



# **Village of Rycroft**

## **2021 Municipal General Election**

**Monday, October 18, 2021**

### **Prospective Candidate Information Package**

**The material that follows is provided for information only. This summary is not intended to replace the candidate's responsibility to read and understand this legislation, or to seek appropriate advice from professionals as required. The candidate is responsible for ensuring that their campaign complies with all official statutes and regulations.**

## **INTRODUCTION**

This handbook contains general information and is intended to supplement the *Municipal Government Act (MGA)*, the *Local Authorities Election Act (LAEA)* as well as applicable Village of Rycroft bylaws. For further information please refer to specific legislation.

Each candidate is responsible for ensuring their compliance with the laws governing elections and for obtaining any necessary legal advice.

For questions regarding the **Offices of Mayor or Councillor**, or questions regarding general election procedures, please contact:

Village of Rycroft  
Peter Thomas, Returning Officer  
4703 - 51 Street  
Rycroft AB T0H 3A0  
Phone: 780 765 3652  
Fax: 780 765 2002  
Email: [cao@rycroft.ca](mailto:cao@rycroft.ca)

Any person wanting a complete copy of the *Municipal Government Act (MGA)*, *Local Authorities Election Act (LAEA)*, the *School Act* or any other piece of legislation should contact:

### **Alberta Queen's Printer**

10611 – 98 Avenue; 5<sup>th</sup> Floor Park Plaza  
Edmonton AB T5K 2P7  
780-427-4952  
[www.qp.alberta.ca](http://www.qp.alberta.ca)

### **Alberta Municipal Affairs – Municipal Elections Overview**

<https://www.alberta.ca/municipal-elections-overview.aspx>

### **Municipal Advisory Services / AB Municipal Affairs**

10155 – 102 Street; 17<sup>th</sup> Floor Commerce Place  
Edmonton AB T5J 4L4  
780-427-2225 / 310-0000 (Toll free; AB only)  
<https://www.alberta.ca/advisory-services-for-municipalities.aspx>

**Please note that some information in this package regarding locations, dates, and procedures are subject to change in the interest of public convenience. Any relevant changes will be communicated accordingly.**

## **Candidates Checklist**

Candidates are encouraged to learn as much as possible about the office they are interested in running for:

- Visit the Village of Rycroft website [www.rycroft.ca](http://www.rycroft.ca) to acquire more information on all Village operations
- Complete Form 4 (Nomination Paper and Candidate's Acceptance) and Form 5 (Candidate Financial Information) and submit to the Returning Officer or designate, before noon on Nomination Day, Monday, September 20, 2021
- List your official agent, if applicable
- Provide all your designated scrutineers with a signed appointment of scrutineer form for use on Election Day, if applicable
- Remove all Election Signs within 72 hours after election
- Complete and submit Form 26 (Financial Disclosure Statement) to the Returning Officer or designate, by Monday, March 1, 2022

**Nominations for the general election will be open from Monday, January 4, 2021, and remain open until noon on Monday, September 20, 2021. Nomination forms will be accepted at the Village office located at 4703 51 street in Rycroft during regular business hours Monday to Friday from 9:00 am to 5:00 pm (closed for lunch noon to 1:00 p.m.)**

**IF COVID Restrictions are in place, nomination forms will only be accepted by appointment. Please call 780 765 3652 to make arrangements.**

## **Key Dates (some dates are tentative, subject to change)**

Nomination period	January 4, 2021 to September 17, 2021
Nomination day close	September 20, 2021 at noon
Withdrawal Period	September 20 until noon on September 21, 2021
Advance Votes	Friday, October 1, 2021 10 am to 8 pm (tentative) Saturday, October 2, 2021 10 am to 4 pm (tentative)
Election Day	Monday, October 18, 2021 8 pm to 8 pm
Official Results Released	October 19, 2021 (tentative)
Swearing In Ceremony & Org Mtg	October 19, 2021 at 6:30 pm (tentative)
Campaign Disclosure filing date	March 1, 2022

**THESE LISTS ARE INTENDED TO ADDRESS COMMON QUESTIONS RAISED DURING PREVIOUS ELECTION CAMPAIGN PREPARATIONS. THEY HAVE NO LEGAL VALIDITY AND ARE BY NO MEANS EXHAUSTIVE. PLEASE USE THE LOCAL AUTHORITIES ELECTION ACT TO UNDERSTAND YOUR DUTIES AND RESPONSIBILITIES.**

# **ELECTED OFFICIAL DUTIES**

Sections 153 and 154 of the MGA:

153 Councillors have the following duties:

- a) to consider the welfare and interests of the municipality as a whole and to bring to council's attention anything that would promote the welfare or interest 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.*

Section 154

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

## **Council and Board Member Responsibilities**

Refer to Council policy LEG.01 Responsibility of Councillors Appointed to Committees, Boards, or Authorities Policy.

## **Remuneration and Benefits for Elected Officials**

Please refer to the Village of Rycroft Council Policy LEG.04 Council, Board, and Committee Remuneration policy.

## **Elected Officials Office Support**

Mayor and Council have one employee, the Chief Administrative Officer, who is responsible for all required office support as directed by motion at Council meetings.

## ***TIME COMMITMENT AND WORKLOAD***

The *LAEA* specifies that members elected in the 2021 general election, will serve a four-year term.

The time commitment required of an elected official depends on their position and board/committee appointments. There are certain minimum duties that need to be performed should a candidate be elected to Council.

In addition to attending Council and board/committee meetings, conferences, and events, being elected requires members to read and review agenda packages, and respond to citizen inquiries. Councillors may also represent the municipality by attending community events like fundraisers, grand openings, and parades, etc.

### **MAYOR**

The Mayor is the key public representative of the Village and is called on to represent the Village and community at meetings, public functions, ceremonies, and other events. Evening hours and weekend work may be required. The Mayor is also the chief spokesperson for the Village 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.

### **COUNCILLORS**

The position of Councillor is a part-time commitment. A Councillor may spend time doing research, undertaking training, attending public events, and attending a variety of meetings. Evening hours and weekend work may be required.

### **ALL ELECTED OFFICIALS GENERAL DUTIES**

The purposes of a municipality are to provide good government, to foster the well-being of the environment, to provide services, facilities or other things that, in the opinion of council, are necessary or desirable for all or a part of the municipality, to develop and maintain safe and viable communities and to work collaboratively with neighbouring municipalities to plan, delivery and fund intermunicipal services.

Council is an elected governing body that is responsible for developing and evaluating the policies and programs of the municipality; for making sure that the powers, duties, and functions of the municipality are appropriately carried out; and to make responsible use of the powers, duties, and functions expressly given under legislation.

The duties and responsibilities of councillors are outlined in Section 152 to 156 of the *Municipal Government Act*. In general, members of Council are expected to participate in setting policies and governance planning for the municipality. Each member is required to participate and vote (unless exemptions apply) on issues before them.

A Councillor is elected to look after the interests of the entire municipality. As tough as it may be at times, the Councillor must base any decision on what is best for the entire municipality. Council's effectiveness depends on Councillors providing input while thinking and voting for the whole municipality. Councillors also have to make certain that they do not put themselves in a conflict of interest situation. They must ensure that decisions made do not benefit them, their immediate family, or their friends.

Regular council meetings are scheduled the first Wednesday and third Tuesday of each month at 6:30 p.m. in the Village Council chambers located at 4703 51 street Rycroft. The meetings can last up to two hours depending on the current happenings and requirements in the Village. Each year, at the Council Organizational meeting in October, the Regular Council meeting schedule is approved by resolution for the next twelve month period.

In an election year, a Council orientation training opportunities are scheduled following the election and all elected officials are strongly encouraged to attend. The session is to provide information on the duties of an elected official including: Council roles and responsibilities, policies, meeting procedures, resolutions, bylaws, planning documents, the budget process, and other matters important to Council.

The Alberta Urban Municipalities Association (AUMA), of which the Village is a member, holds a convention in the fall of each year. The mayor and all councillors should attend this convention for educational and networking benefits. The convention location moves between and Edmonton, Calgary, and Red Deer.

The AUMA Board of Directors schedules Municipal Leadership Caucus meetings three to four times a year. These meetings are designed as way to meet with groups of members based on population thresholds to facilitate decision-making by establishing direct communications on a regular basis.

The Federation of Canadian Municipalities (FCM), of which the Village is also a member, holds a convention in the Spring, and moves between the Provinces from year to year. Depending on program, location and costs, Council should consider attending this event when possible.

### **ANNUAL PLANNING AND BUDGET MEETINGS**

Annually, Council will engage in a strategic planning process that will set the priorities for the Village. This plan guides the budget process through an annual service level review that is used to develop the next Municipal budget for the Village. Council has the opportunity to review and assess the strategic plan on a regular basis to ensure that the plan remains appropriate to any emerging issues or developments within the region.

### **EXTERNAL AND INTERNAL COMMITTEE MEETINGS**

In addition to regular duties, members of Council are appointed to serve on several internal and external boards and committees.

These boards and committees can be internal, created by Council for a specific reason; or external, where the Village has been invited by an outside organization to participate. Members of Council represent the interests of the municipality while serving on these boards and committees, and report back to the rest of Council.

Only those elected officials, or alternates who are appointed to serve on a committee and/or board are required to attend meetings of those boards or committees. Only those appointed have the right to vote at those meetings as per the terms of reference of the board or committee.

Council participates on 20+ internal and external boards and committees. Frequency of meetings, time commitment and the number of Council appointees depend on the governing documents.

The following is a list of the boards, commissions, and committees to which councillors are presently appointed:

- Alberta Rural Coalition on Housing and Homelessness
- Central Peace Attraction and Retention Committee
- Central Peace FCSS
- Central Peace Fire and Rescue Commission
- Central Peace Health and Wellness Coalition
- Central Peace Medical Clinic Management Committee
- Central Peace Medical Corporation
- Central Peace Regional Emergency Management Committee
- Central Peace Waste Management Commission
- Friends of the Community Hall
- G5 Economic Development Advisory Committee
- G5 General
- G5 Water Study Committee
- G5 Senior Housing
- Grande Spirit Foundation
- Mighty Peace Water Shed Assoc./Water North Coalition
- Northern Alberta Elected Leaders NAEL
- Peace Library System
- Peace Region Economic Development Alliance PREDA
- Rycroft Arena Board
- Rycroft Library Board

The Mayor is an ex-officio member of all committees of Council, with the exception of the Assessment Review Board and Subdivision and Development Appeal Board, unless otherwise appointed under the authority of the *MGA*. As a result, the Mayor has the right to attend any Committees of Council which Council has the right to appoint members under the *MGA* and participate with full voting rights, but is not obligated to do so.

In accordance with the *MGA*, all Councillors new and returning will be offered orientation training within 90 days of taking office. All councillors are encouraged to attend this orientation.

### **Elected Officials Education Program**

The Elected Officials Education Program (EOEP) offers a wide selection of online professional development for Elected Officials, appointed members of municipal agencies, boards and committees, municipal administration, and the general public.

A learning stream of interest has been created for individuals interested in running for office in a municipal election. Visit the Elected Officials Education Program website at [www.eoep.ca](http://www.eoep.ca) for further information.

# **NOMINATIONS**

**Nomination Period:** January 4, 2021 to September 17, 2021  
Monday to Friday 9 am to 5 pm

**Nomination Day:** 9 am until noon on Monday, September 20, 2021

**If restricted measures for COVID are in place, nomination forms will only be accepted by appointment.**

## **Candidate Eligibility**

A candidate must be:

- Eligible to vote;
- A resident of the jurisdiction; and
- Not ineligible under *LAEA* Section 22, 23 or 24, or disqualified under *MGA* Section 174.

It is the candidate's responsibility to ensure they are fully aware of all of the nomination requirements and to comply with them. Under the Criminal Code, it is an offense to make a false affidavit and punishable by imprisonment. It is the Candidate's decision to obtain legal advice if necessary.

## **Nominator Eligibility**

For the candidate's nomination to be valid, the candidate must complete the prescribed Nomination Paper and have 5 eligible voters (Refer to Voting for definition of eligible voter) sign their Nomination Paper. The candidate is encouraged; however, to seek more than 5 in case a nominator becomes disqualified.

Candidates must be:

- At least 18 years old;
- A Canadian Citizen;
- A resident of Alberta and of the local jurisdiction on the date of signing the Nomination Paper and on election day; and
- Not otherwise ineligible or disqualified (Refer to S. 221(1) of the *LAEA*).

If a nomination is not signed by at least the minimum number of electors required to sign the nomination, the Returning Officer shall not accept it.

## **Filing of Nomination Papers**

The Returning Officer will receive each candidate's originally signed Nomination Paper from January 4, 2021, Monday to Friday from 9 am to 5 pm, until Noon on Monday, September 20, 2021, at the Village of Rycroft Municipal Office 4703 – 51 Street, Rycroft, Alberta.

Any representative may file nomination papers for a Candidate, however, each candidate is encouraged to file their Nomination Paper in person, to provide an opportunity to amend the document if required.

FAX transmissions cannot be accepted.

In the event that a candidate is unable to file in person, the "Candidate's Acceptance" portion of the Nomination Paper must be sworn (or affirmed) before a Commissioner for Oaths. A representative may file the Nomination Paper on the candidate's behalf on Nomination Day. Nomination forms are available from at the Village of Rycroft Municipal Office, on the Village of Rycroft website, and also on the Alberta Provincial Government website.



## **Candidates Acceptance**

As a candidate you must swear or affirm that:

- 1) *You are eligible to be nominated and elected.*
  - a. *You are not disqualified from office;*
  - b. *You will accept the office if you are elected; and*
  - c. *You have not been convicted of an offence under the LAEA, the Election Act and the Canada Election Act within the 10 previous years.*
- 2) *All portions of your Nomination Paper must be completed and the candidate's acceptance must be sworn or affirmed before a Commissioner for Oaths.*

## **Release of Candidate Information**

During the election campaign period, the Returning Officer receives requests for candidate's contact information. The requests come from media, organizers of election forums and the general public as well, the Minister of Municipal Affairs requires contact information for candidates.

In order to release the information, candidates will be required to complete a Release of Candidate Information form and provide it to the Returning Officer with their Nomination Paper on or before 12 noon on Nomination Day.

## **Withdrawal of Nomination**

Subject to section 32(2) of the LAEA, a candidate may withdraw their nomination by filing the withdrawal, in writing, with the Returning Officer before **12 noon on Tuesday, September 21, 2021**. After that time, the candidate's name must appear on the ballot. *A fax transmission cannot be accepted for withdrawal of nomination.* If after one or more candidates have withdrawn the number of remaining candidates does not exceed the number of vacancies to be filled, the Returning Officer shall refuse to accept further withdrawals.

## **Insufficient Nominations**

The LAEA states; *if the required number of nominations for a particular office are not received at the close of Nomination Day, the Returning Officer will continue to receive nominations in the same manner until the required number of nominations have been received, or for a period of six days, including Nomination Day, but excluding Saturday and Sunday, has elapsed.*

## **Election by Acclamation**

The LAEA states; *if the number of nominations for a particular office received does not exceed the number of positions available, the candidate nominated for the position will be declared elected by acclamation by the Returning Officer.*

# **OFFICIAL AGENT AND SCRUTINEERS**

## **Appointment of Official Agent and Scrutineers**

A candidate may appoint an "Official Agent" by noting this on their Nomination Form (candidates are advised to ensure that the official agent is eligible to be an Official Agent). No candidate shall act as an official agent for any other candidate.

An official agent is not required to take an official oath before performing the duties of that office. Form 16 must be completed by the official agent.

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.

The official agent must present identification (Form 7A) provided by the candidate and signed by the Returning Officer to each voting station attended.

A candidate may also appoint other scrutineers to observe the conduct of the vote at each voting station. Scrutineers must be at least 18 years old and must provide a signed "Statement of Scrutineer" Form 16 to the Returning Officer at a voting station.

Only a Candidate or an Official Agent for that Candidate or a Scrutineer for that Candidate may be in the voting station at the same time.

Voting stations will be open from 8:00 am to 8:00 pm on Election Day. An area will be designated within each voting station from which the candidate or the official agent or one scrutineer may view the election procedure and note an objection to a voter by informing the Deputy Returning Officer at the polling booth.

Candidates, official agents, and scrutineers are not allowed to speak to voters or interfere with the voting process – they are simply there to observe and must stay where the Returning Officer directs them. No campaign materials may be worn or displayed while inside the Voting station (buttons, etc.). Also note that scrutineers are not permitted to accompany a Deputy Returning Officer on a "bed to bed" institutional vote.

### **Identification of Candidates and Campaign Workers**

Please note that candidates are responsible for providing proof of identification / authorization for their campaign workers.

## **VOTING**

### **Eligibility to Vote**

When a voter arrives to cast a vote, he or she will be asked to swear or affirm that he or she:

- Is at least 18 years of age on or before election day (October 18, 2021);
- Has resided in Alberta on election day;
- Is a resident in the area on Election Day ("area" means the area within the boundaries of a local jurisdiction); and
- Has not already voted in the election.

Every person who attends at a voting station for the purpose of voting shall make a statement, in the prescribed form that the person is eligible to vote as an elector before being given a ballot.

Voter identification will be required for municipal elections where a list of electors is not prepared. The identification requirement sets a uniform standard of one piece of picture identification or one piece of identification authorized by the Chief Electoral Officer under the *Election Act* as indicated for the purposes of Section 95(1)(a)(ii) of that *Act* that establishes the elector's name and current address.

### **Rules of Residence**

See Section 48(1) of the *LAEA*.

### **Special Ballots**

Special Ballots are not available. All eligible voters must register their vote in person on voting day or at one of the advance poll voting days.

## **Advance Vote**

Village of Rycroft has established an advance vote to be held in Council Chambers at the Municipal Office in the Village of Rycroft located at 4703 – 51 Street providing opportunity to allow individuals increased voting flexibility.

The following dates and time for the Advance Votes at the Village of Rycroft Administration Office are as follows:

Friday, October 1, 2021 from 10 am – 8 pm (tentative)

Saturday, October 2, 2021 from 10 am – 4 pm (tentative)

## **Election Day & Voting Station**

Monday, October 18, 2021 – 8:00 am to 8:00 pm

Rycroft Community Hall

5208 – 47 Avenue, Rycroft, Alberta

## **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 8:00 am the voting station will open to voters and remain open continuously until 8:00 pm.
- The presiding deputy or another person presiding at each 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;
  - Are a resident of the municipality on Election Day;
  - 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 and secrecy sleeve to the voting booth, mark the ballot, and insert the ballot into the secrecy sleeve moving to the election officials managing the voting procedures.

The election official will verify the initials and ask the voter to insert the secrecy sleeve and ballot into the voting box.

At 8:00 pm the Presiding Returning 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.

## **Election Results**

Unofficial election results should be available shortly after the polls close. In addition, on Election Day results will be posted on Village of Rycroft website.

## **Recounts**

*The LAEA states a candidate, official agent, or a scrutineer may request the Returning Officer to conduct a recount within 44 hours of the close of voting stations on Election Day. The individual requesting the recount shall present the Returning Officer with reasonable grounds for doing so. The Returning Officer will determine if it is suitable to conduct a recount.*

Outside of being requested to conduct a recount, the Returning Officer may determine that a

recount is warranted due to an administrative or technical error. Should the Returning Officer conduct a recount, notification must be provided 12 hours before conducting the recount.

### **Commencement of Duties**

If elected, your term of office will commence once you take the Oath of Office. The Oath of Office will take place at the Organizational Meeting scheduled for 6:30 p.m. on Monday, October 19, 2021 in the Village of Rycroft Council Chambers.

## **CAMPAIGN LITERATURE AND SIGNAGE GUIDELINES**

How a candidate campaigns (whether through word of mouth, signage, media interviews, etc.) depends on the candidate's wishes. However, the following regulations must be observed:

### **Campaign Signage**

The placement of campaign signage during the election is governed through Alberta Transportation and Village of Rycroft Bylaws.

Please remember before locating any election signs, "call before you dig" (1-800-242-3447).

NOTE: If campaign signs are deemed to be hazardous to public safety, they will be removed immediately by Village of Rycroft.

### **Campaigning**

Candidates are prohibited from campaigning on the Village of Rycroft social media channels, such as the webpage or Facebook. The Village of Rycroft reminds all candidates to be respectful of the public as well as other candidates while campaigning.

### **Campaign Material in Voting Stations**

Campaign material is not permitted inside or on the outside of the area in which the voting stations are located. Campaign buttons or other visible campaign material should be removed prior to entering the voting stations.

## **CAMPAIGN CONTRIBUTIONS & EXPENSE DISCLOSURE**

The *LAEA* has been amended to address new rules for dealing with campaign financing and disclosure. It can be accessed by visiting [www.qp.alberta.ca](http://www.qp.alberta.ca). The legislation is binding on all candidates running for municipal election in Alberta. It is very important that candidates become familiar with the legislation as they are responsible for ensuring that their campaign complies with the provincial laws.

### **Notice of Intent to Run**

Candidates wishing to run must first register with the Municipality prior to accepting any campaign contributions under Section 147.21 of the *Act*. Candidates must disclose their full name, address, address where candidate records are maintained, names and addresses of financial institutions where campaign contributions are deposited, and names of signing authorities for all institutions listed. Changes to any of the information must be reported in writing to the Municipality within 48 hours after the change. Please be advised, only the Candidates name will be made public.

### **Election Campaign Contributions & Expense**

Please refer to the *Local Authorities Election Act*, the *Election Act* and the *Elections Finances and Contributions Disclosure Act* for the most current information on candidates' obligations.

## **REFERENCE LIST**

Please see [www.qp.alberta.ca](http://www.qp.alberta.ca) for the following ACTS:

*Local Authorities Election Act (LAEA)*

*Municipal Government Act (MGA)*

*Election Finances and Contributions Disclosure Act*

*Alberta Election Act*

**You may find more information on municipalities and elected officials' general duties on the following websites:**

**Alberta Municipal Affairs (AMA) – [www.municipalaffairs.alberta.ca](http://www.municipalaffairs.alberta.ca)**

**Rural Municipalities of Alberta (RMA) – [www.rmalberta.com](http://www.rmalberta.com)**

**Alberta Urban Municipalities Association (AUMA) – [www.auma.ca](http://www.auma.ca)**

**Village of Rycroft – [www.rycroft.ca](http://www.rycroft.ca)**