



THE CITY OF WETASKIWIN 2021 GENERAL ELECTION

**INFORMATION FOR POTENTIAL CANDIDATES
FOR THE OFFICES OF:
MAYOR
COUNCILLOR**



Introduction:

This information package is for your assistance and has no legislative sanction. It contains answers to the most frequent asked questions regarding election procedures, and important facts that candidates should be aware of. This package provides information concerning the elected offices of Mayor and Councillors for the City of Wetaskiwin.

Copies of Alberta Acts such as the Local Authorities Election Act (\$12.00) and Municipal Government Act (\$20.00) are available from:

Queen's Printer 10611 – 98 Avenue Edmonton, Alberta T5K 2P7	Phone: 780-427-4952 Fax: 780-452-0668 Web: www.qp.alberta.ca
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Free electronic PDF copies of the Local Authorities Election Act and the Municipal Government Act are available from www.qp.alberta.ca.

The Returning Officer and the Deputy Returning Officer for the City of Wetaskiwin are:

<i>Returning Officer</i>	<i>Deputy Returning Officer</i>
Sue Howard 780-361-4400 administration@wetaskiwin.ca	Karin Boddy 780-361-4409 karin.boddy@wetaskiwin.ca

The Returning Officer is responsible for conducting elections for the following offices:

<i>Office</i>	<i>Jurisdiction</i>	<i>Authority</i>
Mayor	City of Wetaskiwin	City
Councillor (Six)	City of Wetaskiwin	City

Municipal Elections Overview - <https://www.alberta.ca/municipal-elections-overview.aspx#toc-0>

Please note that candidates are responsible for ensuring that they are in compliance with legislation in the Local Authorities Election Act and the Municipal Government Act.

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General Information about Local Government

Canada has a federal system, which means that government power is spread out through different levels of government. Levels of government are as follows:

1. Federal – elected officials from the federal government are referred to as Members of Parliament (MPs).
2. Provincial – elected officials from the provincial governments are referred to as Members of the Legislative Assembly (MLAs).
3. Local – elected officials from local governments include Mayors, Councillors, and Trustees. Local elected officials are not elected because of which political party they represent. Local government is not based on Party Politics.

The elections for Mayor and Councillors are at-large elections and Councillors are not elected to represent individual wards or sections of the City – they represent the City as a whole.

City Council must act as a one voice and individual council members do not have the power to direct municipal activities or commit the City of Wetaskiwin to an expenditure on their own. Council as a whole provides leadership for public policy & community programs. Furthermore, they provide an important link between the City and its residents.

Relevant Associations

Alberta Urban Municipalities Association (AUMA)

AUMA works to advocate on behalf of urban municipalities to other levels of government in Alberta. AUMA also provides tools and assistance to municipalities to aid them in areas of interest.

In the fall, AUMA hosts a convention that attracts administrators and Council members from urban municipalities across Alberta. Expenses to attend the fall AUMA convention are covered by funds set aside in the Council budget. It is strongly encouraged that Councillors mark these dates in their calendars and attend the Convention. This year's upcoming convention will be in Edmonton, dates to be determined, they are typically held in the fall.

Federation of Canadian Municipalities (FCM)

FCM works to further the common national interests of Canadian municipalities that fall under federal jurisdiction. This organization conducts research, develops policies, and advocates for the interest of municipalities on a national level.

The City of Wetaskiwin is a member of FCM and as such Council members have the opportunity to attend the annual FCM conference. This conference is typically held in the Spring, dates to be determined. As per Policy CO-002 – Council Remuneration and Expenses, attendance at the annual FCM conference will be limited to the Mayor and two Councillors. All Council members will be given the opportunity to attend the FCM conference at least once in their term and all Council members shall have the opportunity to attend the FCM conference when it is held in Alberta.

Important Dates

Nomination Day: Begins January 1, 2021 and ends September 20, 2021.

Advance Voting: TBD

Election Day: October 18, 2021 between 10:00AM and 8:00PM

Council Swearing-In: October 25, 2021

Council Orientation: TBD

Council Orientation will include the following:

1. AUMA Elected Officials Training
2. Budget 101
3. Administration Overview
4. Strategic Planning in 2022
5. City Facility Tour

Full orientation is expected to take 2 weeks spread over 3 months

Deadline for submitting Campaign Disclosure Statements: March 1st, 2022

The Office of Mayor and Councillors

The offices for the position of Mayor and for the six positions of Councillors are elected for a four (4) year term.

The City Council of Wetaskiwin is paperless and each council member uses an electronic device for reference when viewing the Agenda Package during Council meetings. Council members are provided with electronic devices at the start of their term.

Council's principal role in municipal organization

201(1) A council is responsible for

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

Municipal purposes

3 The purposes of a municipality are

- (a) to provide good government,*
- (b) to provide services, facilities or other things that, in the opinion of council, are necessary or desirable for all or a part of the municipality, and*
- (c) to develop and maintain safe and viable communities.*

Code of Conduct

As per Bylaw 1906-18 – Council Code of Conduct, excerpts from the Bylaw are as follows:

1. Representing the Municipality

1.1. Members shall:

- (a) act honestly and, in good faith, serve the welfare and interests of the Municipality as a whole;

- (b) perform their functions and duties in a conscientious and diligent manner with integrity, accountability and transparency;
- (c) conduct themselves in a professional manner with dignity and make every effort to participate diligently in the meetings of Council, committees of Council and other bodies to which they are appointed by Council; and
- (d) arrange their private affairs and conduct themselves in a manner that promotes public confidence and will bear close public scrutiny.

2. Communicating on Behalf of the Municipality

- 2.1. A Member must not claim to speak on behalf of Council unless authorized to do so.
- 2.2. Unless Council directs otherwise, the Mayor is Council's official spokesperson and in the absence of the Mayor it is the Deputy Mayor. All inquiries from the media regarding the official Council position on an issue shall be referred to Council's official spokesperson.
- 2.3. A Member who is authorized to act as Council's official spokesperson must ensure that their comments accurately reflect the official position and will of Council as a whole, even if the Member personally disagrees with Council's position.
- 2.4. No Member shall make a statement when they know that statement is false.
- 2.5. No Member shall make a statement with the intent to mislead Council or members of the public.

3. Respecting the Decision-Making Process

- 3.1. Decision making authority lies with Council, and not with any individual Member. Council may only act by bylaw or resolution passed at a Council meeting held in public at which there is a quorum present. No Member shall, unless authorized by Council, attempt to bind the Municipality or give direction to employees in Administration, agents, contractors, consultants or other service providers or prospective vendors to the Municipality.
- 3.2. Members shall conduct and convey Council business and all their duties in an open and transparent manner other than for those matters which by law are authorized to be dealt with in a confidential manner in an in-camera session, and in so doing, allow the public to view the process and rationale which was used to reach decisions and the reasons for taking certain actions.
- 3.3. Members shall accurately communicate the decisions of Council, even if they

disagree with Council's decision, such that respect for the decision-making processes of Council is fostered.

4. Adherence to Policies, Procedures and Bylaws

- 4.1. Members shall uphold the law established by the Parliament of Canada and the Legislature of Alberta and the bylaws, policies and procedures adopted by Council.
- 4.2. Members shall respect the Municipality as an institution, its bylaws, policies and procedures and shall encourage public respect for the Municipality, its bylaws, policies and procedures.
- 4.3. A Member must not encourage disobedience of any bylaw, policy or procedure of the Municipality in responding to a member of the public, as this undermines public confidence in the Municipality and in the rule of law.

5. Respectful Interactions with Council Members, Staff, the Public and Others

- 5.1. Members shall act in a manner that demonstrates fairness, respect for individual differences and opinions, and an intention to work together for the common good and in furtherance of the public interest.
- 5.2. Members shall treat one another, employees of the Municipality and members of the public with courtesy, dignity and respect and without abuse, bullying or intimidation.
- 5.3. No Member shall use indecent, abusive, or insulting words or expressions toward another Member, any employee of the Municipality or any member of the public.
- 5.4. No Member shall speak in a manner that is discriminatory to any individual based on the person's race, religious beliefs, colour, gender, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation.
- 5.5. Members shall respect the fact that employees in Administration work for the Municipality as a corporate body and are charged with making recommendations that reflect their professional expertise and a corporate perspective and that employees are required to do so without undue influence from any Member or group of Members.
- 5.6. Members must not:
 - (a) involve themselves in matters of Administration, which fall within the jurisdiction of the City Manager;
 - (b) use, or attempt to use, their authority or influence for the purpose of

intimidating, threatening, coercing, commanding or influencing any employee of the Municipality with the intent of interfering in the employee's duties; or

- (c) maliciously or falsely injure the professional or ethical reputation, or the prospects or practice of employees of the Municipality.

6. Confidential Information

- 6.1. Members must keep in confidence matters discussed in private at a Council or Council committee meeting until the matter is discussed at a meeting held in public.
- 6.2. In the course of their duties, Members may also become privy to confidential information received outside of an "in-camera" meeting. Members must not:
 - (a) disclose or release by any means to any member of the public, including the media, any confidential information acquired by virtue of their office, unless the disclosure is required by law or authorized by Council to do so;
 - (b) access or attempt to gain access to confidential information in the custody or control of the Municipality unless it is necessary for the performance of the Member's duties and is not otherwise prohibited by Council, and only then if the information is acquired through appropriate channels in accordance with applicable Council bylaws and policies;
 - (c) use confidential information for personal benefit or for the benefit of any other individual or organization.
- 6.3. Confidential information includes information in the possession of, or received in confidence by, the Municipality that the Municipality is prohibited from disclosing pursuant to legislation, court order or by contract, or is required to refuse to disclose under FOIP or any other legislation, or any other information that pertains to the business of the Municipality, and is generally considered to be of a confidential nature, including but not limited to information concerning:
 - (a) the security of the property of the Municipality;
 - (b) a proposed or pending acquisition or disposition of land or other property;
 - (c) a tender that has or will be issued but has not been awarded;
 - (d) contract negotiations;
 - (e) employment and labour relations;

- (f) draft documents and legal instruments, including reports, policies, bylaws and resolutions, that have not been the subject matter of deliberation in a meeting open to the public;
- (g) law enforcement matters;
- (h) litigation or potential litigation, including matters before administrative tribunals; and
- (i) advice that is subject to solicitor-client privilege.

7. Conflicts of Interest

- 7.1. Members have a statutory duty to comply with the pecuniary interest provisions set out in Part 5, Division 6 of the Act and a corresponding duty to vote unless required or permitted to abstain under the Act or another enactment.
- 7.2. Members are to be free from undue influence and not act or appear to act in order to gain financial or other benefits for themselves, family, friends or associates, business or otherwise.
- 7.3. Members shall approach decision-making with an open mind that is capable of persuasion.

8. Improper Use of Influence

- 8.1. No Member shall use the influence of the Member's office for any purpose other than for the exercise of the Member's official duties.
- 8.2. No Member shall act as a paid agent to advocate on behalf of any individual, organization or corporate entity before Council or a committee of Council or any other body established by Council.
- 8.3. Members shall not contact or otherwise attempt to influence members of any adjudicative body regarding any matter before it relating to the Municipality.
- 8.4. Members shall refrain from using their positions to obtain employment with the Municipality for themselves, family members or close associates.

9. Use of Municipal Assets and Services

- 9.1. Members shall use municipal property, equipment, services, supplies and staff resources only for the performance of their duties as a Member.

10. Orientation and Other Training Attendance

- 10.1. Every Member must attend the orientation training offered by the

Municipality within 90 days after the Member takes the oath of office.

- 10.2. Unless excused by Council, every Member must attend any other training organized at the direction of Council for the benefit of Members throughout the Council term.

11. Remuneration and Expenses]

- 11.1. Members are stewards of public resources and shall avoid waste, abuse and extravagance in the use of public resources.
- 11.2. Members shall be transparent and accountable with respect to all expenditures and strictly comply with all municipal bylaws, policies and procedures regarding claims for remuneration and expenses.

12. Election Campaigns

- 12.1. No Member shall use any facilities, equipment, supplies, services, municipal logo or other resources of the Municipality for any election campaign or campaign-related activity.

13. Formal Complaint Process

- 13.1. Any person or Member who has identified or witnessed conduct by a Member that the person or Member reasonably believes, in good faith, is in contravention of this Bylaw may file a formal complaint in accordance with the following procedure:
 - (a) All complaints shall be made in writing and shall be dated and signed by an identifiable individual;
 - (b) All complaints shall be addressed to the Investigator;
 - (c) The complaint must set out reasonable and probable grounds for the allegation that the Member has contravened this Bylaw, including a detailed description of the facts, as they are known, giving rise to the allegation;
 - (d) If the facts, as reported, include the name of one or more Members who are alleged to be responsible for the breach of this Bylaw, the Member or Members concerned shall receive a copy of the complaint submitted to the Investigator;
 - (e) Upon receipt of a complaint under this Bylaw, the Investigator shall review the complaint and decide whether to proceed to investigate the complaint or not. If the Investigator is of the opinion that a complaint is

frivolous or vexatious or is not made in good faith, or that there are no grounds or insufficient grounds for conducting an investigation, the Investigator may choose not to investigate or, if already commenced, may terminate any investigation, or may dispose of the complaint in a summary manner. In that event, the complainant and Council, if Council is not the Investigator, shall be notified of the Investigator's decision;

- (f) If the Investigator decides to investigate the complaint, the Investigator shall take such steps as it may consider appropriate, which may include seeking legal advice. All proceedings of the Investigator regarding the investigation shall be confidential;
- (g) If the Investigator is not Council, the Investigator shall, upon conclusion of the investigation, provide the Council and the Member who is the subject of the complaint, the results of the Investigator's investigation;
- (h) A Member who is the subject of an investigation shall be afforded procedural fairness, including an opportunity to respond to the allegations before Council deliberates and makes any decision or any sanction is imposed;
- (i) A Member who is the subject of an investigation is entitled to be represented by legal counsel, at the Member's sole expense.

14. Dispute Resolution

14.1. In the event of a dispute between members, the members agree to use best efforts to resolve the dispute between themselves, in a manner that is both respectful and professional;

14.2. In the event that members cannot, by exercising their best efforts, resolve the dispute, then the dispute shall be submitted to the Mayor for resolution;

14.3. Members shall abide by the resolution as determined by the Mayor.

15. Compliance and Enforcement

15.1. Members shall uphold the letter and the spirit and intent of this Bylaw.

15.2. Members are expected to co-operate in every way possible in securing compliance with the application and enforcement of this Bylaw.

15.3. No Member shall:

- (a) undertake any act of reprisal or threaten reprisal against a complainant or any other person for providing relevant information to Council or to any other person;

- (b) obstruct Council, or any other person, in carrying out the objectives or requirements of this Bylaw.
- 15.4. Sanctions that may be imposed on a Member, by Council, upon a finding that the Member has breached this Bylaw may include:
- (a) a letter of reprimand addressed to the Member;
 - (b) requesting the Member to issue a letter of apology;
 - (c) publication of a letter of reprimand or request for apology and the Member's response;
 - (d) a requirement to attend training;
 - (e) suspension or removal of the appointment of a Member as the chief elected official under section 150(2) of the Act;
 - (f) suspension or removal of the appointment of a Member as the deputy chief elected official or acting chief elected official under section 152 of the Act;
 - (g) suspension or removal of the chief elected official's presiding duties under section 154 of the Act;
 - (h) suspension or removal from some or all Council committees and bodies to which council has the right to appoint members;
 - (i) reduction or suspension of remuneration as defined in section 275.1 of the Act corresponding to a reduction in duties, excluding allowances for attendance at council meetings;
 - (j) any other sanction Council deems reasonable and appropriate in the circumstances provided that the sanction does not prevent a Member from fulfilling the legislated duties of a councillor and the sanction is not contrary to the Act.

Time Commitment

Councillors and the Mayor do not have set time commitments for their roles; however, there are several activities which will take up the time of City Council.

1. Council Meetings – Currently, City Council meetings take place on the second and fourth Monday of every month at 4:00PM in Council chambers. During the Months of July and August there is only one meeting held on the fourth Monday of the each

month. In December there is one meeting on the second Monday of the month. If the Monday that a Council meeting is due to be held on is a holiday then the meeting will take place on Tuesday at 4:00PM in Council Chambers. The future Council Meeting schedule may change pending Council's directive.

2. Committee of the Whole - Currently, City Council meetings take place on the second and fourth Monday of every month at 1:00PM in Council chambers. During the Months of July and August there is only one meeting held on the third Monday of the each month. In December there is one meeting on the second Monday of the month. If the Monday that a Council meeting is due to be held on is a holiday then the meeting will take place on Tuesday at 1:00PM in Council Chambers. The future Council Meeting schedule may change pending Council's directive.
3. Boards and Committees – Council members are also required to sit on several boards and committees. At the annual Organizational Meeting Council members are designated to sit on specific boards and committees. The list of boards and committees is listed below.

Boards and Committees

Local Assessment Review Board (LARB)

Composite Assessment Review Board (CARB)

Subdivision and Development Appeal Board (SDAB)

Wetaskiwin Library Board

Intermunicipal Relations Committee

Joint City/School Board Committee

Central Alberta Economic Partnership (CAEP)

Central Alberta Mayors

Mid-Size City Mayors

Northern Alberta Mayors/Reeves

Wetaskiwin & Area Lodge Authority

Yellowhead Regional Library Board

Canada's Aviation Hall of Fame – National

Memorial Fund Society

Wetaskiwin Community Engagement Committee

FCSS

4. In addition to time spent on boards and committees as well as in Council meetings, Council members are expected to spend time reading material in preparation for Council meetings, board and committee meetings, liaising with residents, and representing the City at community events. Time spent doing these activities allows Council members to make responsible and informed decisions, as well as save time at council meetings.

Duties of City Council

1. Public Policy – Council is in charge of setting policy. City Council participates in the evaluation of programs and approval of policies and bylaws. City Council decides on the strategic direction of the City of Wetaskiwin.
2. Deputy Mayor – Each council member will be appointed as Deputy Mayor for a total of two months out of each year. During a councillor's appointment as Deputy Mayor they may be required to chair Council meetings when the Mayor is absent, and act a spokesperson of the City when the Mayor is unavailable. The Deputy Mayor appointments are subject to change pending Council's directive.
3. Represent the City and the Interests of the Residents – Council represents the City at events, public functions, and ceremonies.

Duties of the Mayor

1. Spokesperson – The Mayor is the City spokesperson and largely represents the City in the community. As they are the City's spokesperson they work at building important relationships with external communities and decision makers.
2. Chair Council Meetings – The Mayor presides as the chair of Council meetings. As per Policy CO-005 – Authority of the Mayor, the Mayor may:
 1. Issue letters on behalf of the City Council and the City of Wetaskiwin as long as the letters do not contain commitment for funding or resources.

2. Issue certificates recognizing citizens and businesses at the Mayor's discretion.
3. Issue plaques recognizing individuals and businesses.
4. Make proclamations on behalf of citizens.

Council Remuneration

Council Remuneration is covered under Council Policy CO-002-1– Council Remuneration and Expenses.

Responsibilities

1. Mayor
 - a. Shall approve Per Diems and Expenses of Councillors as needed.
2. Deputy Mayor
 - a. Shall approve Per Diems and Expenses of the Mayor as needed.
3. Councillors
 - a. Shall apply for reimbursement of Per Diems and Expenses for events pre- approved by City Council.

Procedures

1. Compensation shall be in consideration of
 - a. The general day to day activities of the Mayor and Council;
 - b. Regular and Special Council Meetings;
 - c. Planning and Training Meetings;
 - d. Informal meetings or discussions related to City business with Administration and/or Municipal Stakeholders;
 - e. Attendance at local functions such as grand openings, charity functions or community events; and
 - f. Any additional activities undertaken while representing the City as a Member of Council other than those listed as Per Diem Expenses.
2. Base Pay shall be adjusted annually by Cost of Living Increase which is applied to City employees during annual budget deliberations.
3. Benefits
 - a. Members of Council shall be eligible to receive the following benefits, some of which require a contribution by the Member:

Mandatory	City	Member of Council
Life Insurance	100%	0%
Accidental Death & Disability	100%	0%

Optional	City	Member of Council
Extended Health Care	90%	10%
Dental Plan	90%	10%

- a. The RRSP Contribution Plan is based on employer Local Authorities Pension Plan contribution rates. To receive these funds the Council Member must establish a locked in RRSP bank account into which the funds may be directly deposited on a monthly basis.
 - i. If the Council Member is not able to establish an RRSP Bank account due to age, then equivalent funds may be deposited into the bank account of their choice and would be reported as 100% taxable income.
- b. Benefit coverage shall remain in effect for the duration of the member's Term of Office subject to the payment of the member's portion of the premiums.

4. Per Diems

- a. Members of Council may claim Per Diems as listed in the Council Compensation Schedule, as compensation for attending:
 - i. Approved conferences or training events;
 - ii. Council orientation;
 - iii. Budget meetings;
 - iv. Strategic planning sessions;
 - v. Meetings with other Municipal Councils;
 - vi. Committee, board, foundation, or society meetings, as the designated council representative appointed to the committee, board, or foundation at the annual Organization Meeting.
 - vii. Any other event, meeting, or training in which the Member(s) of Council has received approval in writing from 2/3 of all Council Members and which drives the goals of the City of Wetaskiwin forward.
- b. If, as a designated member of a committee, board, foundation, or society,

the member elects to take on additional duties, such as participating in an organizing committee, or taking on other work for the committee, the member shall not claim Per Diems for those additional activities unless the additional duties are approved by Council.

5. Expenses

- a. Shall cover:
 - i. Registration, ticket, or other event entry costs;
 - ii. Meals not covered by the event, meeting, conference, or training;
 - iii. Transportation costs;
 - iv. Accommodation costs.
- b. All expense claims of City Council are to be verified and approved by the Mayor prior to submission to the Finance Department.
 - i. Expense claims for the Mayor shall be reviewed and verified by the Deputy Mayor.
- c. When a member of Council attends a banquet or similar ticketed event in their official capacity representing the City the cost of the Member and the Member's partner at the banquet are eligible for reimbursement by the City.
- d. In the event that a Council Member and their partner do not attend an event after the City has already covered the cost of attendance, the Council member shall reimburse the City for the costs incurred.
- e. In exceptional circumstances the Mayor may waive the requirement to reimburse funds for a specific event.
- f. Meals may be claimed when traveling to eligible events when travel occurs within the following hours:
 - i. Breakfast – travel beginning prior to 7:00AM;
 - ii. Lunch – travel between the hours of 12:00PM and 1:00PM;
 - iii. Dinner – travel between the hours of 5:00PM and 7:00PM.
- g. Meal costs shall be kept reasonable based on the location of the event and available options.
- h. Gratuities may be claimed as an eligible expense to a maximum of 15%.

- b. All members of Council shall be given the opportunity to attend the annual Alberta Urban Municipalities Association (AUMA) conference each year.
- c. Expenditures at other conferences by Members of Council, that are to be reimbursed by the City, require prior approval by Council.

Annual Remuneration for Mayor

To be adjusted annually by COLA of previous year, unless otherwise directed by Council.

Base Pay: \$66,105.00

Annual Remuneration for Councillor

To be adjusted annually by COLA of previous year, unless otherwise directed by Council.

Base Pay: \$30,083.00

Deputy Mayor Remuneration

\$325.00 / Month while Acting in that capacity

Per Diem Rates

\$ 50.00 for up to two hours
\$ 100.00 for two to four hours
\$ 200.00 for full day

Disqualification of Councillors

According to the Local Authorities Election Act a Councillor may be disqualified for the following reasons.

174(1) A councillor is disqualified from council if

- (a) when the councillor was nominated, the councillor was not eligible for nomination as a candidate under the Local Authorities Election Act;
- (b) the councillor ceases to be eligible for nomination as a candidate under the Local Authorities Election Act;
- (b.1) the councillor
 - (i) fails to file a disclosure statement as required under section 147.4 of the Local Authorities Election Act before the end of the late filing period provided under section 147.7 of the Local Authorities Election Act, and
 - (ii) has not been relieved from the obligation to file a disclosure statement by a court order under section 147.8 of the Local Authorities Election Act;
- (c) the councillor becomes a judge of a court or a member of the Senate or House of Commons of Canada or of the Legislative Assembly of Alberta;
- (d) the councillor is absent from all regular council meetings held during any period of 8 consecutive weeks, starting with the date that the first meeting is missed, unless subsection (2) applies;
- (e) the councillor is convicted
 - (i) of an offence punishable by imprisonment for 5 or more years, or
 - (ii) of an offence under section 123, 124 or 125 of the Criminal Code (Canada);
- (f) the councillor does not vote on a matter at a council meeting at which the councillor is present, unless the councillor is required or is permitted to abstain from voting under this or any other enactment;
- (g) the councillor contravenes section 172;
- (h) the councillor has a pecuniary interest in an agreement that is not binding on the municipality under section 173;
- (i) the councillor uses information obtained through being on council to gain a pecuniary benefit in respect of any matter;
- (j) the councillor becomes an employee of the municipality;
- (k) the councillor is liable to the municipality under section 249.

Nomination Information

Nomination Day will begin on Friday, January 1, 2021 and nominations will be open until NOON September 20, 2021.

As per section 27(1) of the Local Authorities Election Act a Nomination form (Schedule A in the appendices) must be signed by at least 5 (five) eligible electors and if the

nomination is not signed by the minimum number of electors then the Returning Officer shall not accept the form for filling.

The Nomination paper does not have to be submitted in person at City Hall; electronic, or mailed forms will be accepted. The Nomination paper does not need to be submitted by the candidate, someone may submit them on their behalf. However, if a candidate is not submitting their own Nomination papers, they must have them commissioned by a Commissioner of Oaths prior to submission on Nomination Day.

The electors who sign the nomination must be eligible to vote, as per the Local Authorities Election Act they must be:

- 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) 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.*

Regarding the qualifications of a candidate, section 21(1) of the Local Authorities Election Act outlines that

- (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.*

Regular business hours are from 8:30AM to 4:30PM from Monday to Friday at the City Hall (4705 - 50 Avenue). There is a drop in mail box available for delivery.

Nomination Deposit

As per bylaw 1417-98 of the City of Wetaskiwin every nomination must be accompanied by a deposit in the amount of fifty (\$50.00) dollars when delivered to the Returning Officer. The deposit must be in the form of cash, certified cheque, cash order, or money order.

On December 14, 2020, the Honourable Tracy Allard, Minister of Municipal Affairs, signed Ministerial Order No. MSD:103/20 to amend specific requirements under Section 30(1) of the LAEA to allow deposits to be provided to the returning officer by in-person payments using a debit card or a credit card, in addition to the current cash, certified cheque, or money order options. This modification is only in effect for the 2021 general election year.

As per the Local Authorities Election Act, section 30(2)

(2) The candidate's deposit shall be returned to the candidate

(a) if the candidate is declared elected,

(b) if the candidate obtains a number of votes at least equal to 1/2 of the total number of votes cast for the candidate elected to the office with the least number of votes, or

(c) if the candidate withdraws as a candidate in accordance with section 32.

Furthermore, as per section 30(3)(4) of the Local Authorities Election Act

(3) If a candidate dies before the closing of the voting stations on election day, the sum deposited by the candidate shall be returned to the candidate's estate.

(4) If a candidate does not obtain the number of votes described in subsection (2)(b), the deposit shall be paid into the general revenue of the local jurisdiction for which the deposit requirement has been established.

Offence

Please note that as per section 151 of the Local Authorities Election Act

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 \$1000.

Ineligibility of a Candidate

Regarding the ineligibility of a candidate section 22 of the Local Authorities Election Act outlines

(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
 - (ii) any indebtedness for current taxes, and*
 - (iii) 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).*
- (1.2) A person is not eligible to be nominated as a candidate for election as a councillor if*
- (a) the secretary transmitted a report to council under section 147.8(1) in respect of the person,*
- (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,
 - (ii) 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*
 - (iii) 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
 - (ii) in which official advertisements of the local jurisdiction appear, or*
 - (iii) 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 Agriculture Financial Services Act;*
- (l) that the person is a 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.*

Furthermore, as per section 23 of the Local Authorities Election Act a person is not eligible to be nominated for more than one office at the City of Wetaskiwin. A Council Member is also not eligible to be nominated for the same office or a different office unless their term is expiring or unless they have resigned and the resignation is effective at least 18 days prior to Nomination Day.

Employees of the City of Wetaskiwin

- (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.*
- (5.1) *An employee referred to in subsection (1.1) who wishes to be nominated as a candidate for election as a trustee of a school board may notify his or her employer on or after July 1 in the year of an election but before the employee's last working day prior to nomination day that the employee is taking a leave of absence without pay under this section.*
- (6) *Notwithstanding any bylaw, resolution or agreement of a local jurisdiction, every employee who notifies his or her employer under subsection (5) or (5.1) is entitled to a leave of absence without pay.*
- (7) *An employee who takes a leave of absence under this section is subject to the same conditions that apply to taking a leave of absence without pay for any other purpose.*
- (8) *If an employee who takes a leave of absence under this section is not elected, the employee may return to work, in the position the employee had before the leave commenced, on the 5th day after election day or, if the 5th day is not a working day, on the first working day after the 5th day.*
- (9) *If an employee 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.*

Withdrawal of Nomination

Regarding the Withdrawal of Nomination, section 32 of the Local Authorities Election Act outlines that

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

Campaign Information

Electronic Advertising

Candidates may find it useful to utilize social media platforms to aid in their campaigning. Electronic advertisement may be used at the discretion of the candidate but must conform to applicable legislation from the Local Authorities Election Act and any applicable bylaws as outlined below. Electronic advertising must not contain any advertisement with the form of the ballot marked for a candidate.

Placement of Campaign Advertising (Election Signage)

A bylaw has been passed regarding Election Signage in the City of Wetaskiwin. Below is a summary of the new regulations, please read Bylaw #1879-17 in its full form. It is the candidate's responsibility to display their election signage in accordance with this bylaw.

Election signage in the City of Wetaskiwin may only be erected between the dates of 12noon on the day when the Election is called and 24 hours after the closing of polling stations. Furthermore, please note that signs are only permitted on private property with the permission of the property owner and cannot be placed on City property, highways, or road right of ways.

Signs must also:

- be freestanding
- not exceed 1.0m² (10.7'²) in sign area
- not exceed 1.2m (3.9') in height
- not present a safety hazard
- not resemble a ballot marked in favour of a candidate
- not be otherwise attached to utility poles, light poles, utility boxes, trees, planters, benches, waste receptacles, newspaper boxes, mailboxes, or similar fixtures.

Posting of Election Campaign Literature

Advertisement distribution as outlined in the Local Authorities Election Act:

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.

Regarding the Posting of the Form of the Ballot Section 148 of the Local Authorities Election Act outlines

- (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.*
- (6) Notwithstanding anything in this section, the Returning Officer may at any time after nomination day cause a facsimile of the ballot for chief elected official, member of an elected authority, bylaw or question to be published as often as the Returning Officer considers necessary in a newspaper circulating in the area, for the information of the electors.*
- (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.*

Removal of Campaign Advertising

Interference with posted documents is prohibited under the Local Authorities Election Act

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

- (a) if the person is an officer, to a fine of not more than \$1000, and*
- (b) in any other case, to a fine of not more than \$200.*

Campaign Fundraising

A candidate may wish to fundraise in order to help fund their campaign, however, campaign contributions must be recorded in a disclosure statement for transparency. A disclosure statement is not needed if a candidate is self-funded up to \$10, 000 of their own money. Below are excerpts from the Local Authorities Election Act regarding campaign contributions:

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

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

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

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

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

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

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

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

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

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

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

Registration of Candidates

Section 147.21 (below) of the Local Authorities Election Act outlines that for candidates who intend to fundraise using entirely their own money are not required to fill out a Notice of Intent to Become a Candidate form (Form 3A). However, it is encouraged that all those

who intend to become candidates fill out form 3A as it promotes candidate transparency and consistency amongst candidates.

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

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

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

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

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

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

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

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

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

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

It is also important to note that campaign contributions include any contributions that are given in-kind. This includes any goods or services that a fair market value can be put to. If a potential candidate intends to receive any in-kind goods or services they must fill out a form 3A. Volunteer contributions such as door-knocking are not considered in-kind

contributions. It is better to err on the side of caution; if you have any questions regarding campaign contributions please contact the Returning Officer.

Election Day Procedure

Advance Voting Dates: TBD

Election Day: Monday, October 18, 2021 from 10:00AM to 8:00PM

Candidate's Agents and Scrutineers

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 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,

(f) signed by a candidate, and

(g) stating that the person presenting the notice is to represent that candidate as the candidate's scrutineer at the voting station, the person presenting the notice shall be recognized by the presiding deputy as the scrutineer of the candidate.

- (1.1) *A person who has, within the previous 10 years, been convicted of an offence under this Act, the Election Act or the Canada 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*
- (h) undertake the duties that the candidate's scrutineer may undertake, and*
 - (i) attend any place that the candidate's scrutineer is authorized by this Act to attend.*

Regarding advertisement distribution section 150 of the Local Authorities Election Act outlines

- (5) *No person shall display at the voting station or distribute or post in it a specimen ballot paper marked for a candidate or any other material purporting to explain to the electors how to vote or leave or post a ballot or other material in a voting compartment other than the material that is required to be posted in accordance with this Act.*

Access for Enumerators and Campaigners

- 52 *A person to whom an enumerator, a candidate, an official agent or a campaign worker on behalf of a candidate has produced identification that meets the requirements of the regulations, indicating that the person is an enumerator, a candidate, an official agent or a campaign worker shall not*
- (a) obstruct or interfere with, or*
 - (b) cause or permit the obstruction or interference with, the free access of the enumerator, candidate, official agent or campaign worker to each residence in a*

building containing 2 or more residences or to each residence in a mobile home park.

Ballots

148(1) No person shall

- (c) without authority supply a ballot to any person,*
- (d) fraudulently put into a ballot box any paper other than a ballot that the person is authorized by this Act to deposit,*
- (e) fraudulently take a ballot out of the voting station,*
- (f) without authority destroy, take, open or otherwise interfere with any ballot box or packet of ballots then in use for the purpose of an election.*

(2) No person shall

- (a) request a ballot in the name of some other person, whether the name is that of a person living or dead or of a fictitious person, or*
- (b) having voted once, request at the same election a ballot in the person's own name.*

(3) No person shall vote knowing that the person has no right to do so.

(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.

(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.

150(1) Every Returning Officer, deputy, candidate, constable, official agent and scrutineer in attendance at a voting station shall maintain and aid in maintaining the secrecy of the voting at the voting station.

(2) No person shall interfere with or attempt to interfere with an elector when the elector is marking the elector's ballot, or shall otherwise attempt to obtain at the voting station information as to which candidate or candidates any elector at that voting station is about to vote or has voted for.

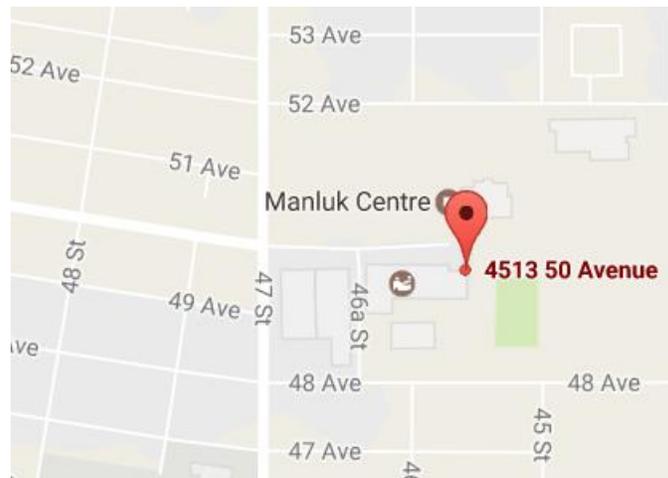
(3) No person shall

- (a) during the hours when a voting station is open, canvass or solicit votes in a building where the voting station is located, or*
 - (b) make any communication to an elector in a voting station respecting the election otherwise than through the deputy.*
 - (4) When a voting station is located in a building containing a complex of interlocking offices, stores or other facilities, the prohibition in subsection (3) applies only to the store, office or facility comprising the area used as a voting station.*
 - (5) No person shall display at the voting station or distribute or post in it a specimen ballot paper marked for a candidate or any other material purporting to explain to the electors how to vote or leave or post a ballot or other material in a voting compartment other than the material that is required to be posted in accordance with this Act.*
 - (6) No person shall communicate at any time to any person any information obtained at a voting station as to which candidate any elector at that voting station is about to vote or has voted for.*
 - (7) No Returning Officer, deputy, official agent or scrutineer in attendance at the counting of the votes shall communicate or attempt to communicate any information obtained at that counting as to which candidate or candidates any vote is given for.*
 - (8) No person shall directly or indirectly induce an elector to display the elector's ballot, after the elector has marked it, so as to make known to any person the name of any candidate for whom the elector has or has not marked the elector's ballot.*
 - (9) A person who contravenes this section is guilty of an offence and liable to a fine of not more than \$5000 or to imprisonment for a term not exceeding 2 years or to both fine and imprisonment.*
- 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 \$1000.*

Voting Stations

All polling stations* will be located at the Drill Hall (4513-50th Avenue) on October 18, 2021. Every elector who desires to cast a ballot, other than those participating in the institutional vote, is to do so at the Drill Hall.

Due to the COVID-19 Pandemic additional polling stations may be required



Institutional Voting Stations

Institutional Vote will take place on Election Day. Voting Stations, as outlined in Bylaw 1878-17, are as follows:

- Health Services – David Thompson Health Region
 - Hospital
 - Long Term/Continuing Care Unit
- Good Shepard Lutheran Home
- Peace Hills Lodge
- Kiwanis Kourt
- Wetaskiwin Meadows
- Madyson Manor
- Sunrise Village

Due to the COVID-19 pandemic Administration will continue to follow AHS Guidelines, this section will be updated as required

Advanced Voting

Advanced Voting dates are to be decided.

Every elector who desires to cast a ballot in advance of October 18, 2021 is to do so at the Drill Hall. Advance vote is established to accommodate electors who may not be available to vote on October 18, 2021.

Form 4 Nomination Paper and Candidate's Acceptance

FORM 4 **Nomination Paper and Candidate's Acceptance**

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

Note: The personal information on this form is being collected to support the administrative requirements of the local authorities election process and is authorized under sections 21 and 27 of the *Local Authorities Election Act* and section 33(c) of the *Freedom of Information and Protection of Privacy Act*. The personal information will be managed in compliance with the privacy provisions of the *Freedom of Information and Protection of Privacy Act*. If you have any questions concerning the collection of this personal information, please contact

Legislative Executive Assistant **780-361-4409**
 Title of the Responsible Official Business Phone Number

LOCAL JURISDICTION: **City of Wetaskiwin** , 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 sections 4(4) and 74 of the *Education Act* (if applicable). If a city or a board of trustees under the *Education Act* passes a bylaw under section 27(2) of the *Local Authorities Election Act*, then the signatures of up to 100 electors eligible to vote may be required.

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

Candidate's Acceptance

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

- THAT I am eligible under sections 21 and 47 (and section 12, in the case of summer villages) of the *Local Authorities Election Act* and sections 4(4) and 74 of the *Education Act* (if applicable) to be elected to the office;
- THAT I am not otherwise disqualified under section 22 or 23 of the *Local Authorities Election Act*;
- THAT I will accept the office if elected;
- THAT I have read sections 12, 21, 22, 23, 27, 28, 47, 68.1, and 151 and Part 5.1 of the *Local Authorities Election Act* and sections 4(4) and 74 of the *Education Act* (if applicable) and understand their contents;
- 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.
- THAT I will read and abide by the municipality's code of conduct if elected (if applicable); and
- THAT the electors who have signed this nomination paper are eligible to vote in accordance with the *Local Authorities Election Act* and the *Education Act* and resident in the local jurisdiction on the date of signing the nomination.

Print name as it should appear on the ballot

Candidate's Surname	Given Names (may include nicknames, but not titles, i.e., Mr., Ms., 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
or Notary Public in and for Alberta
(Also include printed or stamped name and expiry date)

Commissioner for Oaths Stamp

RETURNING OFFICER'S ACCEPTANCE

Returning Officer signals acceptance by signing this form:

Signature of Returning Officer

Form 5 Candidate Financial Information

FORM 5

Candidate Financial Information

Local Authorities Election Act
(Section 27)

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* and section 33(c) of the *Freedom of Information and Protection of Privacy Act*. The personal information will be managed in compliance with the privacy provisions of the *Freedom of Information and Protection of Privacy Act*. If you have any questions concerning the collection of this personal information, please contact

_____ Title of the Responsible Official Business Phone Number

Candidate's Full Name _____

Candidate's Address and Postal Code _____

Address(es) of Place(s) where Candidate Records are Maintained _____

Name(s) and Address(es) of Financial Institutions where Campaign Contributions will be Deposited (if applicable)

Name(s) of Signing Authorities for each Depository Listed Above (if applicable)

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

Form 16 Statement of Scrutineer or Official Agent

FORM 16

Statement of Scrutineer or Official Agent

Local Authorities Election Act
(Sections 16(2), 68.1, 69, 70)

Note: The personal information on this form is being collected to support the administrative requirements of the local authorities election process and is authorized under sections 16(2), 68.1, 69 and 70 of the *Local Authorities Election Act* and section 33(c) of the *Freedom of Information and Protection of Privacy Act*. The personal information will be managed in compliance with the privacy provisions of the *Freedom of Information and Protection of Privacy Act*. If you have any questions concerning the collection of this personal information, please contact

Title of the Responsible Official	Business Phone Number

LOCAL JURISDICTION: _____, PROVINCE OF ALBERTA

ELECTION DATE (OR VOTE ON A BYLAW OR QUESTION): _____

I, _____,
Name of Scrutineer or Official Agent

of _____,
Complete Address and Postal Code

in the Province of _____, am at least 18 years of age and,
Name of Province

(a) For the purposes of an election, will act as scrutineer on behalf of _____
Name of Candidate
for the office of _____
Office for which Candidate was Nominated

OR

(b) For the purposes of a vote on a bylaw, will act as scrutineer for those persons who are interested in

(Check [✓] One) promoting the passing of Bylaw No. _____

opposing the passing of Bylaw No. _____

OR

(c) For the purposes of a vote on a question, will act as scrutineer on behalf of those persons who are interested in

(Check [✓] One) voting in the positive on the question set out.

voting in the negative on the question set out.

AND I will in all respects maintain and aid in maintaining the absolute secrecy of the vote.

Signature of Scrutineer or Official Agent