



MUNICIPAL DISTRICT OF BIGHORN NO.8

2021 MUNICIPAL GENERAL ELECTION

CANDIDATE INFORMATION PACKAGE



This package is for information only and has no legislative sanction. Relevant statutes, regulations and bylaws should be consulted in their entirety.

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INTRODUCTION

This information package is to provide a general overview of information you will need to prepare for the upcoming 2021 Municipal Election. It has been compiled to assist possible candidates and it is NOT a substitute for the actual legislation.

ELECTED POSITIONS

The Municipal District of Bighorn No.8 electoral structure consists of four wards (Ward 1 is represented by 2 Councillors). Residents in their respective wards vote for the local ward Councillor(s).

INFORMATION SOURCES

Candidates are responsible to become familiar with and understand the legislation governing municipal elections and the election process. This information package has been put together to assist possible candidates however, it is not inclusive of all the information contained within specific Acts or other legislation. Copies of provincial legislation are available from the [Alberta Queen's Printer](#)

Phone: 780-427-4952

Fax: 780-452-0668

[Local Authorities Election Act \(LAEA\)](#)

[Municipal Government Act \(MGA\)](#)

Copies of relevant municipal bylaws and policies are available at the Municipal administration office. Please contact the Returning Officer with any requests for the above information.

RETURNING OFFICER

A returning officer is a person appointed for the purpose of conducting an election under the Local Authorities Election Act (LAEA). If additional information is required regarding the election, please contact the returning officer.

Leslie Rea, Returning Officer

#2 Heart Mountain Drive

Exshaw, AB T0L 2C0

Phone: 403-673-3611 ext. 225

Email: leslie.rea@mdbighorn.ca

CANDIDATE INFORMATION

PURPOSES, POWERS, AND CAPACITY OF MUNICIPALITIES

The Canadian Constitution delegates responsibility for municipal institutions to the provinces. The province of Alberta provides the structure for local governments by statute with the Municipal Government Act being the primary set of rules under which municipalities operate. The purposes, powers and capacity of municipalities are stated in the Municipal Government Act as follows:

- (3)** The purposes of a municipality are
 - (a) to provide good government,
 - (a.1) to foster the well-being of the environment,
 - (b) 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,
 - (c) to develop and maintain safe and viable communities; and
 - (d) to work collaboratively with neighboring municipalities to plan, deliver and fund Intermunicipal services.
- (4)** A municipality is a corporation.
- (5)** A municipality
 - (a) has the powers given to it by this and other enactments,
 - (b) has the duties that are imposed on it by this and other enactments and those that the municipality imposes on itself as a matter of policy, and
 - (c) has the functions that are described in this and other enactments.

Councillors' principal role in the municipal organization and their general duties are also stated in the Municipal Government Act as follows:

- (201) (1)** A council is responsible for
 - (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.

UNDERSTANDING THE POSITION

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

As an individual member of council, you will not have the power to commit your municipality to any expenditure or to direct the activities of municipal employees. Any promise you make as part of your election campaign that involves municipal expenditures or the activities of municipal administration/employees can only be carried out if a majority of council votes in favour of the matter in a meeting.

All municipalities in Alberta are governed by the provincial Municipal Government Act; therefore, it is imperative that the provisions of this Act are adhered to when making decisions at the local level. As noted previously, copies of this Act are available through the Queen's Printer.

ARE YOU FAMILIAR WITH LOCAL LEGISLATION?

Local legislation is in the form of bylaws. Generally, these remain in effect until they are amended or repealed. As a result, Council will not be starting with a blank slate. If a candidate is running for office with some kind of reform in mind, the candidate will want to become familiar with what exists, how it has been created - by bylaw, resolution, or tradition - and why it exists, before initiating discussions about any desired changes.

Some examples of local documents that successful candidates will refer to often are:

- [Land Use Bylaw](#),
- [Municipal Development Plan](#),
- [Council Meeting Procedural Bylaw](#),
- [Bylaw 17/18](#) appointing the position of the Chief Administrative Officer and
- the Policy Manual.

DO YOU KNOW HOW THE MUNICIPALITY IS ADMINISTERED?

As a member of council, it will be your duty to **establish** policy for your municipality. It is the job of the administration to **implement** the policy. The municipality has a competent and dedicated senior management team whose support, advice, and assistance will be very beneficial in helping you to be an effective member of council. Their training, experience, and understanding of how and why things have developed as they have will be an important resource for you.

WHAT OTHER INFORMATION SHOULD YOU HAVE?

The best way to find out what the Council position is all about is to spend some time reading [council agendas and minutes](#), sitting in on some council meetings, reviewing the Municipalities [Operating and Capital Budget documents](#), the [Corporate Strategic Plan](#) and talking to current members of council. Speak with the Chief Administrative Officer (CAO) to find out what other information is available. This will help you in your campaign and will assist you in assuming office. You will have more time now to do these things in preparation than you will if you are elected.

Many of these documents are available on the municipal website mdbighorn.ca or at the administration office.

The Municipal District is governed by Council which is comprised of five Councillors who are elected every four years in municipal elections that occur province wide. The Municipal District has four wards (Ward 1 is represented by 2 Councillors) After each municipal election and at the annual Organizational meeting Councillors are sworn in and Council appoints a Reeve (Chief Elected Official) and Deputy Reeve from the Council members as per Section 150(2) and 159 of the Municipal Government Act

150(1) The Chief Elected Official of a city or town is to be elected by a vote of the electors of the municipality unless the council passes a bylaw

- (a) requiring council to appoint the Chief Elected Official from among the councillors,
- (b) specifying when the appointment is to start, and
- (c) specifying the term of the appointment.

(2) The chief elected official of a village, summer village or municipal district is to be appointed by council from among the councillors unless the council passes a bylaw providing that the official is to be elected by a vote of the electors of the municipality.

(3) The chief elected official of a specialized municipality is to be elected under subsection (1) or appointed under subsection (2) as specified in the order that forms the specialized municipality.

(4) If a chief elected official is to be elected by a vote of the electors of the municipality, the Local Authorities Election Act applies to the election.

159(1) A chief elected official who is to be appointed under section 150 must be appointed at each organizational meeting of the council, unless otherwise provided by bylaw.

(2) The term of office of an appointed chief elected official starts immediately on appointment and ends on the appointment of the next chief elected official.

(3) The term of office of an appointed chief elected official may not extend beyond the term of office of that person as councillor.

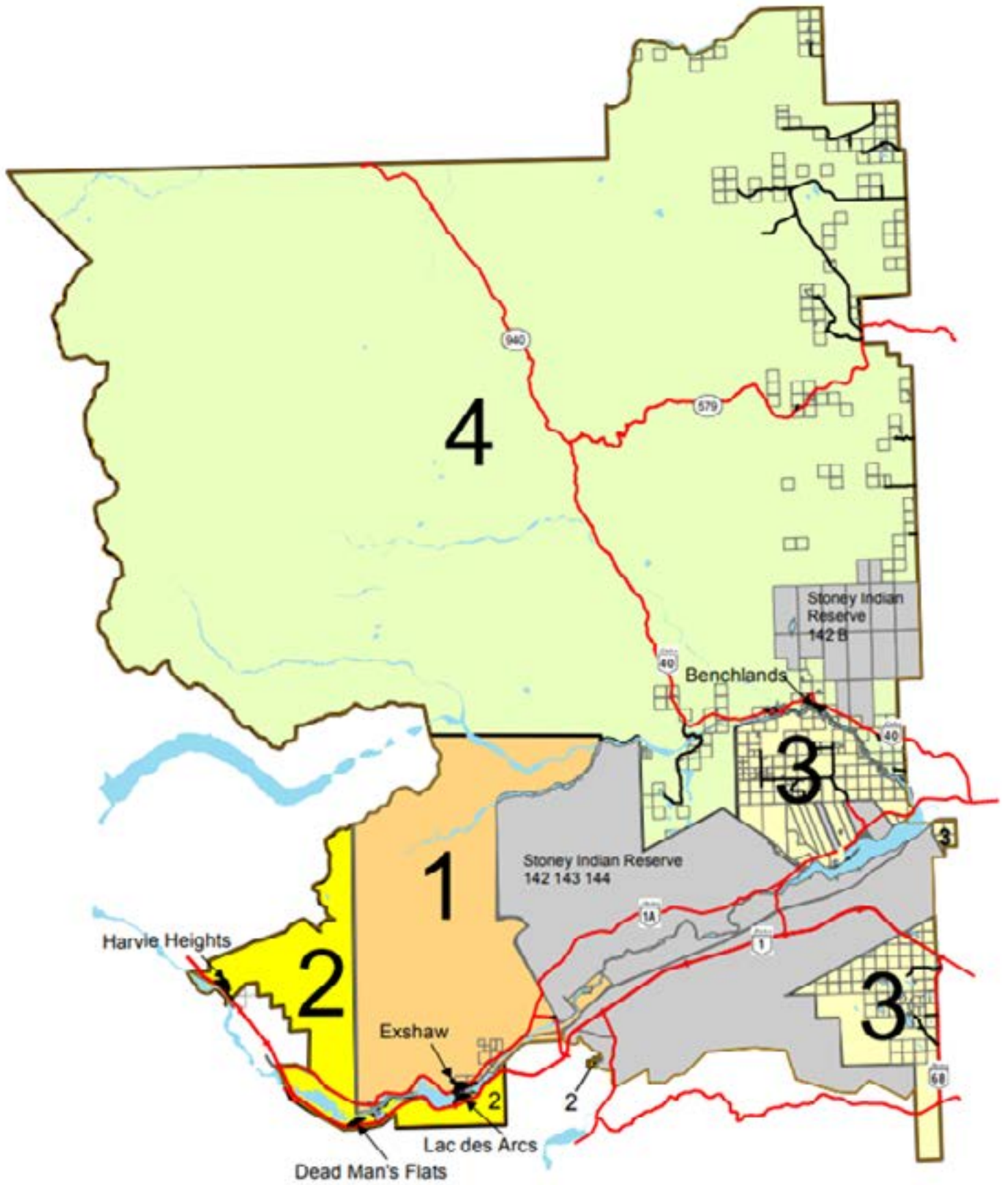
The term of office is four (4) years; October 2021 to October 2025.

Ward 1: comprised of the Hamlet of Exshaw, Kananaskis and Seebe settlements, and lands in townships 25-26 Range 9 to the north of Exshaw.

Ward 2: comprised of the Hamlets of Dead Man's Flats, Lac Des Arc, and Harvie Heights; lands around the Trans-Canada Highway between those hamlets; Lands South of Ranch Road; and MD lands in Range 10.

Ward 3: comprised of the West Jumpingpound region south of the Trans Canada Highway and west of Highway 68; and the MD lands in between the Bow and Ghost Rivers.

Ward 4: consists of the Hamlet of Benchlands and all MD Lands north of the Ghost River, found in Townships 27-31; and a small portion of lands in Township 26 Range 7.



DUTIES OF COUNCILLORS

The general duties of councillors are stated in the Municipal Government Act as follows:

(153) Councillors have the following duties:

- (a) to consider the welfare and interests of the municipality as a whole and to bring to council's attention anything that would promote the welfare or interests of the municipality;
- (a.1) to promote an integrated and strategic approach to intermunicipal land use planning and service delivery with neighboring 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.

(154) (1) A chief elected official (Reeve), 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 (Planning and Development) only if the chief elected official is appointed in the chief elected official's personal name.

TIME COMMITMENT

The annual Organizational Meeting of Council is held in October each year as mandated under the Municipal Government Act. *The 2021 Organizational Meeting is scheduled for Tuesday, October 26, 2021.* The meeting begins with the Councillors taking the oath of office. This is followed by the appointment of the Reeve and Deputy Reeve along with the appointments to Council Committees and Boards.

REEVE - The Reeve's position can be described as a full-time flexible commitment. While it is not necessary for the Reeve to be in the office all day, every day, due to all the other responsibilities, especially being available for inquiries from the public, the Reeve is essentially "on call."

COUNCILLORS - The demands on Councillors' time will be heavy. During your four-year term of office you will be required to attend:

- regular meetings of council, which are held monthly on the second Tuesday commencing at 9:00 a.m. and can be either half-day or full-day meetings. In preparation for these meetings, an agenda is prepared, distributed, and posted on the MD's website by the Friday before the meeting to allow time for reading and reviewing the issues.
- other meetings of council committees such as:
 - *Bighorn Corridor Environment Committee* (up to two (2) local elected MD Council representatives) This committee meets quarterly (March, June, September, December) on the first Wednesday
 - *Emergency Services Committee* (one (1) member of Council) This committee meets on an as-needed basis, at the call of the chair, but not less than twice a year.
 - *Finance and Economic Development Committee*, (comprised of all five (5) members of Council) This committee meets on an as needed basis, at the call of the Chair, but not less than four (4) times a year.
 - *Municipal Excellence Committee* (Comprised of no more than two (2) members of Council) This committee meets on an as needed basis, at the call of the Chair, but not less than twice (2) a year.
 - *Street and Roads Committee* (Comprised of no more than two (2) members of Council) This committee meets on an as needed basis, at the call of the Chair
- meetings of other boards, committees and commissions to which you are appointed as the MD's representative. Some of these are:
 - Agricultural Appeals Board,
 - Agricultural Services and Environmental Advisory Board,
 - Assessment Review Board,
 - Bow River Basin Council,
 - Bow Valley Regional Housing,
 - Bow Valley Waste Management Commission,
 - Community Services Board,
 - Ghost/Waiporous Trail Association,
 - Heritage Resources Committee
 - Municipal Planning Commission,
 - Subdivision and Development Appeals Board

Meeting times for these boards, committees and commissions vary from annual, quarterly, monthly, or on an as-called basis, and the time commitment varies dependent on the committee or board. There are some mandatory training requirements on some boards; which would be provided.

- conferences, conventions, seminars, and workshops for training and discussion.
- social and other events promoting the Municipality.
- The MD of Bighorn is a member of the Rural Municipalities of Alberta (RMA), a province-wide association consisting of members from all Alberta rural municipalities. RMA's mission has been to ensure the interests of rural Alberta municipalities are effectively represented. More information is available on the [RMA website](#)
- Two annual RMA Conventions that attract elected and administrative representatives for most of the rural municipalities are held at the Shaw Conference Centre in Edmonton in the fall and spring. As the convention held during an election year is geared toward newly elected Council members, successful candidates are encouraged to attend.

The 2021 Fall RMA Convention will be held Tuesday, November 22, through to Friday, November 25, 2021. Please mark these dates on your calendar.

You will also need to spend time reading material and talking with residents, the CAO and other administration staff. This will all be part of the necessary preparation for meetings so that you can make informed decisions.

The following dates have been booked for meetings and events for the newly elected Council to attend and participate in:

- ▶ **Tuesday, October 26, 2021**- Beginning at 9:00 am Council Organizational meeting
- ▶ **Tuesday, November 2, 2021**- Councillor Orientation session with Derek King- Coordinated by Brownlee LLP
- ▶ **Tuesday, November 9, 2021**- Beginning at 9:00 am Regular meeting of Council
- ▶ **Tuesday, November 22, 2021 – November 25, 2021**- RMA Fall Convention in Edmonton

COUNCIL AND COMMITTEE RENUMERATION

The following rates for Reeve and Councillors remuneration will be in effect following the October 18, 2021 election:

- **BASE RENUMERATION:** (this includes attendance at all Council, Organizational, Finance & Economic Development, Budget and Electoral meetings as well as cheque signing duties)
 - o **Reeve** - \$32,769.00
 - o **Councillors** - \$25,797.00
- **HONOURARIUM:** (Meetings outside of those included in the base remuneration)
 - o \$175.00 per meeting
- **MILEAGE:** \$0.515/km

The MD of Bighorn also offers a comprehensive benefits package that includes health and dental benefits as well as spending allowances such as health and wellness.

NOMINATION PROCESS

'New for the 2021 election'

The Nomination Period for receipt of Nomination Papers commences January 1, 2021, with the final date for receipt of Nomination Papers being 12 noon on September 20, 2021 (Nomination Day). A Candidate Information Form must also be filed at the same time as the Nomination Paper is filed.

If a candidate is planning to accept campaign contributions from other parties or is planning to incur any campaign expense, a Nomination Paper must be filed prior to accepting the contributions or incurring any campaign expenses (Section 147.22 of the LAEA).

The completed nomination forms along with the candidate information form may be filed with the returning officer starting January 4, 2021, during business hours (8:30 a.m. to 4:30 p.m.) at the Municipal District of Bighorn administration office, #2 Heart Mountain Drive, Exshaw, Alberta. The Original Signed Copy of the Nomination Papers must be filed. It is recommended that these be delivered to the returning officer at the MD's office in person.

BEFORE YOU FILE

Here are some things that should be considered before you file a nomination paper.

ARE YOU QUALIFIED?

A person may be nominated as a candidate in the municipal election if, on Nomination Day, the person is:

- must be 18 Years of age on nomination day (September 20, 2021)
- must be a Canadian citizen,
- you must have been a resident of the local jurisdiction for the 6 consecutive months preceding nomination day. **(since March 20, 2021 or earlier) **You must also have been a resident of the ward in which you intend to run for the same six-month period.** (see the MD of Bighorns Ward Map)**
- Not otherwise ineligible or disqualified.

ARE YOU ELIGIBLE TO BE NOMINATED?

You would **not** be eligible to become a candidate under any of the following circumstances:

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

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

Further information regarding Ineligibility is noted in Sections 22 and 23 of the Local Authorities Election Act and information regarding Disqualification of Councillors is noted in Section 174 of the Municipal Government Act

NOMINATION DAY

Nomination Day is **MONDAY, SEPTEMBER 20, 2021**

Monday, September 20, 2021, at 12 noon is the deadline for receipt of Nomination Papers.

Late nominations cannot be accepted by the returning officer. ***Be sure that your nomination is filed by 12 noon on Monday, September 20, 2021.***

FILING YOUR NOMINATION

Nominations must be completed on the prescribed [Form 4 - Nomination Paper and Candidate's Acceptance](#) and [Form 5- Candidate Information](#). The Nomination Paper must be signed by five (5) people 'eligible' to vote in the election.

A person is eligible to vote in an election held pursuant to the Local Authorities Election Act if he/she:

- 47 (1) is at least 18 years of age on nomination day;
- (2) is a Canadian citizen; and
- (3) resides in Alberta and the person's place of residence is located in the local jurisdiction and Ward on election day. (Local Jurisdiction is defined as the electoral ward of the Municipal District of Bighorn for which the candidate intends to run.)

For each elector signing the Nomination Paper, the elector's printed name, complete address and postal code and signature must be included. A Candidate Information form must also be filed at the same time as Nominations form.

Candidate - The nomination form states that you are required to make an affidavit saying that you are eligible for nomination, not disqualified from office, and that you will accept the office if you are elected. You must swear or affirm that affidavit before a Commissioner for Oaths or the Returning Officer.

Deposit – The Municipal District of Bighorn Council, by Resolution 36/21, waived the requirement for posting a deposit (\$100.00) with respect to filing Nomination Papers for the 2021 General Municipal election.

If there is any change in the above-mentioned information, you must notify the Returning Officer in writing within 48 hours of such changes by submitting a completed information form (Form 5).

VIEWING OF NOMINATION PAPERS

The LAEA states:

- (28) (6) At any time after the commencement of the nomination period (January 1, 2021) until the term of office to which the filed nomination papers relates has expired (October 20, 2025), 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.

On receipt of nominations for the 2021 election, the MD of Bighorn will be posting a listing of the candidates who have filed Nomination Papers on its website.

WITHDRAWING

A candidate may withdraw as a candidate at any time during the nomination period (January 1 to noon on September 20, 2021). Written notice must be provided to the returning officer.

Within 24 hours of the close of nominations (noon on September 20, 2021), you may withdraw your nomination, **provided** that more than the required number of candidates have been nominated for the office you were seeking.

The returning officer cannot accept your withdrawal if it would result in less than the required number of candidates.

INSUFFICIENT NOMINATIONS

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

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

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

INELIGIBILITY OF A CANDIDATE

Sections 22 and 23 of the [Local Authorities Election Act](#) set out under what circumstances a person is not eligible for nomination. Anyone submitting a nomination is responsible for ensuring they are not in violation of any condition of eligibility.

You would **NOT** be eligible to become a candidate under any of the following circumstances:

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

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

DISQUALIFICATION OF COUNCILLORS

Section 174 of the [Municipal Government Act](#)

CANDIDATES' OFFICIAL AGENT

A candidate may, when filing his/her nomination papers, appoint an elector to be his/her official agent.

Excerpts from the Local Authorities Election Act

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 Disclosure Act or the Canada Elections Act (Canada) is not eligible to be recognized 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.

NOTE: Appointment of the Candidate's Official Agent is accomplished by filling in the necessary information on the candidate's Nomination Paper.

CAMPAIGN INFORMATION

ELECTION SIGNS

The MD of Bighorn's [Policy P-9- Election Sign Policy](#) was intended to establish municipal rules for signage associated with Federal, Provincial and Municipal elections. The policy works in conjunction with the municipal Land Use Bylaw which includes rules for certain types of signage.

Election signage placed on land owned by the Provincial or Federal Governments shall generally fall under the authority of those Governments. There are regulations established by Alberta Transportation regarding signage along highways.

Candidates are responsible to ensure that all advertising is promptly removed from both public and private property immediately following the election (within 7 days).

On Election Day - It is an offence to canvass or solicit votes in or immediately adjacent to a voting station. It is also an offence to display or distribute campaign material inside the voting station or on the property where the voting station is located.

No campaign signs are allowed on the properties where the voting stations are located.

Section 152, Advertisement distribution, and Section 152.1, Campaign activities at a voting station, of the [Local Authorities Election Act](#)

CAMPAIGN CONTRIBUTIONS – DISCLOSURE REQUIREMENTS

[Part 5.1, Election Finances and Contributions Disclosure, of the Local Authorities Election Act \(LAEA\)](#), provides the requirements related to candidates receiving contributions from third parties and the candidate's responsibilities related to the disclosure of this information.

Some of the effects of this legislation on municipal election candidates are as follows:

- Limitations and restrictions are placed on campaign contributions and who is eligible to contribute to an election campaign.
- Limitations and restrictions regarding candidates incurring campaign expenses.
- Candidates are required to file a disclosure statement (Form 26) that includes information regarding the campaign contributions received and campaign expenses incurred. This form must be filed with the Municipality following the general election and before March 1, 2022. (Section 147.4 of the LAEA)

In accordance with section 147.3 of the LAEA you are required to open a campaign account at a financial institution in your name or your election campaign's name for the purposes of the election campaign when you file your nomination papers or as soon as possible after the total amount of contributions you receive first exceeds \$1000 in the aggregate, including money contributed by the candidate for their campaign.

It is recommended that ***all candidates*** refer to [Part 5.1 \(Section 147.1 to 147.96\) of the LAEA](#) as the Candidate is responsible to ensure he/she is following proper process with regard to Campaign Contributions and Expenses and failure to comply can lead to a penalty.



INTERFERENCE WITH POSTED DOCUMENTS

Refer to Section 153 of the [Local Authorities Election Act](#)

THIRD PARTY ADVERTISING

Part 8, Third Party Advertising, (Section 162 to 188.1) has been added to the recently amended [Local Authorities Election Act](#).

For your reference Municipal Affairs has also published [Third Party Advertising guidelines](#) for local elections in Alberta.

COMPLAINTS AND RESPONSIBILITY

Complaints about campaign finance activities related to candidates and third party advertisers can be made to the [Alberta Election Commissioner](#)

Candidates are encouraged to obtain their own legal advise to ensure they understand their responsibilities under this Part of the LAEA.

ELECTION DAY



ELECTION DAY

MONDAY, OCTOBER 18, 2021

On election day, voting stations will be open at 10:00 a.m. to 8:00 p.m.

ADVANCED VOTE

The Municipal District of Bighorn advanced voting opportunities will take place

Thursday, October 7, 2021, from 12 noon to 8 p.m.

And

Thursday, October 14, 2021, from 12 noon to 8 p.m.

ADVANCED AND ELECTION DAY VOTING STATIONS

(STATIONS ARE SUBJECT TO CHANGE)

WARDS	LOCATION	ADDRESS
1 (Exshaw and area)	Exshaw Community Hall	#24 Heart Mountain Drive, Exshaw AB
2 (Lac des Arcs, Dead Man's Flats, Harvie Heights, Rafter 6)	Harvie Heights Community Hall	#100 Birch Avenue, Harvie Heights
3 (South Ranchlands)	Beaupre Community Hall	264257 Beaupre Creek Road, Rocky View County, Alberta (Approximately 1 Kilometre North from the junction of Hwy. 1A and Hwy. 40)
4 (North Ranchlands & The Hamlet of Benchlands)	Beaupre Community Hall	264257 Beaupre Creek Road, Rocky View County, Alberta (Approximately 1 Kilometre North from the junction of Hwy. 1A and Hwy. 40)

VOTER ELIGIBILITY (EXCERPTS FROM THE LAEA)

- (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)** an elector is eligible to vote only at the voting station for the voting subdivision (Ward) in which the elector's place of residence is located on election day.

RULES OF RESIDENCE

Section 48 of the Local Authorities Election Act (LAEA) states:

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

VOTER IDENTIFICATION REQUIREMENTS

The MD of Bighorn does not have a list of electors, as a result, in addition to making a statement (completing and signing the Elector Register), electors who wish to vote in the election will be required to produce proof of identity and current residence.

New for 2021, an elector may 'vouch' for a person who does not have identification, by signing a statement stating that they know the person and the person is eligible to vote in the election.

PROOF OF ELECTOR ELIGIBILITY

Excerpt from Section 53 of the LAEA states

- 53(1)** Every person who attends at a voting station for the purpose of voting must be permitted to vote if
- (a) the person's name appears on the list of electors, if any, or
 - (b) the person
 - (i) makes a statement that the person is eligible to vote as an elector in the presence of an officer at the voting station, in the prescribed form,
 - (ii) validates the person's identity and address of the person's residence in accordance with subsection (3), and
 - (iii) where required by a bylaw passed under section 53.01, produces the number and types of identification permitted by the bylaw to verify the person's age.

Further extensive information can be found regarding Proof of elector eligibility in Section 53 of the [Local Authorities Election Act](#).

The following types of verification also meet the standard provincial requirements for one piece of identification. Proof of identity and current residence is required to be able to vote in municipal elections. Any of the following documents that has the voter's name and address on it will be accepted as valid proof:

- Identification issued by a Canadian government or agency, whether federal, provincial or local that contains a photograph of the elector and their name and current address
- Bank or credit card statement or personal cheque
- Government cheque or cheque stub
- Income or property tax assessment notice
- Insurance policy or coverage card
- Letter from a public curator, public guardian or public trustee
- Pension plan statement of benefits, contribution or participation
- Residential lease or mortgage statement
- Statement of government benefits (i.e. Employment insurance, old-age security, social assistance, disability support or child tax benefit)
- Utility bill (i.e. Telephone, public utilities commission, television, hydro, gas or water)
- Vehicle ownership, registration or insurance certificate

A letter or form (attestation) confirming that the person lives at the stated address. The letter can be signed prior to the vote by any of the following:

- authorized representative of a commercial property management company
- authorized representative of a correctional institution
- authorized representative of a First Nations band or reserve
- authorized representative of a post-secondary institution

- authorized representative of a facility that provides services to the homeless
- authorized representative of a supportive living facility or treatment center

If a voter's identification shows a post office box number as the address instead of a residential or legal address, it can be accepted as verification of current address if it is in reasonable distance to the voting jurisdiction. The address does not have to be in the voting division or ward.

The identification produced must have the voter's name and address – documentation in a spouse or family member's name cannot be accepted.

CANDIDATES' SCRUTINEERS

On Election Day, a candidate may, by written notice to the presiding deputy, appoint one scrutineer to represent him/her at each voting station. The scrutineer shall be at least 18 years of age. The scrutineer shall subscribe a Statement in the prescribed form before a presiding deputy at the voting station.

If a candidate would like to either personally or by way of the official agent or a scrutineer, observe the election process at one or more of the voting stations, the following process shall be followed:

Excerpts from the Local Authorities Election Act

APPOINTMENT OF 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, the Election Finances and Contributions Disclosure 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 a presiding deputy at the voting station a statement in the prescribed form.

NUMBER OF SCRUTINEERS PERMITTED

- (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.

CANDIDATE AS A SCRUTINEER

- (4) A candidate or official agent may personally
- (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.

SCRUTINEER AT THE VOTING STATION

- (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)(b) 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 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.

NOTE: The provincial form that is acceptable to the Returning Officer for the appointment of scrutineers is available here: <https://www.alberta.ca/municipal-election-forms.aspx> (Form 16).

Scrutineers, official agents or candidates wishing to be in attendance to view the counting of ballots must be in the voting station prior to closing (8 p.m.). No one will be permitted to enter voting stations after 8 p.m.

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY (FOIP)

WHAT IS FOIP?

The [Freedom of Information and Protection of Privacy Act](#) aims to strike a balance between the public's right to know and the individual's right to privacy as related to information in the custody or under the control of the Municipality.

ACCESS TO INFORMATION

The Act legislates open and accountable government guaranteeing individuals the right to see their own information and other Municipal records, with some specific exceptions. Exceptions apply where the release could:

- Be an unreasonable invasion of another's privacy
- Cause harm to another person or organization
- Interfere with the public safety
- Harm law enforcement efforts

PRIVACY

The Act prevents others from seeing an individual's personal information without his/her consent and ensures that it is protected from unauthorized collection, use or disclosure. Under the Act, the Municipality must follow strict guidelines for the use of personal information.

Are records of elected officials of municipalities excluded from the FOIP Act?

- Personal or constituency records of a council member are excluded from the Act [Section 4(1)(m)]. This exclusion is intended to cover:
 - o Records such as private correspondence of an elected official that has not been sent or received by the official in his or her capacity as a council member but which may be maintained in his or her office for convenience.
 - o Records relating to the election campaign of a council member (other than those records required to be submitted to the authority governing the election).
 - o Records relating to the private business activities of a council member.
- Records dealing with the business of the municipality are covered by the Act even if they are stored at a councillor's home.

***For more information regarding FOIP and how it relates to you,
contact MD of Bighorn's FOIP Coordinator at 403-673-3611.***

OFFENCES

Part 6, Offences, of the Local Authorities Election Act (Sections 148 to 158) provides information with regard to actions that are prohibited and regulations that are adopted to protect the integrity of the vote.
[Local Authorities Election Act](#)

This package is for information only and has no legislative sanction. Relevant statutes, regulations and bylaws should be consulted in their entirety.

.....***.....

Nomination Paper and Candidate's Acceptance

Local Authorities Election Act
(Sections 12, 21, 22, 23, 27, 28, 47,
68.1, 151, Part 5.1)
Education Act (Sections 4(4), 74)

Note: The personal information on this form is being collected to support the administrative requirements of the local authorities election process...

Leslie Rea, Returning Officer Title of the Responsible Official
403-673-3611 Business Phone Number

LOCAL JURISDICTION: Municipal District of Bighorn No. 8 PROVINCE OF ALBERTA

We, the undersigned electors of Name of Local Jurisdiction and Ward (if applicable), nominate

Candidate Surname of Given Names

as a candidate at the election
Complete Address and postal code

about to be held for the office of Councillor Office Nominated for

of Municipal District of Bighorn No. 8 Name of Local Jurisdiction

Signatures of at least 5 ELECTORS ELIGIBLE TO VOTE in this election in accordance with sections 27 and 47 of the Local Authorities Election Act...

Table with 3 columns: Printed Name of Elector, Complete Address and Postal Code of Elector, Signature of Elector. Multiple rows for signatures.

Candidate's Acceptance

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

- THAT I am eligible under sections 21 and 47 (and section 12, in the case of summer villages) of the *Local Authorities Election Act* and sections 4(4) and 74 of the *Education Act* (if applicable) to be elected to the office;
- THAT I am not otherwise disqualified under section 22 or 23 of the *Local Authorities Election Act*;
- THAT I will accept the office if elected;
- THAT I have read sections 12, 21, 22, 23, 27, 28, 47, 68.1, and 151 and Part 5.1 of the *Local Authorities Election Act* and sections 4(4) and 74 of the *Education Act* (if applicable) and understand their contents;
- THAT I am appointing

Name, Contact Information or Complete Address and Postal Code and Telephone Number of Official Agent (if applicable)

as my official agent.

- THAT I will read and abide by the municipality's code of conduct if elected (if applicable); and
- THAT the electors who have signed this nomination paper are eligible to vote in accordance with the *Local Authorities Election Act* and the *Education Act* and resident in the local jurisdiction on the date of signing the nomination.

Print name as it should appear on the ballot

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

SWORN (AFFIRMED) before me

at the _____ of _____,

in the Province of Alberta,

this _____ day of _____, 20____.



Candidate's Signature

Signature of Returning Officer or Commissioner for Oaths
or Notary Public in and for Alberta
(Also include printed or stamped name and expiry date)

Commissioner for Oaths Stamp

RETURNING OFFICER'S ACCEPTANCE

Returning Officer signals acceptance by signing this form:

Signature of Returning Officer

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

Candidate Financial Information

Local Authorities Election Act
(Section 27)

Note: The personal information on this form is being collected to support the administrative requirements of the local authorities election process and is authorized under section 27 of the *Local Authorities Election Act* and section 33(c) of the *Freedom of Information and Protection of Privacy Act*. The personal information will be managed in compliance with the privacy provisions of the *Freedom of Information and Protection of Privacy Act*. If you have any questions concerning the collection of this personal information, please contact

Leslie Rea, Returning Officer

403-673-3611

Title of the Responsible Official

Business Phone Number

Candidate's Full Name _____

Candidate's Address and Postal Code _____

Address(es) of Place(s) where Candidate Records are Maintained _____

Name(s) and Address(es) of Financial Institutions where Campaign Contributions will be Deposited (if applicable)

Name(s) of Signing Authorities for each Depository Listed Above (if applicable)

Where there is any change in the above mentioned information, the candidate shall notify the local jurisdiction in writing within 48 hours of such changes by submitting a completed information form.



Election 2021

Candidate's Consent to Release Personal Contact Information

Please choose 1:

- I consent to the MD of Bighorn publishing the following information on the municipal website.
- I consent to the MD of Bighorn releasing the following information on request only.
- I do not consent to the release of my personal contact information.

Provide as little or as much information as you wish:

Name: _____

Phone Number: _____

Email Address: _____

Facebook: _____

Twitter: _____

Other: _____

Photo: provided separately by candidate

Candidate's Signature

Date