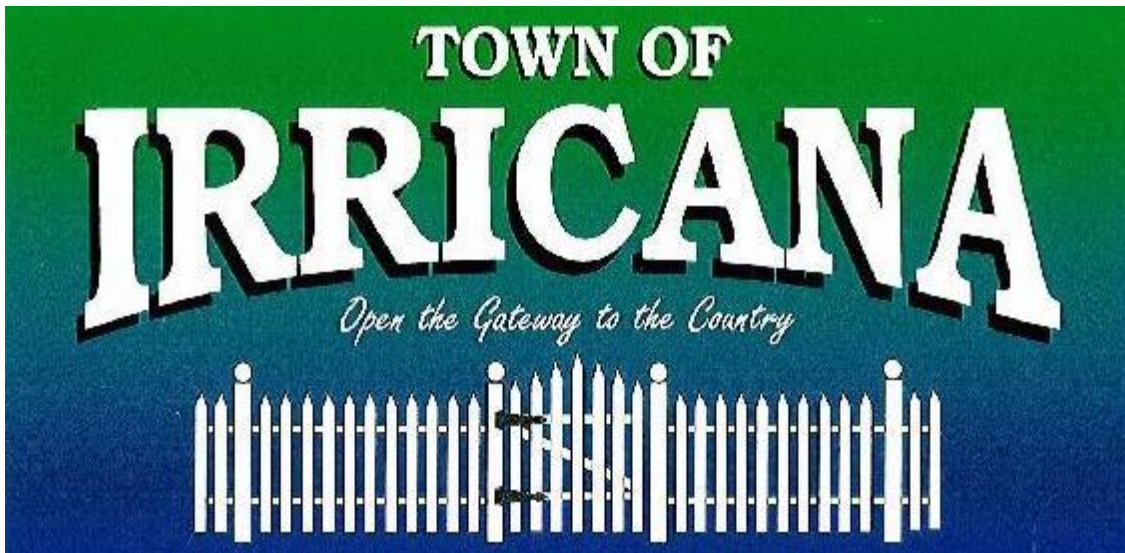


ELECTION 2021



**Information for Potential Candidates for
Office of Councillor**

Municipal Election: October 18, 2021

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Introduction

The Town of Irricana will be holding a Municipal Election on **October 18, 2021**. Voters will elect five Councillors. Important information is included in this package about the 2021 election process, including relevant dates, voter requirements and prospective candidate frequently asked questions.

Nomination Period

Nomination period opens: January 1, 2021

Nomination period closes: September 20, 2021 at 12:00 pm MST

Nominations for Council will be accepted from January 1, 2021 until September 20, 2021 at 12:00 pm MST. Nomination form will be accepted at the Town of Irricana Municipal Office.

Contact Information:

If you have any questions or inquiries regarding the Town of Irricana municipal election, please contact:

Barrie Hutchinson

Returning Officer

cao@irricana.com or 403 935-4672 ext 101

Candidate Overview

For information regarding eligibility to run, nominations, campaigning, collecting campaign contributions and incurring campaign-related expenses, access the Government of Alberta

A Candidate's Guide: Running for Office in Alberta, which can also be viewed on the Town's website

Councilor

The position of Councilor is at-large elections, meaning that each person elected represents the town as a whole and not a particular ward or section of the town.

Returning Officer Jurisdiction

The Returning Officer for the 2021 General Election is

Barrie Hutchinson

Town of Irricana Municipal Office

222 2nd St, Irricana, AB T0M1B0

403-935-4672 or cao@irricana.com

The Returning Officer is responsible for conducting the General Election for the following office:

Office

Councillor

Jurisdiction

Town of Irricana

For any other questions, please contact the Office of the CAO at 403-935-4672 extension 101 or cao@irricana.com

Information Sources

Be advised this document is not inclusive of all of the information related to each office, election procedures and Election legislation. For detailed information or documentation the following sources are available to you:

- Copies of Provincial Legislation

Includes the Local Authorities Election Act (LAEA), Municipal Government Act (MGA), and the School Act Alberta Queen's Printer Telephone: 780.427.4952 Fax: 780.452.0668 Email: qp@gov.ab.ca

Internet Links:

MGA <http://www.qp.alberta.ca/Municipal Government Act>

LAEA <http://www.qp.alberta.ca/Local Authorities Election Act>

- Questions or Information relative to the Election Process or to the Offices of Mayor or Councilor contact the Returning Officer or CAO. (see above)

Purpose, Power and Capacity of Local Jurisdictions

Within Canada there are three levels of government:

- Federal - Elected representatives referred to as Members of Parliament (MPs)
- Provincial - Elected representatives referred to as Members of the Legislative Assembly. (MLAs)

Both Federal and Provincial Candidates typically run with support of a political party.

- Local - Elected representatives referred to as Mayor, Councilors and Trustees

The Province provides the structure for local governments through the following legislation: Municipal Government Sections 3, 5, and 201:

3 The purposes of a municipality are

- (a) to provide good government,
 - (a.1) to foster the well-being of the environment,
- (b) to provide services, facilities or other things that, in the opinion of council, are necessary or desirable for all or a part of the municipality, and
- (c) to develop and maintain safe and viable communities.

RSA 2000 cM-26 s3; 2017 c13 s1(3)

5 A municipality

- (a) has the powers given to it by this and other enactments,
- (b) has the duties that are imposed on it by this and other enactments and those that the municipality imposes on itself as a matter of policy, and
- (c) has the functions that are described in this and other enactments.

1994 cM-26.1 s5

201 (1) A council is responsible for

- (a) developing and evaluating the policies and programs of the municipality;
- (b) 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.

RSA 2000 cM-26; 2015 c8 s20

Position Available: COUNCILLOR

Remuneration & Benefits

Salary: \$600.00/month

Salaries reflect built in costs of travel however, \$0.50km is paid for use of personal vehicle while on town business for courses, conferences and conventions.

Other benefits such as training allowances and per diems are allowed as per policy 2.02 www.irricana.com / Bylaws & Policies / Financials

Duties of Councilor

The Municipal Government Act provides that every municipality shall have a council, the members of which shall be elected in accordance with the Local Authorities Election Act. The Municipal Government Act provides for a broad spectrum of powers and duties for a council and councilors including:

153 Councilors have the following duties:

- (a) to consider the welfare and interests of the municipality as a whole and to bring to council's attention anything that would promote the welfare or interests of the municipality;
- (b) to participate generally in developing and evaluating the policies and programs of the municipality;
- (c) to participate in council meetings and council committee meetings and meetings of other bodies to which they are appointed by the council;
- (d) to obtain information about the operation or administration of the municipality from the chief administrative officer or a person designated by the chief administrative officer;
- (e) to keep in confidence matters discussed in private at a council or council committee meeting until discussed at a meeting held in public;
- (e.1) to adhere to the code of conduct established by the council under section 146.1(1);
- (f) to perform any other duty or function imposed on councilors by this or any other enactment or by the council.

RSA 2000 cM-26 s153; 2015 c8 s17

Council & Council Committees

Minimum Expectations

While the amount of time may vary, there are minimum expectations that need to be

fulfilled should a Candidate is elected to Council. These include:

Council Meetings: Regular Council meetings will take place on the first and third Monday of each month at 7:00 pm unless Monday is a holiday then the meeting is moved to Tuesday.

In preparation for the meeting, an agenda is made available to Council.

For more information please review the current Council Procedural Bylaw 001:2021:
www.irricana.com / Bylaws & Policies

Council Committees: The Mayor is an ex-officio member of all Committees of Council, which come under the authority of the Municipal Government Act, and has the right to attend any such committee meetings and participate with full voting rights.

Councilors are also members of committees by appointment at the annual Organizational meeting.

Time commitment / workload

The *Municipal Government Act* provides an outline of duties for members of Council. The Act does not, however, indicate the minimum number of hours per week members should spend performing their duties. This is left to the discretion of each member of Council.

While the amount of time may vary, there are minimum expectations that need to be fulfilled should a candidate be elected to Council.

Additional Information

For general information regarding the Office of the Mayor or Council workload contact **the Office of the CAO** at 403-935-4672 extension 101 or cao@irricana.com

Nomination Day

Excerpts from the Local Authorities Election Act (

Nomination Day LAEA s25(1), s.25(2)(a)

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

Nomination period opens: January 1, 2021

Nomination period closes: September 20, 2021 at 12:00 pm MST

Nomination Forms

27(1) Every nomination of a candidate must be in the prescribed form and signed by at least 5 persons eligible to vote in that election and resident in the local jurisdiction on the date of signing the nomination, and be accompanied by a written acceptance sworn or affirmed 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, if one has been

- appointed,
- (b) that the person will accept the office if elected,
- (c) That the person will read and comply with the municipality's code of conduct if elected, and
- (d) That the persons who have signed the nomination are electors who are eligible to vote in that election and resident in the local jurisdiction on the date of signing the nomination,
- (e) And be accompanied with a deposit in the amount of \$100.00 as per bylaw 12:2010

Note:

The Town of Irricana requires a \$100.00 deposit per bylaw 12:2010:

1. The deposit shall be \$100.00.
2. The deposit shall be in the form of cash, certified cheque or money order.
3. The 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 one half (½) 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 of the Local Authorities Election Act Revised Statutes of Alberta 2000.
4. If a candidate dies before the closing of voting stations on election day, the sum deposited by the candidate shall be returned to the candidate's estate.
5. If a candidate does not obtain the number of votes described in 3 (b) of this bylaw, the deposit shall be paid into the general revenue of the Town of Irricana.

Filing of Nomination Papers

Nomination Forms can be filed at the Town of Irricana Municipal Office with the Returning Officer.
222 2nd St, Irricana AB T0M 1B0

Do I have to file my Nomination Form in person?

Nominations shall be submitted to the returning officer, or their designate, at any time during the nomination period. It is best to deliver your nomination form in person; however, anyone may submit your nomination paper on your behalf. If you are unable to submit your nomination paper yourself, ensure that the forms are completed fully prior to it being filed with the returning officer because, as the candidate, it is your responsibility for ensuring that your forms are fully completed and meet the requirements for filing under section 27 of the Local Authorities Election Act.

Can I withdraw my nomination?

Candidates may withdraw their nomination at any time during the nomination period and up to 24 hours after the close of the nomination period, provided the number of candidates nominated exceeds the number of positions for the office you are seeking. If candidates choose to withdraw, they must provide written notice, in person, to the returning officer. The returning officer cannot accept a withdrawal if the number of nomination papers received, equal the number of vacant offices.

Late file of Nomination

The returning office **CANNOT** accept nominations after 12:00 pm on Nomination Day (four weeks prior to Election Day). Be sure to check on the time and location for filing nomination forms and ensure you file your nomination paper well in advance at the location specified. Despite the name of "Nomination Day", it is useful to think of it as a nomination deadline day. There is no need to wait until Nomination Day to file forms and if there is any question of your availability, be sure to file your forms prior to this date.

When can I start campaigning?

Campaigning can start after your nomination papers are filed.

Where can I find information on campaign finances?

There have been changes made to the Local Authorities Election Act around campaign finances and advertising, so make sure to familiarize yourself with the regulations.

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

Eligibility to Vote

Excerpts from the Local Authorities Election Act

- 47(1)** A person is eligible to vote in an election held pursuant to this Act if the person
- (a) is at least 18 years old,
 - (b) is a Canadian citizen, and
 - (c) resides in Alberta and the person's place of residence is located in the local jurisdiction on Election Day.
- (2) an elector is eligible to vote only at the voting station for the voting subdivision in which the elector's place of residence is located on Election Day.
- (3) If a local authority establishes a voting station at a work site, the local authority may direct that those workers who are electors who wish to vote and who are required to work at the site during the hours for which the voting station is open shall vote at that voting station, notwithstanding that those workers do not reside in the voting subdivision in which that voting station is located.

Notes:

The Town of Irricana does not maintain a Voter's List.

Rules of Residence

Excerpts from the Local Authorities Election Act **48 (1)** For the purposes of this Act, the place of residence is governed by the following rules:

- (a) a person may be a resident of only one place at a time for the purposes of this Act;
- (a.1) if a person has more than one residence in Alberta, that person shall, in accordance with subdivision (1.1), designate one place of residence as the person's place of residence for the purposes of this Act;
- (b) the residence of a person is the place where the person lives and sleeps and to which, when the person is absent, the person intends to return;
- (c) a person does not lose the person's residence by leaving the person's home for a temporary purpose;
- (d) subject to clause (e), a student who
 - (i) attends an educational institution within or outside Alberta,
 - (ii) temporarily rents accommodation for the purpose of attending an educational institution, and
 - (iii) has family members who are resident in Alberta and with whom the student ordinarily resides when not attending an educational institutionis deemed to reside with those family members;
- (e) If a person leaves the area with the intention of making the person's residence elsewhere, the person loses the person's residence within the area.

Qualifications of Electors

(Who can sign Nomination Papers)

It Is Imperative That A Person Who Signs Nomination Papers Is Eligible To Vote

Excerpts from the Local Authorities Election Act

47(1) A person is eligible to vote in an election held pursuant to the Local Authorities Election Act if he/she

- (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:

"Area" means the area within the boundaries of a local jurisdiction.

The person who signs the Nomination Papers must be a resident in the local jurisdiction on the date of signing the Nomination Papers.

To ensure validity of their Nomination Papers, a Candidate may submit more than the required **FIVE** electors' signatures.

Qualifications of Candidates

*Refer to the Local Authorities Election Act
Section 21(1)*

Ineligibility

*Refer to the Local Authorities Election Act
Section 22(1)
Section 23(1) – Ineligibility for nominations*

Disqualification of Councilors

*Refer to the Municipal Government Act **174** (1)*

Candidate's Agents / Scrutineer

If a candidate would like to either personally or by way of an agent, observe the election process at one or more of the voting stations, the following process shall be followed:

*Excerpts from the Local Authorities Election Act
Section 68.1 – Option for official agent
Section 69(1) – Candidate's Scrutineer*

Election Advertising

Word of mouth, door-to-door campaigning, paid advertising, elections signs, media interviews, how you choose to market your campaign is entirely up to you. Following is information you need to know relative to the most commonly used candidate promotions.

Forums

A Forum is the opportunity for the public to hear from individuals running for office. A Forum may involve candidates being asked to present their platforms or may be conducted in a question/answer format whereby members of the public can ask questions to which the candidates respond. Forums are hosted by business/special interest groups and are not a part of the legislated election process or organized by the Town with questions coming from the public.

Campaign Advertising

Placement of Election Signs/Campaign Advertising

Advertising should be confined to private property, with the exception as noted under the section relating to designated municipal property, and always with the permission of the owner.

Removal of Election Signs/Campaign Advertising

All advertising should be promptly removed following the election.

For safety, and as a courtesy to the landowners, candidates should ensure that the site is cleaned up and that any holes in the ground, created by the placement of signs, be filled with a mixture of soil and grass seed.

****It is an offence to canvass or solicit votes in or immediately adjacent to a voting station. It is also an offence to display or distribute campaign material inside or on the outside of a building used for a voting station**

Freedom of Information & Protection of Privacy (FOIP)

The Freedom of Information and Protection of Privacy Act was first introduced in Alberta in 1995. The Act applies to all public bodies, which are directed by government legislation. The Act took effect for school jurisdictions, effective September 1, 1998, and for municipalities on October 1, 1999. The Act addresses two main areas. First of all, it establishes regulations relating to access of information held by a public body. Secondly, the Act sets out regulations relating to the collection, use, protection and disclosure of personal information. The five principles of the Act are as follows:

1. To allow a right of access to any person to the records in the custody or control of a public body subject only to limited and specific exceptions.
2. To control the manner in which a public body may collect personal information and to control the use the public body may make of the information; and to control the disclosure by a public body of that information.
3. To allow individuals, subject to limited and specific exceptions, the right to have access to information about themselves which is held by the public body.
4. To allow individuals the right to request corrections to information about themselves held by a public body.
5. To provide an independent review of decisions made by a public body under the legislation.

For more information regarding FOIP and how it relates to you, contact Office of the Mayor or Council workload contact **the Office of the CAO at 403-935-4672 extension 101 or cao@irricana.com**

Commonly Asked Election Questions

Do I need to be a Canadian citizen to vote in a municipal election?

Yes, you must be a Canadian citizen. You must also have been a resident of Alberta for at least six (6) months immediately preceding Election Day and your place of residence is located in the area on Election Day.

Do I need to show voter identification when I vote?

Voter identification will be required for local authority elections where a list of electors is not prepared. The identification requirement sets a uniform standard of one piece of picture identification or [one piece of identification authorized by the Chief Electoral Officer under the Election Act](#) as indicated for the purposes of that Act that establishes the elector's name and current address. Local authorities may also pass a bylaw no later than six months prior to nomination day which provides the opportunity to supplement the number and types of identification required to allow a person to vote.

Someone voted who shouldn't. What do I do?

A note of objection can be made to the voting register on the objection to the voter by a returning officer, candidate, official agent or scrutineer on Election Day. Upon a successful application to the courts, a person who votes knowing that they have no right to do so may be fined or may be imprisoned, or both.

Who is eligible to observe the election process?

A candidate, an official agent or scrutineer for a particular candidate may be in the voting station, however, they may not all be in a voting station at the same time during voting hours.

Can a person with a criminal record run in a local election?

Yes, however, if that person has been convicted of an election offence (federal, provincial or local) within the previous 10 years, they are ineligible. Ineligibility to run in a local election is outlined in section 22 of the Local Authorities Election Act.

Do I have to vote for the required number of candidates?

No, however, you may only vote once for each candidate and only up to the number of candidates to be elected to the office. See section 57 of the Local Authorities Election Act. However in this By-Election you can only vote for one candidate.

I own property in more than one municipality, can I vote in both?

No, a person may be a resident of only one place at a time for the purposes of voting under the Act. Section 48 of the Local Authorities Election Act is amended and there are factors in determining the person's place of residence. An exception exists for Summer Villages. If you, your spouse, or adult interdependent partner is named on a certificate of title, you are also eligible to vote in a summer village.

If I own a business in a municipality, but do not live in that municipality, can I still vote in the municipality where I own my business?

No. You would not meet the eligibility to vote criteria contained in section 47(1) of the Local Authorities Election Act, as your place of residence must be located in the municipality on Election Day. This would apply to a vote on a question in addition to the election of offices.

If I am a renter, not a property owner, am I entitled to vote?

Yes, a renter can vote if they meet the Eligibility to Vote, section 47 in the Local Authorities Election Act. A renter is also eligible to run for office if he meets the requirements of section 21, Qualification of Candidates, in the Local Authorities Election Act.

If a person has resided in a municipality 24 hours prior to the elections are they eligible to vote?

The rules of residency are outlined in section 48 of the Local Authorities Election Act and a person only has one place at a time for the purposes of voting. Therefore, if a person is only visiting, they are not eligible to vote in that municipal election.

Are you allowed to campaign inside, outside or near a voting station on Election Day?

No. See section 152 of the Local Authorities Election Act

Who can challenge the validity of an election?

If the validity of an election of a member of an elected authority or the member's right to hold the seat is contested, or the validity of a vote on a bylaw or question is contested, the issue may be raised before the Court of Queen's Bench. See section 126 of the Local Authorities Election Act.

The issue may be raised by:

- A candidate,
- The elected authority,
- Any elector if the right to sit is by acclamation or contested on the grounds that a member of the elected authority is ineligible, disqualified or has forfeited the member's seat since the election, or
- An elector who gave or tendered their vote at the election.

Who has the ability to ask for a recount?

The returning officer may make a recount if a candidate, official agent or a scrutineer shows grounds that the count of votes is inaccurate. The returning officer may also consider the number of rejected ballots, valid ballots objected to, or any administrative or technical errors. If a recount is requested, a recount application in accordance with section 98 (4) of the Local Authorities Election Act.

Any elector may ask for a judicial recount by filing a notice of motion for a recount with the clerk of the Court of Queen's Bench: See sections 98 and 103 of the Local Authorities Election Act.

What do you do if there is a tie?

If a tie determines who is elected or not, the returning officer writes the names of those candidates on separate pieces of paper and "draws a name from a hat". The name on the withdrawn paper is considered to receive one more vote. See section 99 of the Local Authorities Election Act.

When are Election results official?

Election results are considered official at 12 noon on the 4th day after the election. The returning officer may publish unofficial election results. See section 97 of the Local Authorities Election Act.

What time is the voting station open?

Voting stations are open from 10:00 a.m. until 8:00 p.m. on Election Day unless the local authority passed a bylaw allowing voting stations to open earlier than 10:00 a.m.

Employees who are electors have the right to have three consecutive hours to cast their vote while the voting station is open. If the hours of the employee's employment do not allow for three consecutive hours, the employer shall allow him or her any additional time for voting that is necessary to provide three consecutive hours. The additional time for voting shall be granted at the convenience of the employer. If the employee's normal employment hours end at 5:00 p.m., the employee would have three consecutive hours in which to vote, from 5:00 p.m. to 8:00 p.m. See sections 46 and 58 of the Local Authorities Election Act.

Can a candidate put up campaign signage prior to Nomination Day?

There are no limitations on when a candidate may start campaigning in the *Local Authorities Election Act*, however some municipalities may have bylaws restricting when and where campaign signage may be placed. Candidates should contact their municipal office for details on signage restrictions. Alberta Transportation also has guidelines for campaign signage on Alberta highways.

How many signatures are required on my nomination papers?

You must have at least 5 signatures of electors eligible to vote in that election. A city with a population over 10,000 may by bylaw, require that up to 100 signatures are required. Section 27, Local Authorities Election Act.

Can I fax my nomination paper in?

No. Original documents must be filed with the Returning Officer on Nomination Day.

What happens if the nominations received meet, but do not exceed, the number of positions available?

If the number of nominations does not exceed the number of positions available, after the close of nominations, the Returning Officer will declare the candidate(s) nominated for the position elected by acclamation. Section 34, Local Authorities Election Act

I work for the Town of Irricana, can I still run?

All employees of the Town of Irricana are eligible for a leave of absence as per the 22(5) of the Local Authorities Election Act.

Letter from Administration



To the Potential Candidate:

First let me thank you for your willingness to get involved in your community on behalf of the Staff of the Town of Irricana.

Small Towns have a unique ability to identify problems, but that ability comes with a double edged sword as the items become more personal than in a large municipality. The issues faced and decisions made by Council in Irricana are no different than in those of Calgary or Edmonton, but given the proximity to your neighbors, you have the advantage to see the impact first hand. If elected, you will also be exposed to many details you might not even know have ever occurred: most are public record but rarely spoken of, and a few are those that are not released but prone to speculation.

Consider in your desire to run the changes you want to see made: make them your goals for the remaining period of this council, and ensure you stay focused on those goals, as ultimately as a council you are the trustees of the Town and the governance level you desire is what will occur.

So don't hesitate to contact myself or the office with your questions, comments or concerns.

Sincerely,

Barrie Hutchinson

Chief Administrative Officer
Town of Irricana