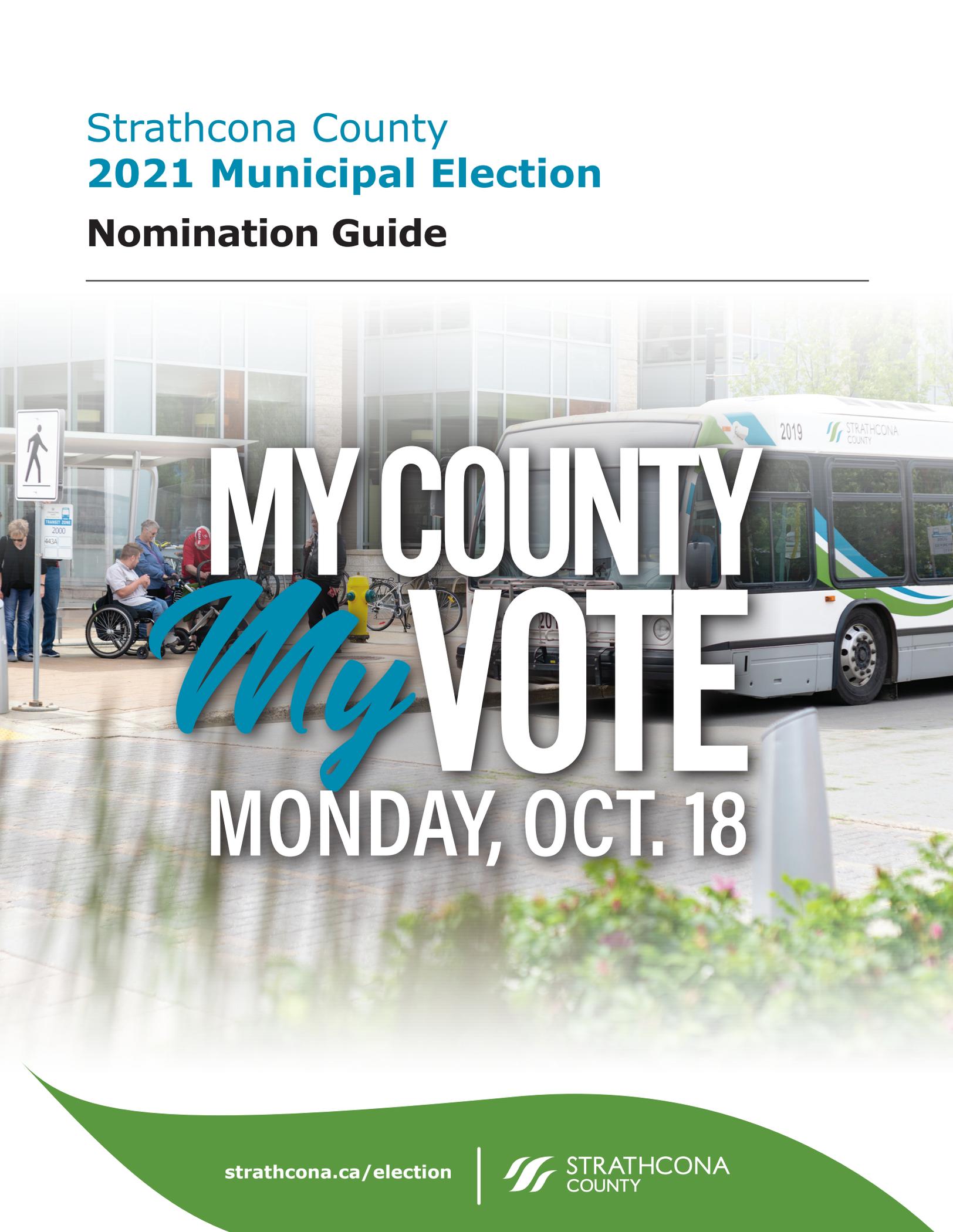


Strathcona County 2021 Municipal Election Nomination Guide



MY COUNTY
My VOTE
MONDAY, OCT. 18

strathcona.ca/election



STRATHCONA
COUNTY

Preface

This guide has been developed to answer questions most frequently asked by candidates for Mayor and Council. It is not a replacement for legal advice. It is the candidate's responsibility to be familiar with the legislation and we strongly recommend obtaining a copy of the *Local Authorities Election Act* and the *Municipal Government Act* from:

Alberta Queen's Printer
Website: www.qp.alberta.ca/

Where references are made to legislation, the specific legislation should be referred to for all purposes of interpreting and applying the law.

If there are any questions, please contact:

Strathcona County Election Office

strathcona.ca/election
780-400-3800
election@strathcona.ca

Office Location: 3rd Floor, North Tower, Community Centre
401 Festival Lane
Sherwood Park, AB

Mailing Address: Strathcona County
Election Office
2001 Sherwood Drive
Sherwood Park, AB T8A 3W7

Our Community

About Strathcona County

“Becoming Canada’s most livable community”. This statement summarizes what we aspire to be as a municipality and paints a picture of what the community could look like in the future. Our vision statement outlines the primary elements that make our community livable, and describes the County-wide priorities and results necessary to achieve that vision

Strathcona County, located in the heart of Alberta, is an energetic and thriving community. A leader in North America’s petroleum industry and a champion for advancing diverse agricultural business, we use our energy to power our new tomorrow.

We are a welcoming place to live and attract people of all ages, cultures and walks of life to join us. Families thrive in our dynamic, caring and safe community. Strathcona County citizens of all ages are meaningfully engaged in civic life where their voices strengthen decisions and their involvement helps build community where they live, work, learn, and play.

We strive to be a model of ecological integrity, protecting our environment and preserving our agricultural heritage.

Investment in infrastructure, quality services, cultural and recreational programs, and facilities is a priority that sets us apart.

Specialized Municipality Status

On January 1, 1996, Strathcona County was granted status as a specialized municipality by the Province of Alberta.

Strathcona County’s classification as a specialized municipality provides for the unique needs of a municipality that includes both a large urban centre and a significant rural area and population.

The County includes the urban service area of Sherwood Park and a large rural area with eight hamlets. As a result, the needs of residents in various parts of the community are quite different.

Our eight rural hamlets are: Antler Lake, Ardrossan, Collingwood Cove, Half Moon Lake, Hastings Lake, Josephburg, North Cooking Lake, and South Cooking Lake.

2021 Municipal Election Nomination Guide

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2021 Municipal Election Nomination Guide

Candidate

In the *Local Authorities Election Act (LAEA)*, a candidate is defined as an individual who has been nominated to run for election in a local jurisdiction as a councillor or school board trustee.

Qualifications of a Candidate

s. 21, 47(1), *LAEA*

A person may be nominated as a candidate in Strathcona County's municipal election if on Nomination Day (September 20, 2021) they are:

- at least 18 years of age;
- a Canadian citizen
- a resident of Strathcona County in the ward they intend to run in for at least 6 consecutive months before Nomination Day (March 20, 2021); and
- not otherwise ineligible or disqualified under the *LAEA*.

Ineligibility for Nomination as a Candidate

s. 22, 23, *LAEA*

A person is not eligible to be nominated as a candidate in any election under the *LAEA* if on Nomination Day:

- the person is the auditor of Strathcona County;
- the person is an employee of the County unless they have taken a leave of absence;
- the person is indebted to the County for taxes in default of more than \$50, excluding current taxes;
- the person is indebted to the County for any debt exceeding \$500 for more than 90 days;
or
- the person has, within the previous 10 years, been convicted of an offence under the *LAEA*, the *Election Act*, the *Election Finances and Contributions Disclosure Act*, or the *Canada Elections Act (Canada)*.

All instances of ineligibility can be found in sections 22 and 23 of the *LAEA*. It is the responsibility of the candidate to ensure they are eligible for nomination.

Employees of a Municipality

s. 22, LAEA

County employees are eligible to be nominated as a candidate for the election if they notify their employer that they will be taking a leave of absence without pay. This notification can be given as early as July 1, 2021, and no later than the employees last working day before Nomination Day. Under the *LAEA*, the employer must grant the leave of absence without pay.

If the employee is not elected, they may return to work on the fifth day after Election Day (October 23, 2021). If the fifth day after Election Day is not a working day, they may return to work on the first working day after the fifth day.

If the employee is elected, they are deemed to have resigned their position as an employee the day they take the official Oath of Office as an elected official.

Nomination Process

Where to get Nomination Papers?

The Nomination Paper and Candidate's Acceptance form, for both Mayor and Councillor are currently available at the Strathcona County Election Office located on the 3rd floor, North Tower of the Community Centre, and on the election website: www.strathcona.ca/election.

Completion of Nomination Papers

At least five eligible voters are required to sign the Nomination Paper and Candidate's Acceptance form to make it valid. An eligible voter must be:

- 18 years of age or older;
- a Canadian citizen; and
- a resident of Strathcona County on the date the voter signed the nomination form (for nominations for Mayor); or
- a resident of Strathcona County **and** the specific ward the candidate seeks to run in on the date the voter signed the nomination form (for nominations for Councillor).

The Candidate's Acceptance requires the candidate to swear or affirm that they:

- are eligible to be elected under sections 21 and 47 of the *LAEA*;
- are not disqualified under sections 22 or 23 of the *LAEA*;
- will accept the office for which they are a candidate, if elected;
- have read and understood sections 12, 21, 22, 23, 27, 28, 47, 68.1, and 151 and Part 5.1 of the *LAEA*;
- will read and abide by the municipality's code of conduct if elected; and
- are being nominated by electors who are eligible to vote in accordance with the *LAEA* and who are resident in the local jurisdiction on the date of signing the nomination form.

All portions of the nomination form must be completed, and the candidate's acceptance sworn or affirmed before a Commissioner for Oaths or the Returning Officer.

It is the candidate's responsibility to be fully aware of the nomination requirements and comply with them.

Upon submission, the nomination form will be checked to ensure that:

- the prescribed form is used;
- the form is signed by at least 5 electors;
- the form is sworn or affirmed by the person nominated; and
- the form is accompanied by a \$100.00 deposit.

Forms that do not meet the above requirements will be rejected.

Filing of the Nomination Form

s. 28, 29, *LAEA*, Strathcona County Election Bylaw

The nomination form and a deposit of \$100.00 (cash, certified cheque, or money order payable to Strathcona County) must be filed with the Election Office between January 1, 2021 and 12 noon on September 20, 2021, at:

Legislative and Legal Services
3rd Floor, North Wing, Community Centre
401 Festival Lane
Sherwood Park, Alberta

Business hours are Monday to Friday (except STAT holidays) from 8:30 a.m. - 12:00 p.m. and 1:00 p.m. - 4:30 p.m.

Please note that:

- the nomination form can only be filed during the nomination period;
- due to COVID-19, the Election Office is not openly accessible to the public. Filing of the nomination form may be done in person by appointment, by mail, or by courier. If sent by mail or courier, the form must be received by the Election Office before close of nominations at 12 noon on September 20, 2021;
- someone else may file the nomination form on the candidate's behalf, but the candidate is responsible to ensure the nomination form is complete and is sworn before a Commissioner for Oaths before filing;
- faxed or emailed copies of the nomination form will not be accepted; and
- once the nomination form is accepted by the Returning Officer or their designate, the name of the candidate and the office they are seeking will be posted on the election website.

Disposition of Deposit

s. 30, LAEA

Candidate deposits shall be returned to the candidate if:

- the candidate is declared elected;
- the candidate obtains a number of votes at least equal to half of the total number of votes cast for the candidate elected to the office with the least number of votes; or
- the candidate withdraws in accordance with section 32 of the *Local Authorities Election Act*.

Examination of Nomination Papers

s. 28, LAEA

It is not the Returning Officer's responsibility to rule on the validity of the information contained in the nomination form. Ineligible nomination forms can be challenged by an elector.

A person may request to examine the filed nomination form at any time after the nomination period commences. This must take place during regular business hours, in the presence of the Returning Officer or their deputy.

Withdrawal of Nomination

s. 32, LAEA

A candidate may withdraw their nomination at any time before 12 noon on September 20, 2021.

A candidate can also withdraw within 24 hours after the close of nominations if enough candidates remain to fill the office for which they are nominated.

Any withdrawals must be in writing addressed to the Returning Officer. A Notice of Withdrawal form is attached as Appendix 6. A faxed or e-mailed Notice of Withdrawal will not be accepted.

Legislative and Legal Services
3rd Floor, North Wing, Community Centre
401 Festival Lane
Sherwood Park, Alberta

Business hours are Monday to Friday (except STAT holidays) from 8:30 a.m. - 12:00 p.m. and 1:00 p.m. - 4:30 p.m.

Insufficient Nominations

s. 31, LAEA

If no nominations for a position are received by 12 noon on Nomination Day, the Returning Officer will continue to receive nominations in the same manner until the required number of nominations have been received or a period of six days, including Nomination Day but not including Saturday or Sunday, has elapsed.

If sufficient nominations to fill all vacancies are not received, the Returning Officer will notify the Minister for further action.

Election by Acclamation

s. 34, *LAEA*

At the close of Nomination Day, if the number of persons nominated for any office is the same as the number required to be elected, the Returning Officer shall declare the person nominated to be elected to the office for which they were nominated.

Campaigning

Campaign Period

s. 147.1, *LAEA*

The campaign period for the 2021 municipal election is begins on January 1, 2021 and ends on December 31, 2021.

Contact Information

The Election Office receives numerous requests from the media, organizers of election forums, and the public for the contact information of candidates. Candidates have the option to complete a Release of Candidate Information form with their nomination papers which will allow the Election Office to share their information with the public.

The contact information, including links to the candidate's websites, will be posted on the County election website.

Offences

s. 148, *LAEA*

There are severe penalties under the *LAEA* for contravening the legislation.

For example, no person (candidate, agent, etc.) shall print or distribute or have anyone else print or distribute in any campaign literature a form of a ballot that shows or indicates the ballot to be marked for any candidate(s). For example, campaign material cannot have an image of a ballot with multiple candidate names, showing an oval filled in for one of the candidates. The use of only one candidate's name and an "X" beside it does not constitute a form of a ballot.

Strathcona County logos may not be used by candidates on campaign materials, websites, or for any other purposes. Photographs and visuals including website images owned by Strathcona County are also not to be used on campaign materials. Candidates are encouraged to use original photographs and images to which they own the rights.

Campaigning on Transit Property

In accordance with Bylaw 44-88 as amended: Public Transportation System Bylaw, unauthorized solicitation of any type is not permitted on transit property or vehicles due to safety and customer-service considerations. No person is authorized to campaign or distribute any campaign-related material (e.g. flyers, food, beverages, etc.) in or on transit vehicles or property (terminals, parking lots, bus stops). Transit personnel are permitted to instruct any unauthorized solicitors to cease activities immediately and/or leave.

Signage

A candidate must comply with federal and provincial laws as well as the Strathcona County Land Use Bylaw 6-2015 (Part 5 – Signs). A quick reference table has been included in this guide to outline election sign types, sizes, and locations permitted (Appendix 3). The Land Use Bylaw is available on the County website:

<https://www.strathcona.ca/council-county/bylaws-and-policies/land-use-bylaw/>

Election signs require a development permit which can be obtained by emailing planninganddevelopment@strathcona.ca or at:

Planning and Development Services
Main Floor, County Hall
2001 Sherwood Drive
780-464-8080

Once a development permit is obtained, Saturday, September 18, 2021 is the first day that Election Signs are permitted to be posted.

Candidates who are acclaimed and who have received a development permit for election signs are entitled to a refund of the application fee and the permit will be cancelled, provided that the candidate does not put up any signs.

Before placing signs on private property, candidates must ask permission of the landowner. Advertisements, signs, posters, brochures or other campaign materials cannot be displayed or distributed anywhere on the property of a voting station when a vote is taking place. Should this occur, any campaign materials will be removed by an election official.

Election signs must be removed following the close of voting stations:

- within 48 hours where located within the Urban Service Area of Sherwood Park (8 p.m. on October 20); and
- within 72 hours where located outside of Sherwood Park (8 p.m. on October 21).

Maps

Ward maps are attached as Appendix 4. Detailed candidate maps will be available for purchase in late April from Planning and Development Services at a cost of \$12.60. The maps that will be available for purchase will include:

- the number of eligible voters for 2021;

- confirmed voting station locations;
- voting subdivisions;
- neighbourhood names; and
- road names.

The 2018 Land Ownership map can also be purchased from Planning and Development Services at a cost of \$12.60.

Campaign Personnel

s. 68.1, 69, *LAEA*

Campaign Workers

The Campaign Worker Proof of Identification form can be completed by the candidate and provided to each worker to use as proof of identification. This form is for use by the candidate and campaign worker and is not provided to the Returning Officer or the Election Office.

Official Agent

Each candidate may appoint an elector as their official agent on their nomination papers.

Official Agents may complete and submit a Release of Official Agent Information form to allow the Election Office to share the information with the public.

During the campaign period, if a candidate needs to appoint a new official agent, they must immediately notify the Returning Officer in writing and provide the contact information for the new official agent.

The duties of an official agent are those assigned to the official agent by the candidate.

No candidate may act as an official agent for any other candidate.

A person who has been convicted of an offence under the *LAEA*, the *Election Act*, or the *Canada Elections Act* within the last 10 years is not eligible to be appointed as an official agent.

Candidate's Scrutineer

If a candidate would like to appoint an Election Day scrutineer to observe the election processes at the voting stations, the following process must be followed:

- scrutineers must be given a signed Appointment of Scrutineer form from the candidate;
- upon arriving at the voting station the scrutineer will present a signed Appointment of Scrutineer form to the election official; and
- the election official will provide the scrutineer with a statement, which must be completed prior to the scrutineer commencing his/her duties.

Note that only one scrutineer, official agent, or the candidate, can be present at any time in a voting station during voting hours.

The election official will designate a location in the voting station where a candidate, official agent, or scrutineer may observe the election process.

Accessing Multi-Residential Units

s. 52, LAEA

Candidates who require access to residences in buildings that contain two or more residences or to each residence in a mobile home park are encouraged to contact the Election Office for the necessary identification required for the free access.

Forums

The Sherwood Park Chamber of Commerce historically hosts candidate forums for Strathcona County's municipal elections. The Chamber has expressed interest in hosting a candidate forum in 2021, but at the time of publication of this guide no forums have been scheduled. For more information, visit the Sherwood Park Chamber of Commerce closer to the election at:

www.sherwoodparkchamber.com .

Candidate Information Session

Strathcona County will be hosting a candidate information session for the 2021 Municipal Election. The date and time of this session has not been decided upon at the time of publication of this guide. Please check the website regularly for updates.

Alberta Municipal Affairs typically holds information sessions for prospective municipal candidates in election years. At the time of publication of this guide, there were no formal sessions announced yet.

Campaigning During COVID-19

Campaigning in 2021 may look a little different than during previous municipal elections. Candidates should make themselves familiar with the provincial public health guidelines and ensure they are followed. These guidelines cover items relevant to campaigning such as:

- social gatherings;
- physical distancing;
- personal protective equipment and mask use;
- hand-washing and sanitation;
- travel;
- money handling.

Election Finances and Contributions Disclosure

The legislation is binding on all candidates running in this election. Failure to comply with this legislation could result in significant penalties payable by both candidates and contributors. It is imperative that all candidates familiarize themselves with this legislation. Candidates are responsible for ensuring that their campaign complies with all provincial legislation. This information is not intended to serve as a legal document but only provides general information about the disclosure requirements. The information is not a replacement for consulting the actual legislation or obtaining independent legal advice.

Responsibility of contributors

s. 147.13 *LAEA*

Prospective contributors are responsible for ensuring, before contributing under the *LAEA*, that they are not prohibited from contributing. Every candidate and every person acting on behalf of the candidate shall make every reasonable effort to advise prospective contributors of the provisions under the *LAEA*.

Contributions means any money, personal property, real property, or services provided to or for the benefit of a candidate's election campaign without fair market value compensation from that candidate. This does not include volunteer services.

Limitations on Contributions, Acceptance of Contributions, Anonymous and Unauthorized Contributions

ss. 147.2, 147.22, 147.23, 147.24 *LAEA*

Campaign contributions may only be accepted:

- after an individual has been nominated as a candidate;
- from **individuals** ordinarily residing in Alberta, to a maximum of \$5000 per contributor per candidate;
- from the candidate themselves, to a maximum of \$10 000 during the campaign period, between January 1 and December 31, 2021; and

Outside of the campaign period an individual may accept not more than:

- \$5000 in the aggregate per year outside the campaign period; and
- \$10 000 in the aggregate of the candidate's own funds per year outside of the campaign period.

Candidate's may not accept contributions from:

- individuals residing outside of Alberta;
- prohibited organizations such as corporations, trade unions, and employee organizations;
- anonymous individuals; and
- individuals contributing funds not belonging to that individual.

WARNING:

- Contributions accepted in contravention of the *LAEA* must be re-paid to the contributor. If the contributor cannot be located, the value of the contribution must be immediately paid to Strathcona County, Legislative and Legal Services department, or to a registered charity. A letter explaining why the contribution is being sent to the County must accompany the contribution.
- Candidates and non-corporate contributors who break these rules are guilty of an offence punishable by a fine of up to \$5000. If a corporation, trade union or employee organization breaks these rules, it is guilty of an offence and liable for a fine up to \$10,000.

Duties of Candidates

ss. 147.3, 147.32 *LAEA*

All candidates are responsible for opening a campaign account in the name of the candidate of the candidate's election campaign at a financial institution. This account must be opened at the time of nomination, or as soon as possible after the total amount of contributions first exceeds \$1000.

Candidates must:

- deposit all contributions in the campaign account, once opened;
- use money in the campaign account only for the payment of campaign expenses;
- value contributions of real property, personal property, and services;
- issue receipts for every contribution;
- obtain receipts for every expense;
- keep records of contributions and expenses for 3 years following the date disclosure statements are required to be filed; and
- give proper direction to the candidate's official agent and any other person authorized to incur campaign expenses and solicit or accept contributions on behalf of the candidate.

Fundraising Functions

s.147.3, *LAEA*

A "fund-raising function" includes any social function held for the purpose of raising funds for the candidate's election campaign. The gross income from any fund-raising function must be

recorded by the candidate. If a fund-raising function is held by the sale of tickets by or on behalf of the candidate, the amount of the contribution is to be determined at the option of the candidate whether it be recorded as an individual charge as per the thresholds itemized in 147.31(3) (a) (i), (ii), or (iii) or the difference between the price of the ticket and the fair market value of what the ticket entitles the bearer to obtain.

Campaign Disclosure Statements

ss. 147.34, 147.4, LAEA

All candidates must file the Campaign Disclosure Statement in the prescribed form with Strathcona County, Legislative and Legal Services on or before March 1, 2022. An electronic version of the form can be found on the election website. The form asks for the following information:

- the total value of campaign contributions received that did not exceed \$50 in the aggregate from any single contributor, which were received during the campaign;
- the total amount contributed, together with the contributor's name and address, for each contributor who contributed during the campaign period exceeded \$50 in the aggregate;
- the aggregate amount the candidate received outside the campaign period;
- the total amount the candidate contributed to the campaign during the campaign period;
- the total amount received from fundraising functions;
- total amount of other revenue;
- the total amount of campaign expenses;
- an itemized campaign expense report setting out the campaign expense report setting out the campaign expenses incurred by the candidate;
- the total amount paid by the candidate out of the candidate's own funds not reimbursed from the candidate's campaign fund;
- the total amount of any campaign surplus, including any surplus from previous campaigns;
- the amount of any deficit; and
- any candidate who has incurred campaign expenses or received contributions of \$50,000 or more shall file a review engagement with the disclosure statement.

Campaign Surplus

s. 147.5, LAEA

If a candidate's disclosure statement shows a surplus, the candidate must, if the surplus is more than \$1000, donate an amount to a registered charity that results in the surplus being less than \$1000. The candidate may retain any portion of the surplus under \$1000, or donate it to a registered charity. This must be done within 60 days of filing the disclosure statement.

After the 60-day period referred to above, the candidate has 30 days to file an amended disclosure statement showing that the surplus has been dealt with. This applies to all candidates, elected or otherwise.

Campaign Deficit

s. 147.52, *LAEA*

If a candidate's disclosure statement shows a deficit, the candidate must eliminate the deficit within 60 days of filing the disclosure statement. To eliminate the deficit, a candidate may:

- accept contributions, not exceeding \$5000 per individual; and
- contribute up to \$10 000 of the candidate's own funds.

After the 60-day period referred to above, the candidate has 30 days to file an amended disclosure statement showing that the deficit has been dealt with.

Late Filing

s. 147.7, *LAEA*

A candidate who fails to file a disclosure statement by March 1, 2022 must pay a late filing fee of \$500 to Strathcona County. If the late filing fee is not paid within 30 days after the date the fee was payable, the County shall send a notice to the candidate indicating the amount of the late filing fee that is required to be paid. If the candidate fails to pay the late filing fee the County may file a copy of the notice with the clerk of the Court of Queen's Bench, and, on being filed, the notice has the same force and effect that may be enforced as if it were a judgment of the Court.

Effect of Non-Compliance in Relation to Disclosure Statements

s. 147.8, *LAEA*

If a municipal councillor candidate fails to file a disclosure statement, the secretary shall transmit a report to that effect to council, which shall on its receipt make the report public. The candidate whose name has been made public can apply to the Court for relief. The Court may dispense with compliance, extend the time for compliance, make any order that it considers appropriate or refuse the application. The decision of the Court is final and not subject to appeal.

Offences Relating to Contributions

ss. 147.82, 147.83, 147.84 *LAEA*

- any prohibited organization who makes a contribution is guilty of an offence and is liable of a fine of not more than \$10,000.
- any prohibited individual who makes a contribution is guilty of an offence and liable to a fine of not more than \$5000.
- a candidate who accepts more than \$5000 in the aggregate per year in contributions outside the campaign period or makes a contribution in excess of \$10 000 in the aggregate per year of their own funds is guilty of an offence and liable to a fine or not more than \$1000.

- a candidate or a person acting on behalf of a candidate who fails to return or pay an amount relating to anonymous and unauthorized contributions is guilty of an offence and liable to a fine of not more than \$5000.
- a prohibited organization or a person acting on behalf of a contributor or individual whose funds do not belong to them is guilty of an offence and liable to a fine of not more than \$10,000.
- an individual who contributes funds that do not belong to them is guilty of an offence and liable to a fine of not more than \$1000.
- a candidate who fails to open a campaign bank account is guilty of an offence and liable to a fine of not more than \$1000.
- a candidate who fails to comply with filing disclosure statements and fails to pay the \$500 late fee is guilty of an offence and liable to a fine of not more than \$5000.
- a candidate who fails to report any changes to their disclosure statement when they become aware of not being completed accurately within 30 days; fails to donate a surplus in excess of \$1000 to a registered charity; or fails to eliminate the deficit within 60 days after filing and file an amended disclosure statement is guilty of an offence and liable to a fine of not more than \$5000. If a candidate is found guilty, the Court may, in addition to the penalty provided order the candidate to pay any surplus to the local jurisdiction as soon as possible.
- a candidate or the chief financial officer of the candidate who incurs campaign expenses that exceed, in the aggregate, the amounts determined by the regulations is guilty of an offence and liable to a fine of not more than \$10,000.

Duties and Responsibilities of Elected Officials

General Duties of Councillors

s. 153, MGA

Councillors have the following duties:

(a) to consider the welfare and interests of the municipality as a whole and to bring to council's attention anything that would promote the welfare or interests of the municipality;

(a.1) to promote an integrated and strategic approach to intermunicipal land use planning and service delivery with neighbouring municipalities;

(b) to participate generally in developing and evaluating the policies and programs of the municipality;

(c) to participate in council meetings and council committee meetings and meetings of other bodies to which they are appointed 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 councillors by this or any other enactment or by the council.

General Duties of a Mayor (Chief Elected Official)

s. 154, *MGA*

- (1) A chief elected official, in addition to performing the duties of a councillor, must
 - (a) preside when in attendance at a council meeting unless a bylaw provides that another councillor or other person is to preside, and
 - (b) perform any other duty imposed on a chief elected official by this or any other enactment or bylaw.
- (2) The chief elected official is a member of all council committees and all bodies to which council has the right to appoint members under this Act, unless the council provides otherwise.
- (3) Despite subsection (2), the chief elected official may be a member of a board, commission, subdivision authority or development authority established under Part 17 only if the chief elected official is appointment in the chief elected official's personal name.

Council's Principal Role in Municipal Organization

s. 201, *MGA*

- (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.

Elected Official Working Conditions

The most common working conditions identified by Strathcona County Council members include:

- Guiding the municipal organization at the policy level and providing leadership to the community;
- Engaging with citizens, community groups, and other regional stakeholders;
- Addressing the needs of the community and speaking to complex municipal issues as part of the decision-making process;
- Serving as a representative for Strathcona County on both internal and external boards, committees, and commissions;
- Opportunity to shape the Community's future and articulate a sense of vision;

- Opportunity to influence the County's programs and services;
- Public speaking is required frequently;
- Being in the public eye may result in a lack of privacy;
- May be challenging to address citizens' concerns especially when matters are complex and multi-dimensional; and
- Time demands and high stress levels may place pressure on personal life and family.

Elected Officials' Time Commitment

Serving on Council is the equivalent of a full-time position, but the hours of work may not be a standard hours since some obligations may require attendance during the evening or weekend. There are several commitments that must be met by members of Council:

1. Council Meetings
 - Typically, two meetings per month on Tuesdays with a start time of 9 am and end time between 5 and 9 pm.
 - Public Hearings are held as part of Council meeting as required and begin at either 5 pm or 7 pm.
 - Special Council meetings may be called on occasion to address emergent matters.
 - No Council meetings are scheduled in the month of August, but Councillors may have other commitments during that month.
 - Be prepared to spend several hours preparing for each meeting by reviewing agenda materials and reports.
2. Budget Meetings
 - Meetings to review Strathcona County's 2022-2025 budget in November of 2021. The municipality has a 4-year budgeting process and typically the review and approval of the budget requires 5 to 8 days of meeting time.
3. Priorities Committee
 - The Mayor and all members of Council are members of the Priorities Committee. This Committee meets for a full day typically one Tuesday of each month except for the month of August. The Priorities Committee monitors progress of Council's Strategic Plan and provide a forum for evolving topics and is chaired by the Deputy Mayor.
4. Council Committees
 - The Mayor is an ex officio member of most council committees established under the Municipal Government Act and by Strathcona County bylaw. As an ex officio member, the Mayor has the right to attend and participate in meetings but does not have the right to vote.
 - All Councillors are responsible for serving as Deputy Mayor and Acting Mayor on a rotational basis. The Deputy Mayor and Acting Mayor are members of the Mayor's Executive Committee and have the additional responsibility of filling in for the Mayor when absent.

- The Mayor is specifically appointed to some committees, but due to time commitments does not sit on as many committees as the rest of Council.
- All Councillors are appointed to service on some standings, ad hoc and external committees. Appointments are made based on individuals' interest in committees, as well as maintaining a balance in commitment of time. Committee meetings are held throughout the day and, in some cases, in the evening.
- As with Council meetings, all meetings of Council Committees are open to the public. This means that members of the public may attend these meetings, but they cannot participate.

Council Orientation and Training

Council orientation and training commences the week that the new Council is declared elected and continues throughout the following three weeks. Subsequent training is often offered periodically in the course of the 4-year term, but the first few weeks after the election is fairly robust. The orientation gives Councillors critical information about their roles and responsibilities, County functions, processes and plans, as well as providing an opportunity to become acquainted with fellow Councillors, staff, County services, operations, and facilities. Councillors will also gain an understanding of the business plan and budget process as part of the orientation which is especially important given that the budget process begins in November. It is important that all Councillors ensure that they can make the time for this training.

Conferences

As a specialized municipality with both rural and urban areas, Strathcona County is a member of both the Rural Municipalities Association (RMA) and Alberta Urban Municipalities Association (AUMA). The RMA Fall Convention runs from November 22-25, 2021. The AUMA annual convention runs from November 16-19, 2021. These Associations play a key role in representing municipal interests to the provincial government. In an election year, the conventions focus on education and sessions for new Mayors and Councillors. For this reason, Councillors should be prepared to attend these conferences.

Business Plan and Budget Process

Development of the corporate budget is one of the most critical initiatives undertaken by Administration each year as it involves detailed fiscal analysis and substantial planning efforts across the organization. The approved multi-year budget acts as the authority for Administration to utilize the resources necessary to achieve Council's priorities and to deliver key programs and services to residents.

Consistent with the requirements outlined in the *MGA*, Strathcona County recommends a multi-year budget to Council for approval each year. This involves the development of rolling four-year operating and a five-year capital budgets where the first year is formally approved by Council and the following years are approved in principle. This process allows Administration to

communicate the financial impacts of upcoming issues and opportunities to Council while offering Administration the ability to refine those impacts in the years leading up to formal approval.

Developing the budget is a County-wide initiative requiring inputs from each department in the organization. Therefore, the County utilizes approved financial policies to allow for a consistent approach across departments, while ensuring alignment with Council's strategic direction.

On November 30, 2020, Council approved the 2021 operating and capital budgets and the 2022-2024 operating and 2022-2025 capital budgets in principle. Only critical initiatives were brought forward for Council's consideration, and administration has managed anticipated revenue decreases by offsetting expenses through the management of operations and the application of the principles of Priority Based Budgeting.

The 2021 Multi-year budget addresses the challenges of the COVID climate, maintains service levels and moves forward on projects identified as critical to our community. This budget allows the County to remain agile in a time of extreme economic uncertainty and positions the County to maintain a financially sustainable future while at the same time recognizing the environment in which we operate.

Remuneration and Benefits

Remuneration

Please note that the following levels of remuneration are subject to review on July 1, 2021.

Mayor \$159,847 per annum (fully taxable)
Councillor \$85,893 per annum (fully taxable)

Automobile Allowance and Mileage

The monthly automobile allowance is \$400.

The mileage reimbursement for business travel outside Strathcona County is one (1) cent below Canada Revenue Agency (CRA) rate.

The mileage reimbursement for business-related travel within Strathcona County is 30.5% of the CRA rate.

Benefit Plans

Strathcona County elected Officials participate in the same employee benefits package, at the same employer contribution rates, as the County's municipal classified staff. Elected Officials are eligible to participate in employee benefit plans that include:

| Benefit | Premium cost-sharing |
|---|--|
| Extended health care | 75% County paid 25% Elected Official paid |
| Dental health care | |
| Life insurance (under age 70) | |
| Accidental death & dismemberment (under age 70) | |
| Optional long term disability (under age 65) | |
| Optional group life insurance (under age 70) | 100% Elected Official paid |
| Voluntary accidental death & dismemberment (under age 70) | |
| Flexible spending account | 100% County paid |
| Employee and family assistance program | |
| Optional group RRSP contributions (under age 71) | |

In an election year, Elected Officials who are:

- re-elected, will continue their benefit coverage without interruption
- retiring or not re-elected, will have their benefit coverage continued until midnight on October 31, or the last day of the month when no longer in office, after which time they would be ineligible for benefit coverage through the County
- newly elected, will be eligible for benefit coverage on the first day of the month following the election with enrolment to be completed no later than December 1 of the same year

Elected Officials will apply for benefits through Human Resources. Payment for the Elected Official's portion of the premium will be made by deduction from their payroll cheques.

Short-term disability

If an elected official becomes disabled during the term of elected office with Strathcona County, short-term disability will be available if the disability prevents them from performing the normal duties of office for a period of more than 30 calendar days. The short-term disability plan is available for the duration of the Long-Term Disability Elimination period (90 consecutive calendar days from the date of disability). The short-term disability plan ends on the 91st calendar day.

Retirement Savings Plans

An optional group Registered Retirement Savings Plan (RRSP) has been established for Council members.

The County's contributions are immediately vested to the benefit of the Elected Officials.

Elected Official's participation and level of participation in the group RRSP is optional; providing it does not exceed the maximum allowed by Canada Revenue Agency.

Parking

A parking stall is provided.

Mayor's Office Assistance

Assistance is provided to the Mayor by the following positions:

- Executive Assistant to the Mayor
- Scheduling Coordinator to the Mayor
- Communications Advisor

Office of the Elected Officials' Assistance

- Three Administrative Assistants to the Elected Officials

Appendix 1

Bylaw 60-2020: Strathcona County Election Bylaw

**BYLAW 60-2020
STRATHCONA COUNTY**

ELECTION BYLAW

AS:

- A. The *Local Authorities Election Act*, RSA 2000, c. L-21 (the "Act") and the *Municipal Government Act*, RSA 2000, c. M-26 (the "MGA") establish the general rules for the conduct of elections for municipal councils and school boards;
- B. The Act provides that an elected authority must:
- (a) by resolution appoint a substitute returning officer; and
 - (b) by bylaw ensure automated voting system equipment used for the taking of votes of electors is not part of or connected to an electronic network before the close of polls.
- C. The Act provides that an elected authority may:
- (a) enter into an agreement with one or more elected authorities for the conduct of an election;
 - (b) by resolution appoint a returning officer;
 - (c) by bylaw require that every nomination be accompanied by a deposit in the amount specified by bylaw;
 - (d) by bylaw provide for events in circumstances of a death of a candidate;
 - (e) by bylaw provide for a voting station to be opened before 10:00 a.m.;
 - (f) provide for special ballots;
 - (g) by bylaw set out a blind elector template;
 - (h) by resolution designate, or authorize the returning officer to designate, the location of one or more institutional voting stations;
 - (i) by bylaw provide for the taking of the votes of the electors by means of voting machines, vote recorders or automated voting systems, and the bylaw must prescribe the form of the ballot, the directions for the marking of the ballot by the elector, and the directions for voting procedures to be used and followed;
 - (j) by bylaw allow the returning officer to count the special ballot box, advance vote ballot box, and institutional ballot box starting at 7:30 p.m. on election day;
 - (k) by resolution divide the local jurisdiction into voting subdivisions and from time to time alter their boundaries, or may by resolution authorize the returning officer to do so; and
 - (l) by bylaw authorize the returning officer to designate more than one voting station for each subdivision.

- D. The MGA provides that:
 - (a) councillors and the chief elected official are to be elected in accordance with the Act;
 - (b) the term of office of councillors is governed by the Act; and
 - (c) a council must hold by-elections to fill vacancies on council and a vacancy of the office of the chief elected official in specified circumstances.

- F. The MGA provides that where Council is required or authorized under the MGA or other enactment to do something by resolution, or do something without specifying that it be done by bylaw or resolution, it may be done by bylaw or resolution;

Council enacts:

PART I – PURPOSE, DEFINITIONS, AND INTERPRETATION

- PURPOSE 1. The purpose of this bylaw is to establish rules for the conduct of elections.

- DEFINITIONS 2. Except as otherwise provided for in this bylaw, the terms used in the Act, when used or referred to in this bylaw, shall have the same meaning as defined or provided in the Act.

- 3. In this bylaw:
 - (a) “Automated Voting System” means an automated or electronic system designed to automatically count and record votes, and to process and store election results, and includes the use of Vote Tabulators, voting machines, and vote recorders;
 - (b) “Auxiliary Ballot Box” means a separate compartment in the Ballot Box for Ballots that have been marked by electors but not counted by the Vote Tabulator;
 - (c) “Ballot” means a separate marked area on the Ballot Card stating the office(s) and candidates, question or bylaw to be voted for, indicating all choices available to the electors and containing spaces in which the electors mark their votes;
 - (d) “Ballot Box” means a secure container for Ballot Cards that have been marked by electors;
 - (e) “Ballot Card” means a paper card containing all Ballots to be voted on by an elector;

- (f) "Ballot Transfer Container" means a container used to transport election materials from a voting station to the Returning Officer.
- (g) "Counting Centre" means a controlled access area designated by the Returning Officer where election results are determined;
- (h) "County" means the municipal corporation of Strathcona County, a specialized municipality established under the Municipal Government Act and Order in Council 761/95;
- (i) "Director" means Director of Legislative and Legal Services for the County, or whatever future title is conferred on that position;
- (j) "Election Day" in the case of a general election is the 3rd Monday in October, or in the case of a by-election or vote on a bylaw or question, shall be the day fixed by a resolution of the elected authority;
- (k) "Manager" means Manager, Legislative Services and Contract Management for the County, or whatever future title is conferred on that position;
- (l) "Marking Device" means a writing instrument approved by the Returning Officer for use by an Elector in marking a Ballot;
- (m) "Mayor" means the Chief Elected Official of the County;
- (n) "Memory Storage Device" means a computer memory unit that plugs into the Vote Tabulator and contains:
 - (i) the names of the candidates for each contest;
 - (ii) the alternatives "yes" and "no" for each bylaw or question (where there is a bylaw or question); and
 - (iii) a secure mechanism to record and count votes.
- (o) "Nomination Day" is 4 weeks before Election Day;
- (p) "Portable Ballot Box" means a container for voted Ballot Cards, in the form approved by the Returning

Officer, that is not used with a Vote Tabulator;

- (q) "Secrecy Sleeve" means an open-ended envelope in a form approved by the Returning Officer, intended to be used to cover the Ballot Card to conceal the markings made on the Ballot Card by the Elector without covering the initials of the deputy;
- (r) "Special Ballot" means a Ballot Card provided to an elector who qualifies under s. 77.1 of the Act;
- (s) "Tally Register Tape" means the printed record generated from a Vote Tabulator showing the number of ballots received, the number of ballots accepted, the number of votes for each candidate; and, where there is a vote on a bylaw or question, the number of votes for and against each bylaw or question;
- (t) "Vote Tabulator" means a machine into which Ballot Cards are inserted that scans each Ballot and:
 - (i) records the number of votes for each candidate; and
 - (ii) where applicable, records the number of votes for and against each bylaw or question.

INTERPRETATION 4. The following rules apply to interpretation of this bylaw:

- (a) headings, titles, margin notes, and preambles in this bylaw are for ease of reference only;
- (b) gender-specific words, phrases, and references are intended to be gender-neutral, and the singular includes the plural as the context requires;
- (c) every provision of this bylaw is independent of all other provisions and if any provision of this bylaw is declared invalid by a Court, all other provisions of this bylaw remain valid and enforceable;
- (d) references to bylaws and enactments in this bylaw include amendments and replacement bylaws and enactments, and regulations and orders made thereunder; and
- (e) If a time is specified in this bylaw it is Alberta time.

PART II – ELECTION ADMINISTRATION

APPLICATION
OF THE ACT

5. The provisions of the Act, except as modified by this bylaw, shall apply to all elections conducted within the County.

RETURNING
OFFICER

6. The Director is hereby appointed as the County's Returning Officer for the purpose of conducting elections under the Act.

SUBSTITUTE
RETURNING
OFFICER

7. The Manager is hereby appointed as the County's Substitute Returning Officer for the purpose of conducting elections under the Act.

8. If the Director is unable to perform the duties of Returning Officer, the Substitute Returning Officer will act as the Returning Officer for the purpose of conducting elections under the Act.

CONDUCT OF
ELECTION
FOR OTHER
ELECTED
AUTHORITIES

9. If an election for another elected authority is held in conjunction with the County election, the provisions of this bylaw shall apply to the election for that elected authority.

10. The Returning Officer is authorized to negotiate agreements on behalf of the County for the conduct of elections for other elected authorities.

PART III – ELECTION PREPARATION

VOTING
SUBDIVISION

11. The Returning Officer may divide the wards within the County into voting subdivisions and may designate locations for more than one voting station in each of the voting subdivisions.

12. The Returning Officer may alter the boundaries of voting subdivisions or create additional voting subdivisions if the changes are made before notice is given for the election.

NOMINATION
PERIOD

13. Nominations will be accepted by the Returning Officer at the Legislative and Legal Services Department, located in the Strathcona County Community Centre, beginning on January 1 in a year in which a general election is to be held and ending at 12 noon on Nomination Day. Nomination papers will be accepted from 8:30 a.m. until 4:30 p.m., Monday to Friday, except during office closure from 12 noon until 1:00 p.m. and statutory and civic holidays and any day in lieu of holiday days as declared by the County.

DEPOSIT TO
ACCOMPANY
NOMINATION

14. Every Nomination Paper which nominates a candidate for the office of Mayor or councillor must be accompanied by a deposit of one hundred Canadian dollars (C\$100.00).

15. The deposit must be provided in cash, by certified cheque, or money order payable to Strathcona County.

DEATH OF A
CANDIDATE

16. If a candidate for any position dies after Nomination Day, but before 9:00 a.m. on Election Day, the election for that position will be discontinued.

17. The appropriate elected authority will arrange a new election for the position as soon as practicable.

BALLOT CARDS

18. Following Nomination Day, the Returning Officer must cause enough Ballot Cards to be printed containing separate Ballots for each office, bylaw, or question to be voted on.

19. Ballot Cards for candidates will be in the general form prescribed in Schedule "A", to this bylaw, unless otherwise prescribed by the Returning Officer; and the Ballots required for offices, bylaws, or questions as set out in this bylaw may be separated or combined in any manner deemed appropriate by the Returning Officer.

ELECTION DAY
HOURS

20. Each Voting Station shall be kept open continuously on Election Day from 9:00 a.m. until 8:00 p.m.

BLIND ELECTOR
TEMPLATE

21. The blind elector template, as required by the Act, will be in the form of an audio ballot used in conjunction with an electronic ballot marking device during the advance vote. This voting option will be advertised in the notice of advance vote.

PART IV – AUTOMATED VOTING SYSTEM

USE OF
AUTOMATED
VOTING SYSTEM

22. An election may be conducted by means of an Automated Voting System as directed by the Returning Officer.

23. If an Automated Voting System is not used, the provisions of the Act will be followed.

24. If an Automated Voting System is used for the purposes of an election, the procedures prescribed in this Part shall apply during an advance vote and institutional vote insofar as is practicable and may be modified as necessary at the discretion of the Returning Officer.

25. Notwithstanding anything in this Bylaw, if the Automated Voting System or any of its components malfunction, is inoperable or unavailable, or if there is a defect in the Ballots or Marking Devices; then the Returning Officer may make any directions that are necessary or desirable, including:

- (a) the voting procedures to be used;
- (b) the taking of votes;
- (c) the counting of the votes; and
- (d) when required, for a recount under the Act.

26. If it becomes impossible or impractical to count the Ballots with the Vote Tabulator, the Returning Officer may direct that the Ballots be counted manually following as far as practicable the provisions of the Act governing the counting of Ballots.

27. When an Automated Voting System is used in an election, the Returning Officer shall:

- (a) ensure that the Automated Voting System has been tested before each Election to ensure that it is in good working order;
- (b) take whatever reasonable safeguards may be necessary to secure the Automated Voting System from unauthorized access, entry, use or tampering; and
- (c) ensure the automated voting equipment is not part of or connected to an electronic network before the close of polls.

PART V – VOTING PROCEDURES

REGISTRATION

28. A deputy responsible for issuing Ballot Cards will:

- (a) ensure that the elector is in the correct voting station;
- (b) ensure that the elector produces the required identification as prescribed by the Act;
- (c) ensure that the elector gives the statement of elector eligibility;
- (d) ensure that the voting register is completed;
- (e) initial the appropriate Ballot Card and give it to the elector, along with a Secrecy Sleeve.

MARKING BALLOT

29. On receiving the Ballot Card that an elector is entitled to receive, together with a Secrecy Sleeve, the elector must proceed into the voting compartment provided and mark each of the Ballots with a Marking Device:

- (a) by making a legible mark on each ballot beside the chosen candidate or, where there is more than one vacancy, candidates; and
- (b) in the case of a Ballot for a bylaw or question, making a legible mark beside "yes" or "no", whichever way the elector intends to vote.

AFTER VOTING

30. After marking a Ballot Card, the elector will:

- (a) without folding the Ballot Card, insert the Ballot Card into the Secrecy Sleeve in a manner that conceals the names of the candidates or the bylaw or question, and the marks on the face of the Ballot Card made by the elector; and
- (b) leave the voting compartment and immediately deliver the Secrecy Sleeve to the deputy supervising the Ballot Box.

CHECKING AND
INSERTING
BALLOT CARDS

- 31. The deputy supervising at the Ballot Box must verify the deputy's initials on the Ballot Card and cause the Ballot Card to be inserted directly from the Secrecy Sleeve into the Vote Tabulator without exposing the marks made on the Ballot Card by the elector.
- 32. When the elector's Ballot Card has been inserted into the Vote Tabulator, the elector must immediately leave the Voting Station.

SPOILED BALLOT
CARDS

- 33. If an elector has made a mistake when marking a Ballot Card, the elector may return the Ballot Card to the deputy who issued the Ballot Card. If requested, the deputy must issue a replacement Ballot Card to the elector and mark the returned Ballot Card "SPOILED".
- 34. Spoiled Ballot Cards must be retained and kept separately from all other Ballot Cards and must not be counted in the election results.

REJECTED
BALLOT CARDS

- 35. If a Ballot Card is rejected by the Vote Tabulator, the deputy at the Ballot Box must advise the elector to request another Ballot Card. If the elector refuses, the deputy at the Ballot Box must mark the Ballot with the word "REJECTED".
- 36. Rejected Ballot Cards must be retained and kept separately from all other Ballot Cards and must not be counted in the election results.

VOTE TABULATOR
FAILURE

- 37. If the Vote Tabulator fails to work or stops working, the deputy at the Ballot Box must ensure that all Ballot Cards delivered by electors while the Vote Tabulator is not working are inserted into the Auxiliary Ballot Box.

PART VI – ADVANCE AND INSTITUTIONAL

ADVANCE VOTE

- 38. Vote Tabulators will be used to conduct the advance vote.
- 39. The presiding deputy must, upon completion of each day of the advance vote, ensure that:

- (a) no additional Ballot Cards are inserted in the Vote Tabulator between the completion of that day's advance vote and the beginning of the next scheduled advance vote day;
- (b) the Vote Tabulators, complete with Memory Storage Devices, are stored in a secure location specified by the Returning Officer; and
- (c) the Tally Register Tapes for the advance vote are not generated until 8:00 p.m. on Election Day.

INSTITUTIONAL
VOTE

40. Vote Tabulators will be used to conduct the institutional vote unless the Returning Officer otherwise directs that Portable Ballot Boxes will be used.
41. Institutional voting stations may be established by the Returning Officer. Only electors residing in the institution may vote at the institution.
42. The Presiding Deputy must, upon completion of each institutional vote, ensure that:
- (a) no additional Ballot Cards are inserted in the Vote Tabulator between the completion of that institution and the beginning of the next institution;
 - (b) the Vote Tabulators, complete with Memory Storage Devices, are stored in a secure location specified by the Returning Officer; and
 - (c) the Tally Register Tapes for the institution are not generated until 8:00 p.m. on Election Day.

PART VII – SPECIAL BALLOTS

CRITERIA FOR
SPECIAL
BALLOT

43. An elector who meets the requirements in the Act may apply to vote by Special Ballot.

APPLICATION
FOR SPECIAL
BALLOT

44. An elector may apply to the Returning Officer, at a location, address, or telephone as determined and advertised by the Returning Officer, for a Special Ballot at any time between July 1 of the election year and up to 4:00 p.m. on Election Day.
45. An application for a Special Ballot may be made by any one of the following methods:
- (a) in writing
 - (b) by telephone;
 - (c) in person; or
 - (d) by e-mail.

RECEIPT OF
SPECIAL
BALLOTS

46. A Special Ballot must be received by the Returning Officer at the specified location no later than 7:00 p.m. on Election Day.

PROCESSING
SPECIAL
BALLOTS

47. Special ballots will be amalgamated with the Advance Vote ballots and processing of Special Ballots may begin at 7:30 p.m. on Election Day in the Counting Centre. The Tally Register Tapes must not be generated until 8:00 p.m. on Election Day.

PART VIII – POST VOTE PROCEDURES

POST VOTE
PROCEDURE

48. Immediately after the close of the voting station, the presiding deputy must in the presence of at least one other deputy:
- (a) insert the Ballot Cards from the Auxiliary Ballot Box, if any, into the Vote Tabulator;
 - (b) secure the Vote Tabulator so that no more Ballot Cards can be inserted;
 - (c) produce as many copies of the Tally Register Tape from the Vote Tabulator as may be directed by the Returning Officer;
 - (d) together with another deputy, certify, in a manner prescribed by the Returning Officer that the Tally Register Tapes are accurate and that the counters on the Vote Tabulator were zero (0) when the voting stations were opened;
 - (e) report the results to the Returning Officer by:
 - i) delivering the Vote Tabulators, complete with Memory Storage Device, to the Counting Centre, or other location specified by the Returning Officer; or
 - ii) any other means determined by the Returning Officer.
 - (f) remove all voted Ballot Cards and place them in the Ballot Transfer Container;
 - (g) count the unused Ballot Cards, the rejected Ballot Cards and the spoiled Ballot Cards and place them, packaged separately and sealed, in the Ballot Transfer Container along with the voting registers and all statements
 - (h) seal and initial the Ballot Transfer Containers and ensure they are ready to be delivered to the Returning Officer; and
 - (i) complete the ballot account and deliver a copy of the certified Tally Register Tape and the ballot account to the Returning Officer as soon as possible.
49. The Returning Officer may direct that additional reporting procedures be used.
50. Only one candidate, scrutineer, or official agent per campaign may be present at any time in the voting station.

BALLOTS NOT
COUNTED

51. A Ballot will not be counted in the election results if:
- (a) the Ballot Card has not been initialed by a deputy,
 - (b) more votes are cast on the Ballot than an elector is entitled to cast;
 - (c) the Ballot Card is torn, defaced or otherwise marked by an elector so that they can be identified;
 - (d) no vote is cast by an elector or the Ballot has not been marked sufficiently for the Vote Tabulator to discern a vote;
 - or
 - (e) it cannot be read by the Vote Tabulator.

RETURNING
OFFICER
RECOUNT

52. If the Returning Officer makes a recount pursuant to the Act and an Automated Voting System has been used to conduct the election, the voted Ballots shall be recounted by the Automated Voting System.
53. The Returning Officer may make any decision they deem necessary for the storage of the Ballot Boxes and disposition of the contents of the Ballot Boxes.

PART IX – EFFECTIVE DATE AND REPEAL

54. Bylaw 28-2013 is repealed.
55. This bylaw shall come into effect after third reading and upon being signed.

FIRST READING: Nov. 24, 2020

SECOND READING: Nov. 24, 2020

THIRD READING: Nov. 24, 2020

SIGNED THIS 8th day of December, 2020.



MAYOR



DIRECTOR, LEGISLATIVE AND LEGAL
SERVICES

SCHEDULE A – FORM FOR A BALLOT CARD

| | | |
|--|---|--|
|  CIVIC ELECTION CITY OF CANADA | | |
| Municipal Election TO VOTE, COMPLETELY FILL IN THE OVAL  NEXT TO YOUR CHOICE. Use only the pen provided. If you make a mistake, don't hesitate to ask for a new ballot. If you erase or make other marks, your vote may not count. | | |
| MAYOR (maximum one vote) | COUNCILLOR Ward 5 (maximum one vote) | SEPARATE SCHOOL TRUSTEE Ward 1 Electoral Subdivision #1 (maximum one vote) |
| John A. MacDONALD <input type="radio"/> Wilfred LAURIER <input type="radio"/> | Patsy CLINE <input type="radio"/> Kris KRISTOPHERSON <input type="radio"/> William NELSON <input type="radio"/> | John DOE <input type="radio"/> Jane SMITH <input type="radio"/> |

Appendix 2

2021 Council, Priorities Committee and Budget Meeting Schedule

Council, Council Budget & Priorities Committee Meeting Dates 2021

All meetings commence at 9:00 a.m. unless otherwise indicated.

JANUARY

- 19 Council Meeting
- 26 Priorities Committee Meeting

FEBRUARY

- 2 Council Meeting
- 9 Priorities Committee Meeting
- 23 Council Meeting

MARCH

- 2 Council Meeting
- 9 Priorities Committee Meeting
- 23 Council Meeting
- 30 Priorities Committee Meeting

APRIL

- 13 Council Meeting
- 20 Priorities Committee Meeting
- 27 Council Meeting
(to be continued April 28 if required)

MAY

- 4 Council Meeting
- 11 Priorities Committee Meeting
- 18 Council Meeting

JUNE

- 8 Priorities Committee Meeting (1 p.m.)
- 15 Council Meeting
- 22 Priorities Committee Meeting
- 29 Council Meeting

JULY

- 6 Council Meeting
- 13 Priorities Committee Meeting
- 20 Council Meeting

AUGUST

COUNCIL RECESS

| SEPTEMBER | |
|-----------|---|
| 7 | Priorities Committee Meeting |
| 14 | Council Meeting <i>(to be continued Sept 15 if required)</i> |

| OCTOBER | |
|---------|---|
| 26 | Council Meeting – Swearing in Ceremony and Organizational Meeting |

| NOVEMBER | |
|----------|------------------------------|
| 2 | Council Meeting |
| 3 | Council Meeting – Budget |
| 9 | Priorities Committee Meeting |
| 15 | Council Meeting - Budget |
| 17 | Council Meeting – Budget |
| 18 | Council Meeting – Budget |
| 30 | Council Meeting |

| DECEMBER | |
|----------|------------------------------------|
| 1 | Council Meeting – Budget |
| 2 | Council Strategic Planning Session |
| 3 | Council Strategic Planning Session |
| 7 | Council Meeting |

- 19 Council Meetings (includes swearing-in ceremony and organizational meeting in October)
- 11 Priorities Committee Meetings (2 in March for Council Committee Reports)
- 5 Council Budget Meetings (Need 1 intro day and then deliberation time)
- 2 Council Strategic Planning Sessions in December

Municipal Election is on October 18, 2021

Appendix 3
Reference Table for Election Signs

Reference Table for Election Signs

| Signs located on: | Area | A-Frame | Regular Post | Portable Signs | Locating Signs Setback/Separation Requirements |
|------------------------------|---|---|---|--|--|
| Public road rights-of-way | Sherwood Park Only along the following roads: <ul style="list-style-type: none"> Baseline Road Clover Bar Road Wye Road Sherwood Drive Lakeland Drive Broadmoor Boulevard Granada Boulevard Brentwood Boulevard | 0.55 m2 (6 ft2) area 0.9 m (3 ft) height | 1.1 m2 (12 ft2) area 1.2 m (4 ft) height | Not Permitted | <ul style="list-style-type: none"> 1 m (3.3 ft) back from an existing or future curb line 3 m (10 ft) from any site access 10 m (33 ft) from an intersection 1 m (3.3 ft) from a vehicle lane in a road 0.3 m (1 ft) from the inside edge of any sidewalk 15 m (49 ft) from another election sign of the same candidate or the same position on a referendum or plebiscite 5 m (16.4 ft) from all other signs Cannot be placed on a sidewalk, centre median, lane, fence or within a roundabout or traffic circle area Signs along a highway must comply with Alberta Infrastructure and Transportation legislation |
| Private Residential property | Sherwood Park | 0.55 m2 (6 ft2) area 0.9 m (3 ft) height | 1.1 m2 (12 ft2) area 1.2 m (4 ft) height | Not permitted | <ul style="list-style-type: none"> Be contained entirely within the private property Have the landowner's consent 23 m (75 ft) from an approved permanent sign 30 m (98 ft) from an approved portable sign 5 m (16.4 ft) from all other signs Be self supporting and not affixed to a building, fence, tree etc. Not reduce the number of required parking or loading spaces |
| | Hamlets and Rural (except AG District, see below) | 0.55 m2 (6 ft2) area 0.9 m (3 ft) height | 1.5 m2 (16 ft2) area 2.0 m (6.5 ft) height | Not permitted | |
| Private Commercial property | Sherwood Park and Hamlets | 0.55 m2 (6 ft2) area 0.9 m (3 ft) height | 1.5 m2 (16 ft2) area 2.0 m (6.5 ft) height | Permitted in some districts however, separate permit required. Please refer to specific regulations. | |
| Private Rural party | AG (Agriculture: General) districts, Rural, Commercial and Industrial | 0.55 m2 (6 ft2) area 0.9 m (3 ft) height | 5.0 m2 (54 ft2) area 3.0 m (10 ft) height | Permitted in some districts however, separate permit required. Please refer to specific regulations. | |
| Permitting Requirements | | One development permit covering all signs provided they meet the regulations Fee \$250 (regardless of the quantity of signs) | | Separate development permit required for each sign Fee \$125/sign | |

In addition to the above, all election signs must comply with the following:

- Not be posted or placed any earlier than 30 days prior to the date of a municipal or provincial election and 36 days prior to a federal election
- Be removed within 48 hours of the closing of the polling stations within Sherwood Park and 72 hours in all other areas of Strathcona County
- Not be posted on or within any municipal-owned or occupied facility or on or within any site where a municipal-owned facility is located
- Not emit sound, use video features or be illuminated
- Must not interfere with the safety or movement of pedestrians or vehicles
- Must not restrict site-lines or be located within a corner visibility triangle

Note: This is a simplified version of the Election Sign Regulations; please refer to Part 5 (Sign Regulations) of the Land Use Bylaw for a full interpretation.

More Information:

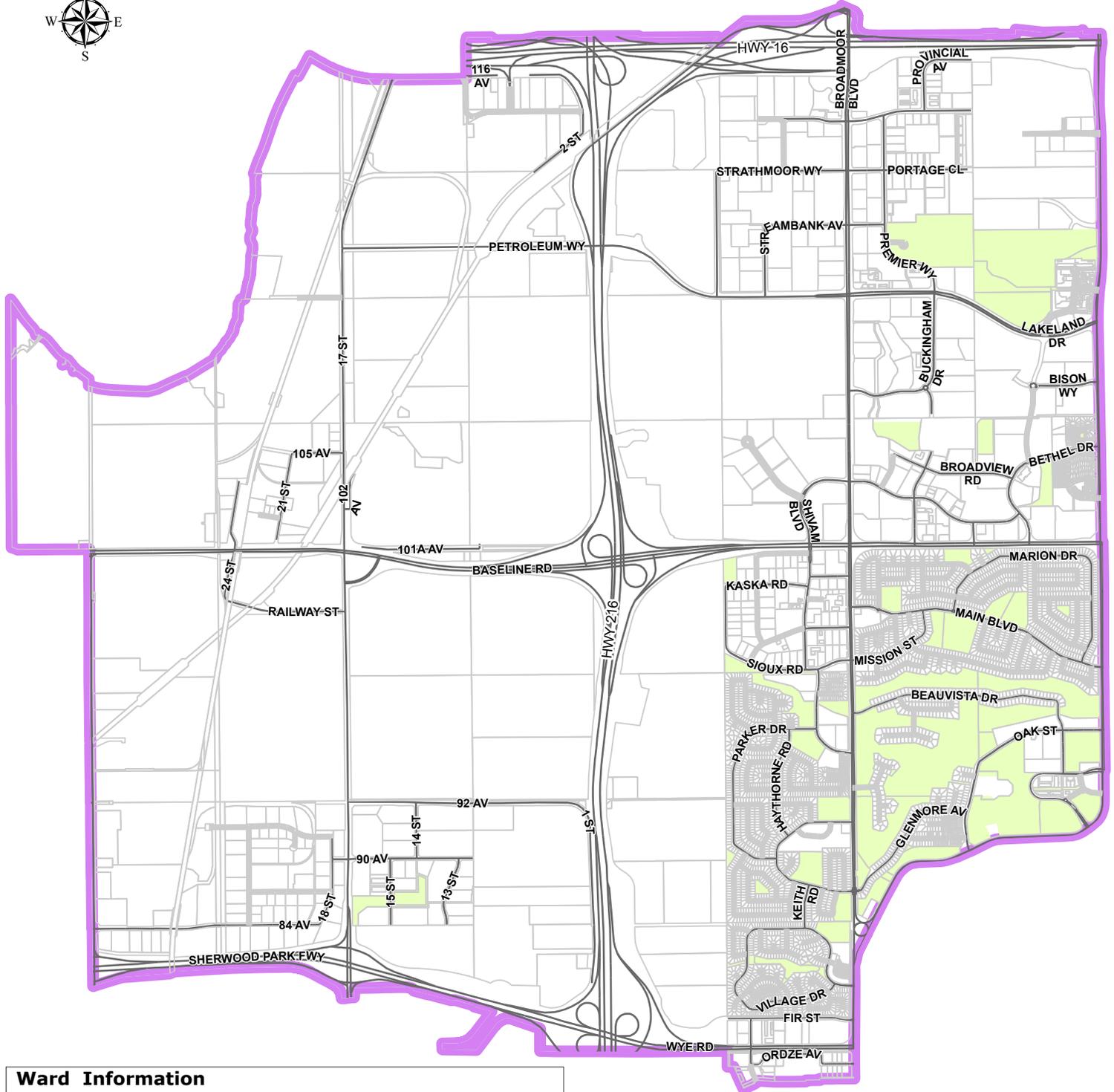
Phone: 780-464-8080

www.strathcona.ca

Appendix 4
Ward Maps

Ward 1

Strathcona County 2021 Municipal Election



Ward Information

*Approximate Total Number of Eligible Voters : **10,342**

*Approximate Total Number of Households : **5914**

Public Schools Electoral Subdivision : **2**

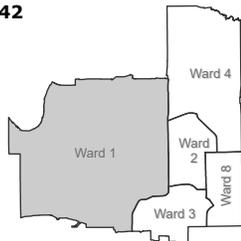
Catholic Separate Schools Ward: **1**

*Approximate Total Number of Eligible

Voters in Strathcona County :

Urban Area : **53,901**

Rural Area : **21,695**



For further election information please visit us at www.strathcona.ca/election

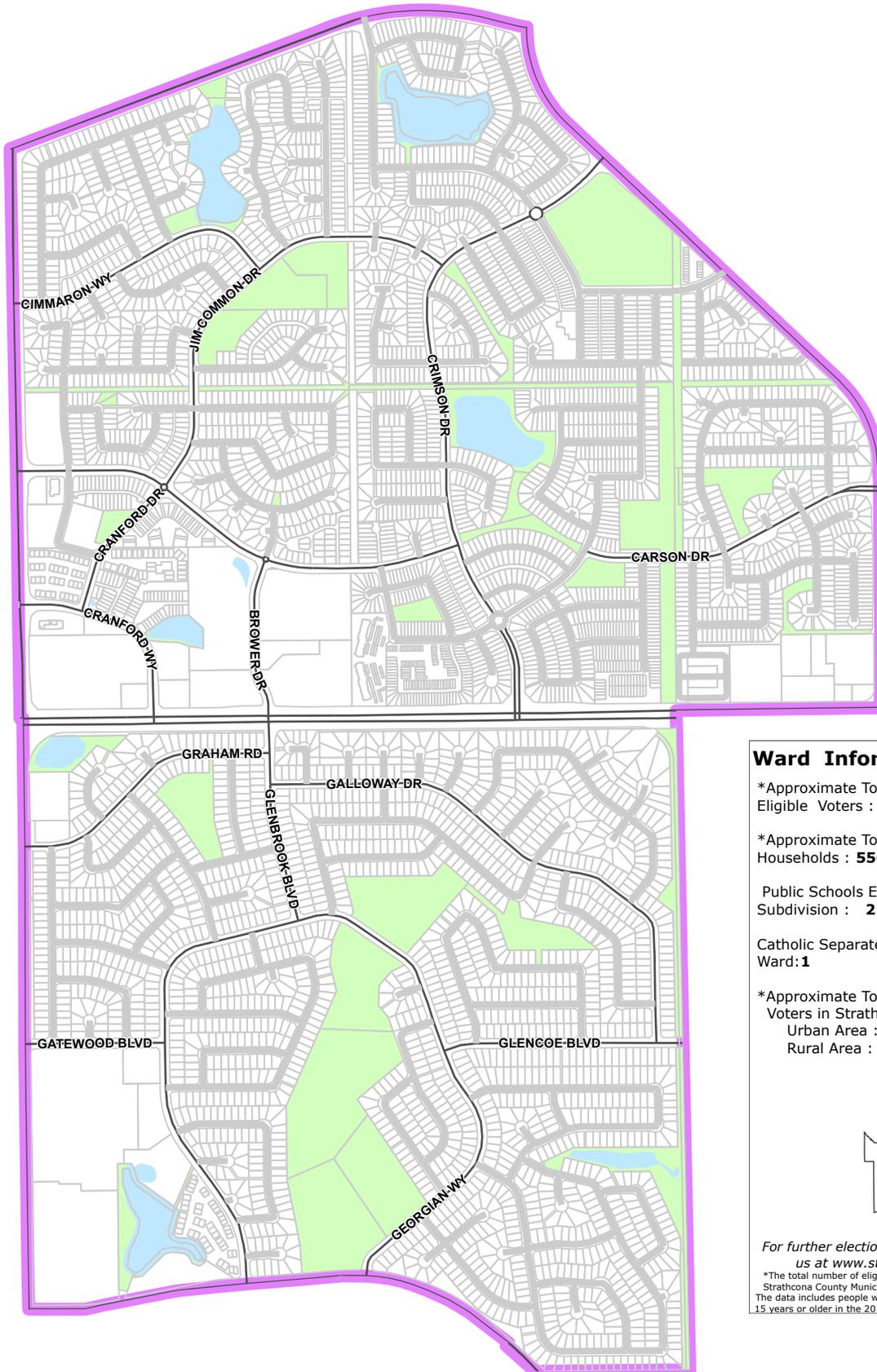
*The total number of eligible voters is derived from the 2018 Strathcona County Municipal Census conducted in May 2018. The data includes people who at the time of the census would be 15 years or older in the 2018 census year and a Canadian Citizen.



Disclaimer: The information on this map is based on the most current information available to Strathcona County Geographic Information Systems. Strathcona County does not warrant its accuracy or suitability for any particular purpose. The information on this map is not intended to replace engineering, financial or primary records research.

Ward 2

Strathcona County 2021 Municipal Election



Ward Information

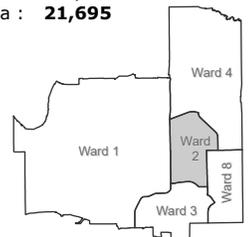
*Approximate Total Number of Eligible Voters : **10,794**

*Approximate Total Number of Households : **5567**

Public Schools Electoral Subdivision : **2**

Catholic Separate Schools Ward: **1**

*Approximate Total Number of Eligible Voters in Strathcona County :
Urban Area : **53,901**
Rural Area : **21,695**



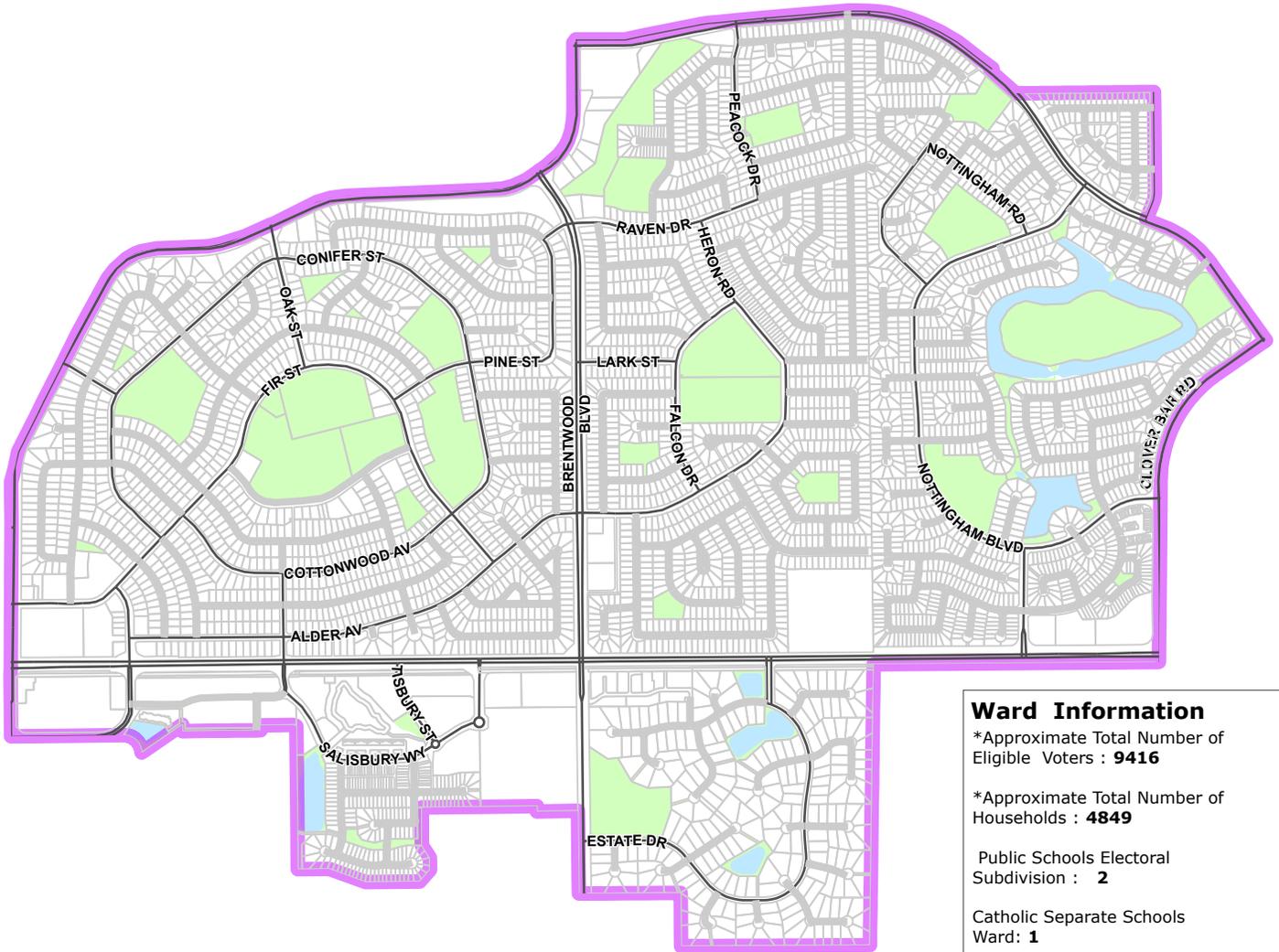
For further election information please visit us at www.strathcona.ca/election

*The total number of eligible voters is derived from the 2018 Strathcona County Municipal Census conducted in May 2018. The data includes people who at the time of the census would be 15 years or older in the 2018 census year and a Canadian Citizen.



Ward 3

Strathcona County 2021 Municipal Election



Ward Information

*Approximate Total Number of Eligible Voters : **9416**

*Approximate Total Number of Households : **4849**

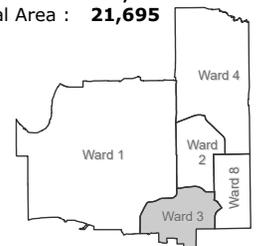
Public Schools Electoral Subdivision : **2**

Catholic Separate Schools Ward: **1**

*Approximate Total Number of Eligible Voters in Strathcona County :

Urban Area : **53,901**

Rural Area : **21,695**



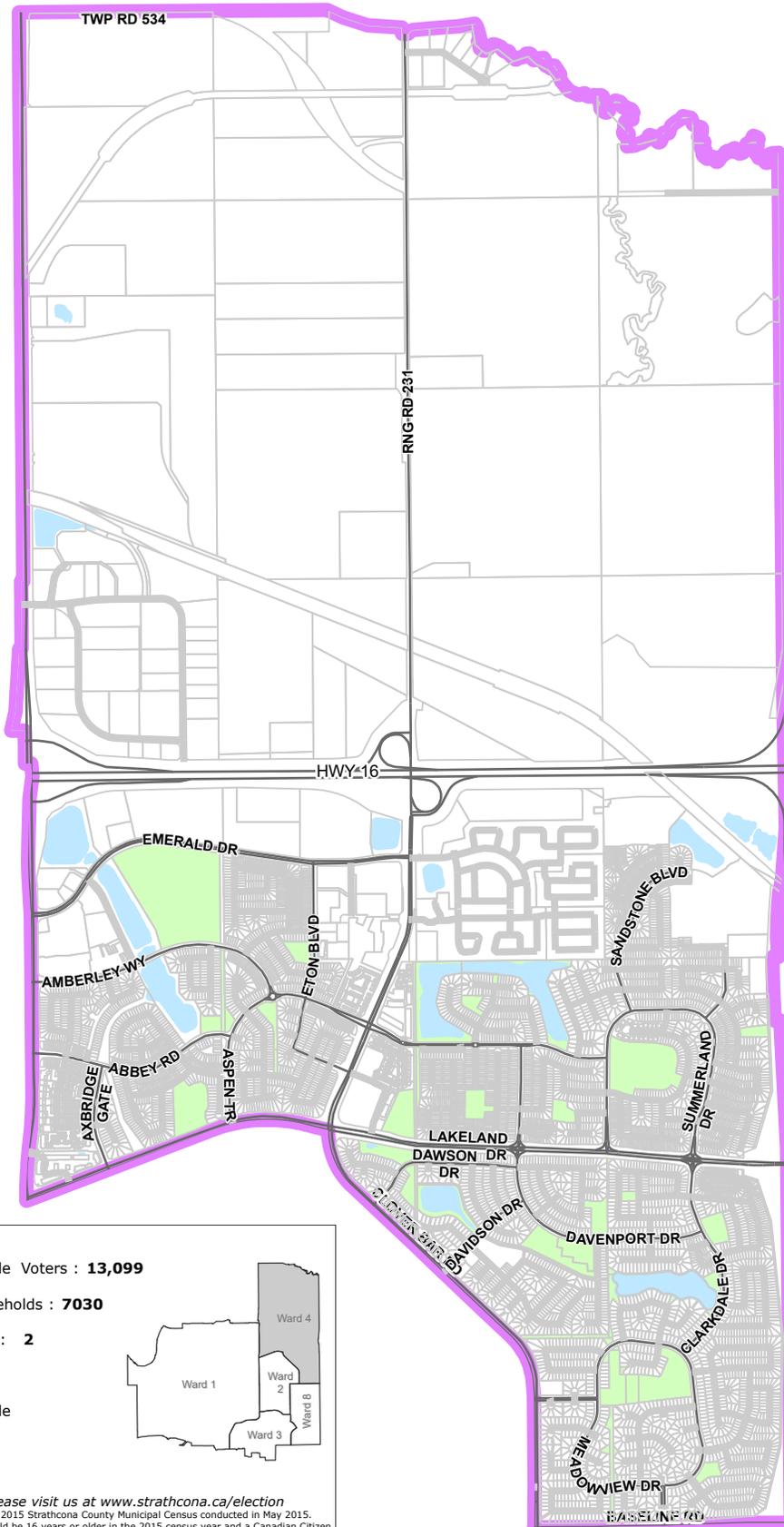
For further election information please visit us at www.strathcona.ca/election

*The total number of eligible voters is derived from the 2018 Strathcona County Municipal Census conducted in May 2018. The data includes people who at the time of the census would be 15 years or older in the 2018 census year and a Canadian Citizen.



Ward 4

Strathcona County 2021 Municipal Election



Ward Information

*Approximate Total Number of Eligible Voters : **13,099**

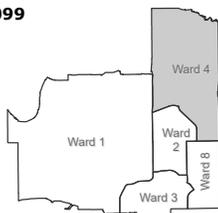
*Approximate Total Number of Households : **7030**

Public Schools Electoral Subdivision : **2**

Catholic Separate Schools Ward: **1**

*Approximate Total Number of Eligible Voters in Strathcona County :

Urban Area : **53,901**
Rural Area : **21,695**



For further election information please visit us at www.strathcona.ca/election

*The total number of eligible voters is derived from the 2015 Strathcona County Municipal Census conducted in May 2015. The data includes people who at the time of the census would be 16 years or older in the 2015 census year and a Canadian Citizen.



Ward 6

Strathcona County 2021 Municipal Election



Ward 6 Information

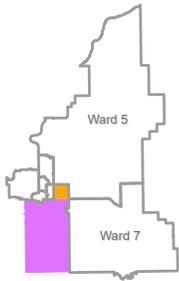
*Approximate Total Number of Eligible Voters : **7447**

*Approximate Total Number of Households : **3217**

Public Schools Electoral Subdivision :  and 

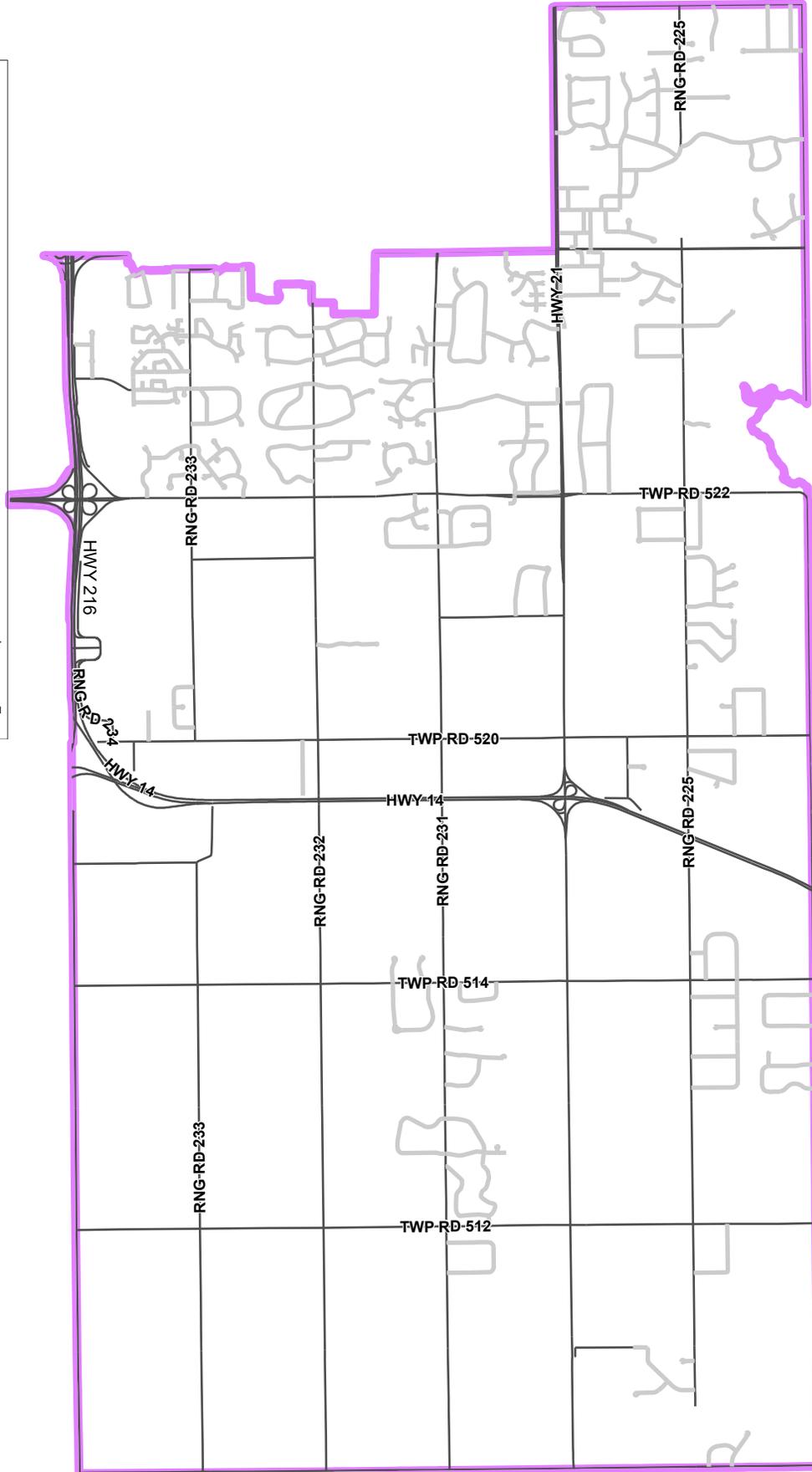
Catholic Separate Schools Ward: **1**

*Approximate Total Number of Eligible Voters in Strathcona County :
Urban Area : **53,901**
Rural Area : **21,695**



For further election information please visit us at www.strathcona.ca/election

*The total number of eligible voters is derived from the 2018 Strathcona County Municipal Census conducted in May 2018. The data includes people who at the time of the census would be 15 years or older in the 2018 census year and a Canadian Citizen.



Ward 8

Strathcona County 2021 Municipal Election



Ward Information

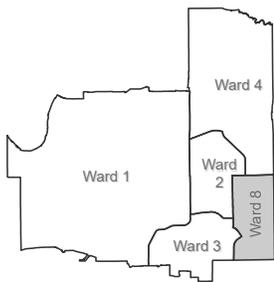
*Approximate Total Number of Eligible Voters : **10,250**

*Approximate Total Number of Households : **4681**

Public Schools Electoral Subdivision : **2**

Catholic Separate Schools Ward : **1**

*Approximate Total Number of Eligible Voters in Strathcona County :
 Urban Area : **53,901**
 Rural Area : **21,695**



For further election information please visit us at www.strathcona.ca/election

*The total number of eligible voters is derived from the 2018 Strathcona County Municipal Census conducted in May 2018. The data includes people who at the time of the census would be 15 years or older in the 2018 census year and a Canadian Citizen.



Appendix 5

Municipal Affairs *Local Authorities Election Act* Fact Sheets

Frequently asked questions:

Local Authorities Election Act

2018 & 2020 Amendments

Why is the *Local Authorities Election Act* Changing?

- Municipalities, school boards and the public routinely bring forward suggestions for amendments to the *Local Authorities Election Act (LAEA)*.
- As a general practice, Municipal Affairs reviews the legislation following each municipal general election (most recently after the 2017 local elections).
- In 2018, Municipal Affairs conducted broad consultation with Albertans and key partners on a full suite of policy considerations. Amendments to the legislation occurred during the 2018 fall legislative session.
- *Following the 2018 amendments, Municipal Affairs heard from community partners and the public expressing concern that amendments over-regulated election financing and inadvertently provided a fundraising advantage to incumbents.
- *Municipal Affairs conducted a further review and analysis of the *LAEA* and amendments occurred during the 2020 spring legislative session.

What are the changes to Campaign Finance and Contribution Disclosure

- Campaign finance and contribution disclosure requirements will now also apply to School Board Elections.
- Corporations, trade unions and employee organizations are not allowed to contribute to candidates.
- *Contributions:
 - An individual Albertan may contribute up to \$5,000 per candidate for both municipal and school board trustee candidates during the campaign period.
 - A candidate may contribute up to \$10,000 to their own campaign during the campaign period.
 - A person may accept up to \$5,000 in the aggregate, per year, outside of the campaign period.
 - A person may contribute up to \$10,000 per year, outside of the campaign period.
- The donation portion of fundraising contributions are now subject to contribution limits and disclosure requirements.
- Candidates must be nominated before incurring any campaign expenses or accepting contributions.

*Amendments passed in July 2020 under Bill 29: *The Local Authorities Election Amendment Act*

- Campaign period is shortened from 4 years to one year (January 1 through December 31 of a general election year).
- *Nomination period will now align with beginning of the campaign period (nine months, January 1 of general election year until nomination day, occurring four weeks before election).
- *Candidates will not be permitted to carry over campaign surpluses.
 - Surpluses greater than \$1,000 must have an amount donated to charity that will result in the surplus being less than \$1,000.
 - Surpluses less than \$1,000 may be retained or be donated to a registered charity.
- *If a candidate's disclosure statement shows a deficit, the deficit must be eliminated within 60 days after filing the disclosure statement.
- The definition of "expense" aligns with the provincial legislation, and expense reporting will be more detailed (broken down by category).
- Candidates must open a dedicated campaign bank account when contributions reach \$1,000 (previously \$5,000), and must include monies contributed by the candidate for their campaign.
- Candidates must disclose names and addresses of all donations exceeding \$50 (previously was \$100).
- Financial disclosure statements are now required for all self-funded campaigns. (Previous rule had been for self-funded campaigns over \$10,000.)
- *Candidates who spend \$50,000 or more are required to file a review engagement, as defined under the *Chartered Professional Accountants Act*, with their campaign disclosure statements.

Are there any changes to voter accessibility requirements?

Yes, the following things have changed in the new LAEA:

- List of acceptable identification may be expanded.
 - The Minister of Municipal Affairs may create a list of acceptable identification, in addition to government issued identification and identification provided by the List of Acceptable Identification produced by the Chief Electoral Officer of Alberta.
- Vouching provisions will be expanded to allow for an elector who has shown valid identification and signs the appropriate declarations to vouch for an elector who does not have identification.
 - *An elector may only vouch for one person, unless multiple individuals share the same residence, in which case the elector may vouch for all persons residing in the same residence.
- The six-month Alberta residency requirement to be an eligible elector has been removed to align with provincial rules.
- Municipalities with populations of over 5,000 must provide advance voting.
- Municipalities with populations of less than 5,000, as well as all school boards, may on a voluntary basis provide for an advance vote.

*Amendments passed in July 2020 under Bill 29: *The Local Authorities Election Amendment Act*

Will elected officials and candidates be held more accountable and be more transparent?

Yes, the *LAEA* contains multiple restrictions regarding advertising and campaigning in and near voting stations, and provides more authority to Returning Officers to enforce these restrictions.

- Campaign activities and advertising on property surrounding voting stations will be prohibited.
- Returning Officers can enforce the restriction on campaign activities or advertising at voting stations by causing campaign advertising to be removed, and instruct those obstructing the voting process or taking part in campaign activities to leave the property.
- Third-party advertising is restricted in municipal and school board elections, including registration requirements and limits on expenses.
- The names of nominated candidates will be released by municipalities 48 hours following the close of nominations.

Are there any other changes that have occurred to the *LAEA*?

Numerous clarifying and technical amendments were approved, including:

- *Definition has been added for “nomination period” to reflect the nomination period from January 1 in the year of an election to four weeks prior to election day.
- A substitute returning officer must be appointed at the time a returning officer is appointed for general elections, by-elections, and votes on questions/bylaws.
- *The local jurisdiction may pass bylaws to allow for a returning officer to establish one or more locations, outside of the local jurisdiction office, to accept nomination papers.
- The returning officer can reject a nomination paper that does not have the correct number of signatures, has not been sworn/affirmed and/or is not accompanied by a deposit (if required).
- *Clarified the ability for withdrawal of nomination papers given the nomination period beginning on January 1st in the year of an election.
- Clarification that the role of ‘official agent’ is not mandatory.
- The Minister will no longer be required to be notified of the use of special ballots, or be required to appoint special ballot advisors.
- Age-related limitations for institutional votes in care facilities have been removed.
- Municipalities may choose to align their election notifications with a bylaw passed under Section 606.1 of the *Municipal Governance Act* that allows for electronic or other methods of advertising.
- The term “incapacitated elector” was amended to “persons with disabilities” or similar wording depending on the context.
- Clarification that if a recount has been requested in a municipality/school board that is divided into wards/divisions, the recount only has to occur in that

*Amendments passed in July 2020 under Bill 29: *The Local Authorities Election Amendment Act*

ward/division where the recount has been requested, and not the entire municipality/school division.

- Notification of a by-election for advance vote and election day is only required to be given to the electors in the affected ward/division.
- *Clarified when election materials must be destroyed.

How will the
Government
enforce rules
established in the
LAEA?

The mandate of the Alberta Election Commissioner has been expanded to include certain elements of local authority elections, specifically pertaining to campaign finance and third-party advertising. This means the Election Commissioner can assess:

- Letters of reprimand
- Administrative penalties
- Compliance agreements
- Prosecution
- Candidates, contributors, third party advertisers, local jurisdictions (CAOs and ROs).

All other aspects of the *LAEA* continue to be enforced through the courts.

*Amendments passed in July 2020 under Bill 29: *The Local Authorities Election Amendment Act*

Implementation Fact Sheet

Accountability and Transparency Amendments *Local Authorities Election Act, 2018 and 2020*

Advertisement Distribution and Campaign Activities at a Voting Station

Legislation: *Local Authorities Election Act (LAEA)*

Section Numbers: s. 152, s. 152.1

Previous requirement:

1. The *LAEA* prohibited the distribution of pamphlets and materials inside the voting station as well as the display of these materials on the inside or outside of the voting station but did not prohibit the distribution of materials outside of the building, or any other campaign activities in or around a voting station.
2. The *LAEA* allowed for the removal of campaign advertising, and specified that the deputy returning officer is not liable for trespass or damages for carrying out the removal.

What has changed?

1. *The *LAEA* extends the prohibition of campaign activities and advertising within the boundaries of land on which a building is located for the use as a voting station. s. 152.

The *LAEA* also prohibits activities in and around a voting station that would involve soliciting votes or communicating for the purpose of influencing votes. s. 152.1

2. The *LAEA* was amended to clarify that the returning officer may request/require/instruct that campaign advertising be removed, and instruct those obstructing the voting process or taking part in campaign activities to leave the property. s. 152.1

What do prospective candidates need to know?

Candidates are prohibited from any type of campaign activities and any actions considered to be an attempt to solicit or influence votes in and on the property surrounding a building used as a voting station. Those found guilty may be subject to a fine of up to \$500.

What does the public need to know?

Your voting environment will be protected from outside influence. If an elector feels that there are campaign activities taking place at the voting station, they can report them to the Returning Officer who has the authority to stop the activity, require the individual(s) taking part in the activity to leave, or request that the individual(s) move locations.

The Returning Officer has the authority to request the assistance of a Peace Officer to aid in maintaining public access to the voting station or to remove a person who has refused to comply with the orders of the Returning Officer.

What do municipalities and school boards need to know?

The Returning Officer has the discretion to have advertising removed and instruct those considered to be obstructing the voting process or campaigning to leave the property. The Returning Officer may request the assistance of a Peace Officer if deemed necessary.

When do these changes take place?

The amendments to the *LAEA* came into force January 1, 2019.

*Amendments passed in July 2020 under Bill 29: *The Local Authorities Election Amendment Act*

List of Candidates

Legislation: *Local Authorities Election Act (LAEA)*

Section Numbers: s. 28(10)

Previous requirement:

There was no requirement in the *LAEA* for a list of candidates to be posted following nomination day.

Municipalities were required to report nomination information to Municipal Affairs which then posts the information on the ministry website.

What has changed?

Municipalities and school boards are required to post the names of candidates within 48 hours following the close of nominations.

The returning officer must post or direct someone to post at the office of the local jurisdiction, the names of those nominated. s. 28(10)

What does the public need to know?

A List of Candidates will be made available by the municipality within 48 hours of Nomination Day. The list is required to be posted at the office of the local jurisdiction but municipalities and school boards may also choose to post the list on local websites or social media pages. It is recommended that the public check with their municipality to determine where they can find the list of candidates.

What do municipalities and school boards need to know?

The Returning Officer must ensure a List of Candidates is posted at the office of the local jurisdiction, within 48 hours of Nomination Day.

When do these changes take place?

The amendments to the *LAEA* came into force January 1, 2019.

*Amendments passed in July 2020 under Bill 29: *The Local Authorities Election Amendment Act*

Implementation Fact Sheet

Campaign Finance and Contribution Disclosure Amendments *Local Authorities Election Act, 2018 and 2020*

Campaign Finance and Contribution Disclosure Requirements

Legislation: *Local Authorities Election Act (LAEA)*

Section Numbers: s. 2(4), s. 3(4),
s. 22 (1.2) (1.3), s.147.3 (1)(f) (g), s.147.3 (2),
s. 147.4, s. 147.7, s. 147.8, s. 147.12, s. 147.81, s.
147.82, s. 147.83, s. 147.84

Previous requirement:

1. The campaign finance rules contained in the *LAEA* did not apply to school boards and the school boards could set their own disclosure and surplus rules.
2. Candidates were required to disclose names and addresses of donors whose contributions exceed \$100.
3. *Candidates were not required to have financial statements audited or reviewed prior to filing disclosure statements.
4. Candidates who ran self-funded campaigns were not required to submit financial disclosure statements.

What has changed?

1. All campaign finance provisions apply to school board trustee candidates. s. 22 (1.2) (1.3), s. 147.12
2. Candidates are required to disclose names and addresses of donors whose contributions exceed \$50. s. 147.4
3. *A candidate who has incurred campaign expenses or contributions of \$50,000 or more, must file a review engagement (as defined by the *Chartered Professional Accountants Act*) with their disclosure statements. s. 147.2.
4. Financial disclosure statements are required from all candidates, included self-funded campaigns. s.147.12, s.147.3 (1)(f) (g),s. 147.3 (2), s. 147.4, s. 147.7, s. 147.8, s. 147.81, s. 147.82, s. 147.83, s. 147.84

*Amendments passed in July 2020 under Bill 29: *The Local Authorities Election Amendment Act*

What do School Boards need to know?

School Boards are no longer able to set their own disclosure and surplus rules and candidates must follow the rules in the *LAEA*.

What do prospective candidates need to know?

All candidates in municipal and school board elections must follow the Campaign Finance and Disclosure rules in the *LAEA*.

Candidates must disclose the names and addresses of donors whose contributions exceed \$50.

*Candidates who spend or receive \$50,000 or more must file a review engagement at the same time as they file disclosure statements.

All candidates, regardless of being self-funded or accepting contributions, are required to file a disclosure statement with the municipality and/or school division in which they sought election.

When do these changes take place?

The amendments to the *LAEA* came into force December 11, 2018 and September 1, 2020.

Corporate and Union Donations

Legislation: *Local Authorities Election Act (LAEA)*

Section Numbers: s. 147.1 (1)(d) (e)(f) (g), s. 147.13, s. 147.2 (1)(2) (6), s. 147.23, s. 147.24, s. 147.32, s. 147.33

Previous requirement:

The *LAEA* previously allowed campaign donations from corporations, trade unions and employee organizations.

What has changed?

Prohibited organizations, including corporations and unincorporated organizations, including trade unions and employee organizations, are prohibited from contributing to municipal election campaigns.

What does the public need to know?

No corporation or unincorporated organization, including a trade union and employee organization, and no individual ordinarily residing outside Alberta, shall make a contribution to a candidate. s. 147.2(2)

What do prospective candidates need to know?

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

When do these changes take place?

The amendments to the *LAEA* came into force December 11, 2018.

*Amendments passed in July 2020 under Bill 29: *The Local Authorities Election Amendment Act*

Fundraising Contributions

Legislation: *Local Authorities Election Act (LAEA)*

Section Numbers: s. 147.1 (1)(c), s. 147.1 (2)(3), s. 147.2 (3)(4)(5), s. 147.31

Previous requirement:

1. *The *LAEA* set a \$4,000 contribution limit, in the aggregate, per donor to candidates for election as councillors, and \$4,000 in the aggregate per donor to candidates for school board elections.
2. *Candidates who eligible to contribute to their own campaign and the \$4,000 aggregate contribution limit applied.
3. The *LAEA* did not address fundraising functions in municipal/school board elections.

What has changed?

1. *Individual contributions are limited to \$5,000 per candidate for municipal candidates and \$5,000 per candidate for school board candidates.
2. *Candidates may contribute up to \$10,000 of their own funds for the purpose of their campaign. s. 147.2(4)
3. The donation portion of fundraising contributions is subject to general contribution restrictions and limits. s. 147.31(1)

What does the public need to know?

*No individual ordinarily residing in Alberta shall contribute in any campaign period an amount that exceeds;

- \$5,000 per candidate for election as councillors; and,
- \$5,000 per candidate for election as school board trustees. s. 147.2 (3)

*Thus, an individual may make as many contributions to as many school board and municipal candidates in Alberta as they wish so long as each contribution does not exceed \$5,000.

What do prospective candidates need to know?

It is the responsibility of the contributor/donor to ensure, before making a contribution under the *LAEA*, that the contributor/donor is not prohibited from making a contribution and is not making a contribution that is in excess of the \$5,000 limit. s. 147.13 (1)

When do these changes take place?

The amendments to the *LAEA* came into force December 11, 2018 and September 1, 2020.

*Amendments passed in July 2020 under Bill 29: *The Local Authorities Election Amendment Act*

Campaign Spending Limits

Legislation: *Local Authorities Election Act (LAEA)*

Section Numbers: s. 147.34, 147.85, 147.91(1)(a)

Previous requirement:

The *LAEA* did not contemplate spending limits in municipal or school board elections.

What has changed?

The Minister of Municipal Affairs may make a regulation setting spending limits for municipal and school board elections and if a regulation is in place, municipalities and school boards are enabled to set a lower limit by bylaw. s. 147.91

What do prospective candidates need to know?

*There is no regulation in place and therefore there are no defined spending limits. This means that candidate may spend any amount they deem appropriate.

When do these changes take place?

The amendments to the *LAEA* enabling the creation of a spending limit regulation came into force December 11, 2018. There is no regulation in place for the 2021 municipal election.

Campaign Bank Accounts

Legislation: *Local Authorities Election Act (LAEA)*

Section Numbers: s. 147.3

Previous requirement:

The *LAEA* required that a candidate open a bank account once total contributions received reach \$5,000. Self-funded candidates were not required to open a bank account.

What has changed?

The *LAEA* requires all candidates, including self-funded candidates, to open a bank account when at least \$1,000 in total contributions is received, including money contributed by the candidate for their campaign. s. 147.3(1)

What do prospective candidates need to know?

A candidate, self-funded or not, **MUST** open a campaign bank account once total contributions to the candidate's campaign exceeds \$1,000.

If a candidate's contributions do not exceed \$1,000, they are **NOT** required to open a campaign bank account.

When do these changes take place?

The amendments to the *LAEA* came into force December 11, 2018.

*Amendments passed in July 2020 under Bill 29: *The Local Authorities Election Amendment Act*

Nomination Period, Definition of a Candidate and Campaign Period

Legislation: *Local Authorities Election Act (LAEA)*

Section Numbers: s. 1(s.1), s. 12(a), s. 25, s. 27, s. 28, s. 1(e.1), s. 147.1 (1)(b), s. 147.22

Previous requirement:

1. Nomination day was defined in the *LAEA* as being four weeks prior to election day, between 10 a.m. and 12 noon.
2. A candidate had to register with the municipality in which they intend to run prior to accepting campaign contributions. Registration could occur at any time over the four year campaign period.
3. The *LAEA* identifies a ‘candidate’ as an individual nominated as a candidate for election as a councillor of a municipality under the *LAEA* or an individual who intends to be nominated as a candidate for such an election and accepts campaign contributions or incurs campaign expenses.
4. The *LAEA* defines ‘campaign period’ as being the period beginning January 1 immediately following a general election to December 31 following the next general election.
5. Requirements 2 to 4 did not apply to candidates for school boards, as they could set their own campaign finance rules by bylaw.

What has changed?

1. *Rather than nominations being restricted to a period of 2 hours, 4 weeks prior to election day, nomination papers will now be accepted by a jurisdiction at the beginning of the campaign period (January 1 in the year of an election) to 4 weeks prior to election day. s. 25(2)(a)

In the case of by-elections, the “nomination period” will commence the day following the resolution of council or school board setting the date of the by-election. Nominations will be accepted up until 4 weeks prior to the date of the by-election. s. 25(2)(b)

Nomination day (which is now the final day to accept nominations) is 4 weeks before election day. s. 25(1)

2. All individuals are required to be nominated in the municipality and/or school board they intend to run in prior to incurring campaign expenses or accepting campaign contributions. s. 147.22
3. *An individual may accept contributions outside of the campaign period to a limit of \$10,000 annually, out of the candidates own funds; and \$5,000 in the aggregate annually, from contributors. s.147.22(3)
4. The *LAEA* identifies a “candidate” as any person who is nominated for election as a councillor of a municipality or trustee of a school board. s. 1(e.1)
5. The definition of “campaign period” is now January 1-December 31 in the year of a general election. s. 147.1 (1)(b)

*Amendments passed in July 2020 under Bill 29: *The Local Authorities Election Amendment Act*

What do individuals already campaigning for the 2021 general elections need to know?

*Potential candidates may contribute \$10,000 out of their own funds, and accept up to \$5,000 in the aggregate prior to December 31, 2020.

Beginning on January 1, 2021, a person must be nominated prior to accepting campaign contributions and incurring campaign expenses.

What do prospective candidates need to know?

1. *The “nomination period” now begins January 1 of the year of the general election and ends on Nomination Day (4 weeks before the general election).
2. Once your nomination has been filed, you are considered a candidate and may begin to accept contributions.
3. The campaign period is January 1 – December 31 in the year of the general election and within that period of time you cannot accept campaign contributions or incur any campaign expenses until you have been nominated as a candidate.
4. *You can accept contributions of up to \$5000 annually from contributors, and \$10,000 annually of your own funds, as well as incur expenses outside of the campaign period. s.147.22(3).

What does the public need to know?

1. You may nominate an individual to become a candidate in a general election any time from the start of the campaign period (January 1 in the year of the general election) until Nomination Day (4 weeks prior to the election).
2. *You may contribute to an individual’s campaign outside of the campaign period. However, the person may not accept more than \$5000 annually from contributors.
3. *Within the defined campaign period (January 1 – December 31 in the year of the election), you cannot contribution to a candidate’s campaign until they have filed their nomination papers and have become a candidate.

When do these changes take place?

The amendments to the *LAEA* came into force December 11, 2018 and September 1, 2020.

*Amendments passed in July 2020 under Bill 29: *The Local Authorities Election Amendment Act*

*Campaign Donation Surplus

Legislation: *Local Authorities Election Act (LAEA)*

Section Numbers: s. 147.5

Previous requirement:

1. Candidates who identified a surplus when filing their campaign disclosure were required to turn that surplus over to be held in-trust by the municipality.

The individual would have the surplus returned if they file nomination papers in the next general election or by-election.

2. Municipalities were required to hold campaign surpluses in trust but the funds were not subject to interest and could be held in one bank account.
3. If a candidate did not file nomination papers in the next general election, the candidate was required to, within six months, instruct the municipality to donate the surplus to a charity of their choice (in accordance with the *Income Tax Act*), or the municipality or school board. If no direction is received, the surplus becomes the property of the municipality.

What has changed?

1. The *LAEA* has been amended to require that candidates donate any amount that is \$1,000 or more in surplus funds to a registered charity within 60 days of filing the candidate's disclosure statement.
2. The donation of the surplus funds must result in the surplus being less than \$1,000.
3. Surpluses less than \$1,000 may be retained by the candidate or be donated to a registered charity.
4. Candidates must file an amended disclosure statement within 30 days of the expiration of the 60 day period, showing the surplus funds have been dealt with.

What does the municipality or school board need to know?

1. Candidates are required to donate surpluses in excess of \$1,000 to a registered charity.
2. Surplus funds less than \$1,000 may be retained by the candidate or be donated but it is up to the candidate to determine the approach.
3. Candidates must file amended disclosure statements with the municipality or school board showing that the surplus funds greater than \$1,000 have been dealt with.

What do prospective candidates need to know?

Candidates cannot hold surplus funds greater than \$1,000. If your disclosure statement shows a surplus greater than \$1,000, you have 60 days to donate an amount to a registered charity that results in the surplus being less than \$1,000.

If your surplus is less than \$1,000, you may choose to retain the funds or donate them to a registered charity of your choice.

If you have donated a surplus to a registered charity, you must file an amended disclosure statement with your municipality or school board within 30 days of the expiration of the 60 day period.

What do prospective candidates need to know if they have a surplus from a previous election?

If, on September 1, 2020, an amount is held in trust with a municipality or school board, and it is greater than \$1,000, you must donate an amount to a registered charity that will result in the surplus being less than \$1,000 prior to January 1, 2022.

If you show a surplus of less than \$1,000, you may retain the surplus or donate it to a registered charity.

If the municipality or school board do not receive direction on or before January 1, 2022, the money will become the property of either the municipality or school board (whichever is applicable).

*Amendments passed in July 2020 under Bill 29: *The Local Authorities Election Amendment Act*

*Campaign Deficits

Legislation: *Local Authorities Election Act (LAEA)*

Section Numbers: s. 147.52

Previous requirement:

1. If a candidate's disclosure statement showed a campaign deficit and the candidate did not run in the next general election, the candidate was required to eliminate the deficit within six months of the next general election.
2. *A payment made by the candidate to eliminate their deficit was not considered to be a contribution.
3. A candidate was required to file an amended disclosure statement within 30 days of the expiration of the six-month period, showing the deficit had been eliminated.

What has changed?

1. If a candidate's disclosure statement shows a deficit, the candidate is required to eliminate the deficit within 60 days after filing their disclosure statements.
2. A candidate may accept contributions during the 60-day period for the purpose of eliminating the deficit.
3. Contributions for the purpose of eliminating the deficit must not exceed \$5,000 from any individual contributor.
4. A candidate may make a contribution from the candidate's own funds to a maximum of \$10,000.
5. A candidate must file an amended disclosure statement within 30 days of the expiration of the 60-day period showing the deficit has been eliminated.

What does the municipality or school board need to know?

1. Candidates must eliminate deficits within 60 days of filing campaign disclosure statements.
2. Candidates may accept contributions (\$5,000 from contributors and \$10,000 out of their own funds) to eliminate the deficit.
3. Candidates must file amended disclosure statements with the municipality or school board showing that the deficit has been eliminated.

What do prospective candidates need to know?

Candidates are not permitted to carry a deficit and deficits must be eliminated within 60 days of filing campaign disclosure statements.

You may accept contributions not exceeding \$5,000 from an individual, as well as up to \$10,000 from your own funds, for the purpose of eliminating the deficit.

You must file an amended disclosure statement within 30 days of the expiration of the 60 day period, showing the deficit has been eliminated.

When did campaign surplus and deficit changes take place?

The amendments to the *LAEA* came into force September 1, 2020.

*Amendments passed in July 2020 under Bill 29: *The Local Authorities Election Amendment Act*

Definition of Campaign Expenses

Legislation: *Local Authorities Election Act (LAEA)*

Section Numbers: s. 147.1(1)(a)

Previous requirement:

The *LAEA* describes allowable election expenses as expenses that are lawfully incurred and payment is not a contravention of the *Act*; these include:

- the actual personal expenses of the candidate;
- the costs of acquiring premises, accommodation, goods, or services used for proper election campaign purposes;
- bona fide payments for the fair cost of printing and advertising; and,
- reasonable and ordinary payment to any person for the hire of transportation used by a candidate or speakers in travelling to and from public meetings, or by any person in connection with and for the proper purposes of an election.

What has changed?

“Campaign expense” means any expense incurred, or non-monetary contribution received.

The use of goods that were purchased in an election campaign in a second or subsequent election is considered to be a non-monetary contribution. Reusing these materials is considered to be a non-monetary contribution for the purposes of a campaign expense.

An election expense includes an expense incurred for, or a non-monetary contribution in relation to:

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

What do prospective candidates need to know?

It is the responsibility of the candidate to ensure that money in the campaign account shall only be used for the payment of campaign expenses as defined in section 147.1(1)(a).

When do these changes take place?

The amendments to the *LAEA* came into force December 11, 2018.

What resources are/will there be available to assist?

Running for Municipal Office in Alberta – A Candidate’s Guide – COMING SOON

*Amendments passed in July 2020 under Bill 29: *The Local Authorities Election Amendment Act*

Appendix 6 – Election Forms

Election forms will be uploaded as Appendix 6 when available. The Nomination Form is currently available on the Candidate Information webpage.