



2021 Municipal Election

Handbook for Potential Candidates

2021 Municipal Election Handbook

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Your interest in becoming a candidate for the coming election is most welcomed by the Town of Peace River. This handbook is intended to provide a summary of information and resources to assist your candidacy, and ultimately, you becoming a member of Council.

This handbook will provide a brief overview of the governing structure, the roles and responsibilities of the Town of Peace River Council, the requirements of being a candidate, and the process and procedure of election day. Also included is information extracted from *the Local Authorities Election Act (LAEA)*; please refer to the Act for specific requirements. The Act may be found by following the link below (Alberta Municipal Affairs).

Please Note:

You are responsible for ensuring your compliance with the laws governing elections and for obtaining any necessary legal advice.

Novel Coronavirus (COVID-19)

COVID-19 has clearly affected our lives in significant ways, and may impact the rules or processes around the upcoming municipal election.

For example, Minister Allard signed a Ministerial Order on December 14, 2020 allowing candidates to pay their deposits by debit or credit card in addition to the cash, certified cheque or money order options prescribed within LAEA. It is entirely possible that other changes could occur after the printing of this booklet.

Because of the uncertainty around the pandemic, the Town has created a candidate page to distribute and share information with candidates. This page is located at <https://peaceriver.ca/candidates> and will contain the following information:

- the most recent 2021 Municipal Election Handbook to Potential Candidates (this book);
- any legislated changes or Ministerial Orders issued by the Province of Alberta;
- any public health guidance issued by Alberta Health Services; and
- any operational decisions made by the Town respecting voting processes, safety practices or public safety relating to the municipal election.

Candidates are responsible for checking this page and other government sources to ensure they have the most up-to-date information.

Version 1.3

July 16, 2021

Changes from original version are highlighted in yellow.

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Information Sources

It is advised that you should obtain a copy of the *LAEA* and *Municipal Government Act (MGA)* from the following sources:

Downloadable Versions

LAEA

<https://www.qp.alberta.ca/documents/Acts/L21.pdf>

MGA

<http://www.qp.alberta.ca/documents/Acts/m26.pdf>

Alberta Queen's Printer
Suite 700, Park Plaza Building
10611-98 Avenue NW
Edmonton AB T5K 2P7
Phone: 780-427-4952
Email: qp@gov.ab.ca
Web: www.qp.alberta.ca

Alberta Municipal Affairs / Municipal Advisor
10155-102 Street, 17th Floor
Edmonton AB T5J 4L4
Phone: 780-427-2225 / 310-0000 (Toll free; AB only)
Web: www.municipalaffairs.alberta.ca

Website Resources

Town of Peace River	www.peaceriver.ca
Town of Peace River Candidate's page	https://peaceriver.ca/candidates/
Alberta Municipal Affairs (Elections)	www.municipalaffairs.alberta.ca/mc_elections.cfm
Queen's Printer	www.qp.alberta.ca
Alberta Urban Municipalities Association	www.auma.ca
Federation of Canadian Municipalities	www.fcm.ca

For more information, please visit our website which will be updated on a regular basis.

If you have questions related to the 2021 Municipal Election, please do not hesitate to contact the following individuals:

Returning Officer: Greg Towne
(780) 624-2574 ext 1018
gtowne@peaceriver.ca

Substitute Returning Officer: Ruth McCuaig
(780) 624-2574 ext 1010
rmccuaig@peaceriver.ca

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Introduction

The town site of Peace River Crossing/Landing was surveyed in 1908, incorporated as a village in 1914, and as a town in 1919. The name of the community was shortened to only Peace River by a dictum from Ottawa in 1916. In 1921, its population numbered 980. Population growth was slow until the latter half of the 20th century, at which time steady growth was experienced. (Source: Peace River Museum, Archives and Mackenzie Centre 2010.) The current population of the town is 6,842.

Our Vision Statement

Beautiful by Nature. Diverse by Culture. Vibrant by Choice.

Peace River, located in a naturally beautiful valley is a diverse community that fosters rich cultural, social, educational, and economic opportunities for ALL.

We take pride in our safe, healthy, and environmentally friendly community where we live, play, and work cooperatively with our neighbours.

Purpose, Power and Capacity of Local Jurisdictions

Within Canada there are three levels of government:

- Federal - Elected representatives referred to as Members of Parliament (MPs);
- Provincial - Elected representatives referred to as Members of the Legislative Assembly (MLAs);
- Local - Elected representatives referred to as Mayor and Councillor.

Individuals elected to the Federal and Provincial governments typically represent a particular political party with the party having the most representatives elected forming the government. There is no formal party system at the municipal level.

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Overview of Council

The Town of Peace River Council consists of the Mayor and six (6) Councillors. Town Council is the main governing and legislative body for the Town. Mayor and Councillors are required to attend the regular Council meetings and are also expected to sit on various committees, boards and external bodies. The term of office is 4 years. The Town does not run on a ward or district system. This means each member of Council represents the town as a whole and not a particular neighbourhood.

Council Roles and Responsibilities

In addition to the duties below, elected officials are governed by the Council Code of Conduct Bylaw No. [2083](https://peacriver.ca/corporate-services/protective-services/bylaws/), which can be found here: <https://peacriver.ca/corporate-services/protective-services/bylaws/>. Prospective candidates may also want to make themselves familiar with the Procedural Bylaw No. [2085](#), available on the same page.

Council is responsible for setting public policy, developing strategic plans, approving the town's annual budget, entering agreements, providing executive leadership, making planning and development decisions, and adopting new codes and bylaws.

Councillors

Under the *Municipal Government Act* (Section 153), Councillors have the following general duties:

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

Chief Elected Official – Mayor

The Mayor, in addition to performing a Councillor's duties, must preside when attending a Council meeting, unless a bylaw provides otherwise. The Mayor is a member of all Council committees and bodies to which Council has the right to appoint members under the *Municipal Government Act*, unless Council provides otherwise. The Mayor must also perform any other duty imposed under the *MGA* or any other enactment. In practice, the Mayor is also generally the main spokesperson for the municipality, unless that duty is delegated to another Councillor.

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The Mayor's role, unless a bylaw prescribes otherwise, includes:

- Chairperson of Council;
- Review Council agendas with Chief Administrative Officer;
- Consensus seeker amongst members of Council;
- Liaison with other levels of government and with senior elected officials (other municipalities, province, federal);
- Ex officio member on various boards and all committees, where permitted under the *MGA* (Sections 154(2) and (3));
- Key representative with regard to ceremonial responsibilities; and
- Advise with regard to policy development

Council

Under the *Municipal Government Act* (Section 201), a Council is responsible for:

- 1) a) developing and evaluating the policies and programs of the municipality;
b) repealed 2015 c8 s20;
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.

Chief Administrative Officer (CAO)

The *Municipal Government Act* (Section 207), states the responsibilities of the Chief Administrative Officer as follows:

- 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; and
- 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.

Council Meetings

An annual Organizational Meeting is held in the fall to determine the date of Council meetings for the upcoming year, as per the Procedural Bylaw No. 2085. Regular Meetings of Council are generally scheduled to meet two times a month on the second and fourth Monday. Working policy meetings, called Governance and Priorities Meetings, meet on the first Monday of each month.

Special meetings would be called, if required, to deal with items that are time sensitive. In addition to board appointments, as discussed below, a Deputy Mayor is elected from the Councillors.

All meetings are open to the public and commence at 5:00 p.m. in Council Chambers, unless otherwise noted. Council Chambers is located on the second floor of the Town Office at 9911 100 Street.

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Agencies, Boards and Commissions

Council members are appointed to various boards and committees in which the Town of Peace River is involved. Appointments are made annually at the Organizational Meeting of Council. The Mayor is an ex-officio member of all Council committees and bodies to which Council has the right to appoint members under the *MGA*, with some conditions as per Section 154(3). The Mayor can attend these committee meetings and participate with full voting rights.

The current boards and committees are as follows:

Board or Committee	Council Reps	Description	Meetings
Assessment Review Board (Joint Regional)	1	Hear assessment complaints as the nature of the complaint may permit or require in respect of assessment complaints made by an assessed person of a Regional Partner Municipality.	As required
Community Advisory Committee for Gravel Pit Operations	1	To review, address and provide communication on all matters relating to sand and gravel extraction and processing in the M.D. of Peace No. 135 and its impact on the community.	As required
Community Services Board	1	To advise Council on recreational, cultural, and social services and activities for the benefit of the citizens of Peace River.	4 th Wednesday of every month
Education and Joint Use Committee	1	Coordinate efforts for the use of town, school, and open facilities including separate and public systems in Peace River.	Annually prior to the start of school year
Emergency Advisory Committee	All of Council	The Emergency Advisory Committee is responsible for reviewing the Municipal Emergency Plan and related programs on an annual basis.	As required, at least annually
Intermunicipal Collaboration Framework Committee – County of Northern Lights	2	To discuss areas of regional cooperation and the ongoing funding of regional services.	As required, at least annually
Intermunicipal Collaboration Framework Committee – Northern Sunrise County	3	To discuss areas of regional cooperation and the ongoing funding of regional services.	As required, at least tri-annually.
Mercer Public Advisory Committee		To develop a new Detailed Forest Management Plan for the two new Forest Management Agreement (FMA) areas.	Bimonthly
Municipal Planning Commission (MPC)	3	Advise and assist Council and various departments and agencies of Peace River with regard to orderly planning, development and land use within Peace River.	1 st and 3 rd Mondays and as required
North Peace Housing Foundation	1	A management body established by Ministerial Order under the Alberta Housing Act to provide adequate and suitable housing for low and moderate-income families, senior citizens, the physically and mentally handicapped individuals who are unable to obtain adequate housing in the private market.	1 st Wednesday of each month
Northern Alberta Elected Leaders (Northern Alberta Development Council)	1 (Mayor or Deputy)	The NADC champions the cause of Alberta's northern economies and communities by exploring opportunities for growth, and developing programs and services to facilitate this growth.	Quarterly
Northern Lake College Community Education Committee	1	To promote adult education, represent the needs of the community and ensure that community residents have access to education.	5 times per year
Peace Library System	1	A partnership of 38 municipalities in the Peace Region providing library services through cooperation and sharing.	Quarterly
Peace Regional Healthcare Attraction and Retention Committee	1	Work with AHS, the province and regional partners to recruit and retain healthcare practitioners to the region.	Quarterly
Peace Regional RCMP Community Advisory Committee	1	Act in an advisory capacity to Council and Senior Officer in charge of the local RCMP.	3 rd Wednesday of every month
Peace Regional Waste Management Company	3	Oversee the management and operation of the regional landfill located within Northern Sunrise County.	Monthly
Peace River Aboriginal Interagency Committee	1	Work towards common goals intended to strengthen the situation of Aboriginal children, families, and communities	3 rd Tuesday of every month
Peace River and District Chamber of Commerce	1	Promotion, advocacy, and enhancement of business interest and district.	Monthly
Peace River Municipal Library Board	1	General management, regulation, and control of the Peace River Municipal Library.	3 rd Thursday of each month

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Board or Committee	Council Reps	Description	Meetings
Peace River Museum, Archives & Mackenzie Board	1	Preservation and celebration of Peace River's heritage and in supporting the museum in its role as a place of community engagement.	3 rd Wednesday of January, March, May, September, and November
Peace Rural Fire Protection Area Advisory Committee	2	To make recommendations to the Council of each Municipality regarding the Peace Rural Fire Protection Area for Operation and capital budgets and delivery of fire protection services.	Minimum 2 times per year
Peace Regional Subdivision and Development Appeal Board (PRSDAB)	1	Hear appeals with respect to decisions of the development and subdivision authority and render decisions based on the evidence presented.	As required
The Mighty Peace Watershed Alliance	1	Watershed Planning and Advisory Council created under Alberta's Water for Life strategy.	Quarterly
Unightly Premises Appeal Board	All of Council	Empowered to hear and determine appeals lodged against Clean Up Orders issued by an Enforcement Officer.	As required

Time Commitment and Work Load

Mayor

The position of the Mayor is a significant commitment. The Mayor's time is spent working closely with Council, the CAO, other municipal units, other levels of government, and community representatives in order to develop plans, policies, and strategies important to Town of Peace River businesses and residents.

To meet the expectations of the position, the Mayor may be required to attend meetings and events during business hours. In addition to performing these duties, the Mayor is the key public representative of Town of Peace River and is called on to represent Town and community at meetings, public functions, ceremonies and other events. Evening hours and weekend work will be required.

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

Councillor

The position of Councillor is a part-time commitment. Typically, Councillors can expect to commit time during the week to perform their duties (this varies according to time of year, emerging issues, meetings, etc.). A Councillor may spend considerable time doing research, undertaking training, meeting with the public, attending public events, and attending a variety of meetings. It is often said that Councillors may have a part-time job but that they are "on call" full-time which frequently impacts their personal and family time and their ability to work without interruption.

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Remuneration

Honoraria

In accordance to the Town of Peace River's Council Remuneration, Travel and Expense Policy, the Town pays each member of Council a monthly honorarium as well as a daily honorarium for the attendance of meetings when acting as a representative of Council, and authorized expenses for costs incurred while carrying out Town business. The following table outlines the monthly and daily honorarium. Please refer to the policy for additional information and conditions.

Position	Monthly Honorarium	Per Diem Rates (for attendance)	Per Diem Rates (for travel)
Mayor	\$2,222	\$42.00 per hour to a maximum of \$336.00 per day	\$21.00 per hour to a maximum of \$168.00 per day
Deputy Mayor	\$1,682	\$42.00 per hour to a maximum of \$336.00 per day	\$21.00 per hour to a maximum of \$168.00 per day
Councillors	\$1,399	\$42.00 per hour to a maximum of \$336.00 per day	\$21.00 per hour to a maximum of \$168.00 per day

Expenses

- Councillors will submit a claim form, available through the Town Office, indicating the name of the committee or organization holding the meeting, the date of the meeting, and a short report or summary of the meeting topics. Councillors may submit mileage claims for attendance at events where per diems are not paid, but prior approval is given for expenses.
- Meeting fees are not paid for attendance at activities such as "grand openings", general public appearances, community events, retirement celebrations, or other purely social events without prior approval. Council does, however, recognize that there are non-meeting events where there is an expectation of Council attendance such as "July 1st events" and the "November 11th ceremonies".
- Meeting fees will be paid for travel days to and from conferences, training seminars, or other Council authorized activities where travel time is estimated to be two hours or more and overnight accommodations are required.

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Election Information

Key Dates for the 2021 Election



Nomination Day: September 20, 2021 – by noon

Advance Votes: Friday, October 8, 2021 – 10 a.m. to 8 p.m. at **Misery Mountain Ski Lodge (10408 89 Street)**

Saturday, October 9, 2021 – 10 a.m. to 8 p.m. **at Misery Mountain Ski Lodge (10408 89 Street)**

Incapacitated Vote: The Town is reviewing its ability to offer an incapacitated vote option during the pandemic. A decision will be made in the first half of 2021.

Election Day: Monday, October 18, 2021 – 10 a.m. to 8 p.m at **Misery Mountain Ski Lodge (10408 89 Street)**

Candidates Eligibility (LAEA s.21(1))

To be eligible as a candidate for the upcoming election, you must:

- be 18 years of age or older;
- be a Canadian citizen; and
- have been a resident of the local jurisdiction for the six (6) consecutive months preceding nomination day (September 20, 2021).

Ineligibility for Nomination as a Candidate (LAEA s.22)

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

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

If you are a municipal employee and you wish to run for municipal office, you must take a leave of absence as outlined in the LAEA. You may notify your employer on or after July 1 in the election year (on or after the day

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Council passes a resolution setting election day in the case of a by-election) but before the last working day prior to nomination day.

Please Note:

It is your responsibility to ensure you are fully aware of all the nomination requirements and to comply with them. It is not the Returning Officer's responsibility to review the validity of the information contained in the candidate's nomination paper. That responsibility lies with the Courts if the candidate's nomination or election is challenged. Under the Criminal Code, it is an offense to make a false affidavit, punishable by up to 14 years imprisonment. You are advised to obtain legal advice if necessary.

Candidate's Checklist

It is advised that you learn as much as possible about the Town of Peace River. This checklist is intended to address some common questions raised during previous election campaign preparations. It has no legal validity and is by no means exhaustive. Please use the *LAEA* to understand your duties and responsibilities.

- Visit the Town of Peace River website at www.peaceriver.ca to acquire more election information;
- Complete your Nomination Paper (Form 4) before September 20, 2021;
- Provide Candidate Information Form (Form 5) to the Returning Officer by nomination day;
- List your Official Agent information, if applicable;
- Provide all your designated Scrutineers with a signed Appointment of Scrutineer Form for use on election day;
- Remove all election signs within seventy-two (72) hours after election;
- Nomination deposit of \$25 (Town ByLaw 928) to accompany Nomination Paper in the form of cash, certified cheque, money order or debit card (debit card per Ministerial Order MSD:103/20);
- 5 signatures (refer to nominator eligibility); and
- Attend Town Council meetings.

Nomination

Your nomination must be filed using the prescribed form (Form 4 – Nomination Paper and Candidate's Acceptance). All forms can be downloaded from the province of Alberta website, <https://www.alberta.ca/municipal-election-forms.aspx>. If you have questions on filling out the form accurately, please contact returning officer, or deputy returning officer listed at the begin of this guide.

Nomination Paper (LAEA s.27-28)

Your nomination paper must be signed by at least five (5) voters eligible to vote in the election. The signatures collected must be of people who are resident in the municipality on the date of signing the nomination, and include the voter's name, address (street address or legal description of residence) and signature.

Candidate's Acceptance

The acceptance is an affidavit that must be sworn or affirmed before a Commissioner for Oaths or the returning officer.

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Please Note:

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

Nomination Day (LAEA s.25-26)

The completed nomination form must be delivered to the Town Hall before noon on nomination day, September 20, 2021. The nomination form can hand delivered by appointment to the Returning Officer or to the Nomination drop box at the front (Finance) counter. You, as the candidate, are responsible for ensuring that the nomination form is fully completed and meets the requirements for filing under section 27 of the *Local Authorities Election Act*.

Changes to the *LAEA* allow for to be accepted by a jurisdiction at the beginning of the campaign period (January 1 in the year of an election) to 4 weeks prior to election day (September 20, 2021) (s. 25(2)(a)).

All individuals are required to be nominated prior to incurring campaign expenses or accepting campaign contributions (s.147.22).

The Town encourages you to file the Nomination Paper in person on or before nomination day to provide an opportunity to amend the document if required. Fax and/or e-mail transmissions can not be accepted. In the event that you are unable to file in person, the "Candidate's Acceptance" portion of the Nomination Paper must be sworn (or affirmed) before a Commissioner for Oaths or the Returning Officer. A representative may file the Nomination Paper on your behalf on nomination day.

There is a \$25 deposit required to accompany nominations. It must be paid, in full, at the time you file your nomination form. A deposit must be payable to the Town of Peace River and may be paid using:

- cash;
- certified cheque;
- money order; or
- debit card.

Your deposit will be returned to you if you are:

- elected;
- if you get at least one-half the number of votes of the person elected to office, with the least number of votes; or
- any other reason prescribed under the *LAEA*.

Withdrawal of Nomination (LAEA s.32)

You may withdraw your nomination form within twenty-four (24) hours from the close of nominations. If you choose to withdraw, you must provide written notice, in person, to the returning officer by September 21, 2021 before 12 noon. A fax or e-mail transmission can not be accepted for withdrawal of nomination.

After that time, your name will still appear on the ballot. The returning officer shall refuse to accept further withdrawals if the candidate has been declared elected by acclamation.

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Campaign

The following is an extract of information from the *Local Authorities Election Act (LAEA)*, please refer to the Act for the details.

Allowable Election Expenses (LAEA s.147.1(1)(a))

At a basic level, a “campaign expense” is an expense a candidate makes in the course of a campaign to help get elected. Technically, this includes any expense incurred, or nonmonetary contribution received, by a candidate to the extent that the property or service that the expense was incurred for, or that was received as a non-monetary contribution, is used to directly promote or oppose a candidate during a campaign period.

“Campaign expense” includes an expense incurred for, or a non-monetary contribution, in relation to:

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

Duties of Candidate (LAEA s.147.3)

After a person files nomination papers in the campaign period, the person officially becomes a candidate and may accept contributions of up to \$5,000 from any person who is ordinarily a resident in Alberta.

Candidates cannot accept contributions from any prohibited organization, including a corporation or unincorporated organization.

Candidates, or those acting on their behalf, should not directly or indirectly solicit contributions if the candidate knows or ought to know that the potential contributor

- does not ordinarily reside in Alberta;
- is a corporation or unincorporated organization; or
- will exceed the contribution limits.

A candidate must open a bank account in the name of the candidate or in the name of the campaign as soon as possible after the amount of contributions from any person(s) exceeds \$1,000 in the aggregate, including any money paid by the candidate out of their own funds. Money in that account must then only be used for the payment of campaign expenses.

Contributions of real property, personal property, goods and services have to be valued. Throughout the duration of the campaign, receipts must be issued for every contribution received, and be obtained for every expense. Receipts will assist candidates in creating itemized expense reports and can be used as proof of contributions.

Campaign contributions do 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 the time spent providing the services.

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All campaign records of contributions and expenses must be kept for a minimum of three (3) years following the date the disclosure statements were required to be filed. That date is on or before March 1 immediately following a general election.

Campaign Advertisement (LAEA s.148, 152(2))

It is an offence that candidates print or distribute any advertisement in a form of ballot printed by the returning officer. **Any advertisement indicating or showing an “X” marked next to any candidate or candidates name is prohibited.**

No advertisement or candidate’s election signs can be displayed inside or on the outside of a building used as a voting station on election day in accordance with this Act. It is an offence, liable to a fine of not more than \$500. This includes campaign pins or stickers worn by voters.

In the Town’s Land Use Bylaw, posters or signboards relating specifically to a pending election:

- such a sign may be displayed for thirty (30) days prior to an election;
- do not require a development permit;
- signs cannot cause confusion or obscure traffic lights or traffic signs, or endanger the progress of traffic;
- cannot exceed 1.11 square metres (12 square feet) in area nor 1.22 metres (4 feet) in height; and
- shall be removed within seventy-two (72) hours after the election and shall comply with any relevant provincial or federal legislation.

Alberta Transportation also has guidelines for campaign signage on Alberta highways, which can be found at: http://www.transportation.alberta.ca/Content/docType233/Production/14Election_SignsRevMar2012.pdf

Candidate Self-Funded Election Campaign (LAEA s.147.2(4))

Yes, candidates may choose to entirely self-fund their campaign; however, contribution limits apply to self-funded campaigns. A candidate may contribute up to and including \$10,000 to his or her own campaign.

Excluded from the \$10,000 would be any amounts that the candidate is reimbursed from the campaign account if it is reimbursed before the end of the campaign period and the funds were used to pay for campaign expenses.

Campaign Expense Limits (LAEA s.147.34)

The LAEA allows for the establishment of a regulation that sets out the amount of money that may be spent by candidates during the campaign period. There is no regulation for the purpose of the 2021 municipal election and therefore candidate spending is not restricted.

Fundraising Contributions (LAEA s.147.1 (1)(c), s.147 (2)(3), s.147.2 (3)(4)(5), s.147.31)

Individual contributions are limited to \$5,000 per candidate for municipal candidates and \$5,000 per candidate for school board candidates.

Candidates may contribute up to \$10,000 of their own funds for the purpose of their campaign (s. 147.2(4)).

The donation portion of fundraising contributions is subject to general contribution restrictions and limits (s. 147.31(1)).

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

Campaign Disclosure Statements (LAEA s.147.4)

All candidates, regardless of being self-funded or accepting contributions, are required to file a disclosure statement with the Town before March 1, 2022. The statement should include all financial transactions during the campaign. Please refer to the Act for details.

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

Campaign Surplus (LAEA s.147.5)

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

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

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

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

Campaign Deficits (LAEA s.147.52)

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

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

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

Late Filing Period/Penalties (LAEA s.147.7)

If you failed to file the disclosure statement or pay surplus to the Town within 30 days after their respective deadlines, you must pay a late filing fee of \$500. Upon failure to pay this penalty and comply by sections 147.4 and 147.5, you are guilty of an offence and liable to a fine of \$5,000.

2021 Municipal Election Handbook

Official Agent and Scrutineers

Official Agent (LAEA s.68.1)

When filing nomination papers, you may appoint an official agent and assign duties as you wish. An individual cannot be appointed as your official agent if:

- that person is also candidate; or
- that person has been convicted of an offence under the Local Authorities Election Act, the Alberta Election Act or the Canada Elections Act within the previous 10 years.

If you need to appoint a new official agent, you must notify the returning officer in writing, and provide the official agent's name and contact information. For more information see section 68.1 of the *Local Authorities Election Act*.

Scrutineers (LAEA s.69,71)

You may also appoint a scrutineer for the advance vote and election day to observe the processes at the voting stations on your behalf. You must complete the Statement of Scrutineer or Official Agent (Form 16) to provide written authorization of appointment. A scrutineer must be 18 years old and has not been convicted of an offence under the *Local Authorities Election Act*, the *Alberta Election Act* or the *Canada Elections Act* within the previous 10 years.

Upon attending a voting station, a scrutineer is required to report to the Presiding Deputy Returning Officer or designate at that voting station. The Presiding Deputy will examine the Candidate's Scrutineer Appointment Form, and the scrutineer will be required to complete Form 10, Statement of Scrutineer or Official Agent, prior to commencing scrutineer duties at that voting station. For more information see sections 69 and 71 of the *Local Authorities Election Act*. Scrutineers cannot interfere with the election processes.

The form can be found in Alberta Municipal Affairs website, <http://www.municipalaffairs.alberta.ca/election-forms>.

2021 Municipal Election Handbook

Voter Eligibility and Identification

Voter eligibility (LAEA s.47)

Individuals can vote in the Town of Peace River municipal election if they:

- are at least 18 years old;
- are a Canadian citizen;
- resides in Alberta and the person's place of residence is located in the local jurisdiction on election day (October 18, 2021);
- have presented acceptable identification; and
- have not already voted in the current election.

If a candidate, a candidate's official agent, or a scrutineer believes the voter is not eligible to vote, the objection will be noted on the voting register. Voting more than once is a punishable offense under the Local Authorities Election Act. Offenders face up to six months of imprisonment, a maximum fine of \$10,000, or both.

Voter Identification (LAEA s.53)

In order to vote, an individual must make a statement in the presence of an officer at the voting station, in the prescribed form (the Voting Register), that the person is eligible to vote as an elector and produce one piece of authorized identification that establishes both name and current residential address. This includes the following but not limited to:

- Driver's license;
- Bank/credit card statement or personal cheque;
- Income/property tax assessment notice;
- Utility bill: i.e. – telephone, television, electricity, gas or water;
- Vehicle ownership, registration or insurance certificate.

For more information on voter eligibility and identification requirements, please see the Local Authorities Election Act, and information posted on the Alberta Municipal Affairs website at <https://www.alberta.ca/municipal-elections-overview.aspx> or <https://open.alberta.ca/publications/voter-identification-requirements>.

Rules of Residence (LAEA s.48)

For the purposes of the LAEA, the place of residence is governed by the following rules:

- a person may have only one place of residence;
- the residence of a person is the place where he/she lives and sleeps and to which, when he/she is absent, intends to return;
- a person does not lose his/her residence by leaving his/her home for a temporary purpose;
- subject to clause (e), a student who
 - attends an educational institution within or outside Alberta;
 - temporarily rents accommodation for the purpose of attending an educational institution; and
 - has family members who are residents in Alberta and with whom the student ordinarily resides when not attending an educational institution is deemed to reside with those family members;
- If a person leaves the area with the intention of making his residence elsewhere, the person loses the person's residence within the area.

2021 Municipal Election Handbook

Voting

Advance Polling

The Town of Peace River has established two advance voting opportunities to allow residents increased voting flexibility. The following dates and time for the advance votes are:

Friday, October 8, 2021 during the hours of 10 a.m. to 8 p.m. at **Misery Mountain Ski Lodge, 10408 89 Street, Peace River.**

Saturday, October 9, 2021 during the hours of 10 a.m. to 8 p.m. at **Misery Mountain Ski Lodge, 10408 89 Street, Peace River.**

Incapacitated Electors

At this time, the Town is determining what options will be provided to incapacitated electors. We will consult with Municipal Affairs and Alberta Health Services and publicly share/inform any decisions to residents well in advance of voting.

Election Day Voting

Election day is Monday, October 18, 2021 during the hours of 10 a.m. to 8 p.m. at the **Misery Mountain Ski Lodge, 10408 89 Street, Peace River.**

What You Should Know About Election Day

The LAEA describes the procedures for election day voting stations. The following is a brief summary of the day's events:

- At 10:00 am the voting station will open to voters and remain open continuously until 8:00 p.m.
- The Presiding Deputy or another person presiding at voting station, will immediately after the opening of the voting station, display the empty ballot box(es) to all present and then close and seal the ballot box(es). These boxes will remain closed and sealed during the hours of voting.
- To receive a ballot, each voter must show proof of identification and sign the prescribed voting register form which states they:
 - are at least 18 years of age;
 - are a Canadian citizen;
 - have resided in Alberta for the previous 6 consecutive months immediately preceding election day;
 - are a resident of Peace River on election day; and
 - have not voted previously in this election.(Signing the Voting Register is a requirement under the LAEA. Any person who does not comply with this requirement will not be permitted to vote.)
- The voter will take the ballot to the voting booth, mark the ballot and return the ballot to the deputy supervising the voting poll. The deputy will verify the initials and ask the voter to insert the ballot into the ballot box. Once the ballot has been deposited the voter exits the voting station.
- At 8:00 pm the Presiding Deputy Officer will announce that the voting station is closed. When all the voters inside the voting station at the time the station closed have voted and left, the ballots will be counted.

2021 Municipal Election Handbook

Election Results

Unofficial election results should be available after the polls close and the results are tallied. These *unofficial* results will be posted at Town Office and on our website.

However, these initial election results are not considered official. The official results will be made available at 12 noon on October 22, 2021 under the LAEA s.97, the 4th day after election. The official results will be posted at the Town Office and on our website.

Last Day for a Recount of Ballots (LAEA s.98, 103)

The Returning Officer may make a recount if a candidate, official agent or a scrutineer shows grounds that the count of votes is inaccurate. The Returning Officer may also consider the number of rejected ballots, valid ballots objected to, or any administrative or technical errors.

If a recount is requested, a recount application must be made within 19 days after the close of the voting stations on election day. Any elector may ask for a judicial recount by filing a notice of motion for a recount with the clerk of the Court of Queen's Bench before November 6, 2021.

First Council (Inaugural) Meeting

The 1st Council meeting will be held on Monday, November 1, 2021. All members of Council will be sworn in and celebrated.