

# Candidate Information *Guide*

## Your Voice



## Your Vote



**Lacombe County Election**  
**October 16, 2017**

## **CONTENTS**

INTRODUCTION .....	2
INFORMATION SOURCES .....	2
OTHER SOURCES OF INFORMATION .....	2
THE OFFICE OF COUNCILLOR .....	3
TERM OF OFFICE .....	3
NOMINATION INFORMATION .....	8
NOMINATION DAY .....	8
NOMINATION FORMS .....	8
OFFENCE .....	9
QUALIFICATION OF ELECTORS WHO SIGN NOMINATION PAPERS .....	9
FILING OF NOMINATION PAPERS .....	9
WITHDRAWAL OF NOMINATION .....	10
PROHIBITIONS .....	10
CANDIDATE INFORMATION .....	10
INELIGIBILITY .....	10
INELIGIBILITY FOR NOMINATION .....	12
REASONS FOR DISQUALIFICATION .....	13
PROHIBITIONS .....	14
ELECTION DAY .....	14
ELECTION DAY AND ADVANCE VOTE .....	14
APPOINTMENT OF OFFICIAL AGENT .....	14
ADVERTISEMENT DISTRIBUTION .....	15
CAMPAIGN DISCLOSURE STATEMENTS .....	15
GUIDELINES FOR THE PLACEMENT AND INSTALLATION OF ELECTION SIGNS .....	17
ELECTION SIGNS GUIDELINES .....	17
LOCATION GUIDELINES .....	17
SAFETY PRECAUTIONS .....	18
SIGN REMOVAL .....	18

## **INTRODUCTION**

This information package has been prepared to provide information to those individuals who might be interested in seeking nomination for the office of Lacombe County Councillor. It contains information on some of the election procedures and other important facts candidates should be aware of. It has no legislative sanction and is for information purposes only.

Lacombe County is divided into seven divisions (identified as wards in the *Municipal Government Act*), with each division electing a Councillor to serve on County Council. The elected members of Council select the Reeve and Deputy Reeve at the annual Organizational Meeting.

Members of Council as a unit are responsible for establishing policy for the municipality. Potential candidates can best familiarize themselves by talking to members of Council, Administration, spending time reading Council minutes and agendas, and by reviewing the Lacombe County website at [www.lacombecounty.com](http://www.lacombecounty.com). Potential candidates are welcome to sit in on Council meetings.

## **INFORMATION SOURCES**

This document is not inclusive of all of the information related to the office of Lacombe County Councillor, election procedures and election legislation. For detailed information or documentation, candidates should look into accessing copies of provincial legislation, including the *Local Authorities Election Act* and the *Municipal Government Act*. These Acts are available for viewing at the County Office or by visiting <http://www.qp.alberta.ca/documents/Acts/m26.pdf>, or may be purchased from the Alberta Queen's Printer by phoning (310-0000) 780-427-4952 or by visiting <http://www.qp.alberta.ca>.

## **OTHER SOURCES OF INFORMATION**

Alberta Municipal Affairs and Housing: <http://www.municipalaffairs.alberta.ca>  
Alberta Association of Municipal Districts & Counties: [www.aamdc.com](http://www.aamdc.com)  
Alberta Urban Municipalities Association [www.auma.ca](http://www.auma.ca)

Returning Officer:

Michelle Eadie  
(403)348-6564  
[returningofficer@lacombecounty.com](mailto:returningofficer@lacombecounty.com)

Lacombe County:

Terry Hager County Commissioner (403) 782-6601 <a href="mailto:thager@lacombecounty.com">thager@lacombecounty.com</a>	Tim Timmons Manager of Corporate Services (403) 782-6601 <a href="mailto:ttimmons@lacombecounty.com">ttimmons@lacombecounty.com</a>
--	--

**THE OFFICE OF COUNCILLOR**  
**TERM OF OFFICE: 4 YEARS**

Councillor Duties: The *Municipal Government Act* (MGA) provides that every municipality shall have a council, the members of which shall be elected in accordance with the *Local Authorities Election Act* (LAEA). The MGA provides for a broad spectrum of powers and duties for a council and councillors including:

Section 153 General duties of councillors:

- (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.

Section 201(1) A council is responsible for:

- (a) developing and evaluating the policies and programs of the municipality;
- (b) making sure that the powers, duties and functions of the municipality are appropriately carried out;
- (c) carrying out the powers, duties and functions expressly given to it under this or any other enactment.

Section 201(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.

**Remuneration and Benefits:** Lacombe County Councillors are paid \$317 per diem (\$105.50 of which is deemed reimbursement for expenses related to serving as a Councillor) for attending Council meetings and performing other Council duties. In addition, accommodation and meal expenses are paid while at conferences, conventions, etc. away from the County Office. Mileage to and from County related functions is paid at a rate adjusted quarterly based on the cost of fuel. Councillors may participate in the benefit plan provided to County employees with Lacombe County contributing 80% of the premium.

**Council Meetings:** There are two regularly scheduled meetings per month that Councillors are required to attend. Council meetings normally commence at 9 a.m. and continue to approximately 4:30 p.m. In addition to the regularly scheduled Council meetings, there is a monthly Municipal Planning Commission meeting as well as a number of other meetings throughout the year dealing with issues such as budgets, long range planning, strategic planning, etc.

**Committees:** Councillors serve on a number of committees, boards and commissions. Some committee meetings are held monthly, while others take place as required. Appointments to these various committees, boards and commissions are made annually at the Organizational Meeting. Current Council boards, committees and commissions are as follows:

## **COMMITTEES AND BOARDS OF COUNCIL**

### **Local and Composite Assessment Review Boards (LARB and CARB)**

(a) Terms of Reference:

To hear and make decisions on property assessment complaints to Bylaw No. 1109/10.

Members are authorized to participate in the training programs required to maintain their eligibility as LARB and CARB members.

(b) Membership:

Four members of the County's Subdivision and Development Appeal Board.

The Chairperson and Vice-chairperson shall be selected at the first meeting of the members each year.

### **Municipal Planning Commission (MPC)**

(a) Terms of Reference:

The MPC carries out duties required under the County Land Use Bylaw with principal duties being:  
- deciding on development permits for discretionary uses under the bylaw.

(b) Membership:

All Councillors – Chairperson to be selected by Council at the organizational meeting.

### **Public Relations Committee**

(a) Terms of Reference:

The Public Relations Committee shall be responsible to County Council for developing and recommending policies, practices and activities which will result in greater understanding, support and public confidence for the County.

(b) The Committee will:

- organize employee and Council recognition and appreciation activities as required
- meet as necessary to develop and implement appropriate public relations programs
- recommend to Council policies related to public relations activities, in accordance with long range plans
- make an annual presentation to Council regarding the year's programs and activities
- undertake such other duties as may be assigned from time to time by Council

(c) Membership:

Two Councillors – Chairperson to be selected by the membership at the first meeting following the organizational meeting.

When a particular division is holding a special event or has a public relations request the Councillor from that division will participate in the event or provide input into other requests.

**Emergency Services Committee**

(a) Terms of Reference:

The purpose of this Committee is to carry out the duties required under Bylaw No. 1133/11.

(b) Membership:

Three Councillors – Chairperson to be selected by Council at the organizational meeting.

(c) The Emergency Services Committee shall meet twice a year to review the Emergency Services Plan.

**Salary and Wage Review Committee**

(a) Terms of Reference:

The purpose of this Committee is to annually review all County salary and wage schedules.

(b) Membership:

All Councillors.

Reeve will Chair the Committee.

**Subdivision and Development Appeal Board**

(a) Terms of Reference:

The SDAB carries out duties required under County Bylaw No. 1212/15 to hear subdivision and development appeals.

The following criteria shall be used as the basis for changes to the term of office for SDAB members:

- 1) Members of the Subdivision and Development Appeal Board shall be appointed at the pleasure of Council for a term of one (1) year and may be reappointed upon expiry of the term at the pleasure of Council.
- 2) The alternate member of the Subdivision and Development Appeal Board will be appointed on a yearly basis.

(b) Professional Development

Members are authorized to attend the annual Alberta Community Planning Conference or appropriate courses offered by the Alberta Foundation of Administrative Justice.

(c) Membership:

Four members from the public at large.

Council may appoint up to six members from the public at large annually to serve on the Subdivision and Development Appeal Board.

The Secretary of the SDAB may select any combination of the appointed members to form a Board for the purpose of convening a hearing.

The Chairperson and Vice-chairperson shall be selected by the members at the first meeting of each year.

### **Weed Control and Pest Control Appeal Board**

(a) Terms of Reference:

The Subdivision and Development Appeal Board will hear appeals brought forward under the *Weed Control Act* as per Section 28(6) of the Act and under the *Pest Control Act* as per Section 14(5).

### **Agricultural Service Board**

(a) Terms of Reference:

- 1) To act as an advisory body and to assist the Council and the Minister on matters of mutual concern.
- 2) To advise on and to help organize and direct weed control and soil and water conservation programs.
- 3) To assist in the control of animal diseases under the *Animal Health Act*.
- 4) To promote, enhance and protect viable and sustainable agriculture with a view to improving the economic viability of the producer.
- 5) To promote and develop agricultural policies to meet the needs of the municipality.

(b) Membership:

All Councillors – Reeve to serve as Chair.

## **OTHER BOARDS COMMISSIONS, COMMITTEES AND ORGANIZATIONS REQUIRING COUNTY REPRESENTATION**

- ALUS (Alternative Land Use Services) Partnership Advisory Committee – one Councillor
- Gull Lake Stabilization Advisory Committee – Representation from all member municipalities – one Councillor and one alternate
- Lacombe Regional Waste Services Commission – Representation from all member municipalities – two Councillors
- Lacombe County Fire Services Committee – one Councilor, one alternate
- Clive Seed Cleaning Plant – Two Lacombe County Councillors and four cooperative members.
- Central Alberta Association of Municipal Districts and Counties – Representation from all member municipalities – all of Council, one Councillor elected to serve as a Director
- Parkland Regional Library Board – 57 municipalities, 3 school authorities, representation from all member municipalities – one Councillor and one alternate

- North Red Deer River Water Services Commission (NRDRWSC) – Representation from all member municipalities – one Councillor and one alternate
- North Red Deer Regional Wastewater Services Commission (NRDRWWSC) – Representation from all member municipalities – one Councillor and one alternate
- Highway 12/21 Regional Water Services Commission – Representation from all member municipalities – two Councillors and one alternate
- Sylvan Lake Regional Water Services Commission – Representation from all member municipalities – one Councillor and one alternate
- Sylvan Lake Regional Wastewater Services Commission – Representation from all member municipalities – one Councillor and one alternate
- Central Alberta Economic Partnership Committee (CAEP) – Representation from all member municipalities – one Councillor
- Parkland Air Management Zone (PAMZ) – Representation from all member municipalities – one Councillor
- Red Deer River Watershed Alliance (RDRWA) – Representation from all member municipalities – one Councillor and one alternate
- Red Deer River Municipal Users Group (RDRMUG) – Representation from all member municipalities – one Councillor and one alternate
- Bradley Ditch Management Committee – Four members of participating landowners or their successor - two Councillors
- Andrew Ditch Management Committee – Three members of participating landowners or their successor – two Councillors

## **OTHER APPOINTMENTS**

- Municipal Government Board Hearings – Chair of the MPC
- Lacombe Foundation – 2 Councillors and 1 alternate
- Battle River Watershed Alliance – 2 Councillors
- Lacombe Regional Emergency Advisory Committee – 2 Councillors and 1 alternate
- Lacombe & District Recreation, Parks & Culture Board – 1 Councillor and 1 alternate
- Blackfalds & District Recreation, Parks & Culture Board – 1 Councillor and 1 alternate
- Alix Volunteer Fire Department - 1 Councillor
- Bentley Volunteer Fire Department - 1 Councillor
- Clive Volunteer Fire Department - 1 Councillor
- Eckville Volunteer Fire Department - 1 Councillor
- Bashaw and Mirror Volunteer Fire Departments – 1 Councillor
- Alix Intermunicipal Development Plan Committee – 2 Councillors
- Bentley Intermunicipal Development Plan Committee - 2 Councillors
- Blackfalds Intermunicipal Development Plan Committee - 2 Councillors
- Clive Intermunicipal Development Plan Committee - 2 Councillors
- Eckville Intermunicipal Development Plan Committee - 2 Councillors
- Lacombe Intermunicipal Development Plan Committee – 2 Councillors
- Buffalo Lake Intermunicipal Development Plan Committee - 1 Councillor and 1 alternate
- Sylvan Lake Management Plan Committee - 1 Councillor and 1 alternate
- Gull Lake Intermunicipal Development Plan Committee - 1 Councillor and 1 alternate
- Lacombe Regional Tourism Marketing Association – 1 Councillor

- CPR Community Advisory Board - 2 Councillors
- CN Community Advisory Board – 1 Councillor and 1 Alternate
- Ellis Bird Farm - 1 Councillor
- Buffalo Lake Water Management Team – 1 Councillor
- Boom Town Trail Committee – 2 Councillors
- Village of Alix Economic Development Board – 1 Councillor
- Village of Clive Economic Development Board – 1 Councillor
- Town of Blackfalds Economic Development Board – 1 Councillor
- Mirror & District Community Development Association – 1 Councillor
- Central Alberta Trails Society – 2 Councillors
- Bashaw RCMP Consultation Group – 1 Councillor
- Alix and District Chamber of Commerce – 1 Councillor
- Blackfalds and District Chamber of Commerce – 1 Councillor
- Eckville and District Chamber of Commerce – 1 Councillor
- Lacombe and District Chamber of Commerce – 1 Councillor and 1 alternate
- Calumet Synergy Association – 1 Councillor
- Rimbey Synergy Association – 1 Councillor
- ALUS – Partnership Advisory Committee – 1 Councillor
- Alix Library Board – 1 Councillor
- Bentley Municipal Library Board – 1 Councillor
- Eckville Municipal Library Board – 1 Councillor
- Lacombe Airport Committee – 1 Councillor

## **AD HOC COMMITTEES**

- Environmental Management Plan Committee – 2 Councillors
- Sylvan Lake Multiplex Redevelopment Task Force – 1 Councillor
- Clubroot of Canola Committee – all Councillors, appoint Chair
- AAMDC Agriculture Operations Working Group – Reeve
- Alix Arena/Ag Society Recreational Facility Committee – 2 Councillors

## **NOMINATION INFORMATION**

Excerpts from the *Local Authorities Election Act (LAEA)*

### **NOMINATION DAY**

Section 25      Nomination day shall be 4 weeks before Election Day.

Note:      Nomination day for the 2017 election is **Monday, September 18**.

### **NOMINATION FORMS**

Section 27(1)      Every nomination of a candidate shall be in the prescribed form and signed by at least 5 electors eligible to vote in that election and resident in the local jurisdiction on the date of signing the nomination, and shall be accompanied with a written acceptance signed in the prescribed form by the person nominated, stating

- (a)      that the person is eligible to be elected to the office,

- (a.1) the name, address and telephone number of the person's official agent, and
- (b) that the person will accept the office if elected,

and if required by bylaw, it must be accompanied with a deposit in the required amount.

Section 27(3) Notwithstanding subsection (1), if a system of wards is in effect, only an elector who is a resident of the ward for which a candidate for election is being nominated may sign the nomination of the candidate.

Note: To ensure validity of a nomination it is advisable for a candidate to have more than the required 5 electors sign the Nomination Paper. This could help avoid disqualification should one of the persons signing the paper be ineligible to do so.

Note: Lacombe County does not require a nomination deposit.

Note: Nomination forms are available from the County office and on the County web site.

## **OFFENCE**

Section 151 A candidate for elective office who signs a candidate's acceptance form that contains a false statement is guilty of an offence and liable to a fine of not more than \$1,000.

## **QUALIFICATION OF ELECTORS WHO SIGN NOMINATION PAPERS**

Section 47(1) A person is eligible to vote in an election held pursuant to this Act (*Local Authorities Election Act*) if the person

- (a) is at least 18 years old,
- (b) is a Canadian citizen, and
- (c) has resided in Alberta for the 6 consecutive months immediately preceding election day and the person's place of residence is located in the area on election day.

Note: The person who signs the nomination paper must be eligible to vote in the election and be a resident in the local jurisdiction and the candidate's ward on the date of signing the nomination paper.

## **FILING OF NOMINATION PAPERS**

Section 28(1) The returning officer shall receive nominations at the local jurisdiction office between 10 a.m. and 12 noon on nomination day.

Section 28(1.1) The person who is nominated as a candidate is responsible for ensuring that the nomination filed under subsection (1) meets the requirements of section 27.

Section 28(3) Any person may file a nomination described in section 27 with the returning officer or deputy.

Section 28(3.01) If a nomination is not signed by at least the minimum number of electors required to sign the nomination, the returning officer shall not accept it for filing.

Section 28(4) 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.

Note: Nomination papers may only be filed with the Returning Officer/Deputy Returning Officer at the County Office located north of the intersection of Spruceville Road (RR 27-4) and Hwy. 12 (2 ½ miles west of the Highway 2 & 12 overpass) in Lacombe County.

Note: Nominations papers can only be filed between 10 a.m. and noon on Monday, September 18. Nomination papers cannot be faxed or mailed. A clock in the room designated for the receipt of nominations will be used for time determination.

### **WITHDRAWAL OF NOMINATION**

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

Section 32(2) If, after one or more candidates have withdrawn, the number of remaining candidates does not exceed the number of vacancies to be filled, the returning officer shall refuse to accept further withdrawals.

### **PROHIBITIONS**

Section 148(4) No person shall make or sign a false statement for any purpose related to an election or vote held or to be held under this Act (*Local Authorities Election Act*).

Section 148(7) A person who contravenes subsection (1), (2), (3), (4) or (5) is guilty of an offence and liable to a fine of not more than \$10 000 or to imprisonment for not more than 6 months or to both fine and imprisonment.

### **CANDIDATE INFORMATION**

Excerpts from the *Local Authorities Election Act (LAEA)* and the *Municipal Government Act (MGA)*

#### **QUALIFICATION OF CANDIDATES (LAEA)**

Section 21(1) A person may be nominated as a candidate in any election under this Act if on nomination day the person

- (a) is eligible to vote in that election,
- (b) has been a resident of the local jurisdiction and the ward, if any, for the 6 consecutive months immediately preceding nomination day, and
- (c) is not otherwise ineligible or disqualified.

#### **INELIGIBILITY (LAEA)**

Section 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 takes a leave of absence under this section;

- (c) the person is indebted to the municipality of which the person is an elector for taxes in default exceeding \$50, excluding from that amount
  - (i) any indebtedness for current taxes, and
  - (ii) any indebtedness for arrears of taxes for which the person has entered into a consolidation agreement with the municipality, unless the person is in default in the payment of any money due under the agreement;
- (d) the person is indebted to the local jurisdiction for which the election is to be held for any debt exceeding \$500 and in default for more than 90 days;
  - (d.1) the person has, within the previous 10 years, been convicted of an offence under this Act, the *Election Act* or the *Canada Elections Act* (Canada).

Section 22(4) Subsection (1) does not apply to a person by reason only

- (a) that the person is a shareholder in a corporation having a contract or dealings with the local jurisdiction or elected authority for which the election is being held,
  - (i) unless the person holds or there is held by the person and the person's spouse or adult interdependent partner, parents, children, brothers and sisters more than 25% of the issued capital stock of the corporation, or
  - (ii) unless the contract or dealings are for the building or construction of a public work of the local jurisdiction;
- (b) that the person has a contract with the local jurisdiction for the supplying to the person, the person's spouse or adult interdependent partner or child of a service, utility or commodity that the local jurisdiction has statutory authority to supply;
- (c) that the person holds an interest in a publication
  - (i) in which official advertisements of the local jurisdiction appear, or
  - (ii) that is supplied to the local jurisdiction at the usual rates;
- (d) that the person sells or leases to the local jurisdiction land or interest in land that the local jurisdiction has authority to expropriate;
- (e) that the person supplies goods, merchandise or services to the local jurisdiction or to persons contracting with the local jurisdiction if they are supplied at competitive prices and in the ordinary course of the person's business or profession;
- (f) that the person renders
  - (i) services to indigents who are residents of the local jurisdiction and for which the local jurisdiction is or may become liable to pay, or
  - (ii) services for which the local jurisdiction has provided a subsidy;
- (g) that the person is appointed to a position under the *Emergency Management Act*;
- (h) that the person has rendered professional services as a lawyer to the local jurisdiction, if the fees for the services have been reviewed or assessed under the *Alberta Rules of Court*;

- (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) that the person is a member of an association under the Rural *Utilities Act* or is a member of a cooperative under the *Cooperatives Act*;
- (k) that the person is a vendor, purchaser, assignor or assignee of land bought or sold under the *Agricultural Financial Services Act*;
- (l) that the person is party to a contract for the purchase or lease of real or personal property from the local jurisdiction entered into before nomination day;
- (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.

Section 22(5) An employee of a municipality who wishes to be nominated as a candidate in an election to be held for that municipality may notify his or her employer on or after July 1 in the year of a general election or on or after the day the council passes a resolution to hold a by-election but before the employee's last working day prior to nomination day that the employee is taking a leave of absence without pay under this section.

Section 22(6) Notwithstanding any bylaw, resolution or agreement of a local jurisdiction, every employee who notifies his or her employer under subsection (5) or (5.1) is entitled to a leave of absence without pay.

Section 22(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.

Section 22(8) If an employee 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.

Section 22(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.

Section 22(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.

Section 22(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.

Section 22(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 (LAEA)**

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

Section 23(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.

### **REASONS FOR DISQUALIFICATION (MGA)**

Section 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*;
- (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 (Disclosure of pecuniary interest);
- (h) the councillor has a pecuniary interest in an agreement that is not binding on the municipality under section 173 (Effect of pecuniary interest on agreements);
- (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 (Civil liability of councillors).

Section 174(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.

Section 174(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.

Section 174(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*.

### **PROHIBITIONS (LAEA)**

Section 148(5) No person shall print or distribute or cause to be printed or distributed in any advertisement, handbill, placard, poster, circular, pamphlet, newspaper or other paper a form of ballot printed by the returning officer, indicating or showing it to be marked for any candidate or candidates.

Section 148(7) A person who contravenes subsection (1), (2), (3), (4) or (5) is guilty of an offence and liable to a fine of not more than \$10 000 or to imprisonment for not more than 6 months or to both a fine and imprisonment.

### **ELECTION DAY**

Excerpts from the *Local Authorities Election Act (LAEA)*

#### **ELECTION DAY AND ADVANCE VOTE**

Elections, if required, will be held on Monday, October 16, 2017. Please contact the County Office or Returning Officer for information regarding exact locations of the voting stations in each division. Voting Stations will be open between the hours of 10 a.m. and 8 p.m. Only those persons as authorized by the Returning Officer will be allowed in the Voting Stations after 8 p.m.

The Advance Vote will be held on Monday, October 2, 2017 from 2 p.m. to 8 p.m. Please contact the County Office or Returning Officer for information regarding exact locations of the voting stations in each division.

A candidate may, either personally or by way of an agent, observe the election process at the voting stations.

#### **APPOINTMENT OF OFFICIAL AGENT**

Section 68.1(1) Each person nominated as a candidate may, on the nomination form, appoint an elector to be the candidate's official agent.

Section 68(4) The duties of an official agent are those assigned to the official agent by the candidate.

Section 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.

Section 69(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.

Section 69(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.

Section 69(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.

Note: A form acceptable to the Returning Officer is attached to this guide and is on the County web site. If you wish to appoint agents and/or scrutineers, you may make copies of this form as required.

### **ADVERTISEMENT DISTRIBUTION**

Section 152(1) Subject to subsection (2), a person who, on election day,

- (a) displays inside or on the outside of a building used for a voting station, or
- (b) distributes within a building used for a voting station,

an advertisement, handbill, placard, poster, circular, pamphlet, newspaper or other paper except those posted by the deputy in accordance with this Act is guilty of an offence and liable to a fine of not more than \$500.

Section 152(2) When a voting station is located in a building containing a complex of interlocking offices, stores or other facilities, the prohibition in subsection (1) applies only to the store, office or facility comprising the area used as a voting station.

Section 152(3) The distribution by or on behalf of a candidate or the candidate's official agent or scrutineer of newspapers, pamphlets or other literature containing articles or reports on matters of public interest is not a contravention of this section.

Section 152(4) Where a person displays an advertisement, handbill, placard, poster, circular, pamphlet, newspaper or other paper contrary to subsection (1), the deputy may cause it to be removed, and neither the deputy nor any person acting under the deputy's instructions is liable for trespass or damages resulting from or caused by the removal. Finance and Contribution Disclosure

### **CAMPAIGN DISCLOSURE STATEMENTS**

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

- (a) the total amount of all campaign contributions received during the campaign period that did not exceed \$100 in the aggregate from any single contributor,
- (b) the total amount contributed, together with the contributor's name and address, for each contributor whose contributions during the campaign period exceeded \$100 in the aggregate,
- (c) the total amount of money paid by the candidate out of the candidate's own funds,
- (d) the total amount of any campaign surplus, including any surplus from previous campaigns, and
- (e) a financial statement setting out the total amount of revenue and expenses.

Section 147.4(1.1) If a candidate does not file nomination papers before the next general election, the candidate shall, within 6 months after the date of the next general election,

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

Section 147.4(1.2) A candidate who has a deficit referred to in subsection (1.1)(b) shall, within 30 days after the expiration of the 6-month period referred to in subsection (1.1), file an amended disclosure statement showing any campaign contributions accepted and any other funds received to eliminate the deficit.

Section 147.4(2) If a candidate becomes aware that any of the information reported in the disclosure statement required under subsection (1) has changed or has not been completely or accurately disclosed, the candidate shall, within 30 days, submit a supplementary statement in the prescribed form to the municipality.

Section 147.4(3) The municipality must ensure that all documents filed under this sect

## **CAMPAIGN SURPLUS**

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

Section 147.5(2) The municipality shall hold any money received under subsection (1) in trust for the candidate at a financial institution.

Section 147.5(3) If the candidate in respect of whom the money is held under subsection (2) files nomination papers to be a candidate in the next general election or in a by-election called before that time, the municipality shall pay the money and interest calculated at the rate prescribed by the Lieutenant Governor in Council to the candidate for use in that election.

Section 147.5(4) If the candidate in respect of whom money is held in trust under subsection (2) does not file nomination papers before the next general election, the candidate shall, within 6 months of the date of the election, direct the municipality to donate the money and interest on that money calculated at the rate prescribed by the Lieutenant Governor in Council to a registered charity within the meaning of subsection 248(1) of the *Income Tax Act* (Canada).

Section 147.5(5) If the municipality does not receive a direction under subsection (4), the money and interest on that money calculated at the rate prescribed by the Lieutenant Governor in Council become the property of the municipality.

# **GUIDELINES FOR THE PLACEMENT AND INSTALLATION OF ELECTION SIGNS**

## **ELECTION SIGNS GUIDELINES**

Those installing election signs on Province of Alberta highways and Lacombe County roads are required to follow these guidelines:

1. For signs located within provincial highway (one, two, and three digit numbered highways) rights-of-way, the maximum sign size is 1.50 square meters (16 square feet).
2. For signs located within Lacombe County road rights-of-way the maximum sign size is 1.86 square meters (20 square feet).
3. There is no size restriction for signs located on private property.
4. Election signs are temporary signs and are only permitted from the date the election is called until three days after the election.
5. The following types of signs will not be allowed:
  - a) Any sign that display an intermittent flashing, rotating or moving light,
  - b) Any sign that is flood-lighted in such a manner as to cause visual distraction to the motoring public,
  - c) Any sign, that has any moving or rotating part,
  - d) Any sign that bears;
    - i. A legend giving a command to stop, stop ahead, look, caution or similar command, or
    - ii. A legend that in any way imitates a standard or commonly used highway traffic sign.
6. A person shall not place, maintain or display in view of persons using a highway any sign, marking or device that:
  - a) purports to be, is an imitation of or resembles a traffic control device,
  - b) gives any warning or direction as to the use of the highway by any person.

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

## **LOCATION GUIDELINES**

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

The following must be considered when placing election signs:

- Signs must be placed no closer than two meters from the edge of pavement or, in the case of gravel roads, no closer than two meters from the shoulder of the road.
- During winter conditions, there is a high probability that signs situated less than six meters from the road will be either covered with snow or damaged during the snow removal and sanding operations.
- No election signs will be allowed within the median of a divided highway.
- No election signs shall be mounted on highway signs or sign posts. These signs will be removed immediately.

- No election signs shall be placed in or within 500 meters of construction zones.
- No election signs shall be placed that obstruct a motorist's view of an intersection in a hamlet or multi-lot subdivision or within 250 meters of an intersection in a rural area.

### **SAFETY PRECAUTIONS**

- Those installing election signs must use safety precautions to ensure their safety and prevent driver distraction.
- All persons working near highways or roads shall wear reflective vests and bright clothing.
- Election signs shall be installed during daylight hours only.
- Vehicles used for transporting election signs must be parked so as to minimize the impact to the travelling public (preferably on an approach), as far as possible from the travel lanes, and have four-way hazard warning signals operating at all times.

### **SIGN REMOVAL**

- All election signs must be removed three days after the election. The removal shall include the sign panel, supporting structure and any tie wiring used to install and support the sign.
- When the removal of an election sign is necessary due to safety or operational concerns, Alberta Transportation or Lacombe County 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, Alberta Transportation district office or Lacombe County Public Works yard. The campaign office will be notified to arrange to have the signs picked up.
- Signs that pose immediate hazard to the public will be removed immediately by Alberta Transportation's highway maintenance contractors or Lacombe County without notification.
- Alberta Transportation or Lacombe County is not responsible for any signs damaged during the removal process. The campaigning office is responsible for installing and removing election signs.
- For more information please contact the Alberta Transportation district office at 340-5200 or Lacombe County at 782-6601.

# Application for Registration of Notice of Intent to Become a Candidate for Municipal Office

*Local Authorities Election Act*  
(Sections 68.1, 147.21)

**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 147.21 of the *Local Authorities Election Act*. The personal information will be managed in compliance with the privacy provisions of the *Freedom of Information and Protection of Privacy Act*.

If you have any questions concerning the collection of this personal information, please contact

Michelle Eadie

403-348-6564

(Title of the Responsible Official)

(Business Phone Number)

## Individual's Intent to Become a Candidate

I, \_\_\_\_\_, solemnly swear (affirm)  
(Name on intended candidate)

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

\_\_\_\_\_  
(Candidate's Surname)

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

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

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

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

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

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

SWORN (AFFIRMED) before me

at the \_\_\_\_\_ of \_\_\_\_\_,

in the Province of Alberta,

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.



\_\_\_\_\_  
(Candidate's Signature)

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

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

## Nomination Paper and Candidate's Acceptance

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

**Note:** The personal information on this form is being collected to support the administrative requirements of the local authorities election process and is authorized under section 27 of the *Local Authorities Election Act*. The personal information will be managed in compliance with the privacy provisions of the *Freedom of Information and Protection of Privacy Act*.

If you have any questions concerning the collection of this personal information, please contact

Michelle Eadie 403-348-6564  
(Title of the Responsible Official) (Business Phone Number)

LOCAL JURISDICTION: \_\_\_\_\_, PROVINCE OF ALBERTA

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

\_\_\_\_\_ of  
(Candidate Surname) (Given Names)

\_\_\_\_\_ as a candidate at the election  
(Complete Address and postal code)

about to be held for the office of \_\_\_\_\_  
(Office Nominated for)

of \_\_\_\_\_  
(Name of Local Jurisdiction)

Signatures of at least **5 ELECTORS ELIGIBLE TO VOTE** in this election in accordance with sections 27 and 47 of the *Local Authorities Election Act* and section 44(4) of the *School Act* (if applicable). If a city or a board of trustees under the *School Act* passes a bylaw under section 27(2) of the *Local Authorities Election Act*, then the signatures of up to 100 electors eligible to vote may be required.

Printed Name of Elector	Complete Address and Postal Code of Elector	Signature of Elector

**Candidate's Acceptance**

I, the above named candidate, solemnly swear (affirm)

- THAT I am eligible under sections 21 and 47 (and section 12, in the case of summer villages) of the *Local Authorities Election Act* and section 44(4) of the *School Act* (if applicable) to be elected to the office;
- THAT I am not otherwise disqualified under section 22 or 23 of the *Local Authorities Election Act*;
- THAT I will accept the office if elected;
- THAT I have read sections 12, 21, 22, 23, 27, 47, 68.1, 147.11, 147.2, 147.21 and 151 of the *Local Authorities Election Act* and section 44(4) of the *School Act* (if applicable) and understand their contents; and
- THAT I am appointing

\_\_\_\_\_  
 (Name, Contact Information or Complete Address and Postal Code and Telephone Number of Official Agent) (if applicable)  
 as my official agent.

Print name as it should appear on the ballot

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

SWORN (AFFIRMED) before me

at the \_\_\_\_\_ of \_\_\_\_\_,

in the Province of Alberta,

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.



\_\_\_\_\_  
 (Candidate's Signature)

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

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

## VOTER IDENTIFICATION REQUIREMENTS

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

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

### Frequently Asked Questions

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

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

#### **Do I need more than one document?**

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

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

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

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

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

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

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

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