Aug)	7:00 pm	Town Office
Municipal Library Board Bylaw # 1224/18	Membership – 3 yr. term 2 Members of Council 3-8 Members-at-Large	First Tues of each month	6:30 pm	Public Library
Policing Committee Bylaw # 1125/11	Membership – 1, 2 or 3 yr. terms 2 Members of Council 5 members at Large (1 of whom may be a youth 16-18 yrs. of age who attend school)	Meets quarterly, the first Wed of the month (no Jul/Aug)	6:30 pm	RCMP Meeting Room
Municipal Planning Commission Bylaw # 1075/08	Membership – 1 yr. term 3 Members of Council 2 Members-at-Large	As needed Meets either the second and/or fourth Tue of the month	Approx. 6:15pm prior to Council meeting	Town Office
Subdivision & Development Appeals Board Bylaw # 1076/08	Membership – 1 yr. term Min. 5 Members-at-Large May not included members of Municipal Planning Commission (No Council presence)	As needed	Evenings	Town Office
Municipal Emergency Management Agency Bylaw # 1117/11	3 Councillors	As needed	Evenings	Town office
Inter-municipal Development Planning Bylaw # 1161/13	2 Councillors	As needed	Est. by Board	Town Office

Grievance Committee	2 Councillors	As needed	Est. by Committee	Town Office
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Ad-Hoc Working Committees

As Needed – Appointments of Council and members at large will be brought forward to Council with terms recommended by Administration

TOWN OF BLACKFALDS OUTSIDE BOARDS				
COMMITTEE/BOARD	MEMBERS	MEETING DATES	TIME	WHERE
Lacombe Foundation	1 Councillor 1 alternate	Approx. 10 times yearly – 4 th Monday	1:00pm	Lacombe Foundation Office - Lacombe
Inter-Municipal Development Plan Board	2 members of Council	Infrequently – as needed	TBA	Various locations within the partnering municipalities
Chamber of Commerce	1 Councillor 1 alternate	First Thurs of each month	7:00 pm	Town Office
Central Alberta Economic Partnership (CAEP)	1 Councillor 1 alternate	Three times per year	Est. by Board	Established by Board
Parkland Regional Library	1 Councillor 1 alternate	Four times per year Thursdays	1:00 pm	PRL Office Lacombe
Blackfalds School Parent Council – IREC, IRIC and IRJC + Catholic School	1 Councillor for each school	IREC – 1 st Tuesday of month Oct to May IRJC – not regular Catholic School	TBA	At the School
Central Alberta Regional Trails Society	1 Councillor 1 alternate	Every 2 months – no summer meetings	TBA	Various locations within the partnering municipalities
North Red Deer River Water Commission	1 Councillor 1 alternate	Approx 4 times yearly Monday	Morning meeting	Lacombe City Hall
North Red Deer Regional Wastewater Services Commission	1 Councillor 1 alternate	Usually correspond with NRDRWC (above)	Morning meeting	Lacombe City Hall
Lacombe Regional Emergency Partnership Plan	1 Councillor 1 alternate	Twice a year – Spring and Fall	Thursday evening plus training and disaster exercises scheduled throughout year	Various locations within the partnering municipalities
Red Deer River Municipal Users Group	1 Councillor 1 alternate	Every 3 rd Thursday of every 2 nd month	1:00pm- 4:00pm	Town of Drumheller
Red Deer River Watershed Alliance	1 Councillor 1 alternate	2 annual meetings June and in fall	9:00am	Various locations within the partnering municipalities

Lacombe County Fire Services Partnership Advisory Committee	1 Councillor 1 alternate			
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VOTER ELIGIBILITY

IT IS IMPERATIVE THAT A PERSON WHO SIGNS NOMINATION PAPERS IS ELIGIBLE TO VOTE.

Excerpts taken from the Local Authorities Election Act

- 47** (1) *A person is eligible to vote in an election held pursuant to this Act if the person*
- (a) *is at least 18 years old,*
 - (b) *is a Canadian citizen, and*
 - (c) *resides in Alberta and the person's place of residence is located in the local jurisdiction on election day.*
- (2) *...an elector is eligible to vote only at the voting station for the voting subdivision in which the elector's place of residence is located on election day.*
- (4) *Repealed 2018*

For the “**Rules of Residence**” please consult the *Local Authorities Election Act*.

NOTE: The Town of Blackfalds does not compile a voters list.

NOTES:

1. The person who signs the Nomination Papers must be a resident in the local jurisdiction on the date of signing the Nomination Papers.
2. To ensure validity of their Nomination Papers, a Candidate may submit more than the required FIVE electors' signatures.

Qualification of Candidates:

- 21** (1) *a person may be nominated as a candidate in any election under this Act if, on Nomination Day, the person*
- (a) *is eligible to vote in that election,*
 - (b) *has been a resident of the local jurisdiction and the ward, if any, for the 6 consecutive months immediately preceding nomination day, and*
 - (c) *is not otherwise ineligible or disqualified.*
- (2) *Notwithstanding subsection (1), in the case of a city, a candidate for Councillor is not required to be a resident of the ward in either a general election or a by-election, but must be a resident of the city.*
- (4) *If the boundaries of a local jurisdiction are altered by the addition of land, a person who has been a resident of the added land for at least 6 months immediately preceding nomination day is deemed, for the purposes of this Act, to*

have been a resident, during that time, of the local jurisdiction to which the land was added.

Ineligibility:

Excerpts taken from the Local Authorities Election Act

- 22** (1) *A person is not eligible to be nominated as a candidate in any election under this Act if on nomination day:*
- (a) *the person is the auditor of the local jurisdiction for which the election is to be held;*
 - (b) *the person is an employee of the local jurisdiction for which the election is to be held, unless the person is on leave of absence granted under this section;*
 - (c) *the person is indebted to the Municipality of which the person is an elector for taxes in default exceeding \$50, excluding from that amount:*
 - (i) *any indebtedness for current taxes, and;*
 - (ii) *any indebtedness for arrears of taxes for which the person has entered into a consolidated agreement with the Municipality, unless the person is in default in the payment of any money due under the agreement;*
 - (d) *the person is indebted to the local jurisdiction for which the election is to be held for any debt exceeding \$500 and in default for more than 90 days;*
- (d.1) *the person has, within the previous 10 years, been convicted of an offence under this Act, the Elections Act, the Elections Finances and Contributions Disclosure Act or the Canada Elections Act (Canada).*
- (1.2)** *A person is not eligible to be nominated as a candidate for election as a councillor or a school board trustee if*
- (a) *a report was transmitted under section 147.8(1) in respect of the person,*
 - (b) *the Court did not dispense with, or extend the time for, compliance with section 147.4 by an order under section 147.8(3), and*
 - (c) *subject to subsection (1)(d.1), nomination day for the election occurs within*
 - (i) *the 8-year period following the day on which the secretary transmitted the report to council or the school board, or*
 - (ii) *where the disclosure statement required by section 147.4 has been filed with the secretary, the 3-year period following the day of filing, whichever period expires first.*
- (1.3)** *Subsection (1.2) applies*
- (a) *with respect to a candidate for election as a councillor, if a report has been transmitted under section 147.8(1)(a) respecting a campaign period beginning on or after January 1, 2014, and*
 - (b) *with respect to a candidate for election as a school board trustee, if a report has been transmitted under section 147.8(1)(b) respecting a campaign period beginning on or after January 1, 2019.*
- (2)** *Repealed 2006 c22 s13.*
- (3)** *Subsection (1)(b) to (d) do not apply to a candidate for election as a trustee of a board of a school division.*

- (4) Subsection (1)(b) does not apply to a person by reason only
 (a) - (f) repealed 2018 c23 s11;
 (g) that the person is appointed to a position under the
Emergency Management Act;
 (h) repealed 2018 c23 s11;
 (i) that the person has received a gratuity or allowance for
 services on a committee or board appointed by or
 responsible to the local jurisdiction;
 (j) - (l) repealed 2018 c23 s11;
 (m) that the person is a volunteer chief, officer or member of a
 fire, ambulance or emergency measures organization
 established by a local jurisdiction or that the person is a
 volunteer for another purpose who performs duties under
 the direction of the local jurisdiction.
- (5) A person who is an employee of a municipality and who wishes to be nominated as a
 candidate in an election to be held for that municipality may notify that person's
 employer on or after July 1 in the year of a general election or on or after the day the
 council passes a resolution to hold a by-election but before the person's last working day
 prior to nomination day that the person is taking a leave of absence without pay under
 this section.
- (5.1) A person employed by an entity referred to in subsection
 (1.1) who wishes to be nominated as a candidate for election as a
 trustee of a board of a school division may notify that person's
 employer on or after July 1 in the year of an election but before the
 person's last working day prior to nomination day that the person is
 taking a leave of absence without pay under this section.
- (6) Notwithstanding any bylaw, resolution or agreement of a local
 jurisdiction, every person who notifies an employer in accordance
 with subsection (5) or (5.1) is entitled to a leave of absence without
 pay.
- (6.1) Repealed 2012 c5 s107.
- (7) An employee who takes a leave of absence under this section is
 subject to the same conditions that apply to taking a leave of
 absence without pay for any other purpose.
- (8) If an employee who takes a leave of absence under this section
 is not elected, the employee may return to work, in the position the
 employee had before the leave commenced, on the 5th day after
 election day or, if the 5th day is not a working day, on the first
 working day after the 5th day.
- (9) If an employee who takes a leave of absence under this section
 is declared elected, the employee is deemed to have resigned that
 position as an employee the day the employee takes the official
 oath of office as an elected official.
- (10) If an employee who takes a leave of absence under this
 section is declared elected but, after a recount under Part 4, is
 declared not to be elected, the employee may return to work on the
 first working day after the declaration is made, and subsections (7)
 and (8) apply.
- (11) Subject to subsection (12), an employee who takes a leave of
 absence under this section and is declared elected continues to be
 deemed to have resigned that position as an employee if the
 employee subsequently forfeits the elected office or if the
 employee's election is adjudged invalid.
- (12) If, through no act or omission of the employee, an employee
 forfeits the elected office or the employee's election is adjudged

invalid, the employee may return to work on the first working day after the office is forfeited or the election is adjudged invalid, and subsections (7) and (8) apply.

Ineligibility for nomination

- 23
- (1) A person is not eligible to be nominated for more than one office of the same elected authority.
 - (2) A member who holds office on an elected authority is not eligible to be nominated for or elected to the same or any other office on the elected authority
 - (a) unless the member's term of office is expiring, or
 - (b) if the member's term of office is not expiring, unless the member has resigned that office effective 18 days or more before nomination day.

Insufficient Nominations:

Excerpts taken from the Local Authorities Election Act

- 31
- (1) If the number of persons nominated for any office is less than the number required to be elected, the time for receipt of nominations
 - (a) shall stand adjourned to the next day at the same place at the hour of 10 a.m. and shall remain open until 12 noon for the purpose of receiving further nominations for the office, and
 - (b) shall continue to remain open and be adjourned in the same manner from day to day until 12 noon of the day that the required number of nominations has been received or a period of 6 days, including nomination day but not including Saturday, Sunday and holidays, as defined in the *Interpretation Act*, has elapsed.
 - (2) Repealed 2018 c23 s15.
 - (3) Notwithstanding subsection (1)(b), in the case of a summer village the period of 6 days includes Saturday and Sunday.
 - (4) If sufficient nominations to fill all vacancies are not received, the secretary shall immediately notify the relevant Minister, who may recommend a change in the status of the local jurisdiction or any other action the relevant Minister considers necessary

Election by Acclamation:

- 34
- (1) When at the close of nominations the number of persons nominated for any office is the same as the number required to be elected, the returning officer shall declare the persons nominated to be elected to the offices for which they were nominated.
 - (2) Forthwith after having declared a person elected, the returning officer shall give to the secretary and the relevant Minister's Deputy Minister written notification signed by the returning officer of the names of the persons so elected and of the offices to they were elected and the returning officer shall deliver the nomination papers and other material relating to the receipt of nominations to the secretary.
 - (2.1) Repealed 2006 c22 s18.
 - (3) At any time after 12 noon on nomination day until the term of office to which the filed nomination papers relate has expired, a person may request to examine the filed nomination papers during regular business hours and in the presence of the returning officer,

- deputy or secretary.
- (4) The returning officer or secretary must retain all the filed nomination papers until the term of office to which the nomination papers relate has expired.

Candidate's Withdrawal of Nomination:

- 32
- (1) A person nominated as a candidate may withdraw as a candidate at any time during the nomination period.
 - (2) Subject to subsection (3), at any time within 24 hours after the close of the nomination period, if more than the required number of candidates for any particular office are nominated, any person so nominated may withdraw as a candidate for the office for which the candidate was nominated by filing with the returning officer a withdrawal in writing.
 - (3) If, after one or more candidates have withdrawn in accordance with subsection (2), the number of remaining candidates does not exceed the number of vacancies to be filled, the returning officer shall refuse to accept further withdrawals.

CANDIDATE'S AGENTS

Excerpts taken from the Local Authorities Election Act

Option for official agent

- 68.1
- (1) Each person nominated as a candidate may, on the nomination form, appoint an elector to be the candidate's official agent.
 - (1.1) If it becomes necessary to appoint a new official agent, the candidate shall immediately notify the returning officer in writing of the contact information of the new official agent.
 - (2) A person who has, within the previous 10 years, been convicted of an offence under this Act, the *Election Act*, the *Election Finances and Contributions Disclosure Act* or the *Canada Elections Act* (Canada) is not eligible to be appointed as an official agent.
 - (3) No candidate shall act as an official agent for any other candidate.
 - (4) The duties of an official agent are those assigned to the official Agent by the candidate.

Candidate's scrutineer

- 69
- (1) If, at any time during voting hours, a person who is at least 18 years old presents to the presiding deputy a written notice, in a form acceptable to the returning officer,
 - (a) signed by a candidate, and
 - (b) stating that the person presenting the notice is to represent that candidate as the candidate's scrutineer at the voting station,the person presenting the notice shall be recognized by the presiding deputy as the scrutineer of the candidate.
 - (1.1) A person who has, within the previous 10 years, been convicted of an offence under this Act, the *Election Act*, the

Election Finances and Contributions Disclosure Act or the Canada Elections Act (Canada) is not eligible to be recognized as a scrutineer

- (2) Before a person is recognized as a scrutineer, the person shall make and subscribe before the presiding deputy at the voting station a statement in the prescribed form.
- (3) The presiding deputy shall not permit a candidate to have an official agent or a scrutineer present while the candidate is present in a voting station during voting hours.
- (3.1) The presiding deputy shall not permit a candidate to have both an official agent and a scrutineer present at the same time in a voting station during voting hours.
- (4) A candidate or official agent personally may
 - (a) undertake the duties that the candidate's scrutineer may undertake, and
 - (b) attend any place that the candidate's scrutineer is authorized by this Act to attend.
- (5) The presiding deputy may designate the place or places at a voting station where a candidate, an official agent or a scrutineer of a candidate may observe the election procedure, and in designating the place or places, the presiding deputy shall ensure that the candidate, official agent or scrutineer can observe any person making a statement under section 53(1)(b) or (2) or 78.
- (6) When, in the provisions of this Act that relate to the election of a member of an elected authority, expressions are used requiring or authorizing an act or thing to be done or implying that an act or thing is to be done in the presence of an official agent, a scrutineer or a candidate, the expression is deemed to refer to the presence of those an official agents and scrutineers
 - (a) that are authorized to attend, and
 - (b) that have in fact attended at the time and place where that act or thing is being done, and if the act or thing is otherwise properly done, the non-attendance of an official agent or a scrutineer at that time and place does not invalidate it.

Agent at the Voting Station:

- (5) *The deputy may designate the place or places at a voting station where a candidate, an agent of a candidate, or both, may observe the election procedure.*
- (6) *When, in the provisions of this Act that relate to the election of a member of an elected authority, expressions are used requiring or authorizing an act or thing to be done or implying that an act or thing is to be done in the presence of an agent or a candidate, the expression is deemed to refer to the presence of those agents:*
 - (a) *that are authorized to attend, and;*
 - (b) *that have in fact attended at the time and place where that act or thing is being done;*

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

CAMPAIGN DISCLOSURE STATEMENTS

It is a candidate's responsibility to abide by the regulations set forth by the Local Authorities Election Act Part 5.1 Election Finances and Contributions Disclosure. Refer to the LAEA updates for information regarding; Interpretation **147.1** Limitations on Contributions **147.2**, Duties, Fundraising, loans **147.33**, campaign disclosure statements **147.4**, Campaign surplus and deficit **147.5**, compliance, disclosure statements, and other regulations.

Guidelines for the Placement of Election Signage – Town of Blackfalds

Town of Blackfalds Land Use Bylaw 1198.16 deals with sign regulations and where Section 13.23 (*Appendix "A"* of the Bylaw) specifically addresses election signs. An updated map will be provided at a later date.

13.23 Election Signs

1. *Election signs may be placed on private or public property (with the approval of the owner/public authority).*
 - a) *Election signs are permitted on municipal property, excluding all parks, only as designated by the Town Council.*
 - b) *No encroachment of an election sign from private property onto municipal property will be permitted unless it is at a designated location.*
 - c) *Election signs must be located at least 3.0 m (9.84 ft) from the back of sidewalk or if there is no sidewalk, the back of curb.*
 - d) *Election signs on public property may not exceed 3.0 m² (32 sq ft) in size or 3.6 m (12 ft) in height.*
 - e) *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.*
 - f) *If a candidate fails to remove his or her election signs within 48 hours after the voting stations close on Election Day, the Designated Officers may remove them and the candidate shall be liable for the cost of removal.*
 - g) *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.*
 - h) *Designated Officers employed by the Town may remove any election signs which have been erected, affixed, posed or placed on any Town property in contravention of this Bylaw.*
 - i) *A candidate whose name appears on an election signs which is in contravention of this Bylaw shall be guilty of an offence under this Bylaw.*

Ref: Appendix D: Land Use Bylaw 1198.16

Guidelines for the Placement of Election Signage Alberta Transportation – Election Signs in Highway Right of Ways

The following is a link provided for potential candidates to view the recommended practices for placing temporary election signs on Government of Alberta Transportation highways:

http://www.transportation.alberta.ca/Content/docType233/Production/14Election_SignsRevMar2012.pdf

How Else Can I Prepare?

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

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

It is common practice in many municipalities to publish a prospective candidate's information guide. These guides will provide valuable insight into time commitments, practices, and expectations of holding office in that municipality. Researching now will help you in your campaign and prepare you for assuming office.

Town of Blackfalds – Municipal Election

Returning Officer: Not yet appointed
Substitute Returning Officer: Not yet appointed
Presiding Deputy Returning Officer: Darolee Bouteiller, Finance Manager
Deputy Returning Officer: Not yet Appointed

Commissioner for Oaths:	Preston Weran	Town Office	403.885.4677
	Carol Simpson	Abbey Centre	403.885.4039

** Commissions preferred by appointment – no charge**

Contact Information:

Town Office

Box 220, 5018 Waghorn St
Blackfalds, AB T0M 0J0
Mon - Fri: 8:30 am - 4:30 pm

Phone: 403.885.4677

Fax: 403.885.4610

email: elections@blackfalds.com

website: www.blackfalds.com

APPENDICES

Bylaws

<u>Appendix A</u>	Bylaw 1251.20 Town of Blackfalds Elections Bylaw
<u>Appendix B</u>	Bylaw 1237.19 Town of Blackfalds Procedural Bylaw
<u>Appendix C</u>	Bylaw 1233.19 Town of Blackfalds Procedural Amendment
<u>Appendix D</u>	Bylaw 1198.16 Town of Blackfalds Land Use Bylaw

Forms

<u>Appendix E</u>	Form 4	Nomination Paper and Candidate Acceptance
<u>Appendix F</u>	Form 5	Candidate Information
<u>Appendix G</u>	Form 11	Enumerator, Candidate or Official Agent
<u>Appendix H</u>	Form 26	Campaign Disclosure Statement and Financial Statement

Policies

<u>Appendix I</u>	Policy 130/16 - Code of Conduct and Ethics for Elected Officials
<u>Appendix J</u>	Policy 132/17 - Council Remuneration and Compensation

Additional Reference:

Local Authorities Election Act

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

Municipal Government Act

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

Municipal Affairs – Prospective Candidates Guide

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