

# **Running for Municipal Office in the Village of Donnelly 2021**



## **A Guide for Prospective Candidates**

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## **Introduction**

Welcome to the 2021 information package on “Running for Municipal Office for the Village of Donnelly”!

This information package has been prepared primarily using information provided by Alberta Municipal Affairs <http://www.municipalaffairs.alberta.ca>.

Please remember that this information is for your assistance and has no legislative sanction.

It contains:

- a) Answers to the most frequently asked questions regarding election procedures; and,
- b) Important facts that prospective candidates may want to be aware of.

## **Contacts**

If you have any additional questions that are not answered in this package, please contact:

Communications

**Alberta Municipal Affairs Local Government Services Division**

17 Floor, Commerce Place

10155-102 Street

Edmonton, AB T5J 4L4

Phone: 780-427-2225 (Dial 310-0000 for toll-free connection)

Fax: 780-420-1016

the Chief Administrative Officer (CAO) for the Village of Donnelly:

Matthew Ferris

Village of Donnelly

5003 3<sup>rd</sup> Street

Box 200

Donnelly, AB

T0H 1G0

Phone: 780-925-3835

Fax: 780-925-2100

E-mail: [cao@donnelly.ca](mailto:cao@donnelly.ca)

## **Legislation**

The following Acts are applicable to a General Municipal Election:

- Local Authorities Election Act,
- Municipal Government Act, and the
- School Act

*It is in your best interest to become familiar with the applicable legislation.*

Copies can be obtained through: Alberta Queen's Printer  
Main Floor, Park Plaza Building  
10611 – 98 Avenue  
Edmonton, Alberta T5K 2P7  
Telephone: (780) 427-4952  
E-mail [qp@gov.ab.ca](mailto:qp@gov.ab.ca).  
Web Address [www.qp.alberta.ca](http://www.qp.alberta.ca)

## **Candidate Registration, Contributions & Expenses**

Beginning in 2014, candidates may not accept campaign contributions, including their own funds, unless they are registered with the municipality in which they intend to run.

**If a candidate has funded their campaign exclusively from their own funds, up to \$10,000, they are not required to register with the Village of Donnelly.**

For more information about registering as a candidate, please contact the Returning Officer.

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

- Your personal expenses
- Cost of acquiring premises accommodation, goods or services used for proper election campaign purposes.
- Payments for the costs of printing and advertising
- Expenses for transportation

### **Candidate Self-funded Contributions**

A candidate may entirely self-fund their campaign up to and including \$10,000. If a candidate self-funds their campaign, there is no need for the candidate to open a bank account specifically for campaign contributions.

### **Contributions to Candidates**

Candidates may accept contributions from any person, corporation, trade union or employee organization up to \$5000.

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 exceeds \$5000, in the aggregate or the amount of contributions and any amount of the candidate's own funds exceeds \$10000.

It is important to know the contributions of real property, personal property, goods and services have a value. Receipts must be issued for every contribution received and be obtained for every expense throughout the duration of the campaign.

All campaign records of contributions and expenses should be kept for a minimum of two (2) years following the general election.

### **Anonymous & Ineligible Contributions**

If a candidate receives an anonymous contribution, the candidate must return the contribution to the contributor immediately (if the identity is known) or pay an amount equivalent to the contribution to a registered charity or to the local jurisdiction for which the candidate is running for election.

## **Before you file your nomination paper**

Here are some things you should consider:

### **Are you qualified?**

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

### **Are you eligible to be nominated?**

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

- If you are the auditor of the municipality
- If you are an employee of the Village, 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 for any debt in excess of \$500 to the municipality.
- If you have, within the last 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*.

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

### **Do you have the time?**

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

- Regular and Special meetings of Council
- Council committee meetings
- Meetings of other boards and agencies to which you are appointed as Council's representative
- Conferences, conventions, seminars and workshops for training and discussion
- Social and other events promoting your municipality

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

### **Do you understand the position?**

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

**As an individual member of Council, you will not have the power to commit your municipality to any expenditure or to direct the activities of the municipal employees.**

Any promise you make as part of your election campaign that involves municipal expenditures or the activities of the employees, can only be carried out if you can convince a majority of Council that it is a good idea.

Your role regarding Village employees is very limited; the Chief Administrative Officer (CAO) is the only employee of Council.

**Do you understand the powers of a Municipal Council?**

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

**Are you familiar with local legislation?**

Local legislation is in the form of bylaws that remain in effect until they are amended or repealed. You will not be starting with a blank slate and creating your ideal municipality from scratch. If you are running with some kind of reform in mind, you will have to become familiar with what exists, how it has been created – by bylaw, resolution or policy – and why it exists, before you will be able to start discussing your changes.

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

For additional information pertaining to local bylaws, please visit our website at [www.donnelly.ca](http://www.donnelly.ca) or contact the Village office.

**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 through approved procedures. You will need the support, advice, and assistance of the CAO if you are to be an effective member of Council. Their training, experience, and understanding of how and why things have developed as they have, will be an important resource for you.

**What other information should you have?**

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

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



## **Village of Donnelly Council Meetings**

Regular Council meetings are usually held on the 2<sup>nd</sup> Monday, Tuesday or Wednesday of each month commencing at 7:15 p.m.

## **Council Remuneration**

- Mayor and Councilors will receive a monthly salary with a travel and subsistence allowance for the required attendance at Council and Committee meetings and various community events.
- Mayor and Councilors will receive remuneration for the required attendance at out-of-Village functions as a official representative of the Village of Donnelly.
- Claims for meal and travel subsistence that occur from conducting out of Village business may be made inaccordance with the Travel Expense Policy.
- Council will set the remuneration for the Councilors in the fourth year of a Council term byresolution of Council at a regular scheduled meeting prior to the annual budget meeting.
- Council members shall be paid on a monthly basis by direct deposit.

## **Filing your nomination**

Nomination Day is **Friday, January 01, 2021 to Wednesday September 22, 2021** at the Village of Donnelly located 5003 3<sup>rd</sup> Street, Donnelly, AB.

### **Nomination Form**

Your nomination must be filed on the prescribed form. The prescribed Nomination Paper (FORM4) for the Office of Mayor or Councilor is attached for your convenience. Should additional Nomination Papers be required they are available at <https://www.alberta.ca/municipal-election-forms.aspx> or at the Village of Donnelly Administration Office (962 St. John Ave., Pincher Creek, AB).

For advice on filling out the Nomination Papers, please contact the Returning Officer.

### **Qualifications of Candidates**

A person may be nominated as a candidate on nomination day if he or she;

- (a) is eligible to vote in that election,
- (b) has been a resident of Donnelly for 6 consecutive months immediately preceding nomination day, and
- (c) is not otherwise ineligible or disqualified.

Please see section 21, 22 and 23 of the Local Authorities Election Act for additional information on eligibility and ineligibility.

### **Candidate's Name**

The candidate's name, as it appears in the Candidate's Acceptance portion, is to be printed in the same manner, as the name will appear on the ballot. Nicknames are acceptable on the ballot; however, titles such as Dr., Mr., Mrs., etc., **are not** acceptable.

### **Candidate's Acceptance and Affidavit**

The candidate's affidavit at the bottom of the nomination form *may* be completed before a Commissioner for Oaths in advance of Nomination Day. A Commissioner for Oaths service is provided, free of charge, at the Donnelly Village Office (5003 3<sup>rd</sup> St, Donnelly, AB). Otherwise, the nomination form is to be filed on nomination day, in the presence of the Returning Officer.

The affidavit states that the candidate has read and understands Sections 12, 21, 22, 23, 27, 28, 47, 68.1, 151 and Part 5.1 of the Local Authorities Election Act and Section 44(4) of the School Act if applicable.

## **Nominators**

Your form must be signed by five people who are eligible to vote in the election and residents in the local jurisdiction on the date of signing of the nomination paper. To ensure that sufficient eligible electors have signed the nomination form, it is recommended that you have more than the required number sign the form. Space is provided for this purpose on the reverse side of the nomination form.

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

Persons signing a candidate's nomination paper form must be **eligible electors** on the day of signing, in accordance with Section 27 of the Act.

## **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.

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

**Under the Local Authorities Election Act, it is an offence for a candidate for elective office to sign a candidate's acceptance form that contains a false statement, and it is punishable by a fine.**

## **No late nominations**

The Returning Officer cannot accept nominations after noon on nomination day. **Be sure that your nomination paper is filed on time.**

## **Deposit**

The Village of Donnelly does ***not*** require that nominations be accompanied by a deposit.

## Filing the form

The completed form is to be filed with the Returning Officer at any time during the nomination period

Candidates for the office of Councilor must file their Nomination Papers with the Returning Officer at the Village of Donnelly Office, located at 5003 3<sup>rd</sup> Street, Donnelly, AB at any time during the nomination period of January 1, 2021 and and 12:00 P.M. (Noon) on Monday, September 20, 2021. **Nominations cannot be accepted after 12:00 p.m. (noon).** The clock in the main office will determine the time of opening and closing of nominations. Prospective candidates who are not inside the Village of Donnelly Office by 12:00 p.m. (noon) are not permitted to file nominations.

You may want to file the form in person; however, if you are unable to personally attend, any person may file your appropriately signed and commissioned nomination paper with the Returning Officer on Nomination Day.

Alberta Municipal Affairs, which is responsible for the Local Authorities Election Act, has stated that FACSIMILE (FAX) transmission of Nomination Papers is **NOT** acceptable.

## Withdrawing

Within 24 hours of the close of nominations (12:00 p.m., Wednesday, September 22, 2021), you may withdraw your nomination form, provided that more than the required number of candidates have been nominated for the office you were seeking. The Returning Officer **cannot** accept your withdrawal if it would result in less than the required number of candidates (5 for Councilor).

If you wish to withdraw, you must provide a written notice to the Returning Officer at 5003 3<sup>rd</sup> Street, Donnelly, AB, before 12:00 p.m. (noon) on Wednesday, September 22, 2021.

**A FAX Withdrawal Is Not Permitted.**

**Insufficient nominations**

If the number of nominations filed is less than the number of vacancies in any particular office, the Returning Officer or deputy, will be available the next day (and for up to six days) from 10:00 a.m. until 12:00 p.m. (noon) to receive further nominations.

If, by 12:00 p.m. (noon) on any of the days, the number of candidates nominated equals the number of vacancies in any particular office, nominations will be closed, and the Returning Officer will declare the candidates elected by acclamation. That means the candidates are elected without the necessity of actually holding the election.

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

**Examination of Nomination Papers****BE SURE THAT YOUR NOMINATION PAPER IS FILED ON TIME**

All Nomination Papers are available for inspection by qualified electors of the jurisdiction, during office hours and in the presence of the Returning Officer, deputy or secretary at 5003 3<sup>rd</sup> Street, Donnelly, AB.

**IT IS NOT THE RETURNING OFFICER'S RESPONSIBILITY TO RULE ON THE VALIDITY OF THE INFORMATION CONTAINED IN THE NOMINATION PAPER.**

(The Returning Officer may however, point out known discrepancies. The responsibility lies with the courts if the election or nomination is challenged by an elector).

## **After Filing**

### **Campaigning**

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

### **Bribery**

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

### **Undue Influence**

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

### **On Election Day**

It is an offence to canvass or solicit votes in or immediately adjacent to a voting station

## **Campaign Advertising**

### **Election Campaign Signs**

An election sign is: A temporary sign which is issued for political advertising and campaigning during a period of a federal, provincial, municipal, school board election, referendum, or plebiscite, and includes information signs used to identify and direct traffic to polling stations.

### **Rules**

#### ***(Subject to Change)***

All election campaign signage **must** be submitted to the Donnelly Village Office at 5003 3<sup>rd</sup> Street, Donnelly, AB for approval before posting. Proposals can be dropped off during office hours, or emailed to [cao@donnelly.ca](mailto:cao@donnelly.ca)

- No development permit is required for political posters provided all such signage is removed within 14 days after the completion of the relevant election or plebiscite.
- All signs shall be properly maintained in a manner which ensures they are not hazardous to public safety, or because of their dilapidated appearance, are detrimental to surrounding areas.
- Council may designate certain areas of the Village as sign clutter areas when, in the opinion of the Development Officer or Council, there exists an excess of signs. No new signs shall be erected in a sign clutter area unless and until the amount of existing signs have been reduced to the satisfaction of the Development Officer.
- No signs shall be allowed to be erected on a traffic control device or on the support structure of the traffic control device.
- No sign shall be erected so that it would be considered, in the opinion of the Development Officer, to be a traffic hazard, distract or obstruct the vision of vehicular traffic.
- The Village is not required to give notice for the removal of an unlawful election sign.

For additional information pertaining to election campaign signage, please refer to the *Guidelines for the Installation of Election Signs* pamphlet located on the Village of Donnelly website under the Municipal Elections.

**\*\*\*NOTE\*\*\* Should campaign signs remain posted after the indicated time frame, the Village shall direct such signs to be removed with all costs being charged back to the corresponding candidate.**

#### **Prohibition on use of a form of a ballot**

Candidates are not allowed to use a facsimile or representative of the ballot produced for Election Day in their advertising. The use of only the candidate's name and an "arrow" beside it does not constitute a form of the ballot. If there are questions on the acceptability of planned material, please contact the Returning Officer.

#### **Advertising on Election Day**

Candidate advertising on Election Day is not permitted inside or on the outside of the Voting Station. The Presiding Deputy at the Voting Station will remove advertising, which contravenes this Section of the *Local Authorities Election Act*.

**THE VOTING STATION FOR THE VILLAGE OF DONNELLY 2021 GENERAL ELECTION SHALL BE DEFINED AS THE DONNELLY VILLAGE OFFICE.**

## **Freedom of Information and Protection of Privacy**

Under the *Act* the Municipality must follow strict guidelines for the use of personal information.

The personal information that is being collected under the authority of the *Local Authorities Election Act* will be used for the purposes under that Act. It is protected by the privacy provision of the *Freedom of Information and Protection Of Privacy Act*.

If you have any questions about the collection or use of personal information, please contact Lisa Goss, FOIP Coordinator at (403) 627-3156.



## **Election Day**

**Election Day is Monday, October 18, 2021 between the hours of 10:00 a.m. and 4:00 p.m. at the Village Office, 5003 3<sup>RD</sup> Street, Donnelly, AB.**

### **Election Day**

Your Returning Officer is available to explain the election process to you. All ballot boxes are kept in the control of the Deputy Returning Officer in each voting station until the closing of the vote. The ballot boxes are sealed after the ballots are counted, then the secretary must store them sealed, in a protected area until the time when the ballot boxes and contents may be destroyed. Unofficial results may be made available during and following the counting. The official results are announced at 12:00 p.m. (noon) on the fourth (4<sup>th</sup>) day after the election.

**Candidates will NOT be contacted individually with the unofficial vote results. Candidates may contact the Returning Officer for this information at 780-925-3835 during regular business hours. The results will also be released to local media as soon as possible and posted in a conspicuous location at the Village of Donnelly Administration Office, 5003 3<sup>rd</sup> Street, Donnelly, AB, including the Village of Donnelly website at [www.donnelly.ca](http://www.donnelly.ca).**

If you are elected, you will take office at the organizational meeting of the Council.

### **Institutional Voting Stations**

Candidates or their Agents or Scrutineers are permitted to be present at Institutional Voting Stations.

### **Incapacitated Elector At Home**

Candidates or their Agents or Scrutineers are permitted to be present at the home of an incapacitated elector, at the discretion of the elector.

### **Qualifications for an Elector**

A person is eligible to vote in a municipal election if he/she:

- a) is at least 18 years old,
- b) is a Canadian citizen, and
- c) has resided in Alberta for the 6 consecutive months immediately preceding Election Day and is a resident in the area on Election Day.

## **Agents/ Scrutineers**

You are entitled to have one agent or scrutineer at each voting station. The agent or scrutineer must be at least 18 years of age. Candidates may either personally or by way of an agent, observe the election process at one or more voting stations. The agent or scrutineer must present a written notice, signed by the candidate, to the presiding deputy at the Voting Station, and

- a) stating that the person presenting the notice is to represent that candidate as his/her agent at the voting station.

The candidate or his/ her agent or his/ her scrutineer are not permitted to be in the Voting Station at the same time during voting hours; and, **only one or the other is permitted to be present at the count of ballots.**

## **Candidate and/or Agent**

The candidate or agent or scrutineer is permitted to observe the election procedures on election day except for the marking of a ballot by an elector.

The deputy may designate the place or places at a voting station where a candidate or an agent or scrutineer of a candidate, may observe the election procedure.

The candidate or agent or scrutineer may make objections to an elector being permitted to vote. The Deputy looking after the Voting Register and issuing ballots will record the objection and reasons; however, the elector is allowed to cast a vote.

Candidates or their agent or scrutineer may sign the Ballot Account and Result of Vote, Form 19, Alberta Election Forms Regulation. This form is the official result of the count of the ballots at the Voting Station.

Agents or scrutineers are not permitted to participate in the election process at a Voting Station, other than cast their own vote as an elector, if qualified. They are not permitted to handle forms or ballots used in the process. This applies during voting hours and during the count.

## **Post-Vote Procedures**

### **Counting of Votes**

Immediately after the close of the voting station, the Returning Officer will, in the presence of at least 1 and any additional officers that he/she considers necessary, and the candidates, agents or scrutineers, if any, ensure that each ballot box is opened and that the votes are counted.

A deputy shall not permit more than the candidate or his/her official agent or scrutineer, or more than 1 agent or scrutineer of either side of a vote on any by-law or question to be present at the same time in a voting station during the counting of the votes.

### **Void Ballots**

- (1) A deputy shall examine the ballots and may reject a ballot:
  - (a) that does not bear the initials of the officer,
  - (b) on which more votes are cast than an elector is entitled to cast,
  - (c) on which anything is written or marked by which an elector can be identified,
  - (d) that has been torn, defaced or otherwise dealt with by an elector so that he can thereby be identified,
  - (e) which is not marked by an "X", or
  - (f) on which no vote has been cast by an elector shall not be counted.
- (2) On the back of a ballot a deputy shall:
  - (a) endorse "rejected" if he/she rejects it as void, and
  - (b) endorse "rejection objected to" if any objection is made to this decision, and shall initial each endorsement.
- (3) Notwithstanding subsection (1)(e), if a vote, though incorrectly marked on a ballot, clearly indicates for whom or what the elector intended to vote, the deputy may count that ballot.

### **Note of Objection**

- (1) A deputy shall in the prescribed form make note of any objection made by a candidate or his/her agent or scrutineer in the case of a by-law or question by any person authorized to attend, to any ballot found in the ballot box and shall decide any question arising out of the objection.
- (2) Every objection shall be numbered and a corresponding number shall be placed on the back of the ballot and initialed by a deputy.

## **Election Results**

### **Declaration of Election Result**

The Returning Officer may publish unofficial results of the counting of ballots after an election as the results are received.

The Returning Officer shall, at 12:00 p.m. (noon) on the 4<sup>th</sup> day after Election Day, at the office of each local jurisdiction for which an election was held, announce or post a statement of the results of the voting for candidates, including a declaration that the candidate receiving the highest number of votes for each office to be filled is elected.

The Returning Officer shall, if the result was announced, post in some conspicuous place a statement signed by him/her showing the number of votes for each candidate.

### **Candidate or Agent Recount Request**

A candidate or an agent or scrutineer of a candidate may request the Returning Officer do a recount within **44 hours**, (4:00 p.m. Wednesday, October 20, 2021), of the close of the voting station and no later. The individual requesting the recount must show grounds that the **record of the result of the vote count at the voting station is inaccurate**. These grounds must be considered reasonable by the Returning Officer.

If a candidate or agent feels that a recount should be done under these circumstances, it is requested that contact be made with the Returning Officer as soon as possible because of the length of time required to complete the recount.

Candidates will be notified 12 hours in advance if there is to be a recount.

## **Judicial Recount**

**Within 19 days of the close of the voting station on Election Day, any elector may apply to the Court by Notice of Motion for a recount.**

The elector shall file an affidavit with the Clerk of the Court alleging reasonable grounds for believing that the presiding officer at the voting station did improperly count or reject ballots.

The elector shall deposit with the clerk \$300 in cash, certified cheque, cash order or money order as security for the payment of costs and expenses.

The applicant, at least three (3) days prior to the application for a recount, shall serve a copy of the Notice of Motion and Affidavit on the secretary, returning officer, and all candidates for the affected office.

On hearing the application for a recount, a Judge may set the day, time, and place for the holding of a judicial recount.

The secretary shall be present at the judicial recount with the sealed ballot boxes and the ballot account, which were used at the election.

***Results of the Judicial Recount:*** The Judge will certify the result of the recount and prepare a written statement declaring the result.

## **Forms (As Attached)**

### **FORM 4 – “Nomination Paper and Candidate’s Acceptance”**

Form 4 serves as an affidavit, which is a statement made under oath. It contains statements that are verified by the oath of the person, in this case the candidate, making the statement. Legal rights are therefore established. The importance of the affidavit is reflected in the Criminal Code which provides a maximum penalty of 14 years imprisonment for any person making a false affidavit.

The form serves as a vehicle for the electors nominating the candidate to record their name, address, and signature. The reverse of the form may be used if more than five (5) electors are nominating the candidate.

The form also serves as a vehicle for the candidate to appoint an official agent.

### **FORM 16 – “Statement of Scrutineer or Official Agent”**

Form 16 serves as a statement made by a person who presents to the presiding deputy a written notice signed by a candidate, appointing the person to represent that candidate as his/her scrutineer at the voting station.

When the “Statement of Scrutineer or Official Agent” has been made by the person, he/she is then recognized by the presiding deputy as the scrutineer of the candidate.

The scrutineer is making a statement to act on behalf of the candidate, and to maintain the secrecy of the vote.

A person who makes a false statement is guilty of an offence and is liable to imprisonment up to six (6) months or a fine up to \$10,000 or to both a fine and imprisonment.

### **Appointment of Candidate’s Scrutineer or Official Agent**

Candidates may also appoint a scrutineer to assist with the observing of the election process at the voting station. Each candidate can appoint as many scrutineers as they wish. Although scrutineers do not have to be electors, they do have to be at least 18 years of age.

The scrutineer must present the accepted form, *Appointment of Candidate’s Scrutineer and Official Agent* to the Presiding Deputy Returning Officer at the voting station. The statement is signed by the candidate. The scrutineer will then complete a Statement of Scrutineer – Form 16 in front of the Presiding Deputy Returning Officer at the voting station.

## Nomination Paper and Candidate's Acceptance

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

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

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

\_\_\_\_\_  
(Title of the Responsible Official)

\_\_\_\_\_  
(Business Phone Number)

LOCAL JURISDICTION: \_\_\_\_\_, PROVINCE OF ALBERTA

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

\_\_\_\_\_  
(Candidate Surname) (Given Names) of

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

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

of \_\_\_\_\_  
(Name of Local Jurisdiction)

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

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

### Candidate's Acceptance

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

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

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

Print name as it should appear on the ballot

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

SWORN (AFFIRMED) before me

at the \_\_\_\_\_ of \_\_\_\_\_,

in the Province of Alberta,

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.



\_\_\_\_\_  
(Candidate's Signature)

\_\_\_\_\_  
(Signature of Returning Officer or Commissioner for Oaths)

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



**Statement of Scrutineer or Official Agent**

*Local Authorities Election Act*  
(Sections 16(2), 68.1, 69, 70)

**Note:** The personal information on this form is being collected to support the administrative requirements of the local authorities election process and is authorized under section 16(2), 68.1, 69 and 70 of the *Local Authorities Election Act*. The personal information will be managed in compliance with the privacy provisions of the *Freedom of Information and Protection of Privacy Act*. If you have any questions concerning the collection of this personal information, please contact

\_\_\_\_\_  
(Title of the Responsible Official)

\_\_\_\_\_  
(Business Phone Number)

LOCAL JURISDICTION: \_\_\_\_\_, PROVINCE OF ALBERTA

ELECTION DATE (OR VOTE ON A BYLAW OR QUESTION): \_\_\_\_\_

I, \_\_\_\_\_,  
(Name of Scrutineer or Official Agent)

of \_\_\_\_\_  
(Complete address and postal code)

in the Province of \_\_\_\_\_, am at least 18 years of age and,

(a) For the purposes of an election, will act as scrutineer on behalf of \_\_\_\_\_  
for the office of \_\_\_\_\_  
(Name of Candidate)  
(Office for which Candidate was Nominated)

**OR**

(b) For the purposes of a vote on a bylaw, will act as scrutineer for those persons who are interested in

(Check [✓] One) ☐ promoting the passing of Bylaw No. \_\_\_\_\_

☐ opposing the passing of Bylaw No. \_\_\_\_\_

**OR**

(c) For the purposes of a vote on a question, will act as scrutineer on behalf of those persons who are interested in

(Check [✓] One) ☐ voting in the positive on the question set out.

☐ voting in the negative on the question set out.

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

\_\_\_\_\_  
(Signature of Scrutineer or Official Agent)

**IT IS AN OFFENCE TO SIGN A FALSE STATEMENT**

LGS0753 (2013/04)