

# CANDIDATES GUIDEBOOK



The following document offers information for County of St. Paul residents interested in running in the 2021 Municipal Election. More information is available at:

County Election Procedures Bylaw [www.county.stpaul.ab.ca/wp-content/uploads/2021/06/Election-Procedures-Bylaw\\_2021-09\\_June-8-2021.pdf](http://www.county.stpaul.ab.ca/wp-content/uploads/2021/06/Election-Procedures-Bylaw_2021-09_June-8-2021.pdf)

County Website - [www.county.stpaul.ab.ca/council#elections](http://www.county.stpaul.ab.ca/council#elections)

Municipal Affairs Website - [www.alberta.ca/municipal-elections-overview.aspx](http://www.alberta.ca/municipal-elections-overview.aspx)

Local Authorities Election Act - [www.qp.alberta.ca/documents/Acts/L21.pdf](http://www.qp.alberta.ca/documents/Acts/L21.pdf)

# **Elections in the County of St. Paul**

## **Background and Historical Information**

Municipal elections occur every 4 years for every local government and school board in Alberta. Municipalities are responsible for running these elections, under legislative guidelines, and for reporting the results to the Province.

The County of St. Paul is governed by a Council of seven (7) members. Six (6) councillors are elected, one from each division as well as a Reeve who is elected at large. Below is some key information regarding the elections in the County of St. Paul.

- **Local Authorities Elections Act (LAEA)**

The LAEA is the legislation for municipal elections in Alberta. It outlines the rules and procedures local governments must follow prior, during, and following an election. It also outlines who is eligible to run for local elected office in Alberta. The Act can be viewed at - <https://www.qp.alberta.ca/documents/Acts/L21.pdf>.

- **Nominations**

Nominations for electoral candidates will be received at the County Administration from 8:30 to 12 noon and 1:00 p.m. to 4:30 p.m., Monday to Friday, excluding statutory holidays beginning January 1 and ending September 20, 2021, **at noon**.

- **Acclamation**

If there is only one candidate in a division for the office of Councillor or for the office of Reeve after Nomination Day, that person is automatically acclaimed as the elected official for that position.

- **Withdrawing your Nomination**

Within twenty-four (24) hours of the close of nominations, you may withdraw your Nomination Form, provided that more than the required number of candidates have been nominated for the office you are seeking. The Returning Officer cannot accept your withdrawal if it would result in less than the required number of candidates.

## **Who can be a candidate?**

Section 21 (1) of the *Local Authorities Elections Act* states the following eligibility criteria:

A person may be nominated as a candidate in any election under this Act if on nomination day the person:

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

A person is not eligible to be nominated as a candidate in any election under this Act if on nomination day:

- (a) the person is the auditor of the local jurisdiction for which the election is to be held.
- (b) the person is an employee of the local jurisdiction for which the election is to be held unless the person takes a leave of absence.
- (c) the person is indebted to the municipality of which the person is an elector for taxes in default exceeding \$50, excluding from that amount any indebtedness for current taxes.
- (d) the person is indebted to the local jurisdiction for which the election is to be held for any debt exceeding \$500 and in default for more than 90 days.

Prospective candidates are required to complete **Form 4, Nomination Paper and Candidate's Acceptance Form** and it must contain signatures of Five Electors eligible to vote in accordance with sections 27 and 47 of the *Local Authorities Election Act* (form attached). The completed nomination form must be accompanied by a \$100 deposit, which shall be in the form of cash, certified cheque, money order payable to the County of St. Paul, or using debit or credit card.

Candidates are also required to complete **Form 5, Candidate Financial Information**.

Following the election, all candidates are required to file Form 26, **Campaign Disclosure Statement and Financial Statement**, whether or not they received any financial contributions towards their campaign. This form must be filed by March 2022.

## Voting Options

- **Advance Voting**

Advance votes are held to allow electors who are unable to vote on Election Day to cast their ballots early. Additional dates for advanced polls have been added due to COVID distancing restrictions.

**St. Paul Legion Hall** for all Divisions

Thursday, Friday and Saturday, **October 7, 8, & 9** from 10:00 a.m. to 8:00 p.m.

**Elk Point Seniors Centre** for Divisions 1, 2 and 3

Saturday, **October 9** from 10:00 a.m. to 8:00 p.m.

- **Election Day, Monday October 18, 2021**

Polling stations will be open from 10:00 a.m. to 8:00 p.m. on Election Day.

Division 1 Elk Point Seniors Centre  
Heinsburg Seniors Hall

Division 2 Elk Point Seniors Centre  
Stoney Lake Community Hall

Division 3 Lac Bellevue Hall  
St. Paul Legion Hall

Division 4 Cork Hall  
St. Paul Legion Hall

Division 5 Ashmont Legion Hall  
St. Vincent Recreation Centre

Division 6 Mallaig Seniors Centre  
St. Lina Community Hall

Unofficial results will be forwarded to the County Office on election night, and the results will be posted live on the County's website. Results do not become official until 12 noon on the 4<sup>th</sup> day after Election Day.

- **Special Ballots**

An Elector who is unable to vote at an Advance Vote or at a Voting Station on Election Day may apply to vote by special ballot under the following circumstances:

- a) physical incapacity;
- b) absence from the local jurisdiction, or
- c) being a Returning Officer, Deputy Returning Officer, Candidate, Official Agent or scrutineer who may be located on Election Day at a voting station other than that for the Elector's place of residence.

An application for a special ballot may be made by any one of the following methods between August 1 and 9:00 a.m. on Election Day:

- a) in writing or in person to the Returning Officer, or designate, at the location(s) specified by the Returning Officer;
- b) by telephone at the phone number specified by the Returning Officer;
- c) by telecopier at the fax number specified by the Returning Officer;
- d) by e-mail at the e-mail address specified by the Returning Officer;

The special ballot must be marked and submitted to the Returning Officer, prior to noon on Election Day to be included in the ballot count.

- **Voter Turnout for 2017 Election**

The following is a summary of voter participation for the 2017 Municipal Election:

	Number of Candidates	Number of Votes Cast
Division 1	2	307
Division 2	3	296
Division 3	3	584
Division 4	2	474
Division 5	3	550
Division 6	1	Acclamation
Reeve	3	2578

## **Roles and Responsibilities of Council and Councillors**

The distinction between Council and councillors is an important one, as the *Municipal Government Act* (MGA) does not grant individual councillors any decision-making authority. Therefore, councillors must work together with the rest of their colleagues to pass resolutions, as any action or decision of Council requires that it be supported by the majority of councillors.

MGA section 201 (1) describes the role of a municipal Council:

A Council is responsible for:

- a. developing and evaluating the policies and programs of the municipality.
  - b. carrying out the powers, duties and functions expressly given to it under the MGA or any other enactment.
- MGA section 153 describes the duties of individual councillors:
    - a. to consider the welfare and interests of the municipality as a whole and to bring to Council's attention to anything that would promote the welfare or interests of the municipality.
    - b. to promote an integrated and strategic approach to intermunicipal land use planning and service delivery with neighbouring municipalities.
    - c. to participate generally in developing and evaluating the policies and programs of the municipality.
    - d. to participate in council meetings and council committee meetings and meetings of other bodies to which they are appointed by the council.
    - e. 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.
    - f. to keep in confidence matters discussed in private at a council or council committee meeting until discussed at a meeting held in public.
    - g. to adhere to the code of conduct established by Council under section 146.1 (1).
    - h. to perform any other duty or function imposed on councillors by the MGA or any other enactment or by Council.

Alberta Municipal Affairs has prepared a detailed document outlining the roles of Council and councillors. It can be accessed on their website.

## **Policies and Bylaws**

Council passes policies and bylaws to establish rules for itself and administration to follow.

Two of the most significant documents governing Council is the County of St. Paul Meeting Procedure Bylaw and the Councillor Code of Conduct Bylaw:

- o The Meeting Procedure Bylaw details the way Council business is conducted.
- o The Council Code of Conduct Bylaw establishes parameters for acceptable behavior, action, decorum, for councillors as well as potential sanctions for violations.

These Bylaws can be viewed on the County of St. Paul Website.

## **Conflict of Interest**

Section 172 of the *Municipal Government Act* (MGA) establishes rules for pecuniary interests of councillors. Pecuniary interest refers to something which could monetarily affect a councillor, his/her spouse or adult interdependent partner, child, the parents of a councillor's spouse, or a business which employs a councillor or in which he/she has an interest. A councillor has a pecuniary interest when a matter before Council could be influenced by one of the above factors. A councillor must decide when he or she has a pecuniary interest as Council cannot make the decision for them.

## **What is the time commitment if I am elected?**

The Reeve and Councillors are not only committed to Council duties but are also appointed to Committees at the County's Annual Organizational Meeting.

Regular Council meetings are held the 2<sup>nd</sup> Tuesday of each month commencing at 10:00 a.m. Public Works meetings are held the 4<sup>th</sup> Tuesday of each month commencing at 10:00 a.m. from October to March and 9:00 a.m. from April to September.

In preparation for the Council and Public Works meetings, electronic agenda packages are provided to members of Council on the Friday prior to the meeting.

Listed below are the current committees Council members can be appointed to along with an estimate of time required:

- Agricultural Service Board: All Council members; meets quarterly
- Alberta's Lakeland DMO: One member; meets monthly
- Cemetery Committee: Three members; meets as required

- Community Futures: Two members; meets monthly
- County Library Board: Two members; 8 meetings per year
- Elk Point Airport: Two members; meets quarterly
- Elk Point Community Advisory Policing Committee: Two members; meets monthly
- Elk Point Community Health Council Steering Committee: Two members; meets monthly
- Elk Point Economic Development Committee: One member; meets monthly
- Elk Point Fire Protection: Two Members; meets quarterly
- Elk Point Municipal Library: One member; meets quarterly
- Elk Point Regional Allied Arts Committee: One member; meets monthly
- Elk Point/St. Paul Regional Water Commission: Three members, one alternate; meets monthly
- Evergreen Regional Waste Management Services Commission: One member, one alternate; meets monthly
- FCSS: Two members, 8-10 meetings per year
- Fort George and Buckingham House: One member; meets quarterly
- Heavy Oil Committee: Three members; meets as required
- Highway 28/63 Regional Water Commission: One member, one alternate; meets monthly
- HUB: One member, one alternate; meets bi-monthly
- LARA: One member, one alternate; meets monthly
- MD of St. Paul Foundation: Three members; meeting bi-monthly
- Muni Corr: One member; one alternate; meets monthly
- North Saskatchewan Watershed Alliance: One member, one alternate; meets quarterly
- Northern Lights Library System: One member, one alternate; meets quarterly
- Policy Committee: Four members, meets bi-monthly
- Regional Emergency Advisory Committee: Two members; meets quarterly
- Regional Tourism Initiative/Iron Horse Trail Committee: One member; meets monthly



- Riverland Recreation Committee: One member, one alternate; meets quarterly
  - Safety Codes Act Committee: Three members; meets annually
  - St. Paul Municipal Seed Cleaning Plant: Two members; meets quarterly
  - St. Paul Airport Committee: Two members; meets quarterly
  - St. Paul Chamber of Commerce: One member; meets monthly
  - St. Paul Fire Protection Committee: Three members; meets quarterly
  - St. Paul Municipal Library Board: One member; meets monthly
  - St. Paul Transfer Station Committee: Two members; meets quarterly
  - STEP Economic Development Alliance: One member; meets bi-monthly
  - Town of St. Paul Recreation Board: Two members; meets monthly
- \* There are additional committees that meet infrequently or may be assembled on an ad hoc basis. This is not an exhaustive list.

### **When is the First Meeting after the Election?**

The first meeting after the election, will be the Organizational Meeting which will be held between Monday, October 25 and Monday, November 1, 2021. The exact date is yet to be determined.

This will be the County's Annual Organizational Meeting. During this meeting, Council will elect a Deputy Reeve and appoint members to various committees for the upcoming year as per the above list.

## Other Resources

- Municipal Affairs Local Authorities Election Act Q&A (<https://open.alberta.ca/publications/implementation-fact-sheets-local-authorities-election-act-2018-and-2020>)
- Municipal Affairs: Roles and Responsibilities for Municipal Councillors (<https://www.alberta.ca/roles-and-responsibilities-of-municipal-officials.aspx>)
- Municipal Affairs: Pecuniary Interest for Municipal Councillors (<https://open.alberta.ca/publications/9781460132494>)
- Municipal Affairs: What Every Councillor Needs to Know (<https://open.alberta.ca/publications/9781460136324>)
- Further information or questions can be obtained by accessing Alberta Municipal Affairs' website (<https://www.alberta.ca/municipal-elections-overview.aspx>) or by contacting Roxanne Bergheim, Returning Officer, at 780-614-4609 or at [returningofficer@county.stpaul.ab.ca](mailto:returningofficer@county.stpaul.ab.ca).

## Appendices

- Form 4, Nomination Paper and Candidate's Acceptance Form
- Form 5, Candidate Financial Information
- Form 26, Campaign Disclosure Statement and Financial Statement

## 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 and is authorized under sections 21 and 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

\_\_\_\_\_ Business Phone Number  
 Title of the Responsible Official

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

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

\_\_\_\_\_ of  
 Candidate Surname Given Names

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

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 sections 4(4) and 74 of the *Education Act* (if applicable). If a city or a board of trustees under the *Education 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 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

\_\_\_\_\_  
Commissioner for Oaths Stamp

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

**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 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

\_\_\_\_\_   
 Title of the Responsible Official

\_\_\_\_\_   
 Business Phone Number

Candidate's Full Name \_\_\_\_\_

Candidate's Address and Postal Code \_\_\_\_\_

Address 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.

# Campaign Disclosure Statement and Financial Statement

*Local Authorities Election Act  
(Sections 147.3, 147.4)*

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 147.4 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 \_\_\_\_\_

Title of the Responsible Official	Business Phone Number
LOCAL JURISDICTION _____, PROVINCE OF ALBERTA	
Full Name of Candidate _____	
Candidate's Mailing Address _____	
_____, Alberta	
Postal Code _____	

This form, including any contributor information from line 2, is a public document.

### Pre-Campaign Period Report

1. Pre-Campaign Period Contributions (up to a limit of \$5,000 per year or \$10,000 from candidate's own funds per year)	_____
2. Pre-Campaign Period Expenses	_____

### Campaign Period Revenue

#### CAMPAIGN CONTRIBUTIONS:

1. Total amount of contributions of \$50.00 or less	_____
2. Total amount of all contributions of \$50.01 and greater, together with the contributor's name and address (attach listing and amount)	_____

NOTE: For lines 1 and 2, include all money and valued personal property, real property or service contributions.

3. Deduct total amount of contributions returned	_____
4. NET CONTRIBUTIONS (line 1 + 2 - 3)	<b>\$0.00</b>

#### OTHER SOURCES:

5. Total amount contributed out of candidate's own funds	_____
6. Total net amount received from fund-raising functions	_____
7. Transfer of any surplus or deficit from a candidate's previous election campaign	_____
8. Total amount of other revenue	_____
9. TOTAL OTHER SOURCES (add lines 5, 6, 7 and 8)	<b>\$0.00</b>
10. Total Campaign Period Revenue (add lines 4 and 9)	<b>\$0.00</b>

#### Campaign Period Expenditures

11. Total Campaign Period Expenses	Paid _____	Unpaid _____	TOTAL	<b>\$0.00</b>
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The Candidate must attach an itemized expense report to this form.

Campaign Period Surplus (Deficit) (deduct line 11 from line 10)	<b>\$0.00</b>
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A candidate who has incurred campaign expenses or received contributions of \$50,000 or more must attach a review engagement statement to this form.