

REGIONAL MUNICIPALITY OF WOOD BUFFALO

GENERAL ELECTION

2013

Candidates Guide to Municipal and School Board Elections



REGIONAL MUNICIPALITY
OF **WOOD BUFFALO**

GENERAL ELECTION 2013
Table of Contents

Section 1	2013 General Municipal Election.....	Pg.1
	Returning Officer’s Message	
	Contact Information	
	Key Election Dates	
	Information Bulletin from Municipal Affairs	
	Interpretation Bulletin from Municipal Affairs	
Section 2	Office of Mayor	Pg.12
	Duties	
	Salary and Benefits	
	Time Requirements	
	Council and Other Meetings	
	Conferences and Conventions	
	Deputy Mayor and Acting Mayor	
	Proposed 2013 Council Schedule	
Section 3	Office of Councillor	Pg.20
	Duties	
	Salary and Benefits	
	Time Requirements	
	Council and Other Meetings	
	Conferences and Conventions	
	Proposed 2013 Council Schedule	
Section 4	Council Committees.....	Pg.27
	Council Committees and Special Purpose Bodies Requiring Council Representation	
Section 5	Qualifications of Candidates.....	Pg.31
	Qualifications	
	Ineligibility	
	Disqualification	
Section 6	Nomination Day	Pg.37
	Obtaining Nomination Forms	
	Filing of Nomination	
	Qualification of Electors Who Sign Nomination Forms	
	Withdrawal of Nomination	
Section 7	Offences	Pg.44
Section 8	Campaign Contributions and Expense Disclosure.....	Pg.47
	Self-Funded Campaign Voluntary Statement	

Section 9	Election Campaign Signs..... Pg.56 Regional Municipality of Wood Buffalo Election Sign Provisions (LUB) Alberta Transportation Sign Guidelines Election Signs Contact Information Form
Section 10	Advance Vote..... Pg.67 Advance Vote Dates Advance Vote Stations
Section 11	Election Day..... Pg.68 Voting Stations Eligibility to Vote Rules of Residence Voting Time for Employees
Section 12	Voter Identification..... Pg.72 Authorized Elector Identification
Section 13	Map - Ward Boundaries..... Pg.76
Section 14	Forms.....Pg. 77
Section 15	Government of Alberta Information..... Pg.83 Running for Municipal Office in Alberta – A Candidate’s Guide Municipal Councillors’ Guidelines for Conflict of Interest

RETURNING OFFICER'S MESSAGE

Thank you for your interest in serving the residents of the Regional Municipality of Wood Buffalo!

The *Local Authorities Election Act*, which governs all aspects of local jurisdiction elections, was amended on December 10, 2012 and the term of office for local authorities (municipal councillors and school board trustees) has changed from three to four years. Candidates running in the October 21, 2013, election for Mayor, Councillor or School Board Trustee are running for a **four (4) year term**.

Included in this package are the Alberta Municipal Affairs Information and Interpretation Bulletins outlining the most significant amendments made in December to the *Local Authorities Election Act*.

It is the candidate's responsibility to ensure they read and understand all legislation and to seek legal and accounting advice from professionals or to contact Municipal Affairs regarding requirements under the provincial legislation.

This information package is intended to assist potential candidates and has no legislative sanction. It contains:

- a) answers to the most frequently asked questions regarding election procedures, and
- b) important facts candidates should be aware of.

This document is not inclusive of all the information related to each office, election procedures and election legislation. General election information can be obtained through the Regional Municipality of Wood Buffalo website at www.woodbuffalo.ab.ca or through the Municipal Affairs website at www.municipalaffairs.alberta.ca.

Information on the website about running for municipal office may change. It is your responsibility to stay up to date with any new information. If you do not have regular access to the internet, please provide your contact information and you will be contacted when updates occur.

Darlene Soucy
Returning Officer

CONTACT INFORMATION

Questions or information relative to the Office of Mayor and/or Councillor, contact:

Darlene Soucy, Returning Officer
Regional Municipality of Wood Buffalo
9909 Franklin Avenue
Fort McMurray, AB T9H 2K4
Tel: (780) 743-7001
elections@woodbuffalo.ab.ca

Joanne Wall, Assistant Returning Officer
Regional Municipality of Wood Buffalo
9909 Franklin Avenue
Fort McMurray, AB T9H 2K4
Tel: (780) 743-7001
elections@woodbuffalo.ab.ca

Questions or information relative to the Office of Public School Trustee, contact:

Fort McMurray Public School District No. 2833
231 Hardin Street
Fort McMurray, AB T9H 2G2
Tel: (780) 799-7900
<http://fmprdschools.ca>

Questions or information relative to the Office of Catholic School Trustee, contact:

Fort McMurray Catholic Board of Education
9809 Main Street
Fort McMurray, AB T9H 1T7
Tel: (780) 799-5700
<http://fmcschools.ca>

Questions or information relative to the Office of Northland School Division No. 61 Board Trustee, contact:

Northland School Division No. 61
P.O. Bag 1400
9809 – 77th Avenue
Peace River, AB T8S 1V2
Tel: (780) 624-2060 or 1-800-362-1360
www.northland61.ab.ca

Copies of Provincial Legislation, including the *Local Authorities Election Act* (LAEA) and the *Municipal Government Act* (MGA), contact:

Queen's Printer
5th Floor Park Plaza Building
10611- 98 Avenue
Edmonton, AB T5K 2P7
Telephone: (780) 427-4952 Fax: (780) 452-0668
Email: qp@gov.ab.ca
MGA: <http://www.qp.gov.ab.ca/documents/acts/M26.cfm>
LAEA: <http://www.qp.gov.ab.ca/documents/acts/L21.cfm>

DATES TO REMEMBER

The next **General Election** is **Monday, October 21, 2013**. On October 21, voting stations in the Regional Municipality of Wood Buffalo will be open from 9:00 a.m. to 8:00 p.m.

Voters will be electing four (4) governing authorities:

- Regional Municipality of Wood Buffalo Council (Mayor and Councillors)
- Fort McMurray Catholic Board of Education (Board Trustees)
- Fort McMurray Public School District #2833 (Board Trustees)
- Northland School Division #61 (Board Trustees)

Nomination Day is **Monday, September 23, 2013** and Nominations for all four governing authorities will be between the hours of 8:30 a.m. and 12:00 p.m.

Advance Voting will be held on the following dates:

- Monday, October 7
- Tuesday, October 8
- Wednesday, October 9
- Thursday, October 10
- Friday, October 11
- Saturday, October 12
- Tuesday, October 15
- Wednesday, October 16
- Thursday, October 17
- Friday, October 18
- Saturday, October 19

For a full list of locations and dates please refer to the advanced voting section of this package.

Candidate Information Sessions will be offered by the Regional Municipality of Wood Buffalo prior to Nomination Day. Dates and time will be posted on the web at www.woodbuffalo.ab.ca.

Candidate Orientation Training Sessions will be offered through Municipal Affairs and will be announced at a later date. Further information relative to municipal elections can be obtained at www.municipalaffairs.alberta.ca.

Amendments to the *Local Authorities Election Act*

As you know, over the past year, Municipal Affairs led a review of the *Local Authorities Election Act (LAEA)*, which included a consultation in the summer of 2012. This review resulted in a number of amendments to the *LAEA* that were included in Bill 7 - the *Election Accountability Amendment Act*. Bill 7 is a combination of amendments to both the *Election Act* (provincial) and the *Local Authorities Election Act* (municipal). This Bill was proclaimed on December 10, 2012. The most significant amendments to the *LAEA* include:

Section 10(1) – General Term of Office

The term of office for local authorities (municipal councillors and school board trustees) will change to four years. This change will come into effect for elections following the October 2013 general election. Candidates running in the October 2013 election are running for a four year term.

Section 22(1.2) - Ineligibility

Municipal candidates will not be eligible for nomination if they have not met the campaign reporting requirements from a previous election campaign. This change will apply to all campaign periods beginning on or after January 1, 2014. The change will not apply to campaign reporting for by elections in 2013 or for the 2013 general election.

Section 28(3.01) – Nominations

Returning officers will be required to refuse a candidate's nomination form if it has not been signed by the required number of eligible electors. This change came into force on December 10, 2012.

Section 53 – Proof of Elector Eligibility

Voter identification will be required for local authority elections where a list of electors is not prepared. The identification requirement sets a uniform standard of one piece of picture identification or one piece of identification authorized by the Chief Electoral Officer under the *Election Act* as indicated for the purposes of section 95(1)(a)(ii) of that Act that establishes the elector's name and current address (copy attached). Local authorities may also pass a bylaw no later than six months prior to nomination day which provides the opportunity to supplement the number and types of identification required to allow a person to vote. This change came into force on December 10, 2012.

Section 147.21(1) – Registration of Candidates

Potential municipal candidates will be required to register with the municipality before they accept any campaign contributions prior to nomination day. Potential candidates will be able to register at any time, and the form of the registration process will be at the discretion of each local authority. This change will apply to campaign periods beginning on or after January 1, 2014. This change will not apply to campaigns for by-elections in 2013 or for the 2013 general election.

The logo for the province of Alberta, featuring the word "Alberta" in a stylized, cursive font with a small square symbol at the end.

Section 147.4(1.1) – Campaign Disclosure Statements

Municipal candidates will be required to donate all surplus municipal campaign funds, including amounts of \$500 or less, to a charity or the municipality if they do not run in the next general election. This change came into force on December 10, 2012. Compliance with this requirement is due within 6 months after the date of the next general election.

Section 147.4(1.2) – Campaign Disclosure Statements

Municipal candidates will be required to clear campaign deficits if they are not running in the next general election. This change came into force on December 10, 2012. Compliance with this requirement is due within 6 months after the date of the next general election.

Bill 7 also contains a number of technical amendments to the *LAEA* that clarify intent and ensure consistency with the *Election Act* and the *Election Finances and Contributions Disclosure Act*.

Sections 2(4) and 3(4) section 118 has been added to clarify that a bylaw made by an elected authority that is responsible for the conduct of an election under a joint election agreement with respect to allowable election expenses under section 118 does not apply to the other elected authority that has entered into the agreement.

Section 16(1) An official agent is no longer required to take an official oath.

Section 22 A number of changes have been made to section 22 to clarify that a person who is an employee of a municipality, school district or division, charter school, or private school and who wishes to be nominated as a candidate for an election to be held for that respective municipality or school board is entitled to take a leave of absence without pay.

Section 54(1.1) has been added to clarify that an objection may only be made at the time the person makes the statement.

Section 68.1(1) clarified that the official agent information must be included on the nomination form and subsection (1.1) requires the candidate to notify the returning officer if a new official agent is appointed.

Section 69(5) has been clarified to ensure that the designated place or places at the voting station allow the candidate, official agent or scrutineer to observe a person making a statement.

Section 77.1 now allows the resolution for special ballot to be passed at any time prior to nomination day and allows an elector to request a special ballot from the day after the resolution is passed. Notification to the Minister of the resolution must be made by nomination day.

Section 77.2 has been updated to align the special ballot provisions with the changes to Section 53 – Proof of Elector Eligibility, and to make consistent reference to “elector” rather than “voter”.

Section 98(1) has been updated to clarify that a recount can be made for one or more voting stations.

Section 147.3(1) has been updated to allow a candidate to open a campaign account at a financial institution in their own name.

Section 147.5(1) and 147.7(2) will apply on or after December 1, 2015 to all surplus amounts, including amounts of \$500 or less.

Section 147.5(4) The meaning of a registered charity has been updated.

Section 147.6 This transitional provision has been removed as it no longer applies.

Sections 147.92(1), 147.5, 147.7(2) and (3), and 147.91(b) replace Ministerial Order L:200/11 which defers the application of these provisions to campaign funds on or after December 1, 2015.

It is suggested that you acquire the new *Local Authorities Election Act* as soon as Queens Printer has it available to help with election planning and processes.

Returning Officer Workshops will be offered in the Spring.

Municipal Affairs

Interpretation Bulletin

Number: 01/13

Date: March 2013

Subject: *Local Authorities Election Act Amendment*

Amendments to the *Local Authorities Election Act (LAEA)* were given Royal Assent on December 10, 2012. As the next municipal election is coming up shortly, Municipal Affairs has prepared this bulletin to provide basic advisory information on the new and revised areas of the *LAEA*. Please call Advisory Services regarding any questions using the contact information below.

Term of Office

The term of office for local elected officials has been increased to four years. Previously, municipal elections were held every three years. The 2013 municipal general election will be held on October 21, 2013. The following general municipal election will be held on October 16, 2017.

Summer village general elections will continue to be held in the summer of the general election year as provided under Section 12.

Voter Identification and Eligibility

Section 53 now includes a requirement for a person to provide proof of identity and current residence in order to vote, unless the elected authority prepares a list of electors and the person's name appears on the list. The section sets out a basic requirement consisting of a single piece of identification that includes the person's name and current address.

Elected authorities have the option to, by bylaw, expand on the types of identification that the returning officer can accept for purposes of satisfying the basic requirement.

The elected authority can also increase the number of pieces of identification required for purposes of providing additional verification of the person's name, current address, or age and can specify the types of identification that will be accepted for that purpose.

In the absence of a list of electors, a person is also still required to make a statement in the presence of an officer at the voting station in the prescribed form (Form 8) in order to be permitted to vote.

The basic proof of identity and current residence requirement set out in Section 53 can be satisfied by:

- identification issued by a Canadian government (federal, provincial, or local) which contains a photograph of the elector and their name and address; or
- identification authorized by the Chief Electoral Officer under the Election Act to establish an elector's name and current address; or
- any additional types of identification documents that are stipulated by an elected authority through a bylaw passed at least six months (for 2013 only, the time is reduced to four months, and for summer villages, two months) in advance of the nomination day for a municipal election.

It is important that voters be advised of the identification requirements well in advance of the election so they can be adequately prepared with the appropriate documentation on election day.

The logo for the province of Alberta, featuring the word "Alberta" in a stylized, cursive script font, followed by a small square icon containing a stylized 'A'.

Local Government Services Division Municipal Services Branch

Phone: 780-427-2225 . Fax: 780-420-1016 . E-mail: ma.lgsmail@gov.ab.ca

17TH FLOOR COMMERCE PLACE, 10155 – 102 STREET, EDMONTON, ALBERTA T5J 4L4. INTERNET: www.municipalaffairs.alberta.ca

Additional information about proof of elector eligibility is provided in the Question and Answer section that begins on page 3.

Nomination Requirements

Section 28(3.01) was added to clarify the responsibility of the returning officers if a nomination form is not signed by the required number of electors. If the nomination form is not signed by at least the minimum number of electors, the returning officer shall not accept it.

Campaign Deficits

Section 147.4(1.1)(b) was added to require municipal candidates to clear any campaign deficit if they are not running in the next general election. The change will apply to candidates who have carried over a campaign deficit from a previous election if they do not run in the October 2013 general election.

Campaign Surplus

Candidates were previously required to donate surplus campaign funds exceeding \$500 to a charity or the municipality if they do not file nomination papers before the next general election. This has been changed to remove the \$500 exemption. The requirement will apply to surplus funds carried over from a previous election if the candidate does not run in the 2013 general election.

Other Changes

A number of other changes were made to clarify previous provisions in the *LAEA* or resolve technical concerns.

- Official agents are no longer required to subscribe to the official oath.
- Section 22 has been revised to clarify that an employee who wishes to be nominated as a candidate is entitled to a leave of absence without pay.
- Section 54(1.1) has been added to clarify that an objection to a person who makes a statement must be made at the time the person makes the statement.
- Section 68.1(1.1) has been added to provide for the replacement of an official agent.
- Section 69(5) has been modified to clarify that the designated place or places at a voting station where a candidate, an official agent or a scrutineer may observe the election procedure must allow them to observe any person making a statement.
- Section 77.1 has been modified to eliminate the advance notification and period to pass the resolution requirement for special ballot resolutions.
- Section 147.3(1)(a) has been modified to allow a deposit account at a financial institution to be opened in the name of the candidate.

***LAEA* Provisions Not Yet In Effect**

One of the new provisions in the *LAEA* does not apply to the current campaign period ending December 31, 2013, but will apply to future campaign periods. Beginning January 1, 2014, potential candidates will be required to register with the municipality before they accept campaign contributions. The form of the registration process will be at the discretion of each municipality.

The enforcement of campaign reporting requirements has been strengthened by adding a new provision that a potential candidate will not be eligible for nomination if they have not met the campaign reporting requirements from a previous election. This provision will not be in effect during the current campaign period ending December 31, 2013, but will apply to reporting requirements that apply to campaign periods beginning on or after January 1, 2014.

A number of sections in the *LAEA* were previously deferred and did not apply until December 1, 2015. These sections continue to be deferred until December 1, 2015 and do not apply to campaign finances in the current campaign period ending December 31, 2013. These sections deal with the holding of surplus campaign funds between elections and related administrative provisions (Section 147.5, 147.7(2), 147.7(3) and 147.91(b)).

Proof of Elector Eligibility under *Local Authorities Election Act (LAEA)* Section 53

Question and Answer

1. What kinds of elector identification are valid for proving eligibility to vote?

- For an elected authority that does not prepare a list of electors, or where the person's name does not appear on the list of electors, Section 53(1)(b)(i) establishes the general basic requirement for verification of the person's identity and current residence. Under this basic requirement, the voter must produce (A) one piece of photo identification with name and address that is issued by a Canadian government (federal, provincial, local, or an agency thereof), or (B) one piece of identification authorized by the Chief Electoral Officer under the Election Act with name and address.
- Types of government-issued identification allowed under (A) must show the name, address and a photo of the elector and so examples of appropriate ID include:
 - Operator/Driver's license
 - Government photo identification card (for non-drivers)
- Types of Chief Electoral Officer-approved identification allowed under (B) must show the name and address of the elector and so examples of appropriate ID include:
 - Bank/Credit card statement or personal cheque
 - Correspondence issued by a school, college or university
 - Government cheque or cheque stub
 - Income/property tax assessment notice
 - Insurance policy or coverage card
 - Letter from a public curator, public guardian or public trustee
 - One of the following, issued by the responsible authority of a shelter or soup kitchen: Attestation of residence, letter of stay, admission form or statement of benefits
 - Pension Plan statement of benefits, contributions or participation
 - Prescription bottle insert
 - Residential lease or mortgage statement
 - Statement of government benefits, e.g. employment insurance, old-age security, social assistance, disability support or child tax benefit
 - Utility bill, e.g. telephone, public utilities commission, television, hydro, gas or water
 - Vehicle ownership or insurance certificate

2. **The listing of identification authorized by the Chief Electoral Officer says that two pieces of identification are required. Does this mean that two pieces of identification are required under Section 53(1)(b)(i)(B)?**
 - No, the listing authorized by the Chief Electoral Officer is referenced in Section 53 for purposes of establishing the **types** of identification that can be accepted, but not the number. The general basic requirement for municipal elections as set out in Section 53 is for a single piece of identification. The two-piece identification referred to in the Chief Electoral Officer listing reflects the number of pieces of identification required for provincial elections, but this does not apply to municipal elections.

3. **If the voter has signed the Voting Register (Form 8), do they still have to provide identification?**
 - Yes, identification is required in addition to the statement.

4. **Can an elected authority change the kinds of identification to be used by voters to prove eligibility, besides those mentioned in the LAEA, or change the requirement?**
 - An elected authority can, at their option:
 - expand on the list of types of identification that the returning officer can accept for purposes of the basic identification requirement set out in Section 53(1)(b)(i) (A) and (B); or
 - require more than the basic requirement of one piece of identification as set out in Section 53(1)(b)(i) (A) and (B); or
 - specify the types of identification that the returning officer can accept for purposes of the additional identification that the elected authority requires to verify name and current address, or age of an elector.

5. **How does the elected authority modify the voter identification requirements?**
 - The elected authority may pass a bylaw (as described in Section 53(3) to (7)) six months in advance of the election. The bylaw time period is modified for 2013 elections - see next question.

6. **Will elected authorities have sufficient time to pass a bylaw regarding voter identification requirements as required by Section 53(3) of the Act?**
 - Elected authorities may pass a voter identification bylaw six months in advance of nomination day under Section 53(3). Due to the limited time period between proclamation of the amendments to the *LAEA* and the date six months in advance of nomination day, the Minister of Municipal Affairs has approved a decreased bylaw time requirement for the 2013 municipal general elections.
 - All municipalities, with the exception of summer villages, may pass a voter identification bylaw four months in advance of nomination day.
 - Summer villages may pass a voter identification bylaw two months in advance of nomination day.

7. **Can the elected authority require more than one piece of identification that establishes the person's identity and current residence?**
 - Yes, under Section 53(3) of the *LAEA*, an elected authority may pass a bylaw authorizing additional forms of documentation to establish the elector's name, current address, and if required, age.
 - The bylaw would need to establish the number of pieces of identification that are required in addition to the basic requirement set out in Section 53(1)(b)(i).
 - The bylaw would also need to establish what types of identification will be accepted for purposes of the additional requirement.

- In establishing additional identification requirements over and above the basic requirement in Section (1)(b)(i), the elected authority should ensure that the additional requirements can be reasonably met by eligible voters.

8. Can the elected authority require identification to establish the person’s age?

- Yes, under Section 53(5)(b) of the *LAEA*, an elected authority may pass a bylaw authorizing additional forms of documentation to establish the elector’s age.
- The bylaw would need to establish the number of pieces of identification that are required to verify age.
- The bylaw would also need to establish what types of identification will be accepted for purposes of the age verification requirement.
- In order to ensure that eligible voters can reasonably meet an age verification requirement, it is recommended that the local bylaw to establish the types of identification that will be accepted for age verification include, at a minimum, the types of identification referred to in Section 53(1)(b)(i).

9. Can the local bylaw restrict or remove the types of identification that can be accepted for purposes of the basic identification requirement?

- No, the elected authority can expand on the types of identification that can be accepted for purposes of verifying the person’s name and address, but cannot remove the basic requirement set out in Section 53(1)(b)(i).
- The returning officer must accept the types of identification referred to in Section 53(1)(b)(i)(A) and (B) for purposes of satisfying the basic identification requirement in Section 53(1)(b)(i). **Note: this requirement must be explicitly provided for in the local bylaw.** (Section 53(6))

10. If the document that verifies the person’s address is in the name of the person’s spouse or immediate family member, can it be accepted as verification of current residence together with a second piece of identification that establishes the voter’s identity?

- No, not unless the elected authority includes this type of identification in their local bylaw as an acceptable type of identification that the returning officer can accept for purposes of the basic identification requirement set out in Section 53(1)(b)(i).
- An exception to this requirement is made where the person’s eligibility to vote in a summer village election is based on property ownership as set out in *LAEA* Section 12(b), as discussed in the following question.

11. How do the identification requirements apply to summer village property owners who wish to vote in a summer village election under the provisions of *LAEA* Section 12(b)?

- Under *LAEA* Section 12(b), the person’s eligibility to vote in a summer village election may be based on property ownership, and not necessarily on residence as set out in Section 47. Therefore, in the context of summer village property owners who are not resident in the summer village, the requirements of Section 53 apply to the extent that the person must produce proof of identity and proof of address in the summer village (as a property owner). This may take the form of any identification authorized by the Chief Electoral Officer under the Election Act that established the person’s name and summer village address, such as a property tax assessment notice, insurance policy or coverage card, mortgage statement, or utility bill.
- Summer villages may wish to consider expanding, through a bylaw, on the types of identification that will be accepted for purposes of verifying name and address based on in the documents that are typically held by their local property owners.

- Where the person's eligibility to vote in a summer village election is based on their relationship as a spouse or adult interdependent partner of a property owner as provided in LAEA Section 12(b)(iii) and their spouse or interdependent partner has provided verification of their summer village address, no separate verification of address is required from the person. Verification of the person's identity is still required.
- The provisions of *LAEA* Section 53 apply only to the verification of identity, current residence, and if the elected authority chooses, age. As a result, a person does not have to provide proof of property ownership to vote in a summer village election; only proof of their address in the summer village.

12. If the voter's identification shows a post office box number as the address instead of a residential or legal address, can this be accepted as verification of current residence?

- Yes, a mailing address can be accepted as verification of current address if it is in reasonable proximity to the voting jurisdiction.
- An elected authority could, by bylaw, require additional verification or a combination of verification to establish the person's specific current address.

13. What kind of ID is necessary for citizens who reside in an institution and lack access to personal items such as identification cards?

- Elected authorities may pass a bylaw allowing additional types of identification for electors who may not have access to government-issued photo identification or to the identification listed in the Chief Electoral Officer-approved listing on the Elections Alberta website.
- For example, the local bylaw could expand the types of identification that could be accepted to include correspondence issued by a hospital, auxiliary hospital, nursing home or seniors' or special care accommodation facility attesting residency, such as a letter of stay, admission form, or patient profile sheet that includes the name and current address of the person.

14. How do the voter identification requirements affect students?

- If the person is a student who meets the conditions set out in Section 48(1)(d)(i),(ii), and (iii), they are deemed to reside with those family members at their permanent address. The basic requirement to verify current residence will require the student to provide proof of residence at the address of the permanent residence with their family members.
- If the student has left their family's area with the intention of making their residence elsewhere as provided for in Section 48(1)(e), then the normal requirement set out in Section 53(1)(b)(i) to provide proof of their current residence will apply.

15. Is there any limitation to what an elected authority can include in its voter ID bylaw as valid types of proof of name, address and age?

- There is no limitation on the additional types of ID that can be accepted under a local bylaw. However, Municipal Affairs recommends that municipalities specify all types of valid identification documentation in the bylaw, rather than leaving it to the discretion of the Deputy Returning Officer (DRO) at the polling station. This approach limits the responsibility placed on the DRO, particularly if the DRO's ruling on a piece of identification is challenged.

OFFICE OF MAYOR

Term of Office: 4 Years*

***NEW:** Election 2013 Candidates are running for a four (4) year term.

Duties – Mayor (Chief Elected Official)

The Mayor is the chief elected official of the municipality and has duties that encompass those of both Councillor and Chief Elected Official.

The following are excerpts from the *Municipal Government Act*:

General duties of councillors

153 Councillors have the following duties:

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

General duties of chief elected official

154

- (1) A chief elected official, in addition to performing the duties of a councillor, must
 - (a) preside when in attendance at a council meeting unless a bylaw provides that another councillor or other person is to preside, and
 - (b) perform any other duty imposed on a chief elected official by this or any other enactment or bylaw.

- (2) The chief elected official is a member of all council committees and all bodies to which council has the right to appoint members under this Act, unless the council provides otherwise.
- (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 appointed in the chief elected official's personal name.

Council's principal role in municipal government

201

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

Salary and Benefits

2013 Salary

\$123,353* annually (1/3 non-taxable)

**Salary is subject to annual adjustment based on the same percentage increase or decrease in the average weekly wages for Alberta for the immediately preceding year, and rounded up to the nearest dollar or cent.*

Benefits:

The Regional Municipality of Wood Buffalo offers a comprehensive, flexible benefits program to its employees. Elected Officials are eligible to participate in the employee benefits program, with the exception of pension plans, short-term and long-term disability. Actual coverage and rates vary depending on the program that the Elected Official selects.

RRSP:

The Municipality will pay matching contributions of up to 7.5% of the Elected Officials' eligible salary.

Transition Allowance:

At the conclusion of service, individual Elected Officials are entitled to a transition allowance which recognizes service with the Municipality and provides some funding for retirement or transition purposes. The transition allowance is payable only at the conclusion of service as an Elected Official, at the rate of two weeks salary for each year of service, to a maximum of six months' salary.

Vehicle Allowance: The Mayor may choose one of the following alternatives, up to a maximum cost of \$1,989* monthly:

1. a vehicle leased by the Municipality with lease, insurance and operating costs paid by the Municipality, plus the option of personally buying the vehicle at a pre-determined residual value at the end of the lease; or
2. an allowance to cover the capital and operating costs of a vehicle that is purchased or leased by the Mayor.

**Rate is subject to annual adjustment based on the same percentage increase or decrease in the transportation component of the all items Consumer Price Index for Alberta for the immediately preceding year, and rounded up to the nearest dollar or cent.*

Time Requirements

The position of Mayor is a full time commitment. The Mayor's time is spent working closely with Council, senior administration and community representatives to develop plans and strategies important to the Municipality's business and to help resolve issues which arise in the community and require a regular presence in the office during business hours. In addition to performing these duties, the Mayor is the key public representative of the Municipality and is frequently called upon to represent the Municipality and its communities at various meetings, public functions, ceremonies and events, which often occur during evening hours and on weekends.

The Mayor is the chief spokesperson for the Municipality in discussions with elected officials in other municipalities or the provincial and federal governments. Often this involves initiating and building important relationships with decision makers outside the community.

There are a number of Committees established by Council, which require Council representation (See "Council Committees"). The Mayor is an ex-officio member of all Committees of Council, which come under the authority of the Municipal Government Act, and has the right to attend any such committee meeting and participate with full voting rights.

Council and Other Meetings

Council Meetings: Currently held on the 2nd and 4th Tuesday of each month at 6:00 p.m. (Council attendance is required by 5:00 p.m.)

Administrative Briefings: Currently held on the 1st and 3rd Tuesday of each month at 6:00 p.m., as required. (Council attendance is required by 5:00 p.m.)

Community Engagements: Council is required to hold meetings (known as community engagements) in a minimum of three rural communities each year. All Council Members are expected to participate in all community engagements.

Committee Participation: At the present time, the Municipality has several internal committees requiring Council participation, and there are also a number of external committees which request Council representation. Most of these committees have a large volunteer component; therefore, meetings are typically held in the evening to accommodate appointed members' schedules.

Corporate Planning: Council holds a number of working sessions throughout the year to discuss corporate planning initiatives, such as strategic and business planning, orientation sessions, and team-building. All Elected Officials are expected to commit a minimum of two full weekdays, plus one full Saturday per quarter for these types of corporate initiatives.

Budget Meetings: An average of three working days is required annually, typically in October/November, for Council Members to review Operating and Capital Budgets.

Other Initiatives: From time to time, Council will have a need to schedule additional meetings to accommodate other initiatives, such as meetings with federal and provincial representatives. These meetings also typically occur during the day.

Conferences and Conventions

Federation of Canadian Municipalities (FCM)

The Federation of Canadian Municipalities (FCM) has been the national voice of municipal government since 1901. With close to 2,000 members, FCM represents the interests of municipalities on policy and program matters that fall within federal jurisdiction. Members include Canada's largest cities, small urban and rural communities, and 21 provincial and territorial municipal associations.

FCM is dedicated to improving the quality of life in all communities by promoting strong, effective and accountable municipal government. Along with its policy interests, FCM remains a professional association serving elected municipal officials.

The Regional Municipality of Wood Buffalo is a member of FCM and as such, members of Council are expected to attend the annual conference of FCM. The first FCM conference after the 2013 election is May 30 – June 2, 2014 in Niagara Falls, ON.

Alberta Urban Municipalities Association (AUMA)

The Alberta Urban Municipalities Association, founded in 1905, represents Alberta's 272 urban municipalities including cities, towns, villages, summer villages, and specialized municipalities. The AUMA represents and advocates the interest of all members to the provincial and federal governments as well as other government organizations. Their goal is "to develop strong partnership between all three levels of government through a shared vision with long term planning that would facilitate social and economic growth, a strategic and stable funding matrix for capital projects, vital emergency and social services as well as implementation and coordination in the delivery of these services to ensure the sustainability of the Alberta Advantage."

Each year in the fall, an AUMA convention is held that attracts approximately 800 to 1000 delegates from urban councils and administration. The convention that is held during election years is strongly geared toward newly elected Council members and for this reason, those successful candidates are expected to set aside time to attend this event. The 2013 AUMA convention will be Wednesday, November 20 through Friday, November 22, 2013 in Calgary, with Tuesday, November 19 being set aside for pre-convention education sessions. Please mark these dates on your calendar.

Alberta Association of Municipal Districts and Counties (AAMDC)

Founded in 1909, the AAMDC is a progressive association of elected rural councils, representing the interests of rural Albertans, and committed to excellence in meeting the diverse and changing needs of its memberships.

Its original mandate was to:

- forward the interests of all local improvement districts throughout the province;
- secure legislation relating to local improvement work;
- guard the interests of local improvement districts in any proposed legislation; and
- work in accord with the Government of Alberta, through the Department of Public Works, to the mutual benefit of both.

In 1936, the AAMDC Trade Division was born; and in 1955 Jubilee Insurance Agencies Ltd. started its operations. Today, the AAMDC serves its full members through its advocacy efforts, the Trade Division and Jubilee Insurance Agencies Ltd.

The AAMDC holds an annual spring convention as well as an annual fall convention. The fall 2013 Convention will be held Tuesday, November 12 through Friday, November 15, 2013 in Edmonton. The spring 2014 Convention will be held Monday, March 17 through Wednesday, March 19 in Edmonton.

Duties and Responsibilities of the Deputy and Acting Mayor

In the absence of the Mayor, the Deputy Mayor will perform the Mayor's role as required. The Mayor's position is a full time position; therefore, the Deputy Mayor is expected to remain in the community during the Mayor's scheduled absences and be readily available, sometimes on short notice, to perform the necessary duties, which will include, but not be limited to:

- Daily interaction with residents and administration
- Interacting with provincial and federal officials as the elected representative for the Regional Municipality of Wood Buffalo, either locally, provincially or nationally
- Addressing Alberta Energy and Utilities Board Hearings and/or other provincial bodies as may be required
- Chairing Council Meetings
- Reviewing and approving Council Meeting Agendas
- Public speaking and attendance at various, ceremonies, events and meetings.

The Deputy Mayor is required to act on behalf of the Mayor and subsequently, if the Deputy Mayor is not available, the Acting Mayor is required to act on behalf of the Mayor. Council determines the schedule for the Deputy Mayor and Acting Mayor positions at its annual organizational meeting. The positions are appointed for periods of 3 months each.

The following is an excerpt from the *Municipal Government Act*:

Deputy and acting chief elected officials

152

- (1) A council must appoint one or more councillors as deputy chief elected official so that
 - (a) only one councillor will hold that office at any one time, and
 - (b) the office will be filled at all times.
- (2) A deputy chief elected official must act as the chief elected official
 - (a) when the chief elected official is unable to perform the duties of the chief elected official, or
 - (b) if the office of chief elected official is vacant.
- (3) A council may appoint a councillor as an acting chief elected official to act as the chief elected official
 - (a) if both the chief elected official and the deputy chief elected official are unable to perform the duties of the chief elected official, or
 - (b) if both the office of chief elected official and the office of deputy chief elected official are vacant.

2013

January '13						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February '13						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March '13						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April '13						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May '13						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June '13						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July '13						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August '13						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31







September '13						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October '13						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November '13						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December '13						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

LEGEND

-  Statutory Holiday - Municipal Offices Closed
-  Administrative Briefing - 6:00 p.m.
-  Council Meeting - 6:00 p.m.
-  Recess Periods
-  Municipal Association Conventions (Nov. 12-15 & Nov 19-22)
-  Nomination/Election Day

2013

January '13						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February '13						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March '13						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April '13						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May '13						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June '13						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July '13						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August '13						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31







September '13						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October '13						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November '13						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December '13						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

LEGEND

-  Statutory Holiday - Municipal Offices Closed
-  Administrative Briefing - 6:00 p.m.
-  Council Meeting - 6:00 p.m.
-  Recess Periods
-  Municipal Association Conventions (Nov. 12-15 & Nov 19-22)
-  Nomination/Election Day

OFFICE OF COUNCILLOR

Term of Office: 4 Years*

***NEW:** Election 2013 Candidates are running for a four (4) year term.

Duties - Councillor

The following are excerpts from *the Municipal Government Act*

General duties of councillors

153 Councillors have the following duties:

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

Council's principal role in municipal organization

201

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

Salary and Benefits

2013 Salary:

\$36,328* annually (1/3 non-taxable)

**Salary is subject to annual adjustment based on the same percentage increase or decrease in the average weekly wages for Alberta for the immediately preceding year, and rounded up to the nearest dollar or cent.*

Benefits:

The Regional Municipality of Wood Buffalo offers a comprehensive, flexible benefits program to its employees. Elected Officials are eligible to participate in the employee benefits program, with the exception of pension plans, short-term and long-term disability. Actual coverage and rates vary depending on the program that the Elected Official selects.

RRSP:

The Municipality will pay matching contributions of up to 7.5% of the Elected Officials' eligible salary.

Transition Allowance:

At the conclusion of service, individual Elected Officials are entitled to a transition allowance which recognizes service with the Municipality and provides some funding for retirement or transition purposes. The transition allowance is payable only at the conclusion of service as an Elected Official, at the rate of two weeks salary for each year of service, to a maximum of six months' salary.

Travel Allowance:

Councillors are paid a taxable monthly allowance of \$250* for the use of a personal vehicle to conduct Council business. The allowance is intended to offset vehicle repair and maintenance costs, costs related to maintaining appropriate levels of business insurance, and round trips totalling less than 20 kilometres in distance. Mileage exceeding 20 kms/round trip is reimbursable based on the maximum non-taxable rate permitted by the Canada Revenue Agency (currently \$0.54 per km).

**Rate is subject to annual adjustment based on the same percentage increase or decrease in the transportation component of the all items Consumer Price Index for Alberta for the immediately preceding year, and rounded up to the nearest dollar or cent.*

Technology Allowance:

Councillors are paid a monthly taxable technology allowance of \$250. A portion of the allowance must be used to maintain a high-speed Internet connection at their place of residence; however, Councillors may choose to allocate the balance of the technology allowance in the manner that best serves their individual needs. Councillors may also be reimbursed for the purchase price of one electronic communication device (ie: cell phone, fax machine) per term.

Time Requirements

The position of Councillor is considered to be part-time. The substantial growth within the Municipality has resulted in a dramatic increase in business activity. Consistent with such an increase in activity is a similar increase in the time required to deal with municipal business. As such, it is anticipated that during the next term of office 2013–2017, the following is the minimum time commitment required of Councillors:

Evening Meetings:	4 meetings monthly (approximately 5:00-10:00 p.m.)
Daytime Meetings:	2 full days per quarter (8:00 a.m. – 5:00 p.m.)
Weekend Meetings:	1 full day per quarter (8:00 a.m. – 5:00 p.m.)
Meeting Preparation:	3-6 hours per week (depending on agendas) – approximately 12-24 hours per month
Community Engagements:	3 events per year in rural communities. Councillors should plan to commit full days for these events, as the scheduling is determined by the hosting community

Minimum Average Weekly Time Commitment: 20 – 30 hours

Post-Election Commitments

As newly Elected Officials, there are a number of critical activities that must occur within the first 6 weeks of a Councillor's term of office. The time commitment during this period is exceptionally heavy and is mandatory for each member of Council.

Mandatory Meetings and Commitments 2013		
Date	Description	Time
Tuesday, October 22	Introductory Dinner	5:00 p.m. – 7:00 p.m.
Tuesday, October 22	Introduction to Council Chamber	7:00 p.m.
Wednesday, October 23	Governance Orientation Workshop	9:00 a.m. - 5:00 p.m.
Thursday, October 24	Administrative Briefing	5:00 p.m. – 9:00 p.m.
Monday, October 28	Swearing-In Ceremony / Official Photos	5:00 p.m. – 10:00 p.m. (Tentative)
Tuesday, October 29	Organizational Meeting	6:00 p.m.
Tuesday, October 29	Budget Orientation (Tentative)	6:30 p.m.
Tuesday, November 5	Legal Orientation	1:00 p.m. - 5:00 p.m.
Tuesday, November 5	Administrative Briefing	5:00 p.m. - 9:00 p.m.
Wednesday, November 6	Conklin Community Tour/ Janvier Community Engagement (Tentative)	All Day Event
Tuesday, November 12	First Regular Council Meeting	5:00 p.m. - 10:00 p.m.
Tuesday, November 12 - Saturday, November 15	Alberta Association of Municipal Districts and Counties Fall Convention	All Day Event
Friday, November 15	Budget Workshop	9:00 a.m. - 4:30 p.m.
Monday, November 18	Budget Workshop	9:00 a.m. - 4:30 p.m.
Tuesday, November 19	AUMA Pre-Convention Sessions	
Wednesday, November 20 - Friday, November 22	Alberta Urban Municipalities Association Annual Convention	All Day Event
Friday, November 22	Budget Public Information Session	
Tuesday, November 26	Council Meeting	5:00 p.m. - 10:00 p.m.
Wednesday, November 27	Fort Chipewyan Community Engagement (Tentative)	All Day Event
Tuesday, December 3	Administrative Briefing	5:00 p.m. - 10:00 p.m.
Wednesday, December 4	Fort McKay Community Tour/Anzac Community Engagement (Tentative)	All Day Event
Tuesday, December 10	Council Meeting	5:00 p.m. - 10:00 p.m.
December 11, 2013 - January 12, 2014	Holiday Recess	

Council and Other Meetings

- Council Meetings:** Currently held on the 2nd and 4th Tuesday of each month at 6:00 p.m. (Council attendance is required by 5:00 p.m.)
- Administrative Briefings:** Currently held on the 1st and 3rd Tuesday of each month at 6:00 p.m., as required. (Council attendance is required by 5:00 p.m.)
- Community Engagements:** Council is required to hold meetings (known as community engagements) in a minimum of three rural communities each year. All Council Members are expected to participate in all community engagements.
- Committee Participation:** At the present time, the Municipality has several internal committees requiring Council participation, and there are also a number of external committees which request Council representation. Most of these committees have a large volunteer component; therefore, meetings are typically held in the evening to accommodate appointed members' schedules.
- Corporate Planning:** Council holds a number of working sessions throughout the year to discuss corporate planning initiatives, such as strategic and business planning, orientation sessions, and team-building. All Elected Officials are expected to commit a minimum of two full weekdays, plus one full Saturday per quarter for these types of corporate initiatives.
- Budget Meetings:** An average of three working days is required annually, typically in October/November, for Council Members to review Operating and Capital Budgets.
- Other Initiatives:** From time to time, Council will have a need to schedule additional meetings to accommodate other initiatives, such as meetings with Federal and Provincial representatives. These meetings also typically occur during the day.

Conferences and Conventions

Federation of Canadian Municipalities (FCM)

The Federation of Canadian Municipalities (FCM) has been the national voice of municipal government since 1901. With close to 2,000 members, FCM represents the interests of municipalities on policy and program matters that fall within federal jurisdiction. Members include Canada's largest cities, small urban and rural communities, and 21 provincial and territorial municipal associations.

FCM is dedicated to improving the quality of life in all communities by promoting strong, effective and accountable municipal government. Along with its policy interests, FCM remains a professional association serving elected municipal officials.

The Regional Municipality of Wood Buffalo is a member of FCM and as such, members of Council are expected to attend the annual conference of FCM. The first FCM conference after the 2013 election is May 30 – June 2, 2014 in Niagara Falls, ON.

Alberta Urban Municipalities Association (AUMA)

The Alberta Urban Municipalities Association, founded in 1905, represents Alberta's 272 urban municipalities including cities, towns, villages, summer villages, and specialized municipalities. The AUMA represents and advocates the interest of all members to the provincial and federal governments as well as other government organizations. Their goal is "to develop strong partnership between all three levels of government through a shared vision with long term planning that would facilitate social and economic growth, a strategic and stable funding matrix for capital projects, vital emergency and social services as well as implementation and coordination in the delivery of these services to ensure the sustainability of the Alberta Advantage."

Each year in the fall, an AUMA convention is held that attracts approximately 800 to 1000 delegates from urban councils and administration. The convention that is held during election years is strongly geared toward newly elected Council members and for this reason, those successful candidates are expected to set aside time to attend this event. The 2013 AUMA convention will be Wednesday, November 20 through Friday, November 22, 2013 in Calgary. Please mark these dates on your calendar.

Alberta Association of Municipal Districts and Counties (AAMDC)

Founded in 1909, the AAMDC is a progressive association of elected rural councils, representing the interests of rural Albertans, and committed to excellence in meeting the diverse and changing needs of its memberships.

Its original mandate was to:

- forward the interests of all Local Improvement Districts throughout the province;
- secure legislation relating to Local Improvement work;
- guard the interests of Local Improvement Districts in any proposed legislation.; and
- work in accord with the Government of Alberta, through the Department of Public Works, to the mutual benefit of both.

In 1936, the AAMDC Trade Division was born; and in 1955 Jubilee Insurance Agencies Ltd. started its operations. Today, the AAMDC serves its full members through its advocacy efforts, the Trade Division and Jubilee Insurance Agencies Ltd.

The AAMDC holds an annual spring convention as well as an annual fall convention. The Fall 2013 Convention will be held Tuesday, November 12 through Friday, November 15, 2013 in Edmonton. The spring 2014 Convention will be held Monday, March 17 through Wednesday, March 19 in Edmonton.

COUNCIL COMMITTEES

Standing Committees

Committee	Description
Governance, Agenda and Priorities Standing Committee (GAP)	Meetings are held on an as-needed basis. Time Commitment: May vary depending on frequency of meetings Representation: Mayor and 4 Council Members (at least one rural representative) Purpose: Develop the legislative and strategic agenda for Council, including leading the development of the strategic planning and priority-setting processes and preparing recommendations to Council; provide leadership and strategic direction to Council in the development and implementation of governance structures, policies, procedures and a legislative calendar; develop and review, Council's Code of Conduct, Council/Chief Administrative Officer covenant, Chief Administrative Officer appraisal process, Council professional development and self-assessment process, the creation and maintenance of standing committees, and other governance tools; make recommendations to Council on the implementation of best governance practices in municipal government; provide oversight to intergovernmental, Aboriginal and international relations; monitor the Municipality's compliance with legislative and regulatory requirements and ensure that municipal policies meet or exceed those requirements; Review Council policies and provide direction of a governance nature.

Part 9 Corporations

Committee	Description
<p>MacDonald Island Park Corporation</p> <p><i>Please Note:</i> <i>The Regional Municipality of Wood Buffalo is in the process of creating a new Recreation Board which is intended to replace the MacDonald Island Park Corporation Board.</i></p>	<p>Meetings are held at 6:00 p.m. on the last Monday of each month. Time Commitment: 3-4 hours/meeting Representation: 1 Council Member Purpose: Directors are fully informed on organizational matters, and participate in the Board’s deliberations and decisions in matters of policy, finance, programs, personnel, and advocacy. Board Members are responsible for: Approving, where appropriate, policy and other recommendations received from the Board, its standing committees and senior staff; Monitoring all Board policies; Reviewing memorandum and articles of association and recommending changes; Reviewing the Board’s structure and approving changes; Participating in the development of MacDonald Island Park Corporation’s organizational plan and annual review; Approving MacDonald Island Park Corporation’s budget; Approving the hiring, including the employment contract, and release of the Chief Operating Officer; Supporting and participating in evaluating the performance of the Chief Operating Officer; Assisting in developing and maintaining positive relations among the Board, committees, staff members, and community to enhance MacDonald Island Park Corporation’s mission.</p>
<p>Wood Buffalo Housing & Development Corporation</p>	<p>Meetings are held at 4:30 p.m. on the 4th Wednesday of each month Time Commitment: 4-5 hours/month Representation: 1 Council Member Purpose: Develop governance functions that will facilitate outcomes geared towards guiding an organized, effective and cohesive Board as they move forward; Develop, approve (where appropriate) and monitor all Board policies; Participate in the development and annual review of the 5 year plan; Approve the budget as presented by the CAO; Approve the hiring and release of the CAO, based on the recommendations of Regional Council; Support and participate in evaluating the CAO; Assist in developing and maintaining positive relations among the Board, Committees, Regional Council, the community at large and residents of social housing facilities that will be administered by the Board.</p>

Council Committees

Committee	Description
Communities In Bloom Committee	<p>Meetings are held at 6:00 p.m. on the last Monday of every month.</p> <p>Time Commitment: 3-6 hours/month</p> <p>Representation: 2 Council Members</p> <p>Purpose: The Committee organizes, implements and evaluates the Communities In Bloom Program within the Municipality. Specific areas of interest are community beautification, community pride, environmental issues, heritage conservation, community involvement, urban forestry development, and tourism.</p>
Community Identification Committee	<p>Meetings are held on an as needed basis.</p> <p>Time Commitment: May vary depending on frequency of meetings.</p> <p>Representation: 2 Council Members</p> <p>Purpose: Make recommendations to Council with respect to the naming of communities, subdivisions, public facilities, streets and multi-family projects within the Regional Municipality of Wood Buffalo. Names shall reflect the past, present and future of the Municipality.</p>
Community Services Committee	<p>Meets throughout the year as required (approximately 3-4 times annually).</p> <p>Time Commitment: 1 hour/meeting</p> <p>Representation: 1 Council Member</p> <p>Purpose: Review and evaluate funding requests for those groups or individuals engaged in the delivery of social, recreational and community services and make recommendations to Council. Advise Council on the allocation of grant funds (including Community Development Funding and Rural Grant Funds). Allocate the federal/provincial funds received as per the Community Plan on Homelessness and allocate the Games Legacy Grant. Review and evaluate nominees to recognize individual or group contributions of citizens of the Municipality through a recognition award and make recommendations to Council. Advise Council on the Civic Award Nominees.</p>
Regional Advisory Committee on Inclusion, Diversity & Equality	<p>Meetings are held every second month.</p> <p>Time Commitment: 1 ½ - 2 hours/meeting</p> <p>Representation: 1 Council Member</p> <p>Purpose: To foster and promote awareness of issues of inclusion, diversity and equality; To advise, promote and foster the development of policies, programs and activities directed towards inclusion, diversity and equality; Explore and recommend strategies to encourage proactive responses to issues of inclusion, diversity and equality in alignment with being an inclusive and welcoming community; Develop strategies to remove barriers and address issues of inclusion, diversity and equality in the Regional Municipality of Wood Buffalo; Advise and report to Council on an annual basis or as needed.</p>

Committee	Description
Selection Committee	<p>Meetings are held on an as-needed basis.</p> <p>Time Commitment: 1-2 hours/month (as dictated by vacancies on Boards/Committees)</p> <p>Representation: Mayor and 4 Council Members</p> <p>Purpose: Assist in the development of recruitment strategies for various Council Committees and Special Purpose Bodies; Promote volunteerism by encouraging residents to participate on various Council Committees and Special Purpose Bodies; Review all applications received for various Boards/Committees and make recommendations to Council on the appointment of individuals to various Council Committees and Special Purpose Bodies.</p>

External Committees Requesting Council Representation

Committee	Description
ALPAC Forest Management Task Force	<p>Meetings are held quarterly, usually in Edmonton, Athabasca or Lac La Biche.</p> <p>Time Commitment: 1 day every quarter, plus preparation & travel time</p> <p>Representation: 1 Council Member</p> <p>Purpose: To develop and reach consensus on the objectives of the Preliminary Forest Management Plan and the Detailed Forest Management Plan as outlined in the Forest Management Agreement with the Province.</p>
ICFSP – Inter-City Forum on Social Policy	<p>Meetings are held at least twice each year.</p> <p>Time Commitment: The first meeting shall be prior to April of each year, and the second meeting (if there are no more than two) shall be prior to December 1.</p> <p>Representation: 1 Council Member</p> <p>Purpose: The Inter-City Forum on Social Policy (ICFSP) shall act as a vehicle for information-sharing, networking and advocacy for and among Alberta cities and other major urban areas, and the people who live in them, in an inter-governmental context. Its purpose is to address social policy, program and service issues that are of concern to Alberta urban municipalities.</p>
Leadership Wood Buffalo	<p>Meetings are held on the third Wednesday of each month from 4:30 p.m. to 6:00 p.m.</p> <p>Time Commitment: 1 ½ hours/meeting</p> <p>Representation: 1 Council Member</p> <p>Purpose: Community-focused program designed to identify and develop current and future leaders from the public, private, and non-profit sectors in the Wood Buffalo region.</p>
Senior Citizens Liaison Person	<p>Council Member attends all activities & events on an as-needed basis.</p> <p>Time Commitment: Varied depending on the number of issues that may arise</p> <p>Representation: 1 Council Member</p> <p>Purpose: Serves as a Council/municipal liaison with Seniors to provide assistance and address concerns.</p>

QUALIFICATIONS OF CANDIDATES

The following are excerpts from the *Local Authorities Election Act*:

Qualification of candidates

21

- (1) A person may be nominated as a candidate in any election under this Act if, on nomination day the person
 - (a) is eligible to vote in that election,
 - (b) has been a resident of the local jurisdiction and the ward, if any, for the 6 consecutive months immediately preceding nomination day, and
 - (c) is not otherwise ineligible or disqualified.
- (3) Notwithstanding subsection (1), a candidate for trustee of a board of a school district that is wholly or partly within the boundaries of a city is not required to be a resident of the ward in either a general election or a by-election, but must be a resident of the school district.
- (4) If the boundaries of a local jurisdiction are altered by the addition of land, a person who has been a resident of the added land for at least the 6 months immediately preceding nomination day is deemed, for the purposes of this Act, to have been a resident, during that time, of the local jurisdiction to which the land was added.

Ineligibility

The following are excerpts from the *Local Authorities Election Act*:

Ineligibility

22

- (1) A person is not eligible to be nominated as a candidate in any election under this Act if on nomination day
 - (a) the person is the auditor of the local jurisdiction for which the election is to be held;
 - (b) the person is an employee of the local jurisdiction for which the election is to be held, unless the person is on leave of absence granted under this section;
 - (c) the person is indebted to the municipality of which the person is an elector for taxes in default exceeding \$50.00, excluding from that amount
 - (i) any indebtedness for current taxes, and
 - (ii) any indebtedness for arrears of taxes for which the person has entered into a consolidation agreement with the municipality,

unless the person is in default in the payment of any money due under the agreement.

- (d) the person is indebted to the local jurisdiction for which the election is to be held for any debt exceeding \$500.00 and in default for more than 90 days;
 - (d.1) the person has, within the previous 10 years, been convicted of an offence under this Act, the *Election Act* or the *Canada Elections Act* (Canada).
- (1.1) A person is not eligible to be nominated as a candidate for election as a trustee of a school board if on nomination day the person is employed by
- (a) a school district or division,
 - (b) a charter school, or
 - (c) a private school,
- in Alberta unless the person is on a leave of absence granted under this section.
- (1.2) A person is not eligible to be nominated as a candidate for election as a councillor if
- (a) the secretary transmitted a report to council under section 147.8(1) in respect of the person,
 - (b) the Court did not dispense with, or extend the time for, compliance with section 147.4 by an order under section 147.8(3), and
 - (c) subject to subsection (1)(d.1), nomination day for the election occurs within
 - (i) the 8-year period following the day on which the secretary transmitted the report to council, or
 - (ii) where the disclosure statement required by section 147.4 has been filed with the municipality, the 3-year period following the day of filing,whichever period expires first.
- (1.3) Subsection (1.2) applies where a report has been transmitted under section 147.8(1) respecting a campaign period beginning on or after January 1, 2014.
- (3) Subsection (1)(b) to (d) do not apply to a candidate for election as a trustee of a school board.
- (4) Subsection (1) does not apply to a person by reason only
- (a) that the person is a shareholder in a corporation having a contract or dealings with the local jurisdiction or elected authority for which the election is being held,

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

- (l) that the person is a party to a contract for the purchase or lease of real or personal property from the local jurisdiction entered into before nomination *day*;
 - (m) that the person is a volunteer chief, officer or member of a fire, ambulance or emergency measures organization established by a local jurisdiction or that the person is a volunteer for another purpose who performs duties under the direction of the local jurisdiction
- (5) An employee of a municipality who wishes to be nominated as a candidate in an election to be held for that municipality may notify his or her employer on or after July 1 in the year of a general election or on or after the day the council passes a resolution to hold a by-election but before the employee's last working day prior to nomination day that the employee is taking a leave of absence without pay under this section.
- (5.1) An employee referred to in subsection (1.1) who wishes to be nominated as a candidate for election as a trustee of a school board may notify his or her employer on or after July 1 in the year of an election but before the employee's last working day prior to nomination day that the employee is taking a leave of absence without pay under this section.
- (6) Notwithstanding any bylaw, resolution or agreement of a local jurisdiction, every employee who notifies his or her employer under subsection (5) or (5.1) is entitled to a leave of absence without pay.
- (7) An employee who has been granted a leave of absence is subject to the same conditions that apply to taking a leave of absence without pay for any other purpose.
- (8) If an employee who takes a leave of absence is not elected, the employee may return to work, in the position the employee had before the leave commenced, on the 5th day after election day or, if the 5th day is not a working day, on the first working day after the 5th day.
- (9) If an employee who takes a leave of absence is declared elected, the employee is deemed to have resigned that position as an employee the day the employee takes the official oath of office as an elected official.
- (10) If an employee who has been granted a leave of absence is declared elected but, after a recount under Part 4, is declared not to be elected, the employee may return to work on the first working day after the declaration is made, and subsections (7) and (8) apply.
- (11) Subject to subsection (12), an employee who takes a leave of absence under this section and is declared elected continues to be deemed to have resigned that position as an employee if the employee subsequently forfeits the elected office or if the employee's election is adjudged invalid.
- (12) If, through no act or omission of the employee, an employee forfeits the elected office or the employee's election is adjudged invalid, the employee may return to work on the first

working day after the office is forfeited or the election is adjudged invalid, and subsections (7) and (8) apply.

Ineligibility for Nomination

23

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

Disqualification of Councillors

The following are excerpts from the *Municipal Government Act*

Reasons for disqualification

174

- (1) A councillor is disqualified from council if
 - (a) when the councillor was nominated, the councillor was not eligible for nomination as a candidate under the *Local Authorities Election Act*;
 - (b) the councillor ceases to be eligible for nomination as a candidate under the *Local Authorities Election Act*;
 - (b.1) the councillor
 - (i) fails to file a disclosure statement as required under section 147.4 of the *Local Authorities Election Act* before the end of the late filing period provided under section 147.7 of the *Local Authorities Election Act*, and
 - (ii) has not been relieved from the obligation to file a disclosure statement by a court order under section 147.8 of the *Local Authorities Election Act*;
 - (c) the councillor becomes a judge of a court or a member of the Senate or House of Commons of Canada or of the Legislative Assembly of Alberta;

- (d) the councillor is absent from all regular council meetings held during any period of 8 consecutive weeks, starting with the date that the first meeting is missed, unless subsection (2) applies;
 - (e) the councillor is convicted
 - (i) of an offence punishable by imprisonment for 5 or more years, or
 - (ii) of an offence under section 123, 124 or 125 of the *Criminal Code* (Canada);
 - (f) the councillor does not vote on a matter at a council meeting at which the councillor is present, unless the councillor is required or is permitted to abstain from voting under this or any other enactment;
 - (g) the councillor contravenes section 172 (Disclosure of Pecuniary Interest);
 - (h) the councillor has a pecuniary interest in an agreement that is not binding on the municipality under section 173 (Effect of Pecuniary Interest on Agreements);
 - (i) the councillor uses information obtained through being on council to gain a pecuniary benefit in respect of any matter;
 - (j) the councillor becomes an employee of the municipality;
 - (k) the councillor is liable to the municipality under section 249 (Civil liability of Councillors);
- (2) A councillor is not disqualified by being absent from regular council meetings under subsection (1)(d) if the absence is authorized by a resolution of council passed
- (a) at any time before the end of the last regular meeting of the council in the 8-week period, or
 - (b) if there is no other regular meeting of the council during the 8-week period, at any time before the end of the next regular meeting of the council.
- (3) For the purposes of this section, a councillor is not considered to be absent from a council meeting if the councillor is absent on council business at the direction of council.
- (4) A councillor who is disqualified under this section is eligible to be elected at the next general election in the municipality if the person is eligible for nomination under the *Local Authorities Election Act*.

NOMINATION DAY

The following is an excerpt from the *Local Authorities Election Act*:

Nomination day

25 Nomination day shall be 4 weeks before Election Day.

NOMINATION DAY for Mayor, Councillors, Fort McMurray Public School Trustees, Fort McMurray Catholic (Separate) School Trustees and Northland School Division No. 61 School Trustees is **Monday, September 23, 2013 from 8:30 a.m. to 12:00 noon.**

NOMINATION FORMS

Nomination forms are available in this package and online at www.woodbuffalo.ab.ca or <http://www.municipalaffairs.gov.ab.ca/index.cfm>. Nomination papers may also be obtained, during normal office hours, at the following locations:

- Ward 1 -** Central Front Counter
Jubilee Centre
9909 Franklin Avenue
Fort McMurray
- Ward 2 -** Fort Chipewyan Municipal Office
Range Road 110A
Fort Chipewyan
- Fort McKay School
101 Loutit Street
Fort MacKay
- Ward 3 -** Central Front Counter
Jubilee Centre
9909 Franklin Avenue
Fort McMurray
- Ward 4 -** Anzac Municipal Office
105B-4 Christina Drive
Anzac
- Conklin Municipal Office
245 Northland Drive
Conklin
- Janvier Municipal Office
110 Janvier Drive
Chard

FILING OF NOMINATION

All candidates running for Mayor or Councillor must submit completed nomination papers accompanied by the required deposit of \$250 for the position of Mayor or the required deposit of \$100 for the position of Councillor. A nomination is not valid unless accompanied by the required fee.

Nominations for Mayor, Councillors, Fort McMurray Public School Trustees, and Fort McMurray Catholic (Separate) School Trustees will be received at the following locations **between 8:30 a.m. and 12:00 Noon** on Nomination Day, **Monday, September 23, 2013.**

- Ward 1 -** Council Chamber
Jubilee Centre
9909 Franklin Avenue
Fort McMurray

- Ward 2 -** Fort Chipewyan Municipal Office
Range Road 110A
Fort Chipewyan

Fort McKay School
101 Loutit Street
Fort MacKay

- Ward 3 -** Vista Ridge
Spruce Valley Road
Saprae Creek Estates

- Ward 4 -** Anzac Municipal Office
105B-4 Christina Drive
Anzac

Conklin Municipal Office
245 Northland Drive
Conklin

Janvier Municipal Office
110 Janvier Drive
Chard

NOTE: Mailed or faxed Nomination Papers will not be accepted. Nomination Forms and Candidate Acceptance Forms are legislated forms and must not be modified in any way.

NEW for 2013: The Returning Officer will be required to refuse a candidate's nomination form if it has not been signed by the required number of eligible electors.

For Nomination information regarding Northland School Division No. 61, please contact:

Dennis Walsh
Secretary/Treasurer
Telephone: (780) 624-2060 Ext. 6141
Email: Dennis.Walsh@northland61.ab.ca

The following are excerpts from the *Local Authorities Election Act*:

Form of Nomination

27

- (1) Every nomination of a candidate shall be in the prescribed form and signed by at least 5 electors eligible to vote in that election and resident in the local jurisdiction on the date of signing the nomination, and shall be accompanied by a written acceptance signed in the prescribed form by the person nominated stating
 - (a) that the person is eligible to be elected to the office,
 - (a.1) the name, address and telephone number of the person's official agent, and
 - (b) that the person will accept the office if elected,and if required by bylaw, it shall be accompanied by a deposit in the required amount.
- (2) Notwithstanding subsection (1), a city that is a local jurisdiction with a population of at least 10 000 or a board of trustees under the *School Act* of a local jurisdiction with a population of at least 10 000 may, by a bylaw passed prior to June 30 of a year in which a general election is to be held, specify the minimum number of electors required to sign the nomination of a candidate for an office, but that number must be at least 5 and not more than 100.
- (3) Notwithstanding subsection (1), if a system of wards is in effect, only an elector who is a resident of the ward for which a candidate for election is being nominated may sign the nomination of the candidate.
- (4) If a bylaw has been passed providing for a deposit, a nomination paper is not valid nor shall it be acted on by the returning officer unless it is accompanied with the deposit.

Nominations

28

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

- (3) Any person may file a nomination described in section 27 with the returning officer or deputy.
- (3.01) If a nomination is not signed by at least the minimum number of electors required to sign the nomination, the returning officer shall not accept it for filing.
- (4) At any time after 12:00 Noon on Nomination Day until the term of office to which the filed nomination paper relate has expired, a person may request to examine the filed nomination papers during regular business hours and in the presence of the returning officer, deputy or secretary.

Deposit

29

- (1) An elected authority may, by bylaw passed not fewer than 30 days before nomination day, require that every nomination be accompanied with a deposit in the amount fixed in the bylaw.
- (2) An amount fixed in a bylaw under subsection (1) may not exceed
 - (a) \$1 000, in the case of a local jurisdiction with a population of more than 10 000, or
 - (b) \$100, in any other case.

Disposition of deposit

30

- (1) When a bylaw has been passed to provide for a deposit, the returning officer shall require the deposit to be provided in cash, by certified cheque or by money order.
- (2) The candidate's deposit shall be returned to the candidate
 - (a) if the candidate is declared elected,
 - (b) if the candidate obtains a number of votes at least equal to 1/2 of the total number of votes cast for the candidate elected to the office with the least number of votes, or
 - (c) if the candidate withdraws as a candidate in accordance with section 32.
- (3) If a candidate dies before the closing of the voting stations on election day, the sum deposited by the candidate shall be returned to the candidate's estate.
- (4) If a candidate does not obtain the number of votes described in subsection (2)(b), the deposit shall be paid into the general revenue of the local jurisdiction for which the deposit requirement has been established.

Offence

151

A candidate for elective office who signs a candidate's acceptance form that contains a false statement is guilty of an offence and liable to a fine of not more than \$1000.

The following are excerpts from the Regional Municipality of Wood Buffalo *Election Bylaw*:

Nomination Deposit Amount

16. Candidates for the office of mayor must submit a \$250.00 deposit at the time of filing their nomination form.
17. Candidates for the office of councillor must submit a \$100.00 deposit at the time of filing their nomination form.

QUALIFICATIONS OF ELECTORS WHO SIGN NOMINATION FORMS

IT IS IMPERATIVE THAT A PERSON WHO SIGNS NOMINATION FORMS IS ELIGIBLE TO VOTE IN THE WARD FOR WHICH A CANDIDATE IS BEING NOMINATED.

The following are excerpts from the *Local Authorities Election Act*:

Form of nomination

27

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

Eligibility to vote

47

- (1) A person is eligible to vote in an election held pursuant to this Act if the person
 - (a) is at least 18 years old,
 - (b) is a Canadian citizen, and
 - (c) has resided in Alberta for the 6 consecutive months immediately preceding election day and the person's place of residence is located in the *area* on election day.

- NOTE:**
1. "**Area**" means the area within the boundaries of a local jurisdiction.
 2. The person who signs the Nomination Papers must be a resident in the local jurisdiction on the date of signing the Nomination Papers.
 3. To ensure validity of their Nomination Papers, a Candidate may submit more than the required **FIVE** electors' signatures.

WITHDRAWAL OF NOMINATION

The following are excerpts the *Local Authorities Election Act*:

Withdrawal of nomination

32

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



REGIONAL MUNICIPALITY
OF **WOOD BUFFALO**

Electoral Candidate Contact Information Form

(May be submitted in conjunction with Form 3 – Nomination Paper and Candidate’s Acceptance)

Information provided on this form will be released to the public and media as may be required and posted on the Regional Municipality of Wood Buffalo website.

Candidates are responsible for the accuracy of the information provided and are encouraged to contact the Returning Officer (780.743.7001) if there are any changes.

Please note: Providing this information is voluntary and will not affect your nomination.

Name:	
Position running for (including Ward if applicable):	
Contact Telephone Number:	
Email Address:	

The personal information on this form is collected under the authority of Section 28 (6) of the *Local Authorities Election Act*. The information provided on this form may be used in relation to the 2013 General Election conducted by the Regional Municipality of Wood Buffalo and will be released publicly in a variety of ways including, but not limited to, the media, other candidates, and to individual members of the public. Questions about the use of this information may be directed to the Returning Officer, 3rd Floor Jubilee Centre, 9909 Franklin Ave. T9H 2K4, or call (780) 743-7001.

OFFENCES

The following are excerpts from the *Local Authorities Election Act*:

Prohibitions

148

- (1) No person shall
 - (a) without authority supply a ballot to any person,
 - (b) fraudulently put into a ballot box any paper other than a ballot that the person is authorized by this Act to deposit,
 - (c) fraudulently take a ballot out of the voting station,
 - (d) without authority destroy, take, open or otherwise interfere with any ballot box or packet of ballots then in use for the purpose of an election.
- (2) No person shall
 - (a) request a ballot in the name of some other person, whether the name is that of a person living or dead or of a fictitious person, or
 - (b) having voted once, request at the same election a ballot in the person's own name.
- (3) No person shall vote knowing that the person has no right to do so.
- (4) No person shall make or sign a false statement for any purpose related to an election or vote held or to be held under this Act.
- (7) A person who contravenes subsection (1), (2), (3), (4) or (5) is guilty of an offence and liable to a fine of not more than \$10 000 or to imprisonment for not more than 6 months or to both fine and imprisonment.

Offence

150

- (1) Every returning officer, deputy, candidate, constable, official agent or scrutineer in attendance at a voting station shall maintain and aid in maintaining the secrecy of the voting at the voting station.
- (2) No person shall interfere with or attempt to interfere with an elector when the elector is marking the elector's ballot, or shall otherwise attempt to obtain at the voting station information as to which candidate or candidates any elector at that voting station is about to vote or has voted for.

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

Offence

- 151** A candidate for elective office who signs a candidate's acceptance form that contains a false statement is guilty of an offence and liable to a fine of not more than \$1000.

Advertisement distribution

152

- (1) Subject to subsection (2), a person who, on election day,
 - (a) displays inside or on the outside of a building used for a voting station, or
 - (b) distributes within a building used for a voting station,

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

- (2) When a voting station is located in a building containing a complex of interlocking offices, stores or other facilities, the prohibition in subsection (1) applies only to the store, office or facility comprising the area used as a voting station.
- (3) The distribution by or on behalf of a candidate or the candidate's official agent or scrutineer of newspapers, pamphlets or other literature containing articles or reports on matters of public interest is not a contravention of this section.
- (4) Where a person displays an advertisement, handbill, placard, poster, circular, pamphlet, newspaper or other paper contrary to subsection (1), the deputy may cause it to be removed, and neither the deputy nor any person acting under the deputy's instructions is liable for trespass or damages resulting from or caused by the removal.

Interference with posted documents

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

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

CAMPAIGN CONTRIBUTION AND EXPENSE DISCLOSURE

On February 3, 2010, April 22, 2010, and December 10, 2012 the Province of Alberta passed amendments to the *Local Authorities Election Act* requiring campaign finance and contribution disclosure for all candidates running for municipal office. The legislation contains provisions about campaign contributions, accounting obligations, surplus campaign funds, campaign funding limits and rules about who cannot contribute to a campaign. The *Municipal Government Act*, Section 174, Reasons for Disqualification, was also amended on April 22, 2010.

It is the candidate's responsibility to read and understand the legislation or to seek appropriate legal or accounting advice from professionals as required. The candidate is responsible for ensuring that his or her campaign complies with all legislation. If you have additional questions, please contact the Municipal Services Branch of Municipal Affairs at (780-427-2225), toll-free in Alberta by dialing 310-0000 first, and ask to speak with a Municipal Advisor, who can assist you with your questions or direct you to the appropriate contact.

The following are excerpts from the *Local Authorities Election Act*:

Municipal Election Finance and Contribution Disclosure

Definitions

147.1

(1) In this Part,

- (a) "campaign contribution" means any money, personal property, real property or service that is provided to or for the benefit of a candidate or the candidate's election campaign without fair market value compensation from that candidate but does not include services provided by a volunteer who voluntarily performs the services and receives no compensation, directly or indirectly, in relation to the services or time spent providing the services;
- (b) "campaign expense" means any expense referred to in section 118(1);
- (c) "campaign period" means
 - (i) for a candidate in a general election, the period of time from January 1 immediately following a general election to December 31 immediately following the next general election;
 - (ii) for a candidate in a by election, the period of time from January 1 immediately following a general election to 60 days immediately following the by election;
- (d) "candidate" means an individual nominated as a candidate for election as a councillor of a municipality under this Act or an individual who intends to be nominated as a candidate for such an election and accepts campaign contributions or incurs campaign expenses;

- (e) “employee organization” means any organization other than a trade union that bargains collectively for any employees in Alberta, and for the purposes of this Part all branches in Alberta of an employee organization are deemed to be one organization;
 - (f) “person” includes any individual other than a candidate, and any organization other than a corporation, employee organization or trade union;
 - (g) “prohibited organization” means
 - (i) a municipality,
 - (ii) a corporation that is controlled by a municipality and meets the test set out in section 1(2) of the *Municipal Government Act*,
 - (iii) a non-profit organization that has received since the last general election any of the following from the municipality in which the election will be held:
 - (A) grants,
 - (B) real property, or
 - (C) personal property,
 - (iv) a Provincial corporation as defined in the *Financial Administration Act*, and includes a management body within the meaning of the *Alberta Housing Act*,
 - (v) a Métis settlement,
 - (vi) a school board under the *School Act*,
 - (vii) a public post-secondary institution under the *Post-secondary Learning Act*,
 - (viii) any corporation that does not carry on business in Alberta, or
 - (ix) any organization designated by the Lieutenant Governor in Council as a prohibited organization;
 - (h) “trade union” means a trade union as defined by the *Labour Relations Code*, the *Public Service Employee Relations Act* or the *Canada Labour Code* (Canada) and that holds bargaining rights for employees in Alberta, and for the purposes of this Part all locals in Alberta of a trade union are deemed to be one trade union.
- (2) Corporations that are associated with one another under section 256 of the *Income Tax Act* (Canada) shall be considered as a single corporation for the purposes of this Part but in determining whether and at what time corporations are associated for the purposes of this Part, subsection 256(1) of the *Income Tax Act* (Canada) shall be read as though the words “at any time in the year” were struck out.

- (3) Nothing done or omitted to be done by a corporation is a contravention of this Part solely because that corporation subsequently becomes associated with any other corporation.

Candidate self funded election campaign

147.11

- (1) Any money up to and including \$10 000 paid by a candidate out of the candidate's own funds for the purposes of the candidate's election campaign is not a campaign contribution for the purposes of this Part.
- (2) If a candidate's entire election campaign is funded exclusively out of the candidate's own funds, the candidate is not required to
 - (a) open and deposit the funds in a campaign account at a financial institution in the name of the candidate's election campaign, or of the candidate,
 - (b) file a disclosure statement with the municipality setting out the total amount contributed by the candidate to the candidate's own election campaign, or
 - (c) file a disclosure statement with the municipality listing the campaign expenses incurred during the candidate's election campaign.
- (3) This section does not apply if the candidate receives or accepts any campaign contribution from any other person, corporation, trade union or employee organization.

Limitations on contributions

147.2

- (1) Campaign contributions by any person, corporation, trade union or employee organization to a candidate shall not exceed \$5000 in any year.
 - (1.1) Money paid by a candidate out of the candidate's own funds to the candidate's election campaign shall not exceed \$10 000 in any campaign period.
- (3) No prohibited organization, person normally resident outside Alberta or trade union or employee organization other than a trade union or employee organization as defined in this Part shall make any campaign contributions to a candidate.
- (4) A corporation, trade union or employee organization that contravenes this section is guilty of an offence and liable to a fine of not more than \$10 000.
- (5) A person or a candidate who contravenes this section is guilty of an offence and liable to a fine of up to \$5000.

Duties of candidate

147.3

- (1) A candidate shall ensure that
 - (a) a campaign account in the name of the candidate's election campaign or of the candidate is opened at a financial institution for the purposes of the election campaign as soon as possible after
 - (i) the total amount of campaign contributions from any person, corporation, trade union or employee organization first exceeds \$5000 in the aggregate, or
 - (ii) the total amount of campaign contributions from any person, corporation, trade union or employee organization in combination with any money paid by the candidate out of the candidate's own funds first exceeds \$5000 in the aggregate;
 - (b) if a campaign account has been opened in accordance with clause (a), all contributions of money are deposited into the campaign account;
 - (c) money in the campaign account shall only be used for the payment of campaign expenses;
 - (d) contributions of real property, personal property and services are valued;
 - (e) receipts are issued for every contribution and obtained for every expense;
 - (f) disclosure statements are filed in accordance with section 147.4;
 - (g) records are kept of campaign contributions and campaign expenses and are retained by the candidate for a period of 2 years following the date on which disclosure statements were required to be filed under section 147.4;
 - (h) proper direction is given to the candidate's official agent and any other person who is authorized to incur campaign expenses and accept or solicit campaign contributions on behalf of the candidate;
 - (i) a campaign contribution received in contravention of this Act is returned to the contributor as soon as possible after the candidate becomes aware of the contravention;
 - (j) an anonymous campaign contribution or a campaign contribution not returned to the contributor under clause (i) is paid to the secretary for the municipality in which the election is held.

- (2) A candidate who contravenes any of the provisions of this section is guilty of an offence and liable to a fine of not more than \$1000.

Campaign disclosure statements

147.4

- (1) If a candidate's election campaign is funded exclusively from campaign contributions from any person, corporation, trade union or employee organization or is funded from a combination of money paid by the candidate out of the candidate's own funds and campaign contributions from any person, corporation, trade union or employee organization, then, on or before March 1 immediately following a general election or, in the case of a by-election, within 120 days after the by-election, a candidate shall file with the municipality a disclosure statement in the prescribed form, which must include
- (a) the total amount of all campaign contributions received during the campaign period that did not exceed \$100 in the aggregate from any single contributor,
 - (b) the total amount contributed, together with the contributor's name and address, for each contributor whose contributions during the campaign period exceeded \$100 in the aggregate,
 - (c) the total amount of money paid by the candidate out of the candidate's own funds
 - (d) the total amount of any campaign surplus, including any surplus from previous campaigns, and
 - (e) a financial statement setting out the total amount of revenue and expenses.
- (1.1) If a candidate does not file nomination papers before the next general election, the candidate shall, within 6 months after the date of the next general election ,
- (a) if there is a surplus, donate the amount of money disclosed under subsection (1)(d) to a registered charity within the meaning of subsection 248(1) of the *Income Tax Act (Canada)* or to the municipality where the candidate was declared elected in a previous general election, or
 - (b) if there is a deficit, eliminate the deficit.
- (1.2) A candidate who has a deficit referred to in subsection (1.1)(b) shall, within 30 days after the expiration of the 6-month period referred to in subsection (1.1), file an amended disclosure statement showing any campaign contributions accepted and any other funds received to eliminate the deficit.
- (2) If a candidate becomes aware that any of the information reported in the disclosure statement required under subsection (1) has changed or has not been completely or accurately disclosed, the candidate shall, within 30 days, submit a supplementary statement in the prescribed form to the municipality.

- (3) The municipality must ensure that all documents filed under this section are available to the public during regular business hours.

Campaign surplus

(Note: As per section 147.92, applies to campaign funds on or after December 1, 2015)

147.5

- (1) On or before March 1 immediately following a general election or, in the case of a by-election, within 120 days after the by-election, if a candidate's disclosure statement shows a surplus, the candidate shall pay the surplus to the municipality.
- (2) The municipality shall hold any money received under subsection (1) in trust for the candidate at a financial institution.
- (3) If the candidate in respect of whom the money is held under subsection (2) files nomination papers to be a candidate in the next general election or in a by-election called before that time, the municipality shall pay the money and interest calculated at the rate prescribed by the Lieutenant Governor in Council to the candidate for use in that election.
- (4) If the candidate in respect of whom money is held in trust under subsection (2) does not file nomination papers before the next general election, the candidate shall, within 6 months of the date of the election, direct the municipality to donate the money and interest on that money calculated at the rate prescribed by the Lieutenant Governor in Council to a registered charity within the meaning of subsection 248(1) of the *Income Tax Act* (Canada).
- (5) If the municipality does not receive a direction under subsection (4), the money and interest on that money calculated at the rate prescribed by the Lieutenant Governor in Council become the property of the municipality.

Late filing period/penalties

147.7

- (1) A candidate who contravenes section 147.4 or 147.5 and who fails to
 - (a) comply with that section within 30 days after the time period provided for in that section, and
 - (b) pay the municipality a late filing fee of \$500,is guilty of an offence and liable to a fine of not more than \$5000.
- (2) If a candidate is found guilty of contravening section 147.5, the Court may, in addition to the penalty provided for in subsection (1), order the candidate to pay any surplus to the municipality as soon as possible.
- (3) Section 147.5(2) to (5) apply to money paid to a municipality pursuant to a court order under this section.

Effect of non-compliance in relation to disclosure statements

147.8

- (1) If a candidate fails to file a disclosure statement as required by section 147.4 before the end of the late filing period provided under section 147.7, the secretary shall transmit a report to that effect to council, which shall on its receipt make the report public.
- (2) A candidate under subsection (1) may, within the 60-day period following the date on which the report under subsection (1) is made public, apply to the Court for relief.
- (3) On hearing the application, the Court may
 - (a) dispense with compliance with section 147.4, or any provision of it, if it considers that the non-compliance is due to circumstances beyond the control of the candidate and that it is not reasonably possible to comply with the section,
 - (b) extend the time for compliance with section 147.4, or any provision of it, if it finds mitigating reasons for non-compliance with the section,
 - (c) make any order that it considers appropriate to secure compliance with as much of section 147.4 as it considers reasonable in the circumstances, or
 - (d) refuse the application.
- (4) A candidate may apply to the Court under this section and name the municipality as the respondent.
- (5) The decision of the Court is final and not subject to appeal.

Regulations

147.91 The Lieutenant Governor in Council may make regulations

- (a) designating organizations to be prohibited organizations for the purposes of this Part;
- (b) prescribing the interest rate for the purposes of section 147.5.

Application

147.92

- (1) Sections 147.5, 147.7(2) and (3) and 147.91(b) apply to campaign funds on or after December 1, 2015.
- (2) Subsection (1) is deemed to have come into force on February 3, 2010.

The following is an excerpt from the *Municipal Government Act*:

Reasons for disqualification

174

- (1) A councillor is disqualified from council if
 - (a) when the councillor was nominated, the councillor was not eligible for nomination as a candidate under the *Local Authorities Election Act*;
 - (b) the councillor ceases to be eligible for nomination as a candidate under the *Local Authorities Election Act*;
 - (b.1) the councillor
 - (i) fails to file a disclosure statement as required under section 147.4 of the *Local Authorities Election Act* before the end of the late filing period provided under section 147.7 of the *Local Authorities Election Act*, and
 - (ii) has not been relieved from the obligation to file a disclosure statement by a court order under section 147.8 of the *Local Authorities Election Act*.



Full Name of Candidate: _____

Candidate for Election for the Office of: _____

This is to confirm that I have funded my campaign completely from my own personal resources to an amount that did not exceed \$10,000 and have not accepted campaign contributions from any other person or entity. Therefore, pursuant to section 147.11 of the *Local Authorities Election Act*, R.S.A. 2000, I am not filing a disclosure or financial statement.

Signature of Candidate

Date

Forward the signed original of this document to Elections Officer, Regional Municipality of Wood Buffalo, 9909 Franklin Avenue, Fort McMurray, AB, T9H 2K4, on or before March 1, 2014.

Your personal information is being collected under the authority of section 33(c) of the *Freedom of Information and Protection of Privacy Act* and will be used to confirm the declaration of a self-funded campaign as defined under the *Local Authorities Election Act*. If you have any questions about the collection or the use of your personal information, contact the Returning Officer at 3rd Floor, 9909 Franklin Avenue, Fort McMurray, AB, T9H 2K4 or 780-743-7001.

ELECTION CAMPAIGN SIGNS

The Election Sign Provisions fall under the Land Use Bylaw 99/059. On July 9, 2013 the Regional Municipality of Wood Buffalo passed Bylaw No. 13/018, an amendment to the Land Use Bylaw specific to Election signs.

The full text of this bylaw and the Election Sign Placement Guide and maps are available at www.woodbuffalo.ab.ca.

BYLAW NO. 12/004

BEING A BYLAW OF THE REGIONAL MUNICIPALITY OF WOOD BUFFALO TO AMEND BYLAW NO. 99/059 BEING THE LAND USE BYLAW FOR THE REGIONAL MUNICIPALITY OF WOOD BUFFALO

WHEREAS Section 639 of the *Municipal Government Act*, R.S.A. 2000, c.M-26 and amendments thereto authorizes Council to enact a bylaw adopting a Land Use Bylaw;

AND WHEREAS Section 191(1) of the *Municipal Government Act*, R.S.A. 2000, c.M-26 and amendments thereto authorizes Council to adopt a bylaw to amend the Land Use Bylaw;

NOW THEREFORE, the Council of the Regional Municipality of Wood Buffalo, duly assembled, hereby enacts as follows:

1. Bylaw No. 99/059, being the Land Use Bylaw, is hereby amended by:

(a) Deleting the definition of “election sign” in 156(2).

(b) Adding the following definition to Section 141(1) and 156(2):

“ELECTION SIGN” means a sign connected with a municipal, school board, provincial or federal election or any election held pursuant to the Local Authorities Election Act, including, but not limited to, signs describing or promoting the election process or a candidate or party seeking election;”

(c) Deleting Sections 141(5)(f); 180 and 183(1)(b).

(d) Inserting the following as Section 150 in Part 7A - Rural Area Sign Provisions and as Section 180 in Part 7B - Urban Area Sign Provisions:

"(1) An election sign is a permitted use in all land use districts and no development permit is required, provided the sign complies with the Land Use Bylaw.

- (2) Election Signs shall only be displayed or placed between:
- (a) 12:00 noon on nomination day and 72 hours after the close of polls on election day for municipal and school board elections; or,
 - (b) 12:00 noon on the date the election is called and 72 hours after the close of polls on election day for provincial and federal elections.
- (3) Election Signs located out-of-doors shall be free from material structural damage and shall not be located:
- (a) within 5 m of a fire hydrant;
 - (b) within 15 m of any intersection or merge lane;
 - (c) within 15 m of a sign indicating an emergency vehicle egress or ingress;
 - (d) within 3 m of a highway or road, as measured away from the highway or road starting at the farthest edge of the curb or, where present, the sidewalk;
 - (e) within the property boundary of a polling station;
 - (f) within 100 m of an area demarked for public works or road construction;
 - (g) on any traffic control device as defined in the Regional Municipality of Wood Buffalo Roads and Transportation Bylaw No. 02/079 and all subsequent amendments or successors thereto;
 - (h) on any municipal off-street parking area, overpass, bridge, recreation trail, telephone, fire alarm, electric wire, or utility lamp or pole;
 - (i) on the exterior of a moving vehicle or attached trailer, unless securely flush-mounted; or
 - (j) in a manner which, in the opinion of the Chief Administrative Officer or his designate, poses a public safety risk.
- (4) An Election Sign shall:
- (a) not exceed 3.0 m² in sign area; and,

- (b) not exceed 3.0 m in height from finished grade to highest point of sign structure; and
- (c) on a residential lot,
 - i. not exceed 1.0 m² in sign area; and,
 - ii. not exceed 1.0 m in height from finished grade to highest point of sign structure.

(5) Where an Election Sign:

- (a) has been located in a manner that is contrary to subsection (3);
- (b) poses, in the opinion of the Chief Administrative Officer or his delegate, a risk to public safety;
- (c) has material structure damage; or
- (d) has been vandalized,

the Municipality may give notice to a person responsible for the sign directing the person to remove or repair the sign.

(6) Notwithstanding subsection (5) the Municipality may:

- (a) where an Election Sign contravenes subsection (3) and is on land owned by the Municipality or under its direction, control and management; or
- (b) where, regardless of location, the Election Sign poses, in the opinion of the Chief Administrative Officer or his delegate, an immediate and substantial public safety risk,

immediately proceed to remove the sign without notice.

(7) Upon notice from the Municipality that an Election Sign poses a public safety risk, is structurally damaged, has been vandalized, or is otherwise not in compliance with this Bylaw, a person responsible for the sign shall repair or remove the sign as directed, failing which, the Municipality may, without limitation to any other remedy, proceed to remove and dispose of the sign.

(8) Each candidate, must, prior to placing any election sign, provide the Municipality with the name and contact information of the person responsible for his or her election signs.

(9) All election signs shall comply with the requirements of any relevant federal or provincial legislation and any other relevant municipal bylaws.”

2. The Chief Administrative Officer is authorized to consolidate this bylaw.

3. This bylaw shall become effective upon receiving third and final reading and being signed by the Mayor and Chief Legislative Officer.

READ a first time this 14th day of February, A.D. 2012

READ a second time this 13th day of March, A.D. 2012

READ a third and final time this 13th day of March, A.D. 2012

SIGNED and PASSED this _____ day of _____, A.D. 2012.

Mayor

Chief Legislative Officer

BYLAW NO. 13/018

BEING A BYLAW OF THE REGIONAL MUNICIPALITY OF WOOD BUFFALO TO AMEND BYLAW NO. 99/059 BEING THE LAND USE BYLAW FOR THE REGIONAL MUNICIPALITY OF WOOD BUFFALO

WHEREAS Section 639 of the *Municipal Government Act*, R.S.A. 2000, c.M-26 and amendments thereto authorizes Council to enact a bylaw adopting a Land Use Bylaw;

AND WHEREAS Section 191(1) of the *Municipal Government Act*, R.S.A. 2000, c.M-26 and amendments thereto authorizes Council to adopt a bylaw to amend the Land Use Bylaw;

NOW THEREFORE, the Council of the Regional Municipality of Wood Buffalo, duly assembled, hereby enacts as follows:

2. Bylaw No. 99/059, being the Land Use Bylaw, is hereby amended by:
 - (a) Inserting the following in Section 150 (4) in Part 7A - Rural Area Sign Provisions and Section 180 (4) in Part 7B - Urban Area Sign Provisions:
 - (d) on municipal property or municipal rights-of-way that are immediately adjacent to any municipal roadway,
 - i. be a minimum 1.49 m² in sign area; and,
 - ii. be a minimum of 1.0 m and a maximum of 2.0 m in height from finished grade to highest point of sign structure.
4. The Chief Administrative Officer is authorized to consolidate this bylaw.
5. This bylaw shall become effective upon receiving third and final reading and being signed by the Mayor and Chief Legislative Officer.

READ a first time this 28 day of May, A.D. 2013

READ a second time this 9 day of July, A.D. 2013

READ a third and final time this 9 day of July, A.D. 2013

SIGNED and PASSED this 9 day of July, A.D. 2013.

Government of Alberta ■ Transportation	ELECTION SIGNS		<i>Issued: SEPT 2004</i>
			<i>Revised: DEC 2006 MAR 2012</i>
			<i>Page 1 of 3</i>
RECOMMENDED PRACTICES	PART	HIGHWAY SIGNS	
	SECTION	MISCELLANEOUS SIGNS	
	SUB-SECTION	TEMPORARY	

General

Approximately every four years, a parliament/legislature/council is dissolved and an election is called to form a new government or council.

Each party or candidate competing for an electoral riding then embarks on an election campaign.

During election campaigns, parties and municipal candidates place election signs along the highways to inform the voting public that they represent the constituency.



Guidelines for Use

Policy/Eligibility

All parties and candidates participating in the federal, provincial or municipal elections are eligible to place election signs within the provincial highway rights-of-way.

Sizes of Signs

For signs located within highway rights-of-way, the maximum sign size will be one and a half square metres.

There is no size restriction for signs located on private property.

Provisions for Sign Use

Election signs are temporary signs and are only permitted from the date the election is called until three days after the election.

Provincial Legislation

Alberta Transportation, through the Traffic Safety Act (TSA) and the Highways Development and Protection Act (HDDPA), has control over the use of traffic control devices along the provincial highways.

Based on the HDDPA, Highway Development and Protection Regulation (Alberta Regulation 326/2009), Section 15, the following types of signs will not be allowed:

- a) *any sign that displays an intermittent flashing, rotating or moving light;*
- b) *any sign that is flood-lighted in such a manner as to cause visual distraction to the motoring public;*
- c) *any sign that has any moving or rotating part;*

Government of Alberta ■ Transportation	ELECTION SIGNS	<i>Issued: SEPT 2004</i>
		<i>Revised: DEC 2006 MAR 2012</i>
		<i>Page 2 of 3</i>

d) *any sign that bears*

- (i) *a legend giving a command to stop, stop ahead, look, caution or similar command, or*
- (ii) *a legend that in any way imitates a standard or commonly used highway traffic sign.*

Based on the TSA, Use of Highway and Rules of the Road Regulation (Alberta Regulation 304/2002), Section 110, the following regulation will apply:

110(1) A person shall not place, maintain or display in view of persons using a highway any sign, marking or device that

- (a) *purports to be, is an imitation of or resembles a traffic control device,*
- (b) *gives any warning or direction as to the use of the highway by any person.*

110(3) If a sign, marking or device is placed, maintained or displayed in contravention of subsection (1),

- (a) *a peace officer, or*
 - (b) *a person authorized by the road authority,*
- may, without notice or compensation, remove the sign, marking or device.*

110(4) For the purposes of carrying out powers under subsection (3), the person exercising those powers may enter on privately owned land.

Guidelines for Placement

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

The following specific criteria should be applied when locating election signs along the highway:

- Signs must be placed no closer than two metres from the edge of pavement (or, in the case of gravel roads, no closer than two metres from the shoulder of the road).
- During winter conditions, there is a high probability that signs less than six metres from the road will be either covered with snow or damaged during snow removal and sanding operations.
- No election signs will be allowed within the median of a divided provincial highway.
- No election signs shall be mounted on highway signs or sign posts. These signs will be removed immediately.
- No election signs shall be placed in or within 500 metres of construction zones.
- No election signs shall be placed within 50 metres of an intersection in an urban area and within 250 metres of an intersection in a rural area.

Safety Precautions

Persons installing election signs must use safety precautions so as not to cause vehicle collisions.

Government of Alberta ■ Transportation	ELECTION SIGNS	<i>Issued: SEPT 2004</i>
		<i>Revised: DEC 2006 MAR 2012</i>
		<i>Page 3 of 3</i>

All persons working near the highway should wear reflective vests and bright clothing.

Election signs should be installed during daylight hours only.

Vehicles used for transporting the signs must be parked so as to minimize the impact to the travelling public (preferably on an approach), as far as possible from the travel lanes, and have four-way hazard warning signals operating at all times.

Removal of Election Signs

All election signs should be removed three days after the election has ended. The removal should include the sign panel, supporting structure and any wiring used to install and support the sign.

Sign fragments (i.e., tie wires, posts), when not removed properly, may cause damage to highway maintenance equipment.

When removal of an election sign is necessary due to safety or operational concerns, the appropriate Alberta Transportation district office will notify the campaign office to take the required action.

Usually campaign offices are given a day to respond to the notification. Failure to respond within the specified time will result in the sign being removed. Signs will be stored at the nearest highway maintenance facility or Alberta Transportation district office. The campaign office will be notified to arrange to have the signs picked up.

Signs that pose immediate hazard to the public will be removed immediately by the department maintenance contractors without notification.

Alberta Transportation will not be responsible for any signs damaged during the removal process. The campaign office is responsible for installing and removing election signs.

For more information contact the nearest Alberta Transportation district office listed on the following web page:

<http://www.transportation.alberta.ca/613.htm>

Sign Removal

All election signs must be removed three days after the election. The removal shall include the sign panel, supporting structure and any tie wiring used to install and support the sign.

When the removal of an election sign is necessary due to safety or operational concerns, the appropriate Alberta Transportation district office will notify the responsible campaign office to take the required action. Failure to respond within the specified time will result in the sign being removed. Signs will be stored at the nearest highway maintenance facility or Alberta Transportation district office. The campaign office will be notified to arrange to have the signs picked up.

Signs that pose immediate hazard to the public will be removed immediately by Alberta Transportation's highway maintenance contractors without notification.

Alberta Transportation is not responsible for any signs damaged during the removal process. The campaign office is responsible for installing and removing election signs.

For more information contact the nearest Alberta Transportation district office.

Calgary District Office
2nd Floor, 803 Manning Rd NE, Calgary T2E 7M8
Phone: 403-297-6311 Fax: 403-297-7682

Lethbridge District Office
3rd Flr, Admin. Bldg., 909 3rd Ave. N,
Lethbridge T1H 0H5
Phone: 403-381-5426 Fax: 403-382-4057

Red Deer District Office
401, 4920 - 51st St., Red Deer T4N 6K8
Phone: 403-340-5166 Fax: 403-340-4876

Hanna District Office
P.O. Box 1300, Hanna T0J 1P0
Phone: 403-854-5550 Fax: 403-854-3086

Vermilion District Office
Box 28, 4701-52nd St., Vermilion T9X 1J9
Phone: 780-853-8178 Fax: 780-853-8270

Athabasca District Office
Unit #2, Jewell Bldg., 3603 - 53rd St.
Athabasca T9S 1A9
Phone: 780-675-2624 Fax: 780-675-5855

Edson District Office
Rm. 202, 111 - 54th St., Edson T7E 1T2
Phone: 780-723-8250 Fax: 780-723-8387

Stony Plain District Office
Rm. 223, Provincial Bldg., 4709 44th Ave.
Stony Plain T7Z 1N4
Phone: 780-963-5711 Fax: 780-963-7420

Grande Prairie District Office
1401, Provincial Bldg., 10320 99th St.
Grande Prairie T8V 6J4
Phone: 780-538-5310 Fax: 780-538-5384

Peace River District Office
Bag 900, Box 29, 9621 96 Ave., 3rd Floor
Peace River T8S 1T4
Phone: 780-624-6280 Fax: 780-624-2440

Fort McMurray District Office
6th Floor, West Tower, Box 9, 9915 Franklin Ave.
Fort McMurray T9H 2K4
Phone: 780-743-7376 Fax: 780-743-7215

Guidelines for the Installation of Election Signs



Election Signs Guidelines

Those installing election signs on Alberta highways need to follow these guidelines:

1. For signs located within highway rights-of-way, the maximum sign size will be one and a half square metres. There is no size restriction for signs located on private property.
2. Election signs are temporary signs and are only permitted from the date the election is called until three days after the election.
3. Signs of the following types will **not** be allowed:
 - signs that display an intermittent flashing, rotating or moving light
 - signs that are floodlit which could cause visual distractions to the motoring public
 - signs that have any moving or rotating parts
 - signs that imitate the wording of a standard or commonly used highway traffic sign, such as stop, stop ahead or yield.
 - signs that imitate or resemble the visual appearance of a traffic control device (e.g., stop sign).

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

Location Guidelines

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

The following shall be considered when placing election signs.

- Signs must be placed no closer than two metres from the edge of pavement (or, in the case of gravel roads, no closer than two metres from the shoulder of the road).
- During winter conditions, there is a high probability that signs less than six metres from the road will be either covered with snow or damaged during snow removal and sanding operations.
- No election signs will be allowed within the median of a divided provincial highway.
- No election signs shall be mounted on highway signs or sign posts. These signs will be removed immediately.
- No election signs shall be placed in or within 500 metres of construction zones.
- No election signs shall be placed that obstruct a motorist's view of an intersection in an urban area or within 250 metres of an intersection in a rural area.



Safety Precautions

Those installing election signs must use safety precautions to ensure their safety and prevent driver distraction.

All persons working near the highway shall wear reflective vests and bright clothing.

Election signs shall be installed during daylight hours only.

Vehicles used for transporting election signs must be parked so as to minimize the impact to the travelling public (preferably on an approach), as far as possible from the travel lanes, and have four-way hazard warning signals operating at all times.



REGIONAL MUNICIPALITY
OF **WOOD BUFFALO**

**Election Signs
Contact Information Form**

Information provided on this form is being collected in accordance with Regional Municipality of Wood Buffalo Bylaw No. 12/004 Land Use Bylaw, Election Sign Provisions. **Please note:** Section (8) states: Each candidate, must, prior to placing any election sign, provide the Municipality with the name and contact information of the person responsible for his or her election signs.

Candidates are responsible for the accuracy of the information provided and are encouraged to contact the Returning Officer at 3rd Floor, 9909 Franklin Avenue, Fort McMurray, AB, T9H 2K4 or at (780.743.7001) if there are any changes. If at all possible please provide more than one contact persons.

Candidates Name:	
Contact Name(s):	
Election Date:	
Riding or Ward if Applicable:	
Office Address:	
Contact Telephone Number:	
Alternate Telephone Number:	
Email Address:	

The personal information on this form is collected under the authority of Section 33 (c) of the Alberta Freedom of Information and Protection of Privacy Act. The personal information will be used to contact you regarding elections signs under Bylaw No. 99/059 Land Use Bylaw, Election Signs Provisions. If you have any questions regarding the collection or use of this information contact the Returning Officer, 3rd Floor Jubilee Centre, 9909 Franklin Ave. T9H 2K4, or call (780) 743-7001.

ADVANCE VOTE

Any person eligible to vote in a general municipal election will be eligible to vote at an advance vote.

ADVANCE VOTE DATES:

- **Monday, October 7 to Friday, October 11 and Tuesday, October 15 to Friday, October 18 at;**

- Jubilee Centre, Council Chamber at 9909 Franklin Avenue, Fort McMurray.

* Please note: This will be a modified polling station for all wards.

- **Saturday, October 12 and Saturday, October 19 at;**

- MacDonald Island Park

* Please note: This will be a modified polling station for all wards.

- **Wednesday, October 9, Friday, October 11, Saturday, October 12, Wednesday, October 16 at;**

- Ecole McTavish School

Please note: This will be a modified polling station for all wards

- **Wednesday, October 9, Friday, October 11, Saturday, October 12, Wednesday, October 16 at;**

- Mamawi Community Hall, Fort Chipewyan
- Fort McKay Public School, Fort McKay
- Vista Ridge, Saprae Creek
- Community Hall, Anzac
- Nakewin Community Hall, Conklin
- Municipal Office, Janvier

All voting stations will be open between the hours of 9:00 a.m. and 8:00 p.m.

ELECTION DAY

MONDAY, OCTOBER 21, 2013

Every Voting Station will open promptly at **9:00 A.M.**

and will be kept open **continuously until 8:00 P.M.**

VOTING STATIONS WILL BE LOCATED AT

- | | |
|--------|--|
| Ward 1 | Fort McMurray at the following locations:
Ecole Dickinsfield
Ecole St. Paul School
Father Beauregard School
Father Turcotte School
Good Shepherd School
Greely Road School
St. Anne School
St. Martha School
Timberlea School
Westview School
Ecole McTavish School
Holy Trinity High School |
| Ward 2 | Fort Chipewyan - Mamawi Community Hall
Fort McKay - Fort McKay Public School |
| Ward 3 | Saprae Creek - Vista Ridge |
| Ward 4 | Anzac - Community Hall
Conklin - Nakewin Community Hall
Janvier - Municipal Office |

*** Please note: Locations of voting stations are subject to change, please refer to www.woodbuffalo.ab.ca for updates.**

Eligibility to Vote

The following are excerpts from the *Local Authorities Election Act*:

- 47** (1) A person is eligible to vote in an election held pursuant to this Act if he
- (a) is at least 18 years old,
 - (b) is a Canadian citizen, and
 - (c) has resided in Alberta for the 6 consecutive months immediately preceding election day and the person's place of residence is located in the area on election day.
- (2) Subject to subsection (3) and sections 75, 77.1, 79, 81 and 83, an elector is eligible to vote only at the voting station for the voting subdivision in which the elector's place of residence is located on election day.
- (3) If a local authority establishes a voting station at a work site, the local authority may direct that those workers who are electors who wish to vote and who are required to work at the site during the hours for which the voting station is open shall vote at that voting station, notwithstanding that those workers do not reside in the voting subdivision in which that voting station is located.
- (4) In the case of the performance of any function or the exercise of any right under this Act, a person shall be a resident on the day on which that function is performed or that right is exercised in the area, ward or voting subdivision in respect of which that function is performed or that right is exercised and shall have been a resident of Alberta for the six consecutive months immediately preceding the day on which that function is performed or that right is exercised, unless otherwise required by this Act.

NOTE: The Regional Municipality of Wood Buffalo does not compile a Voter's List.

"**Area**" in section 47(1)(c) above means the area within the boundaries of a local jurisdiction.

Rules of Residence

The following are excerpts from the *Local Authorities Election Act*:

- 48** (1) For the purposes of this Act, the place of residence is governed by the following rules:
- (a) a person may be a resident of only one place at a time for the purposes of voting under this Act;

- (a.1) if a person has more than one residence in Alberta, that person shall, in accordance with subsection (1.1), designate one place of residence as the person's place of residence for the purposes of this Act;
 - (b) the residence of a person is the place where the person lives and sleeps and to which, when the person is absent, the person intends to return;
 - (c) a person does not lose the person's residence by leaving the person's home for a temporary purpose;
 - (d) subject to clause (e), a student who
 - (i) attends an educational institution within or outside Alberta,
 - (ii) temporarily rents accommodation for the purpose of attending an educational institution, and
 - (iii) has family members who are resident in Alberta and with whom the student ordinarily resides when not attending an educational institution
 is deemed to reside with those family members;
 - (e) If a person leaves the area with the intention of making the person's residence elsewhere, the person loses the person's residence within the area;
- (1.1) For the purposes of subsection (1)(a.1), a person shall designate the person's place of residence in accordance with the following factors in the following order of priority:
- (a) the address shown on the person's driver's licence or motor vehicle operator's licence issued by or on behalf of the Government of Alberta or an identification card issued by or on behalf of the Government of Alberta;
 - (b) the address to which the person's income tax correspondence is addressed and delivered;
 - (c) the address to which the person's mail is addressed and delivered.
- (2) A person who is a resident of a public school district, school division or regional division or of a separate school district, school division or regional division under the *School Act* is deemed to be a resident of the public school district, school division or regional division or the separate school district, school division or regional division, as the case may be, under this Act

- (3) Notwithstanding subsection (2), a person who owns and lives in the person's residence and whose residence is assessable for public school purposes or for separate school purposes under the *School Act* is deemed to be a resident of the public school district, school division or regional division or the separate school district, school division or regional division as the case may be, under this Act.

Voting Time for Employees

The following are excerpts from the *Local Authorities Election Act*

- 58**
- (1) An employee who is an elector shall, while the voting stations are open on Election Day, have 3 consecutive hours for the purpose of casting the employee's vote.
 - (2) If the hours of the employee's employment do not allow for 3 consecutive hours, the employee's employer shall allow the employee any additional time for voting that is necessary to provide the employee the 3 consecutive hours, but the additional time for voting shall be granted at the convenience of the employer.
 - (3) No employer shall make any deduction from the pay of an employee nor impose on the employee or exact from the employee any penalty by reason of his absence from his work during the 3 consecutive hours or part of it.
 - (4) Subsections (1), (2) and (3) do not apply if the employer provides for the attendance of an employee who is an elector at a voting station while it is open during the hours of the employee's employment with no deduction from the employee's pay and without exacting any penalty.

VOTER IDENTIFICATION

The Following are excerpts from the *Local Authorities Election Act*:

Proof of Elector Eligibility

- 53 (1) Every person who attends at a voting station for the purpose of voting must be permitted to vote.
- (a) if the person's name appears on the list of electors, if any, or
 - (b) if the person makes a statement in the presence of an officer at the voting station, in the prescribed form, that the person is eligible to vote as an elector and produces for inspection the following proof of the person's identity and current residence and, where required by a bylaw passed under subsection (3), age:
 - (5) A bylaw under subsection (3) or (4)
 - (a) may specify identification in addition to that referred to in subsection (1)(b)(i), and
 - (b) may provide for the number and types of identification that are required to be produced to also verify the person's age.
 - (6) Any bylaw passed under subsection (3) or (4) providing for the number and types of identification that are required to be produced to verify the person's name and current address for the purpose of determining whether the person is eligible to vote must provide that a returning officer shall accept one piece of identification referred to in subsection (1)(b)(i)(A) or (B) for that purpose.
 - (7) When an elected authority intends to pass a bylaw under subsection (3) or (4) it must
 - (a) advertise the proposed bylaw in accordance with section 53.1, and
 - (b) include in the notice of election day under section 35 the proposed number and types of identification to be required.
 - (8) A scrutineer may not vouch for a person under subsection (2).
 - (9) A person who attends a voting station for the purpose of voting may not vote unless the requirements of subsection (1) or (2) are met.

The following are excerpts from the Regional Municipality of Wood Buffalo *Election Bylaw*:

Registration

35. A deputy responsible for issuing ballot cards will:

- (a) ensure the voter is voting in the correct voting subdivision;
- (b) ensure that, in addition to meeting the requirements of the Act, the voter produces the following proof of the person's identity and current residence for inspection:
 - (i) one piece of identification issued by a Canadian government, whether federal, provincial or local, or an agency of that government, that contains a photograph of the elector and his or her name and current address, or
 - (ii) two pieces of identification each of which establishes the elector's name and at least one of which establishes the elector's current address (as per Schedule C) and provides proof satisfactory to the returning officer that the person is eligible to vote;

Authorized Elector Identification

In order to vote, every person must make a statement that the person is eligible to vote and must produce one piece of government issued identification containing the elector's photograph, current address and name. This includes an Operator's (Driver's) Licence or an Alberta Identification Card.

An elector who is unable to produce government issued photo identification, must produce two pieces of identification from the following list prior to voting. Both pieces of identification must establish the elector's name and one piece must establish the elector's current address.

Identification with Elector's Name

Alberta Assured Income for the Severely Handicapped (AISH) card	Canadian National Institute for the Blind (CNIB) card
Alberta Forestry ID card	Confirmation Certificate
Alberta Health Care Insurance Plan (AHCIP) card	Credit / Debit card
Alberta Health Service ID Band (patient wrist identification band)	Employee / Staff card
Alberta Natural Resources (conservation) ID card	Firearm Possession and Acquisition Licence or Possession Only Licence
Alberta Service Dog Team ID card	Fishing, Trapping or Hunting Licence
Alberta Wildlife (WIN) ID card	Hospital / Medical card
Baptismal Certificate	Library card
Birth Certificate	Marriage Certificate
Canadian Air Transportation Security Agency (CATSA) ID card	Membership card: e.g. Service club, community organization, fitness/health club, political party or retail outlet
Canadian Blood Services card	Old Age Security card
Canadian Border Services Agency Canadian Passenger Accelerated Service System (CANPASS) card	Outdoors or Wildlife card / licence
Canadian Border Services Agency Free and Secure Trade (FAST) card	Métis Nation of Alberta membership card
Canadian Border Services Agency Nexus card	Pleasure Craft Operator (PCOC) card - Government of Canada
Canadian Forces Civilian ID card	Public Transportation card
Canadian Forces Health card	Secure Certificate of Indian Status (SCIS) card
Canadian Forces ID card	Social Insurance Number card
Canadian Passport	Student ID card
Citizenship card	Veteran's Affairs Canada Health card

Note: For electors residing in seniors' accommodation facilities and long-term care facilities, a photocopy of an item on the list is acceptable. This exception is made to address the fact that when residents are admitted, they routinely transfer their original identification to the administrator or to members of their family.

Identification with Elector's Name and Address

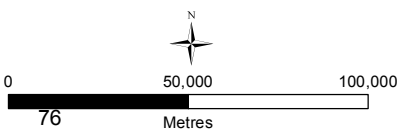
Attestation of Residence issued by the responsible authority of First Nations band or reserve	One of the following, issued by the responsible authority of a seniors' accommodation facility or long-term care facility: e.g. Attestation of residence letter, letter of stay, admission form or statement of benefits
Bank / credit card statement or personal cheque	Pension Plan statement of benefits, contributions or participation
Correspondence issued by a school, college or university	Prescription bottle insert
Government cheque or cheque stub	Residential lease or mortgage statement
Income / property tax assessment notice	Statement of government benefits: e.g. Employment insurance, old age security, social assistance, disability support or child tax benefit
Insurance policy or coverage card	Utility bill: e.g. Telephone, public utilities commission, television, hydro, gas or water
Letter from a public curator, public guardian or public trustee	Vehicle Ownership or Insurance certificate
One of the following, issued by the responsible authority of a student residence, shelter or soup kitchen: e.g. Attestation of residence letter, letter of stay, admission form or statement of benefits	Vehicle Registration

Note: For electors residing in seniors' accommodation facilities and long-term care facilities, a photocopy of an item on the list is acceptable. This exception is made to address the fact that when residents are admitted, they routinely transfer their original identification to the administrator or to members of their family.



Ward Map

- Communities
- Ward Boundary
- ▭ Urban Boundary
- ▭ Municipal Boundary
- First Nations Reserve
- ☁ Water Body



Nomination Paper and Candidate's Acceptance

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

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

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

Returning Officer _____ 780-743-7001
 (Title of the Responsible Official) (Business Phone Number)

LOCAL JURISDICTION: Regional Municipality of Wood Buffalo _____, PROVINCE OF ALBERTA

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

_____ of
 (Candidate Surname) (Given Names)

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

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

of _____
 (Name of Local Jurisdiction)

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

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

Candidate's Acceptance

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

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

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

Print name as it should appear on the ballot

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

SWORN (AFFIRMED) before me

at the _____ of _____ ,
 in the Province of Alberta,
 this _____ day of _____ , 20 _____ .



 (Candidate's Signature)

 (Signature of Returning Officer or Commissioner for Oaths)

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

Oath of Returning Officer

Local Authorities Election Act
(Section 16)

Note: The personal information on this form is being collected to support the administrative requirements of the local authorities election process and is authorized under section 16 (1) of the Local Authorities Election Act. The personal information will be managed in compliance with the privacy provisions of the Freedom of Information and Protection of Privacy Act.

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

Returning Officer 780-743-7001
(Title of the Responsible Official) (Business Phone Number)

LOCAL JURISDICTION: Regional Municipality of Wood Buffalo, PROVINCE OF ALBERTA

ELECTION DATE: October 21, 2013

I, _____, solemnly swear (affirm)
(Name of person taking oath)

THAT I will diligently, faithfully and to the best of my ability execute according to law the office of Returning Officer;

THAT I will not communicate to any person any information obtained at an election or in the course of carrying out my duties as to the candidate or candidates for whom a person has voted, or at a vote on a bylaw or question, as to whether a person has voted for or against a bylaw or question;

THAT, where applicable, I will not communicate to any person any information obtained in the course of carrying out my duties as a returning officer; and

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

SWORN (AFFIRMED) before me

at the _____ of _____,

in the Province of Alberta,

this _____ day of _____, 20 _____.



(Signature of Person Taking Oath)

(Signature of Commissioner for Oaths)

IT IS AN OFFENCE TO SIGN A FALSE AFFIDAVIT

Enumerator, Candidate or Official Agent Proof of Identification for Section 52 Access

Local Authorities Election Act
(Section 52)

LOCAL JURISDICTION: Regional Municipality of Wood Buffalo , PROVINCE OF ALBERTA

ELECTION DATE: October 21, 2013

VOTING SUBDIVISION OR WARD (If Applicable): _____

For the purposes of access authorized under section 52 of the *Local Authorities Election Act*, this constitutes as identification for _____

(Name)

of _____

(Complete address and postal code)

serving in the capacity of _____ .

(Office)

This appointment is in effect for the 20 13 campaign period.

Section 52 of the *Local Authorities Election Act* states that a person to whom an enumerator, a candidate, an official agent or a campaign worker on behalf of a candidate has produced identification that meets the requirements of the regulations, indicating that the person is an enumerator, a candidate, an official agent or a campaign worker shall not

- (a) obstruct or interfere with, or
- (b) cause or permit the obstruction or interference with

the free access of the enumerator, candidate, official agent or campaign worker to each residence in a building containing two (2) or more residences or to each residence in a mobile home park.

(Signature of Returning Officer or Deputy Returning Officer)

(Signature of Enumerator, Candidate, or Official Agent named above)

Campaign Worker Proof of Identification

Local Authorities Election Act
(Section 52)

LOCAL JURISDICTION: Regional Municipality of Wood Buffalo , PROVINCE OF ALBERTA

ELECTION DATE: October 21, 2013

VOTING SUBDIVISION OR WARD (If Applicable): _____

For the purposes of access authorized under section 52 of the *Local Authorities Election Act*, this constitutes as identification for _____
(Name)

of _____
(Complete address and postal code)

serving in the capacity of _____
(Office)

This appointment is in effect for the 2013 campaign period.

Section 52 of the *Local Authorities Election Act* states that a person to whom an enumerator, a candidate, an official agent or a campaign worker on behalf of a candidate has produced identification that meets the requirements of the regulations, indicating that the person is an enumerator, a candidate, an official agent or a campaign worker shall not

- (a) obstruct or interfere with, or
- (b) cause or permit the obstruction or interference with

the free access of the enumerator, candidate, official agent or campaign worker to each residence in a building containing two (2) or more residences or to each residence in a mobile home park.

(Candidate's Signature)

(Campaign Worker's Signature)

Campaign Disclosure Statement and Financial Statement

Local Authorities Election Act (Sections 147.11, 147.3, 147.4)

MUNICIPALITY: Regional Municipation of Wood Buffalo, PROVINCE OF ALBERTA

Full Name of Candidate:

Candidate's Mailing Address:

Postal Code

NOTE:

If a candidate's entire election campaign is funded exclusively out of the candidate's own funds and the candidate's funds are not more than \$10,000, under Section 147.11 of the Local Authorities Election Act, the candidate is not required to file this document or open and deposit the funds into a campaign account.

This form, including any contributor information from line 2, is a public document.

Campaign Period Revenue

CAMPAIGN CONTRIBUTIONS:

1. Total amount of contributions of \$100.00 or less \$

2. Total amount of all contributions of \$100.01 and greater, together with the contributor's name and address (attach listing and amount) \$

NOTE: For lines 1 and 2, include all money and valued personal property, real property or service contributions.

3. Deduct total amount of contributions returned \$

4. NET CONTRIBUTIONS (line 1 + 2 - 3) \$

OTHER SOURCES:

5. Total amount contributed out of candidate's own funds \$

6. Total net amount received from fund-raising functions \$

7. Transfer of any surplus or deficit from a candidate's previous election campaign \$

8. TOTAL OTHER SOURCES (add lines 5, 6 and 7) \$

9. Total Campaign Period Revenue (add lines 4 and 8) \$

Campaign Period Expenditures

10. Campaign Period Expenses Paid \$ Unpaid \$ TOTAL \$

Campaign Period Surplus (Deficit)

(deduct line 10 from line 9) \$

ATTESTATION OF CANDIDATE

This is to certify that to the best of my knowledge, this document and all attachments accurately reflect the information required under section 147.4 of the Local Authorities Election Act.

Signature of Candidate

Date

Forward the signed original of this document to the address of the municipality in which the candidate was nominated for election.

IT IS AN OFFENCE TO SIGN A FALSE STATEMENT

Municipal Affairs

**Running for Municipal Office
in Alberta**

A Candidate's Guide

Running for Municipal Office in Alberta

Alberta Municipal Affairs (2013) *Running for Municipal Office in Alberta – A Candidate's Guide*
Edmonton: Alberta Municipal Affairs

For more information contact:

Capacity Building
Local Government Services
Alberta Municipal Affairs
17th Floor, Commerce Place
10155 – 102 Street
Edmonton, Alberta T5J 4L4
CANADA

Telephone: 1-780-427-2225

Toll Free: 310-0000 (in Alberta only)

Fax: 1-780-420 1016

Website: www.municipalaffairs.alberta.ca

ISBN 978-0-7785-6016-6 (print)

ISBN 978-0-7785-6017-3 (internet)

Running for Municipal Office in Alberta

Before you file your nomination paper

Here are some things you should consider:

Are you qualified?

To become a candidate you must be at least 18 years of age on nomination day, a Canadian citizen, and you must have been a resident of the local jurisdiction for the 6 consecutive months preceding nomination day.

In a municipality with a ward system, you must have been a resident of the electoral division or the ward in which you intend to run for the same six-month period, except in the case of a City, but you must be a resident of the City.

In a summer village, you must meet the requirements for eligibility to vote in the election and have been a resident of Alberta for the 12 consecutive months immediately preceding election day.

Ineligibility for nomination

You are not eligible to become a candidate under any of the following circumstances:

- if you are the auditor of the municipality
- if you are a municipal employee, unless you take the entitled leave of absence
- if your property taxes are more than \$50 in arrears or you are in default, for more than 90 days, for any other debt in excess of \$500 to the municipality.
- if you have, within the previous 10 years, been convicted of an offense under the *Local Authorities Election Act*, the *Election Act* or the *Canada Elections Act*

If you are a judge, member of parliament, senator, or member of the legislative assembly, you must resign that position before you take office as a member of council.

Do you have the time?

The demands on your time will be heavy. You will be elected for a four-year term of office and during that time you will be required to attend:

- regular and special meetings of council
- council committee meetings
- meetings of other boards and agencies to which you are appointed as council's representative
- conferences, conventions, seminars, and workshops for training and discussion
- social and other events promoting your municipality.

You will also need to spend time reading material and talking with residents, the Chief Administrative Officer (CAO), and others. This will all be part of the necessary preparation for meetings so that you can make informed decisions. Don't forget the time you need for your personal life, work, etc.

Remuneration

Elected officials generally receive remuneration or other financial compensation for the time and energy they have devoted to their community. The remuneration varies in each municipality, so check with your local municipal office to find out about remuneration for elected officials in your area.

Running for Municipal Office in Alberta

Do you understand the position?

As a member of council you will have the opportunity to significantly influence the future of your community. Your power as a member of council depends on your ability to persuade the other members of council to adopt your view. All decisions must be made at meetings, held in public, at which a quorum is present.

As an individual member of council you will not have the power to commit your municipality to any expenditure or to direct the activities of the municipal employees. Any promise you make as part of your election campaign that involves municipal expenditures or the activities of the employees, can only be carried out if you can convince a majority of council that it is a good idea.

Do you understand the powers of a municipal council?

The Canadian Constitution delegates responsibility for municipal institutions to the provinces. Through a variety of legislation, the Alberta Legislative Assembly has delegated some of its authority to municipal councils. The legislation you will use most often is the ***Municipal Government Act***.

Are you familiar with the local legislation of your municipality? Local legislation is in the form of bylaws that remain in effect until they are amended or repealed. You will not be starting with a blank slate and creating your ideal municipality from scratch. If you are running with some kind of reform in mind, you will have to

become familiar with what exists, how it has been created – by bylaw, resolution or policy – and why it exists, before you will be able to start discussing your changes.

Some examples of local documents you will often refer to are the Council Procedural Bylaw, Land Use Bylaw, the bylaws establishing the positions of the Chief Administrative Officer and the designated officers, and the Policy Manual.

Do you know how the municipality is administered?

As a member of council, it will be your duty to **establish** policy for your municipality. It is the job of the administration to **implement** the policy. Alberta municipalities have competent and dedicated administrators. You will need the support, advice and assistance of the CAO if you are to be an effective member of council. Their training, experience, and understanding of how and why things have developed as they have, will be an important resource for you.

What other information should you have?

The best way to find out what the job is all about is to spend some time reading council agendas and minutes, and talking to current members of council. Sit in on some council meetings. Talk to the CAO to find out what other information is available. This will help you in your campaign and will assist you in assuming office. If you don't do that kind of research now, you'll have to do it after you are elected, and you probably have more time now than you will if you are elected.

Running for Municipal Office in Alberta

Ask how much time may be required for committee work and for council appointments to other boards and agencies, over and above the time required for regular council meetings. Once you are elected you have a duty to represent your community.

Filing your nomination

Nomination form

Your nomination must be filed using the prescribed form. The CAO, returning officer or city clerk will be able to tell you where to get a form and provide advice on filling it out.

Nominators

Your form must be signed by at least five people eligible to vote in the election. Cities with a population of at least 10,000 can pass a bylaw increasing that number to a maximum of 100 signatures. These people must be eligible to vote and residents in the local jurisdiction on the date of signing the nomination paper. Your form will be refused if it has not been signed by the required number of eligible electors.

If you are running in a municipality with a ward system, the people signing your nomination form must be residents in your electoral division or the ward in which you are running, except in a City where they must only be residents of the city.

In a summer village, the nominators must be eligible to vote in the election, be 18 years of age, a Canadian citizen and named

on the certificate of title as the person who owns property within the summer village or is the spouse or adult interdependent partner of the person named on the title.

For each nominator, the form must include that person's name, address (street address or legal description of residence) and signature.

Candidate

The nomination form states that you are required to make an affidavit saying that you are eligible for nomination, not otherwise disqualified from office, and that you will accept the office if you are elected. You must swear or affirm that affidavit before a Commissioner for Oaths or the returning officer. Ensure you are aware of the contents of Sections 12, 21, 22, 23, 47, 147 and 151 of the *Local Authorities Election Act*.

Under the Criminal Code (Canada), it is an offence to make a false affidavit and it is punishable by up to 14 years imprisonment.

Filing the form

The completed form is to be filed with the returning officer between 10 a.m. and noon on nomination day, unless the municipality has passed a bylaw prior to June 30th in the year in which a general election is held, stating that the returning officer may receive nominations earlier than 10 a.m. The elected authority may also provide, by bylaw, other locations, in addition to the local jurisdiction office, where a deputy may receive nominations. The notice of

Running for Municipal Office in Alberta

nomination day will indicate where and when the returning officer will receive the nomination. This is usually at the municipal office but to make sure, check the notice or ask the CAO, returning officer or city clerk.

You may want to file the form in person; however, **anyone** can file it on your behalf as long as it is fully completed. You are responsible for ensuring that the nomination form filed meets the requirements under section 27 of the *Local Authorities Election Act*.

Ask your municipality for the date of nomination day!

Deposit

Your municipality may have passed a bylaw requiring that nominations be accompanied by a deposit. The amount fixed in the bylaw may not exceed \$1000 in municipalities with a population of over 10,000, and up to \$100 in all others. When you pick up the nomination form, be sure to ask if a deposit is required.

If a deposit is required, it must be paid when your nomination paper is filed. A deposit must be paid either by cash, certified cheque, or money order, payable to the municipality.

Your deposit will be returned to you if you are elected or if you get at least one-half the number of votes of the elected person to the office, with the least number of votes.

Withdrawing

Within 24 hours (48 hours in a summer village) of the close of nominations, you may withdraw your nomination form, provided that more than the required number of candidates have been nominated for the office you were seeking. The returning officer cannot accept your withdrawal if it would result in less than the required number of candidates.

If you wish to withdraw, you must provide a written notice to the returning officer.

Insufficient nominations

If the number of nominations filed is less than the number of vacancies in any particular office, the returning officer will be available the next day (and for up to six days) from 10 a.m. until noon to receive further nominations.

If, by noon on any of the days, the number of candidates nominated equals the number of vacancies in any particular office, nominations will be closed and the returning officer will declare the candidates elected by acclamation. That means the candidates are elected without the necessity of actually holding the election.

If more than the required nominations are received by noon on any of the days, nominations will be closed and the election will be held as originally planned.

In a summer village, the returning officer will announce the time and place when further nominations will be received.

Running for Municipal Office in Alberta

No late nominations

The returning officer cannot accept nominations after noon on nomination day.

Be sure that your nomination paper is filed on time.

After filing

Campaigning

You will want your campaign style to match your municipality, your personality and your resources. The purpose of campaigning is to convince the electors that you are the best candidate for the position. You may want to do that by talking to people, preparing brochures or posters, and/or advertising in the media. Following are some rules regarding proper campaign procedures.

Bribery

It is an offence to give or promise to give money or any other valuable consideration (such as an office or job) to anyone in return for their voting or refraining from voting at an election. It is also an offence for anyone to accept money or any other valuable consideration in return for voting or not voting.

Undue influence

It is an offence to use or threaten violence, injury, damage or intimidation to compel a person to vote or refrain from voting at an election or to obstruct a person from voting.

Allowable campaign expenses

The payment of the following expenses (related to the campaign) is not considered a contravention of the legislation:

- your personal expenses
- cost of acquiring premises, accommodation, goods or services for proper election campaign expenses
- payments for the costs of printing and advertising
- reasonable 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.

Campaign Contributions

A candidate must open a bank account in their own name or the name of the campaign as soon as possible after the amount of contributions exceeds \$5000 in aggregate or the amount of contributions and any of the candidate's own funds exceeds \$5000 in aggregate.

All contributions must be deposited in that account, and the money is to be used only for campaign expenses. A candidate whose campaign is entirely self funded has by no more than \$10,000 in a campaign period is not required to open a bank account. Contributions of real and personal property and services have a value. Receipts must be issued for every contribution and obtained for every expense.

Records of all contributions and expenses are to be kept for at least 2 years.

Running for Municipal Office in Alberta

Any anonymous or ineligible contributions received must be returned to the contributor immediately or paid to the municipality.

As of January 1st, 2014 a candidate must register with the municipality prior to accepting campaign contributions before nomination day. Check with your municipality as to what the registration process entails.

On Election Day

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

Official Agent

You are entitled to have one official agent or scrutineer at each voting station. Your returning officer will explain how official agents and scrutineers are appointed. An official agent or scrutineer must be at least 18 years of age.

Election Day and later

Ask your municipality for the date of the election.

Your returning officer is available to explain the election process to you. All ballot boxes are kept in the control of the deputy returning officer in each voting station until the closing of the vote. The ballot boxes are sealed after the ballots are counted, then the secretary must store them sealed, in a protected area until the time when the ballot boxes and contents may be

destroyed. Unofficial results may be made available during and following the counting. The official results are announced at noon on the fourth day after the election.

Term of Office

If you are elected in a general election, you will be expected to serve a four-year term. This term will officially begin at the organizational meeting of the council. In a by-election, you take office as soon as you take the oath of office. A term of office may be ended early by resignation or disqualification from office.

Campaign Disclosure Statements

A campaign disclosure statement must be filed with the municipality on or before March 1 following a general election. Where the campaign was for a by-election, the statement must be filed within 120 days after the by-election.

The campaign disclosure statement is filed on a prescribed form that includes information about campaign contributions received, other sources of funding, campaign expenditures, and the campaign surplus or deficit.

A candidate whose campaign is entirely self funded by no more than \$10,000 in a campaign period is not required to file a campaign disclosure statement.

A candidate who incurs a deficit in campaign finances must clear that deficit and file an amended disclosure statement showing funds received to eliminate the

Running for Municipal Office in Alberta

deficit if they do not run in the next general election.

Municipal candidates are required to donate all surplus municipal campaign funds to a charity or to the municipality if they do not run in the next general election.

Running for Municipal Office in Alberta

Appendix

Municipal Government Act

Section 3 Municipal Purposes

The purposes of a municipality are

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

Section 153 General duties of councillors

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;
- (b) to participate generally in developing and evaluating the policies and programs of the municipality;
- (c) to participate in council meetings and council committee meetings and meetings of other bodies to which they are appointed by the council;
- (d) to obtain information about the operation or administration of the municipality from the chief administrative officer or a person designated by the chief administrative officer;

- (e) to keep in confidence matters discussed in private at a council or council committee meeting until discussed at a meeting held in public;
- (f) to perform any other duty or function imposed on councillors by this or any other enactment or by the council.

Section 154 General duties of chief elected official (Mayor or Reeve)

- (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 appointed in the chief elected official's personal name.

Running for Municipal Office in Alberta

Section 201 Council's principal role in municipal organization

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

This guide is an information summary only and has no legislative sanction. For certainty, refer to the *Local Authorities Election Act* and the *Municipal Government Act*. Copies are available for purchase from Alberta Queen's Printer Bookstore.

**5th Floor, Park Plaza Building,
10611 – 98 Avenue
Edmonton AB T5K 2P7
phone: (780) 427-4952**

Municipal Affairs

**Municipal Councillors’
Guidelines for
Conflict of Interest**

Alberta Municipal Affairs (2010) *Municipal Councillors' Guidelines for Conflict of Interest*
Edmonton: Alberta Municipal Affairs

For more information contact:

Advisory Resources and Capacity Building
Local Government Services
Alberta Municipal Affairs
17th Floor, Commerce Place
10155 – 102 Street
Edmonton, Alberta T5J 4L4
CANADA

Telephone: 1-780-427-2225

Toll Free: 310-0000 (in Alberta only)

Fax: 1-780-420 1016

Website: www.municipalaffairs.gov.ab.ca

ISBN 978-0-7785-6016-6 (print)

ISBN 978-0-7785-6017-3 (internet)

Municipal Councillors' Guidelines for Conflict of Interest

Alberta's municipal councillors have a strong record of public service to their communities. As a public servant, you are responsible for upholding the public interest ahead of any private interests you may have.

Read part 5 of the *Municipal Government Act (MGA)* to learn what is expected of you.

This document is only a guide to the legislation. Consult your solicitor for advice on specific situations.

Disqualification

Section 174 of the *MGA* describes the reasons for disqualification from council.

Nomination

First of all, if you never were, or cease to be qualified to be nominated as a candidate for council, then you are not qualified to remain a member of the council (see sections 21 to 23 and 47 of the *Local Authorities Election Act*).

To remain qualified you must:

- retain Canadian citizenship
- continue to reside in the municipality (and in a rural municipality, reside in electoral division)
- not be appointed as the auditor, an officer or employee of the municipality
- keep your tax and other accounts with the municipality paid up.

Attendance

Section 174 of the *MGA* says that if you are absent from all the regular meetings of the council for an eight-week period, you are not qualified to remain a member of council.

The council may approve your absence for a longer period of time. To do so, they must pass a resolution before the close of the last meeting in the eight-week period.

Suppose the first regular meeting which you missed was on the Tuesday of week one. Not later than the Tuesday of week eight, you would either have to attend a regular council meeting or arrange to have the council pass a resolution authorizing your absence. If, for any reason, the last regular meeting at which the resolution could be passed is not held, then the resolution may be passed at the next regular meeting of the council.

Participating in the decision-making process at council meetings is a very important part of your commitment. Your electors have a right to expect that you will attend council meetings, present your views, and vote.

Conviction for an Offence

Section 174 of the *MGA* states that if you are convicted of an offence punishable by imprisonment for five years or more, or an offence under section 123, 124 or 125 of the *Criminal Code* (Canada), you are not qualified to remain a member of the council.

Your electors have a right to expect that you will be a responsible member of society. If you are convicted of a serious offence, it may well raise questions about whether you can provide suitable representation for the municipality.

Municipal Councillors' Guidelines for Conflict of Interest

Pecuniary Interest

Definition

Section 170 of the *MGA* describes pecuniary interest as something which could monetarily affect you, your spouse, or adult interdependent partner, or children, your parents or the parents of your spouse (in other words, your immediate family), or a business which employs you or in which you have an interest.

Specifically, pecuniary interest means an interest in a matter which could monetarily affect:

- you
- a corporation, other than a distributing corporation, in which you are a shareholder, director or officer
- a distributing corporation in which you beneficially own voting shares carrying at least 10% of the voting rights attached to the voting shares of the corporation or of which you are a director or officer
- a partnership or firm of which you are a member.

This section also says that “a councillor has a pecuniary interest in a matter if (a) the matter could monetarily affect the councillor or an employer of the councillor, or (b) the councillor knows or should know that the matter could monetarily affect the councillor’s family.” You must decide when you have a pecuniary interest. Council cannot make the decision for you.

Section 172 of the *MGA* sets out the procedure you must follow if a matter in which you have

a pecuniary interest comes before any meeting in which you are taking part in your capacity as a member of council. Failure to follow these procedures could lead to your disqualification.

Exceptions

Several exceptions are listed in section 170(3) of the *MGA* so that an overly-restrictive interpretation of the provisions will not disrupt the affairs of the municipality or your function as a councillor. See the Appendix for section 170(3).

What to Do

Section 172 of the *MGA* says that you may not take part in the decision-making on any matter in which you have a pecuniary interest. The legislation attempts to ensure that you are not discriminated either for or against by virtue of your membership on the council

If you have a pecuniary interest:

- you are to disclose that you have an interest and its general nature
- you are to abstain from any discussion of the matter and from voting
- you are to leave the room until the matter has been dealt with, and
- you should make sure that your abstention is recorded in the minutes.

For example, you might say “Mr. Mayor, I am abstaining on this matter because I am a shareholder in the company. I am leaving the room and I ask that my abstention be recorded.”

If the matter is one in which you, as an elector or property owner, have a right to be heard by

Municipal Councillors' Guidelines for Conflict of Interest

council (for example, a land use bylaw amendment, lane or street closure, etc.), you are to disclose your interest and abstain, but you may remain in the room to be heard by council in the same manner as any person who is not a member of the council. In this case, you should follow the procedure required of any other person to be placed on the list of delegations to be heard by the council. When the matter comes up for hearing, you might say "Madam Mayor, I am abstaining from this matter because I own the property affected. I ask that my abstention be recorded."

You should then leave the council table and go to the area where the public sits. The mayor should call you to make your presentation in the same manner as any other person. You should state your case, answer any questions that may be posed to you and then be seated for the remainder of the public hearing.

When the council debates the matter it would be advisable to leave the room during the decision-making process.

Temporary Absence

On occasion, you may be temporarily absent from a meeting when a matter in which you have an interest comes up for discussion. If so, upon returning to the meeting, or as soon as you discover that the matter was discussed, you are to disclose the general nature of your interest. Make sure that the secretary notes your disclosure in the minutes.

The purpose of this provision is to ensure that a member of council does not avoid disclosing an interest by simply leaving the meeting

before the matter is discussed and returning after the discussion is complete. If some matter is discussed by council while you are temporarily absent from a meeting, upon your return and as soon as you become aware of the matter, you should get the attention of the chair and say something like "Mr. Mayor, during my absence a matter was discussed in which I have an interest. I am disclosing that my husband is an employee of the company and I ask that my disclosure be recorded in the minutes."

All Meetings

The disclosure and abstention rules apply to every meeting of council and any of its committees. They also apply to you at a meeting of any board, committee or agency to which you are appointed as a representative of the council (section 172(6) of the *MGA*). In other words, any time that you are acting as a councillor, the disclosure and abstention rules apply to you.

It is important to remember to ask the secretary at any of these meetings to record your abstention and to check that it is actually included in the minutes.

Doing Business

Although there is no prohibition on doing business with the municipality when you are a member of council, every contract or agreement with the municipality in which you have an interest must be approved by council (section 173 of the *MGA*). So, if your council has delegated purchasing authority to the administration, it is important that those officials know of any business interests that

Municipal Councillors' Guidelines for Conflict of Interest

you have and that you make sure the council approves of any contract with your business. You cannot raise the matter in council, but, if you submit a bid or offer, you can note the matter must receive council approval. If it doesn't, you may be disqualified and the contract has no force or effect.

The following are the only exceptions:

- if the contract or agreement is for the performance of work or the provision of a service in the case of an emergency, or
- if the contract or agreement is for the sale of goods or services to the municipality or to persons contracting with the municipality at competitive prices by a dealer in those goods or services, that is incidental to, or in the ordinary course of business.

Disqualification

Section 174 of the *MGA* states in part you shall resign your seat if:

- you never were or cease to be qualified for nomination
- you violate the attendance requirements
- you are convicted of a relevant offence
- you do not abstain from voting if required to
- you become an employee of the municipality.

If you do not resign, then an elector of the municipality or the council may apply to a judge for an order determining whether or not you have disqualified yourself (section 175 of the *MGA*).

The judge may declare you to be disqualified and your seat to be vacated or that you are qualified to remain a member of the council. In certain instances, the judge may also dismiss the application if the judge is of the opinion that the disqualification arose inadvertently or as a result of a genuine error in judgment. If the disqualification is for using information that was used to gain a pecuniary benefit, the judge may order you to pay to the municipality, a sum of damages determined by the court.

If you are found to be disqualified for pecuniary interest disqualification, you may only be a candidate at the next general election if you are then qualified for nomination under the *Local Authorities Election Act* (see section 174(4) of the *MGA*).

List of Interests

If you have extensive business interests, it may be difficult for you to know when these businesses are dealing with your municipality. It may be even more difficult for purchasing agents to identify a contract which requires the approval of council because a member of council has an interest.

In such cases, it may help everyone involved – yourself included - if a listing of interests is available in the office. Therefore, provision is made for council, by bylaw, to require its members to file a statement with a designated officer showing the names of their immediate families and any business in which they have an interest (section 171 of the *MGA*).

Municipal Councillors' Guidelines for Conflict of Interest

The designated officer is to compile a list of all the names on the statements and provide it to the officials and employees of the municipality indicated in the bylaw.

This provision is permissive. This means the council has the power to pass such a bylaw if it thinks it is necessary. However, council is not required to do so.

These rules are designed to protect the public interest while ensuring that your ability to work is not adversely affected by your election to council.

In order that the public interest is served and seen to be served, it is important that you be open and honest about dealing with the municipality.

Be fair to yourself, your electors, and your municipality by keeping your private interests in harmony with the public interest.

Remember

- If you vote on a matter in which you have pecuniary interest, you are subject to disqualification, even if you vote against your interest.
- Ask to have your abstention recorded in the minutes and check the minutes to see that it actually has been recorded.
- The rules apply at all meetings of your council and its committees, and at the meetings of any board, commission, committee or agency to which you are appointed as a representative of the council.
- If your council passes a bylaw requiring a listing of interests, keep your list up-to-date by regularly informing the designated officer of additions or deletions.
- If you are in doubt as to whether you have a pecuniary interest, get a letter from your own solicitor giving advice to you.

This guide is an information summary only and has no legislative sanction. For certainty, refer to the *Municipal Government Act*. Copies can be purchased from **Alberta Queen's Printer Bookstore**:

Main Floor, Park Plaza Building
10611 – 98 Avenue
Edmonton, Alberta T5K 2P7
Ph: (780) 427-4952

Appendix

Municipal Government Act Section 170(3)

“A councillor does not have a pecuniary interest by reason only of any interest

- (a) that the councillor, an employer of the councillor or a member of the councillor's family may have as an elector, taxpayer or utility customer of the municipality,
- (b) that the councillor or a member of the councillor's family may have by reason of being appointed by the council as a director of a company incorporated for the purpose of carrying on business for and on behalf of the municipality or by reason of being appointed as the representative of the council on another body,
- (c) that the councillor or member of the councillor's family may have with respect to any allowance, honorarium, remuneration or benefit to which the councillor or member of the councillor's family may be entitled by being appointed by the council to a position described in clause (b),
- (d) that the councillor may have with respect to any allowance, honorarium, remuneration or benefit to which the councillor may be entitled by being a councillor,
- (e) that the councillor or a member of the councillor's family may have by being employed by the Government of Canada, the Government of Alberta or a federal or provincial Crown corporation or agency, except with respect to a matter directly affecting the department, corporation or agency of which the councillor or family member is an employee,
- (f) that a member of the councillor's family may have by having an employer, other than the municipality, that is monetarily affected by a decision of the municipality,
- (g) that the councillor or a member of the councillor's family may have by being a member or director of a non-profit organization as defined in section 241(f) or a service club,
- (h) that the councillor or member of the councillor's family may have
 - (i) by being appointed as the volunteer chief or other volunteer officer of a fire or ambulance service or emergency measures organization or other volunteer organization or service, or
 - (ii) by reason of remuneration received as a volunteer member of any of those voluntary organizations or services,
- (i) of the councillor, an employer of the councillor or a member of the councillor's family that is held in common with the majority of electors of the municipality or, if the matter affects only part of the municipality, with the majority of electors in that part,
- (j) that is so remote or insignificant that it cannot reasonably be regarded as likely to influence the councillor, or
- (k) that a councillor may have by discussing or voting on a bylaw that applies to businesses or business activities when the councillor, an employer of the councillor or a member of the councillor's family has an interest in a business, unless the only business affected by the bylaw is the business of the councillor, employer of the councillor or the councillor's family.”