

Alberta's Centennial City™



City of Brooks

2021 MUNICIPAL GENERAL ELECTION NOMINATION PACKAGE

INFORMATION FOR POTENTIAL CANDIDATES FOR THE
OFFICES OF: MAYOR (CHIEF ELECTED OFFICIAL) AND
COUNCILLOR

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i Election Forms

- *Form 1 – Oath of Returning Officer and Official Agent*
- *Form 4 – Nomination Paper and Candidate's Acceptance*
- *Form 5 – Candidate Financial Information*
- *Form 11 – Enumerator, Candidate or Official Agent Proof of Identification*
- *Form 12 – Campaign Worker Proof of Identification*
- *Form 16 – Statement of Scrutineer or Official Agent*

i Alberta Municipal Affairs Election Related Documents and Information may be found at the following link:

- http://www.municipalaffairs.gov.ab.ca/mc_elections.cfm

i City of Brooks Election Related Bylaws

- *Bylaw No. 21/01 Establishment of Institutional Voting Stations*

- *City of Brooks – Organizational Chart – November 2020*

City of Brooks Returning Officer and Substitute Returning Officer



Amanda Peterson, Returning Officer

(403)362-3333 City Hall

Email: apeterson@brooks.ca

Amy Rommens, Substitute Returning Officer

(403)362-3333 City Hall

Email: arommens@brooks.ca

Important Dates



Nomination Period – **January 4th – September 20th, 2021** (Nominations cease on September 20th at 12:00 p.m.) – City Hall.

Advance Polls – JBS Canada Centre – Cenovus Flexhall from 12:00 p.m. – 6:00 p.m. on the following dates:

Saturday, October 2nd, 2021

Saturday, October 16th, 2021

****All Electors can vote at an Advance Poll. Advance Polls are for the convenience of the Elector---the intention is now to offer a choice of voting times.**

Election Day – **Monday, October 18th, 2021** from 10:00 a.m. until 8:00 p.m. – JBS Canada Centre – Fieldhouse, 323 1st Street East.



Other valuable contacts as relates to Municipal General Election information include the following:

Municipal Advisory Services

Local Government Services
Alberta Municipal Affairs and Housing
17th Floor, Commerce Place
10155-102 Street
Edmonton, Alberta T5J 4L4

Telephone: 1(780)427-2225
Toll Free: 310 0000 (in Alberta only)
Fax: 1(780)420-1016
Website: www.municipalaffairs.gov.ab.ca

Society of Local Government Managers of Alberta

Telephone 1 (780)796-3836
Fax: 1(780)796-2081
Email: linda.davis@shaw.ca
Website: www.albertaleaders.ca

The City of Brooks 2021 General Election Nomination Package is for information summary only and has no legislative sanction. For certainty, please refer to the **Local Authorities Election Act** and the **Municipal Government Act**.

Copies of the above noted Acts are available for purchase from the Alberta Queen's Printer Bookstore.

Main Floor, Park Plaza Building
10611-98 Avenue
Edmonton, Alberta T5K 2P7
Telephone: 1 (780)427-4952
www.qp.alberta.ca

Nomination

Filing of Nomination Papers



- The Returning Officer will receive nominations at City Hall, 201- 1st Avenue West, between 8:15 a.m. and 4:30 p.m. beginning on the Nomination Period of January 4th until 12:00 p.m. on September 20th, 2021.
- All candidates for office must file their Nomination Papers during this period.
- **Nominations cannot be filed in advance of 8:15 a.m. on January 4th or accepted after 12:00 p.m. on September 20th.**
- Prospective candidates who do not file their Nomination Papers at City Hall by 12:00 p.m. are not permitted to file nominations.
- The clock in possession of the Returning Officer will determine the time of opening and closing of nominations.
- The Nomination Paper requires the completion of an affidavit by the nominee stating he/she is eligible to be a candidate in the Municipal General Election.
- Nomination Papers can be handed in by any person, but the Oath **MUST** be signed by the candidate and a Commissioner of Oaths if the Nomination Papers are to be filed by someone other than the candidate themselves.
- Nomination Papers **MAY NOT** be sent in by email or by fax.
- An accompanying cash deposit with the Nomination Paper is **NOT** required.
- Part 5.1 Municipal Election Finance and Contribution Disclosure section has been added to the **Local Authorities Election Act**. In summary, candidates can self-fund their election campaigns up to a maximum of \$10,000 and will not be required to disclose their contributions and expenses. However, if a candidate receives campaign contributions from any person, corporation, trade union or employee organization, they will be required to disclose their campaign contributions and expenses. If your campaign is not entirely self-funded, please begin tracking all your revenue and expenses as soon as you have determined that you intend to run for office. The deadline for submission of disclosure statements for a campaign is by March 1st after the Municipal General Election. The candidate **MUST** file with the municipality a prescribed disclosure statement.

IT IS THE CANDIDATES RESPONSIBILITY TO ENSURE THE ACCURACY OF ALL INFORMATION ON THE NOMINATION FORM.

Form of Nomination

27(1) Every nomination of a candidate must

- (a) be in the prescribed form,
- (b) be signed by at least 5 persons who are electors eligible to vote in that election and resident in the local jurisdiction on the date of signing the nomination,
- (c) be accompanied with a written acceptance sworn or affirmed in the prescribed form by the person nominated, stating

- (i) that the person is eligible to be elected to the office,
- (ii) the name, address and telephone number of the person's official agent, if one has been appointed,
- (iii) that the person will accept the office if elected,
- (iv) that the person will read and comply with the municipality's code of conduct if elected, and
- (v) that the persons who have signed the nomination are electors who are eligible to vote in that election and resident in the local jurisdiction on the date of signing the nomination,

and

- (d) if required by bylaw, be accompanied with a deposit in the required amount.

(1.1) A person who files a nomination shall also submit, in the prescribed form, the following information to the returning officer:

- (a) the full name and contact information of the candidate;
- (b) the address of the place or places where records of the candidate are maintained and of the place to which communications may be addressed;
- (c) the name and address of the financial institutions to be used by or on behalf of the candidate for the candidate's campaign account, if applicable;
- (d) the names of the signing authorities for each account referred to in clause (c), if applicable.

(1.2) When there is any change in the information required to be provided under subsection (1.1), the candidate shall notify the local jurisdiction in writing within 48 hours after the change, and on receipt of the notice the local jurisdiction shall update the information accordingly.

(1.3) Notice under subsection (1.2) may be sent by fax or e-mail.

RSA 2000 cL-21 s27; 2003 c27 s10; 2006 c22 s14; 2012 cE-0.3 s267;2017 c13 s4;2018 c23 s13; SA 2020 c22 s6

Nominations

28(1) Subject to subsection (1.2), nominations shall be submitted at the local jurisdiction office at any time during the nomination period.

(1.1) An elected authority may, by a bylaw passed prior to December 31 of the year before a year in which a general election is to be held, provide that a returning officer may establish one or more locations, in addition to the local jurisdiction office, where a deputy may receive nominations.

(1.2) If an elected authority passes a bylaw referred to in subsection (1.1), nominations shall be submitted to the local jurisdiction office or any location established by the returning officer at any time during the nomination period.

(2) The person nominated as a candidate is responsible for ensuring that the nomination filed under this section meets the requirements of section 27.

(3) Any person may file a nomination described in section 27 in accordance with this section.

(4) A returning officer shall not accept the following for filing:

(a) a nomination that is not completed in the prescribed form;

(b) a nomination that is not signed by at least the minimum number of persons required to sign the nomination;

(c) a nomination that is not sworn or affirmed by the person nominated;

(d) if a bylaw has been passed under section 29(1), a nomination that is not accompanied by the deposit required by the bylaw.

(5) If the returning officer has not rejected a nomination form under subsection (4), the returning officer must sign the form to indicate that the form has been accepted.

(6) At any time after the commencement of the relevant period referred to in section 25(2) until the term of office to which the filed nomination papers relate has expired, a person may request to examine the filed nomination papers during regular business hours and in the presence of the returning officer, deputy or secretary.

(7) The returning officer or secretary must retain all the filed nomination papers until the term of office to which the papers relate has expired.

(8) Twenty-four hours after the close of nominations on nomination day, the returning officer shall, as soon as practicable, forward a signed statement showing the name of each nominated candidate and any information about the candidate that the candidate has consented to being disclosed to the relevant Minister's Deputy Minister.

Nominations continued

(10) Within 48 hours of the close of nominations on nomination day, the returning officer shall post or cause to be posted at the local jurisdiction office the names of all candidates that have been nominated and the offices for which they were nominated.

RSA 2000 cL-21 s28;2003 c27 s11; 2006 c22 s15;2012 c5 s108;2018 c23 s14;2020 c22 s7

Insufficient nominations

31(1) If the number of persons nominated for any office is less than the number required to be elected, the time for receipt of the nominations

- (a) shall stand adjourned to the next day at the same place at the hour of 10 a.m. and shall remain open until 12 noon for the purpose of receiving further nominations for the office, and
- (b) shall continue to remain open and be adjourned in the same manner from day to day until 12 noon of the day that the required number of nominations has been received or a period of 6 days, including nomination day but not including Saturday, Sunday and holidays, as defined in the *Interpretation Act*, has elapsed.

(2) Repealed 2018 c23 s15.

(3) Notwithstanding subsection (1)(b), in the case of a summer village the period of 6 days includes Saturday and Sunday.

(4) If sufficient nominations to fill all vacancies are not received, the secretary shall immediately notify the relevant Minister, who may recommend a change in the status of the local jurisdiction or any other action the relevant Minister considers necessary.

RSA 2000 cL-21 s31;2018 c23 s15

Withdrawal of nomination

32(1) A person nominated as a candidate may withdraw as a candidate at any time during the nomination period.

(2) Subject to subsection (3), at any time within 24 hours after the close of the nomination period, if more than the required number of candidates for any particular office are nominated, any person so nominated may withdraw as a candidate for the office for which the candidate was nominated by filing with the returning officer a withdrawal in writing.

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

RSA 2000 cL-21 s32;2020 c22 s8

Official Agent and Scrutineer

Option for official agent

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

(1.1) If it becomes necessary to appoint a new official agent, the candidate shall immediately notify the returning officer in writing of the contact information of the new official agent.

(2) A person who has, within the previous 10 years, been convicted of an offence under this Act, the *Election Act*, the *Election Finances and Contributions Act* or the *Canada Elections Act* (Canada) is not eligible to be appointed as an official agent.

(3) No candidate shall act as an official agent for any other candidate.

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

2006 c22 s32;2012 c5 s112;2020 c22 s10

Candidate's scrutineer

69(1) If, at any time during voting hours, a person who is at least 18 years old presents to the presiding deputy a written notice, in a form acceptable to the returning officer,

- (a) signed by a candidate, and
- (b) stating that the person presenting the notice is to represent that candidate as the candidate's scrutineer at the voting station,

the person presenting the notice shall be recognized by the presiding deputy as the scrutineer of the candidate.

(1.1) A person who has, within the previous 10 years, been convicted of an offence under this Act, the *Election Act* or the *Canada Elections Act* (Canada) is not eligible to be recognized as a scrutineer.

(2) Before a person is recognized as a scrutineer, the person shall make and subscribe before the presiding deputy at the voting station a statement in the prescribed form.

(3) The presiding deputy shall not permit a candidate to have an official agent or a scrutineer present while the candidate is present in a voting station during voting hours.

(3.1) The presiding deputy shall not permit a candidate to have both an official agent and a scrutineer present at the same time in a voting station during voting hours.

(4) A candidate or official agent personally may

- (a) undertake the duties that the candidate's scrutineer may undertake, and
- (b) attend any place that the candidate's scrutineer is authorized by this Act to attend.

(5) The presiding deputy may designate the place or places at a voting station where a candidate, an official agent or a scrutineer of a candidate may observe the election procedure, and in designating the place or places, the presiding deputy shall ensure that the candidate, official agent or scrutineer can observe any person making a statement under section 53(1) or (2) or 78.

(6) When, in the provisions of this Act that relate to the election of a member of an elected authority, expressions are used requiring or authorizing an act or thing to be done or implying that an act or thing is to be done in the presence of an official agent, a scrutineer or a candidate, the expression is deemed to refer to the presence of those an official agents and scrutineers

- (a) that are authorized to attend, and
- (b) that have in fact attended at the time and place where that act or thing is being done,

and if the act or thing is otherwise properly done, the non-attendance of an official agent or a scrutineer at that time and place does not invalidate it.

RSA 2000 cL-21 s69; 2006 c22 s33;2012 c5 s113;2018 c23 s26;2020 c22 s10

Candidate

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

(2) Notwithstanding subsection (1), in the case of a city, a candidate for councillor 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 city.

(3) Notwithstanding subsection (1), a candidate for trustee of a board of a school division 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 by-election, but must be a resident of the school division.

(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 6 months immediately preceding nomination day is deemed, for the purposes of this section, to have been a resident, during that time, of the local jurisdiction to which the land was added.

RSA 2000 cL-21 s21;2012 cE-0.3 s276;2018 c23 s10

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) subject to subsection (4), the person is an employee of the local jurisdiction for which the election is to be held unless the person takes a leave of absence under this section;
- (c) the person is indebted to the municipality of which the person is an elector for taxes in default exceeding \$50, excluding from that amount
 - (i) any indebtedness for current taxes, and

Ineligibility continued

(ii) any indebtedness for arrears of taxes for which the person has entered into a consolidation agreement with the municipality, unless the person is in default in the payment of any money due under the agreement;

(d) the person is indebted to the local jurisdiction for which the election is to be held for any debt exceeding \$500 and in default for more than 90 days;

(d.1) the person has, within the previous 10 years, been convicted of an offence under this Act, the *Election Act*, the *Election Finances and Contributions Disclosure Act* or the *Canada Elections Act* (Canada).

(e), (f) repealed 2006 c22 s13.

(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 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 or a school board trustee if

- (a) a report was transmitted 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 a 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 the school board, or

(ii) where the disclosure statement required by section 147.4 has been filled with the secretary, the 3-year period following the day of the filing,

Whichever period expires first.

(1.3) Subsection (1.2) applies

- (a) with respect to a candidate for election as a councillor, if a report has been transmitted under section 147.8(1)(a) respecting a campaign period beginning on or after January 1, 2014, and

Ineligibility continued

(b) with respect to a candidate for election as a school board trustee, if a report has been transmitted under section 147.8(1)(b) respecting a campaign period beginning on or after January 1, 2019.

(2) Repealed 2006 C22 s13.

(3) Subsection (1)(b) to (d) do not apply to a candidate for election as a trustee of a school board division.

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

(a)-(f) repealed 2018 c23 s11;

(g) that the person is appointed to a position under the *Emergency Management Act*;

(h) repealed 2018 c23 s11;

(i) that a person has received a gratuity or allowance for services on a committee or board appointed by or responsible to the local jurisdiction;

(j) – (l) repealed 2018 c23 s11;

(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) A person who is an employee of a municipality who wishes to be nominated as a candidate in an election to be held for that municipality may notify that person's employer on or after July 1 on 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 person's last working day prior to nomination day that the person is taking a leave of absence without pay under this section.

(5.1) A person employed by an entity referred to in subsection (1.1) who wishes to be nominated as a candidate for election as a trustee of a board of a school division may notify that person's employer on or after July 1 in the year of an election but before the person's last working day prior to nomination day that the person is taking a leave of absence without pay under this section.

(6) Notwithstanding any bylaw, resolution or agreement of a local jurisdiction, every person who notifies an employer in accordance with subsection (5) or (5.1) is entitled to a leave of absence without pay.

(6.1) Repealed 2012 c5 s107.

(7) An employee who takes a leave of absence under this section is subject to the same conditions that apply to taking a leave of absence without pay for any other purpose.

Ineligibility continued

(8) If an employee who takes a leave of absence under this section is not elected, the employee may return to work, in the position the employee had before the leave commenced, on the 5th day after election day or, if the 5th day is not a working day, on the first working day after the 5th day.

(9) If an employee who takes a leave of absence under this section is declared elected, the employee is deemed to have resigned that position as an employee the day the employee takes the official oath of office as an elected official.

(10) If an employee who has takes a leave of absence under this section is declared elected but, after a recount under Part 4, is declared not to be elected, the employee may return to work on the first working day after the declaration is made, and subsections (7) and (8) apply.

(11) Subject to subsection (12), an employee who takes a leave of absence under this section and is declared elected continues to be deemed to have resigned that position as an employee if the employee subsequently forfeits the elected office or if the employee's election is adjudged invalid.

(12) If, through no act or omission of the employee, an employee forfeits the elected office or the employee's election is adjudged invalid, the employee may return to work on the first working day after the office is forfeited or the election is adjudged invalid, and subsections (7) and (8) apply.

RSA 2000 cI-21 s22;2001cC-28.1 s458;2001 c23 s1(11); 2002 cA-4.5 s52;2002 c23 s1;2006 c22 s13;2007 c12 s12;2009 c53 s104;2010 c9 s1;2012 cE-0.3 s276;2012 c5 s 107;2018 c23 s11

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.

1983 cL-27.5 s23

What you Should Know About Campaigning



The purpose of campaigning is to convince the electorate that you are the best candidate for the position. You may do that in any number of ways; by talking to people, preparing signs, and/or brochures and by talking to the media.

As you plan your campaign, you should be aware that there are legislative standards relating to campaign brochures, signs and general conduct.

Brochures, Flyers and other Literature

- Campaign material is not permitted at voting stations
- You cannot print a specimen ballot marked for a candidate
- Check with the local school boards and on local Bylaws regarding their policies relating to campaign brochures and the placement of signs

General Conduct

You may campaign in public places provided you use common sense. You may campaign on roadways provided you are not a hazard to drivers or pedestrians. You may be required to produce identification providing your status as a candidate or campaign worker in the following situations: a building with more than two (2) residences and in mobile home parks. Identification is **NOT** required for single-family residences.

Restricted Locations

Voting Stations:

Candidates and campaign workers are not permitted to campaign at voting stations during voting hours. Campaign literature may not be displayed or circulated at the voting stations. Candidates and campaign workers are not permitted to talk to the voters about the election in the voting station.

Campaigning on Election Day:

There are some restrictions that apply to campaigning on Election Day. These restrictions are set out in the **Local Authorities Election Act**, but other provincial legislation and local Bylaws and policies may apply depending on the activity. It is your responsibility to ensure the legislation, local bylaws and policies are adhered to.

You or your agents are not permitted to:

- Be present at the bed-to-bed component of the institutional vote;
- Distribute any type of campaign literature or advertisements i.e. brochures, signs, posters, handbills, newspaper advertisements at the voting station;
- Solicit votes at the voting station;
- Interfere with a voter who is in the process of voting; and,
- Engage in bribery or undue influence.

PENALTIES: YOU MAY RISK FINES UP TO \$10,000, IMPRISONMENT FOR AS LONG AS SIX (6) MONTHS OR BOTH.

Campaign disclosure statements

147.4(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, a candidate shall file with the secretary of the candidate's local jurisdiction a disclosure statement in the prescribed form, which must include

- (a) the total amount of all contributions received during the campaign period that did not exceed \$50 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 exceed \$50 in the aggregate,
- (c) the total amount of all contributions received as referred to in section 147.22(3),
- (d) the total amount from fund-raising functions,
- (e) the total amount of other revenue,
- (f) the total amount of campaign expenses,
- (g) an itemized campaign expense report setting out the campaign expenses incurred by the candidate,
- (h) the total amount paid by the candidate out of the candidate's own funds not reimbursed from the candidate's campaign fund,
- (i) the total amount of any campaign surplus, including any surplus from previous campaigns, and
- (j) the amount of any deficit.

(2) A candidate who has incurred campaign expenses or received contributions of \$50,000 or more shall file a review engagement with the disclosure statement referred to in subsection (1).

(3). (4) Repealed 2020 c22 s17.

(5) With respect to the period during which a candidate is who withdraws as a candidate.

(6) If a candidate becomes aware that any of the information reported in the disclosure statement required under subsection (1) or the review engagement required under subsection (2) 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 local jurisdiction.

Campaign disclosure statements continued

(7) The local jurisdiction must ensure that all documents filed under this section are available to the public during regular business hours for a period of 4 years after the election.

(8) to (10) Repealed 2020 c22 s17.

2009 c10 s3;2010 c19 s1;2015 c5 s121; 2018 c23 s51; 2020 c22 s17

Campaign surplus

147.5(1) If a candidate's disclosure statement shows a surplus, the candidate, within 60 days after filing the disclosure statement with the local jurisdiction,

- (a) shall, with respect to any amount that is \$1000 or more, donate an amount to a registered charity that results in the surplus being less than \$1000, and
- (b) may, with respect to any amount that is less than \$1000,
 - (i) retain all or any portion of that amount, and
 - (ii) donate all or any portion of that amount to a registered charity.

(2) A candidate who donates an amount to a registered charity in accordance with subsection (1)(a) or (b)(ii) shall, within 30 days after the expiration of the 60-day period referred to in subsection (1), file an amended disclosure statement showing that the surplus has been dealt with in accordance with this section.

(3) This section applies to a candidate whether or not the candidate is elected.

RSA 2000 cL-21 s147; 2009 c10 s3;2010 c9 s1;2015 c5 s122;2018 c23 s51;2020 c22 s18

Advertisement distribution

152(1) Subject to subsection (2), a person who, at an advance vote or on election day,

- (a) displays within a building used for a voting station, or within the boundaries of the land on which a building used for a voting station is located, or
- (b) distributes within a building used for a voting station or within the boundaries of the land on which the building used for a voting station is located.

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) Repealed 2018 c23 s53.

(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.

RSA 2000 cL-21 s152; 2006 c22 s58; 2018 c23 s53; 2020 c22 s20

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 is 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.

1983 cL-27.5 s155; 1997 c15 s36

Posting of Election Campaign Literature



CITY OF BROOKS BYLAW NO. 14/12 - SECTION 6

GOVERNING POSTERS OR SIGNS FOR PENDING ELECTION

- (a) signs cannot emit sound, use video features or be illuminated;
- (b) signs shall be maintained in a condition that is neat and shall not be unsightly or dangerous;
- (c) signs shall not interfere with or be confused with a traffic control device;
- (d) signs shall not interfere with the safe and orderly movement of pedestrians, or vehicles, or restrict the sight lines for pedestrians or motorists;
- (e) signs shall not exceed 1.1 m² (11.84 ft²) in area, 1.2 m (3.93 ft) in height, and be self-supporting;
- (f) signs shall not be posted for more than 60 days before the election, by-election or plebiscite;
- (g) signs shall not be posted within the property boundaries of any existing City owned land or facility or any sidewalks or road right of way adjacent to City owned land or facilities but may be posted on boulevards ad road rights of way adjoining marks and playing fields; and,
- (h) signs shall be a minimum of 3 m (9.84 ft) from any road access and a minimum of 5 m (16.4 ft) for any intersection.



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DIG**

ELECTION SIGNS

Before Posting Signs Ask Permission...

&

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Persons at voting station

67(1) Except for the returning officer, deputy, constable, candidates, official agents or scrutineers authorized to attend at the voting station and the electors who are for the time being actually engaged in voting, no other person is entitled to be present, nor shall any other person be permitted to be present, in the voting station during the time appointed for voting.

(2) Notwithstanding subsection (1), the presiding deputy at the voting station may authorize a person temporarily to observe the voting procedures from a location within the voting station designated by the presiding deputy.

(3) The presiding deputy shall not designate a location under subsection (2) that would allow the observer to see how electors mark their ballots.

(4) A person permitted to be present in the voting station pursuant to subsection (2) shall leave the voting station on the request of the presiding deputy.

RSA 2000 cL-21 s67; 2006 c22 s31

Material to be provided to candidate

28.1 The returning officer, on receiving a nomination paper, must, if requested by the candidate, provide to the candidate a sufficient number of copies of the prescribed form for the identification of an official agent, campaign workers and scrutineers for the purposes of identification under section 52.

2006 c22 s16

Access for enumerators and campaigners

52(1) A person to whom an enumerator, a candidate, an official agent or a campaign worker on behalf of a candidate has produced identification in the prescribed form indicating that the person is an enumerator, a candidate, an official agent or a campaign worker, shall not

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

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

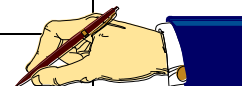
(2) A municipality may issue photo identification to an enumerator and that photo identification is deemed to be identification of that enumerator in the prescribed form for the purposes of subsection (1).

RSA 2000 cL-21 s52;2003 c27 s18;2006 c22 s26;2018 c23 s21



CANDIDATES' NAMES ON THE BALLOTS ARE **NOT** ROTATED

Office	
Vote for One (1) Candidate	
Name One	<input type="radio"/>
Name Two	<input checked="" type="radio"/>
Name Three	<input type="radio"/>
Name Four	<input type="radio"/>



To Vote:

Use the pencil provided and place an X in the circle next to your choice.

Elector

WHO CAN VOTE?



A person eligible to vote in the 2021 Municipal General Election is one who:

- is at least 18 years old;
- is a Canadian Citizen;
- resides in Alberta and the person's place of residence is located in the local jurisdiction on election day.

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) resides in Alberta and the person's place of residence is located in the local jurisdiction 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 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) Repealed 2018 c23 s19.

RSA 2000 cL-21 s47;2003 c27 s15;2006 c22 s23;2018 c23 s19

Rules of residence

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 institutionis deemed to reside with those family members;
- (e) if a person leaves the area with the intention of making the person's residence elsewhere, the person loses the person's residence within the area.

(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 license 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 division or of a separate school division under the *Education Act* is deemed to be a resident of that public school division or that separate school division, as the case may be, under this Act.

(3) Repealed 2012 cE-0.3 s276.

RSA 2000 cL-21 s48;2003 c27 s16;2010 c9 s1;2012 cE-0.3 s276

Voting time for employees

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 is to be granted at the convenience of the employer.

(3) No employer shall make any deduction for the pay of an employee nor impose on the employee or exact from the employee any penalty by reason of the employee's absence from the employee's 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.

1983 cL-27.5 s58



Elector Assistance at Home:

Incapacitated voters may vote in their home on Advance Poll Days



- *There are voting opportunities for the incapacitated elector at their home on Advance Polls Days from 10:00 a.m. until 6:00 p.m.;*
- *Any persons who wish to utilize this service shall be required to register prior to October 1st, 2021; and,*
- *To make arrangements or for further details, please contact the Returning Officer at City Hall at (403)362-3333.*

Elector assistance at home

79(1) An elected authority may by resolution provide for the attendance of 2 deputies at the residence of an elector, during the hours an advance voting station is open or other times as may be fixed by resolution, in order to take the votes of an elector who, because of physical disability, is unable to attend a voting station or an advance voting station to vote.

(2) When a resolution has been passed under subsection (1), an elector described in subsection (1) may request the returning officer to have 2 deputies attend at the elector's residence to take the elector's vote within the time fixed by the resolution.

(3) If the returning officer is satisfied that an elector is unable to attend a voting station or an advance voting station because of physical disability, the returning officer shall include that elector's name and address on a list.

(3.1) Notwithstanding subsection (3), a returning officer may include the name and address of an elector who is not unable to attend a voting station or an advanced voting station because of physical disability on a list if the elector resides in a facility at which an elector whose name and address has been included on a list in accordance with subsection (3) resides.

(4) When the returning officer has completed the list in accordance with this section, the returning officer shall

- (a) advise each applicant that the applicant's application has been accepted or rejected, as the case may be, and in the event of rejection, give reasons for it,
- (b) inform each elector whose application has been accepted of the date and the approximate time at which 2 deputies will attend at the elector's residence, and
- (c) appoint sufficient deputies to give full effect to this section.

(5) All attendances by deputies under this section shall be made during the hours fixed by the resolution and no vote shall be taken at any other time.

(6) A ballot box used in an election under this section must be sealed on completion of the voting so that no ballots can be deposited in it without breaking the seal and it shall remain sealed until opened to allow the deposit of ballots in each subsequent residence that is attended for the taking of votes or until opened for the counting of ballots at the close of the voting stations on election day.

(7) Every residence where a vote is taken under this section is a voting station and the voting procedures shall as nearly as possible follow the provision of this Act.

RSA 2000 cL-21 s79;2003 c27 s29;2018 c23 s34


Elected Officials

Elected Official Pre-Orientation Information

Orientation Session

- Please note: If you are elected on October 18th, 2021, you will be required to attend an Orientation Session with date, time and place to be determined to discuss in-depth roles and responsibilities. Orientation material will be distributed and reviewed at that time.

Introduction

 Congratulations on your decision to run in the 2021 Municipal General Election. Being a member of Council or in the role of Mayor requires commitment and dedication as Council is the approving authority and policy decision makers for the municipality. To assist you in understanding the roles of a Councillor and/or Mayor, the following is brief information on roles and responsibilities.

Roles and Responsibilities

Municipal Government Act:

“Councillors have the following duties:

- 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;
- to participate generally in developing and evaluating the policies and programs of the municipality;
- to participate in council meetings and council committee meetings and meetings of other bodies to which they are appointed by council;
- 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;
- to keep in confidence matters discussed in private as a council or council committee meeting until discussed as a meeting held in public;
- to perform any other duty or function imposed on councillors by this or any other enactment or by the council.

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 duty imposed by a chief elected official by this or any other enactment or bylaw.*

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.

Despite the section above, the chief elected official may be a member of a board, commission, subdivision authority or development authority established under Part 17 of the MGA only if the chief elected official is appointed in the chief elected official's personal name."

Procedural Bylaw

Role of the Mayor

The Mayor as Chair of Council meetings shall:

- a) *maintain order and preserve decorum and may, if necessary, call a Member to order;*
- b) *decide Points of Order without debate or comment;*
- c) *ensure that all Members who wish to speak on a motion have spoken, that the Members are ready to vote and shall subsequently call the vote; and,*
- d) *rule when a motion is out of order.*

Role of Council

Members must not exercise a power or function or perform a duty that is by this or another enactment or bylaw specifically assigned to the CAO or a designated officer.

Members are to make decisions as a collective body for all matters regarding policy or of a program nature. Individual Council Members do not have authority to bind Council or the City to a specific course of action unless the authority has been expressly granted through resolution by Council.

Further information on Roles and Responsibilities of Mayor and Council is identified in the City Corporate Guidelines Policy, which will be distributed at the Orientation Session.

Pecuniary Interest

Where a member has a Pecuniary Interest in the matter before Council, as defined by the Act, the member shall disclose the general nature of the Pecuniary Interest and shall leave the Council Chambers before debate on the matter and shall not return until after all discussions and voting on the matter has been completed.

- a) *Where a Member has declared a Pecuniary Interest in a matter and has vacated the Council Chamber, that Member can no longer be counted for the purpose of determining whether there is a Quorum.*

- b) Where a Member has declared a Pecuniary Interest with a question on which, under the Act or another enactment, the Member as a taxpayer, an elector or an owner has a right to be heard by the Council;
 - i) it is not necessary for the Member to leave the room; and,
 - ii) the Member may exercise a right to be heard in the same manner as a person who is not a Member.

Council/CAO

Council has an employee through the MGA and that person is the CAO.

The Members shall deal with and control the executive and administrative functions through the CAO and Council shall as normal practice require that its directives be carried out through the office of the CAO.

Chief Administrative Officer

Municipal Government Act:

The Chief Administrative Officer is the only employee of council and is responsible for the following under the MGA:

- a) is the administrative head of the municipality;
- b) ensures that the policies and programs of the municipality are implemented;
- c) advises and informs the council on the operation and affairs of the municipality;
- d) performs the duties and functions and exercises the powers assigned to a chief administrative officer by this and other enactments or assigned by council.

CAO Bylaw #07/21

The CAO:

- a) has all the powers and functions given to a CAO under the Act or any other statute or enactment;
- b) shall carry out all the duties and functions of a CAO as required by the Act or any other enactment;
- c) has all the powers, duties and functions given to a designated officer under the Act or any other statute or enactment;
- d) has all the powers, duties and functions as delegated to the CAO by Council by this or any other bylaw or contract;
- e) may exercise such other powers, duties and functions as may be required by Council or Council Committee or any other Committee established by Council from time to time;
- f) may exercise the powers, duties and functions as delegated to the CAO by this Bylaw, subject to any restrictions or limitations contained in the Act, the **Freedom of Information and Protection of Privacy Act**, or without limitation any other statute or enactment; and,
- g) keep the Mayor informed on significant issues/events and/or when political intervention may be required.

The CAO is also responsible for human resources, the organizational structure, financial operations, budget, contracts and agreements, program delivery and reporting activities to Council.

Organizational Meeting

The **Municipal Government Act** requires that an Organizational Meeting be held annually no later than 2 weeks after the 3rd Monday in October. Newly elected officials are sworn into office at this meeting and appointed to various boards and commissions.

Boards & Commissions

- Council Committee – Standing Committee
- Airport Commission
- Arts, Culture & Heritage Board
- Assessment Review Board (Regional)
- Bow River Basin Water Council
- Brooks & District Chamber of Commerce
- Brooks & District Museum
- Business Revitalization Zone
- Canadian Badlands Association
- City of Brooks Library Board
- Communities in Bloom
- Emergency Management Committee
- Entre-Corp Business Development Corporation/Community Futures
- Environmental Advisory Committee (EcoBrooks)
- Grasslands Regional FCSS
- Intermunicipal Development Plan Committee
- Intermunicipal Subdivision and Development Appeal Board
- Joint Shared Services Committee
- Municipal Planning Commission
- Newell Foundation
- Newell Recycling Association
- Newell Regional Services Corporation (NRSC)
- Newell Regional Solid Waste Management Authority Ltd.
- Newell Regional Tourism Association (NRTA)
- Newell 9-1-1 Dispatch Association
- Oldman River Regional Services Commission Board (ORRSC)

- Recreation & Parks Board
- Route 36 – “Veteran’s Memorial Highway Association”
- Safe Communities Committee
- Shortgrass Library Board

Council and Standing Committee Meeting Dates

Council Meetings are held the first and third Mondays of each month starting at 4:30 p.m. in Council Chambers. If the Council date falls on a holiday Monday, the Meeting is scheduled on the Tuesday. The Council Committee Meeting dates are the 2nd and 4th Tuesdays of each month starting at 9:00 a.m. in Council Chambers at City Hall.

Meeting dates for other Board and Committees will be presented to Newly Elected Officials and reviewed prior to the Organizational Meeting.

Standing Committee of Council

The Standing Committee is a committee of Council, which consists of all members of Council together with the Mayor and does not include citizens-at-large. Staff attend these meetings to present items for consideration.

E-Council

Each Council member is assigned an iPad for their four (4) year term, which is to be used for Council and any Committee, Board or Commission meeting and for receiving internal correspondence and email. Correspondence addressed to the Mayor and Council is circulated to Council by email. Council and Committee agendas are prepared electronically and downloaded to a secured website for viewing. The agendas are circulated the Friday before a scheduled meeting and it is the Councillor’s responsibility to read the material to discuss at Committee meetings and for formal approval at Council meetings.

Related Material

In the Appendix you will find the following booklet from Municipal Affairs:

- Pecuniary Interest for Municipal Councillors for your information.

Summary

This Pre-Orientation Package provides candidates with basic information from the **Municipal Government Act** and the City’s Procedural and CAO Bylaws to assist in developing an understanding of your role and responsibility as a member of Council.

Detailed information on budget, corporate guidelines, mission statement, strategic priorities and roles and responsibilities will be presented to Newly Elected Officials during the Orientation Session.

We hope you find this information helpful and if you have any questions, please contact Amanda Peterson and/or Amy Rommens at (403)362-3333.

Appendix