



CANDIDATE GUIDE TO MUNICIPAL ELECTIONS

A supplementary guide to Municipal Affairs' *Running for Municipal Office: A Guide for Candidates Publication*

General Election October 18, 2021

Table of Contents

2021 General Election.....	4
Introduction.....	4
About Village of Acme	4
Contact Information.....	5
Returning Officer	5
Municipal Affairs	5
Queens Printer	5
Key Election Dates.....	6
Deciding to Run & Eligibility	7
Thinking About Running for Council?.....	7
Making an Informed Decision	7
Why Should I Run?.....	7
Do I Have the Skills and Knowledge?	8
Eligibility.....	9
Time Commitments	10
Regular Council Meetings.....	10
Special Meetings of Council	10
Social and Other Events	10
Background Work.....	10
Board and Committee Meetings	10
Village of Acme Boards and Committees	11
Conferences and Training	12
Alberta Urban Municipalities Association.....	12
Federation of Canadian Municipalities	12
Council Orientation and Training.....	12
Strategic Planning Sessions	12
General Information for Elected Office	13
Municipal Council Positions	13
Duties of a Member of Council	13
Duties of Mayor	13
Duties of Deputy Mayor	13
The Chief Administrative Officer, CAO.....	13
Roles and Responsibilities of Council vs Administration	14
Elected Officials Salary and Benefits.....	15
Mayor Remuneration	15
Deputy Mayor Remuneration	15
Council Remuneration	15
Per Diem	15
Mileage.....	15
Meals.....	15
Electronic Devices	15

Nominations.....	16
Nomination Day Checklist.....	16
Nomination Dates	16
Obtaining Nomination Forms	16
Filing of Nomination Papers.....	16
Qualifications of Electors Who Sign Nomination Forms	17
Withdrawal of Nomination.....	18
Insufficient Nominations and Acclamations.....	18
Insufficient Nominations.....	18
Acclamation	18
Official Agents and Scrutineers.....	19
Official Agents.....	19
Scrutineers	19
Managing Your Campaign	20
Candidate Forum.....	20
Campaign Finances.....	20
Campaign Contributions	21
Campaign Disclosure	22
Campaign Disclosure Statements	22
Campaign Surplus	22
Campaign Deficit	22
Candidate Contact Information	22
Campaign Advertising.....	23
Election Signs.....	23
Voter Information	24
Voter Eligibility.....	24
Voter Identification.....	24
Voting Opportunities.....	25
Vote in Advance.....	25
Vote on Election Day	25
Voting Station Accessibility	25
Unofficial and Official Election Results.....	26
Recounts	26
After the Election.....	27
Council Orientation.....	27
Election Campaign Finances	27
Candidate Checklist.....	28

2021 General Election

Introduction

As a supplement to Municipal Affairs' [Running for Municipal Office: A Guide for Candidates](#) publication, this guide is designed to provide information to those individuals who might be interested in seeking nomination for the office of Village of Acme Councillor. It contains details on some of the election procedures and other important facts candidates should be aware of.

This handbook will provide:

- Information about Village of Acme
- Eligibility of Candidates
- Roles and Responsibilities of Village of Acme Council
- Managing a campaign in Village of Acme
- Village of Acme election procedures
- Candidate Checklists

This guide is intended to assist potential candidates in their decision to run for Councillor at the Village of Acme. This document is not inclusive of all information required for running as a municipal candidate in the October 18, 2021 election.

With the nomination period now being a nine-month period, items in this handbook could potentially change. If that happens, administration will do their best to update the information in a timely matter. The updated version of this handbook will list all the changes on the front cover. It is your responsibility to view the most recent copy.

It is also the candidate's responsibility to read and understand all legislation concerning elections and to seek legal and accounting advice from professionals or to contact Municipal Affairs regarding requirements under provincial legislation.

Village of Acme assumes no responsibility for any candidate's failure to comply with any legislated requirement.

General election information can be obtained through the Village of Acme website at www.acme.ca/election, or through the Municipal Affairs website at www.alberta.ca/municipal-elections-overview. Information on the websites about running for municipal office may change. It is your responsibility to stay up to date with any new information.

About Village of Acme

Situated 70 km North East of Calgary, the Village of Acme is located within Kneehill County and has a population of 653.

Contact Information

Returning Officer

Questions or information relative to elections, contact:

Gary Sawatzky, Acting Returning Officer

Box 299

203 Clarke Street

Acme, AB. T0M 0A0

Phone: 403-546-3783

Email: cao@acme.ca

Municipal Affairs

Phone: 780-427-2732

Toll Free: 310-0000 before the phone number (in Alberta)

Email: lgsmail@gov.ab.ca

Queens Printer

Copies of Provincial Legislation, including the *Local Authorities Election Act* (LAEA) and the *Municipal Government Act* (MGA), contact:

Queen's Printer

5th Floor Park Plaza Building

10611-98 Avenue

Edmonton, AB T5K 2P7

Telephone: 780-427-2711

Email: qp@gov.ab.ca

Online: www.qp.alberta.ca

Key Election Dates

Date	Event
January 1, 2021 to September 20, 2021 at 12:00 noon	Nomination Period
September 20, 2021	Election Signs Election signs may be installed starting at 12:00 noon on Nomination Day.
September 21, 2021 at noon	Deadline for Withdrawal of Nomination Nominations may be withdrawn by written notification to the Returning Officer. See “Withdrawal of Nomination Section” for further details.
Friday, October 15, 2021 2:00 p.m. to 6:00 p.m. Saturday, October 16, 2021 10:00 a.m. to 8:00 p.m.	Advance Vote Days See “Vote in Advance Section” for further details.
Monday, October 18, 2021 10:00 a.m. to 8:00 p.m.	Election Day Unofficial results will be released as they become available after the voting stations close.
Thursday, October 21, 2021	Removal of Election Signs Removal of election signs, including all supporting structures, must be completed by 8:00 p.m.
Friday, October 22, 2021 12:00 noon	Official Election Results Returning Officer will post the official election results and declare the candidate(s) who received the highest number of votes to be elected.
Tuesday, March 1, 2022	Deadline for Filing of Campaign Disclosure Statements Candidates for the 2021 Municipal Election shall file Campaign Disclosure Statements and remit any surplus to the Village on or before March 1, 2022.

Deciding to Run & Eligibility

Thinking About Running for Council?

Council reflects the diversity of views and opinions that naturally reside within the Municipality. As a Councillor you have a chance to be a leader in your community.

Visionary thinking, strong communication skills (speaking and listening), conflict resolution skills, an ability to be persuasive and accept opposing views and enthusiasm are great attributes to bring to the Council table.

Council's responsibility is to provide governance, not micro-manage or perform any administrative duties.

Making an Informed Decision

Of all levels of government, municipal government is the nearest to the needs and expectations of local citizens. Local Council members therefore have the opportunity to significantly influence the future of our community. This can make a Council member's job both rewarding and demanding.

Before casting your hat into the ring, it is important to figure out whether or not you have the adequate time to devote to the position, and to make sure the job will meet your expectations. See ["Time Commitment Section"](#) for more details.

Why Should I Run?

For governments to be representative of, and responsive to, the needs of their constituents, their make-up should reflect the demographics of the constituency. As an elected official, you will:

- Bring the perspective of your demographic to the decision-making table;
- Influence changes that benefit your community and ensure its sustainability;
- Put forward new ideas for debate and possible implementation and change;
- Make a positive difference in the quality of life in your community;
- Provide a voice for your community with other levels of government; and
- Be part of a team that makes decisions that affect all aspects of community life.

Do I Have the Skills and Knowledge?

It is not crucial to have an education or experience in a government setting to run as a candidate.

You likely have skills, knowledge and abilities that are transferable to the elected official's role.

For women running for municipal office, Municipal Affairs has a guide for women running for office and can be found at: <https://www.alberta.ca/ready-for-her.aspx>

Things that you can do prior to running for Council:

- Read Council agendas and minutes, and talk with current Councillors;
- Attend Council meetings, this is a great opportunity for you to see Council in action;
- Talk to Gary Sawatzky, Village of Acme's Chief Administrative Officer. He is a resource that would be happy to answer any questions you might have about municipal operations. To contact Gary, email cao@acme.ca or phone 403-546-3783.
- Connect with former and current elected officials in your community to learn about their experiences.
- Meeting with local community groups to learn more about the important and top of mind issues in the area.

Eligibility

Sections 21 to 23 of the *Local Authorities Election Act* cover the eligibility requirements for municipal candidates and list conditions for disqualification.

A candidate must swear or affirm an affidavit (Form 4- Nomination Paper and Candidate's Acceptance) before the Returning Officer or a Commissioner for Oaths confirming that they have reviewed the legislation and are eligible to be elected.

To Become a Candidate, You Must:

- Be at least 18 years of age on nomination day;
- Be a Canadian citizen; and
- Have been a resident of Village of Acme for six consecutive months immediately preceding nomination day. (Nomination day is 4 weeks before election day)
- Pay the \$100.00 deposit fee to Village of Acme by cash, certified cheque or money order.

(Ministerial Order 103/20, allows deposit fee by cash, debt card, credit card, certified cheque or money order)

A Candidate Must Be:

- at least 18 years old
- a citizen of Canada
- a resident of Village of Acme

And cannot be otherwise disqualified or ineligible.

You Are Not Eligible to Run if You:

- Are an employee of the Village of Acme (unless you are granted a leave of absence prior to nomination day);
- Are an auditor for Village of Acme;
- Are more than \$50 in arrears on your property taxes, or you are more than 90 days in default of any debt to Village of Acme in excess of \$500 (if you are not sure about this, please call 403-546-3783 to find out if you have any amounts owing); or
- Have been convicted of an offence under the *Local Authorities Election Act*, the *Elections Act*, or the *Canada Elections Act* within the last 10 years.

There may be other instances that will result in your ineligibility to be nominated as a candidate. It is the candidate's responsibility to ensure the candidate is not in violation of the conditions of eligibility. For the inclusive instances, please refer to Sections 22 and 23 of the *Local Authorities Election Act*.

Time Commitments

Council members will serve a four-year term. The 2021 Council members will be sworn in at the first Council meeting after the general election on October 25, 2021 and serve until October 2025.

Being a municipal Councillor is considered a part-time job. However, hours will vary depending on the time of year, complexity of issues at hand and what committees or boards you have been appointed to.

Regular Council Meetings

Village of Acme Council meetings are currently held the second and fourth Monday of each month at 6:00 pm and often run 2-2.5 hours. You will be required to prepare for these meetings by reviewing an agenda and corresponding information that will be provided to you prior to the meeting.

Special Meetings of Council

Additional Council meetings are scheduled from time to time to deal with time sensitive matters.

Social and Other Events

These events can range from attending local fundraisers, to giving welcome speeches at conferences, to representing the Municipality at social functions, among a host of other things. Time commitments in this area are usually heavier for the Mayor, and will depend on the interest and availability of various Council members.

Background Work

The various Council meetings you will be attending each come with an agenda package. This consists of reports and correspondence intended to help you prepare for the decisions required at the meeting. You will need to have time to thoroughly read the information before attending each meeting. You will also want to have some time to meet occasionally with the Chief Administrative Officer (CAO), who is Council's only employee, and who is in charge with the task of implementing Council's policies and programs.

Board and Committee Meetings

Village of Acme partners with a number of regional municipalities and organizations to provide essential services to the community. Members of Council provide Village representation to these boards and committees. These representatives are chosen by Council at the Organizational Meeting in October. Below are a listing of the boards and committees. Meeting times vary, and can be biweekly, monthly, or less frequent depending on the situation.

Boards and Committees

Acme & District Agricultural Society

Acme Hall Board

Acme Municipal Library Board

Acme Parent/School Council

Aqua 7 Regional Water Commission

Canadian Badlands

Communication Committee

Community Futures Wild Rose (CFWR)

Doctor Recruitment and Retention

Drumheller and District Solid Waste Association

Family & Community Support Services (FCSS)

Intermunicipal Collaboration Framework

Intermunicipal Development Plan

Intermunicipal Subdivision and Development Appeal Board

Kneehill Housing Corporation

Kneehill Regional Partnership Steering Committee

Municipal Planning Committee

Palliser Regional Municipal Services (PRMS)

Red Deer River Municipal User Group

Regional Emergency Management Advisory Committee

Conferences and Training

Village of Acme is part of certain associations and committees that hold annual conferences each year. A listing of Council's 2021 Professional Development form can be found in the appendices section. The plan lists the events and conferences to which members of Council are permitted to attend.

Alberta Urban Municipalities Association

Village of Acme is part of the [Alberta Urban Municipalities Association](#) (AUMA). The association holds an annual conference in the fall of each year that provides networking and learning opportunities. Members of Council will be expected to attend.

Federation of Canadian Municipalities

Village of Acme is also part of the [Federation of Canadian Municipalities](#) (FCM). The FCM holds a three-day annual conference every year in June that provide networking and learning opportunities.

Council Orientation and Training

The first couple of months of being a newly elected official will be onerous. There will be numerous New Councillor Orientations scheduled on top of your usual Councillor duties. Throughout the four-year term there will also be opportunities to attend the Elected Official Education Programs (EOEP). These courses are offered on-line or added onto the RMA Conference for Councillors to further their elected official education.

Strategic Planning Sessions

Council holds a number of working sessions throughout the year for corporate planning initiatives such as strategic and business planning. All elected officials are expected to commit a minimum of two full weekdays for these types of initiatives.

General Information for Elected Office

Municipal Council Positions

Village of Acme residents elect 5 Councillors.

Councillors are elected for a term of four years and the position of Mayor and Deputy Mayor are selected annually by the Council members at the annual Organizational Meeting.

Duties of a Member of Council

The Municipal Government Act (MGA) outlines the following general duties and principles for Mayor and Councillors:

- Consider and promote the welfare and interests of the municipality;
- Develop and evaluate municipal policies and programs;
- Participate in Council meetings, Council committee meetings, and meetings of other bodies to which they have been appointed;
- Obtain information about the operation or administration of the municipality from the Chief Administrative Officer (CAO);
- Keep in confidence matters discussed in private at a Council or committee meeting until discussed at a public meeting;
- Perform any other duty or function imposed on Council members by the MGA, any other enactment or by Council.

Duties of Mayor

The Mayor is the chief elected official of the municipality and has duties that encompass those of both Councillor and chief elected official. In addition to performing the duties of a member of Council, the MGA requires the chief elected official (Mayor) to:

- Preside at Council meetings; and
- Perform other duties imposed on the Mayor by the MGA or any other enactments or bylaw.

The Mayor is a member of all Council Committees and all bodies to which Council has the right to appoint members under the Municipal Government Act.

The Mayor is selected by the Council members at the annual Organizational Meeting.

Duties of Deputy Mayor

In the absence of the Mayor, the Deputy Mayor will perform the Mayor's role as required. The Deputy Mayor is selected by the Council members at the annual Organizational Meeting.

The Chief Administrative Officer, CAO

Every Council must establish, by bylaw, a position of Chief Administration Officer (CAO). The CAO is the administrative head of the municipality. The CAO's responsibilities include ensuring that the municipality's policies and programs are implemented, advising and informing Council on the operation of the municipality, performing other duties as assigned by Council, and ensuring appropriate staffing is in place.

Roles and Responsibilities of Council vs Administration

Governance (Council) Determines the “what”	Management (Administration) Determines the “how”
<p>“The creation of a setting in which Administration can manage effectively.”</p>	<p>“The making of operating decisions by Administration.”</p>
<p>Strategic Plan Development</p> <ul style="list-style-type: none"> • Vision • Strategic Priorities • Strategic Objectives 	<p>Strategic Plan Execution</p> <ul style="list-style-type: none"> • Mission • Values • Strategic Actions • Departmental Business Plans
<p>Develop Policies</p>	<p>Implement Policies (development of procedures)</p>
<p>Approve Bylaws</p>	<p>Enforce Bylaws</p>
<p>Approves Budget</p> <ul style="list-style-type: none"> • Total Revenue & Expenditures • Service Area Budgets 	<p>Manages Budget</p> <ul style="list-style-type: none"> • General Ledger Accounts • Financial Reporting
<p>Set Direction</p>	<p>Provide Information & Recommendations</p>
<p>Key Relationships</p> <ul style="list-style-type: none"> • Premiers, Members of Parliament, Members of Legislative Assembly, Cabinet Ministers, Reeves, other municipal Mayors and Councillors 	<p>Key Relationships</p> <ul style="list-style-type: none"> • Deputy Ministers, Prov. & Fed., Administration, Other municipal CAOs & Administration

Elected Officials Salary and Benefits

Village of Acme reviews Council's remuneration policy annually.

Mayor Remuneration

The Mayor will receive an honorarium of \$550.00 per month.

Deputy Mayor Remuneration

The Deputy Mayor will receive an honorarium of \$495.00 per month.

Council Remuneration

Each Councillor will receive an honorarium of \$478.50 per month.

Per Diem

Per diem of \$200.00 per day and \$100.00 per half day.

- Half day remuneration is considered under four hours away from home for a meeting or committee work.
- Full day remuneration is considered over four hours away from home.
- All Council meetings are considered a full day.
- If a Village of Acme Councillor is a Chairman of a Committee meeting then that meeting shall be considered a full day.

Mileage

Mileage is currently paid at \$0.59 per kilometer and adjusted annually according to Revenue Canada Automobile Allowance Rate.

Meals

Meals are reimbursed with receipt up to a maximum of:

- \$75.00/day

Electronic Devices

At the beginning of the Council term, Village of Acme will provide each Councillor with their choice of laptop/tablet up to the maximum cost of \$1,000.

Base Salary

Mayor:
\$550.00/month

Deputy Mayor:
\$495.00/month

Councillor:
\$478.50/month

Per Diem

Half Day: \$100.00

Full Day: \$200.00

Mileage

\$0.59/km

Meals

Maximum \$75.00/day

Technology

\$1,000.00/term

Nominations

Obtaining Nomination Forms

A nomination package has been developed that details the requirements and process to become nominated as a candidate in the Kneehill County municipal election. Nomination packages are available online at www.acme.ca/election or Village of Acme, at 203 Clarke Street, Acme, AB. T0M 0A0.

Filing of Nomination Papers

Nominations must be completed on the prescribed Form 4, Nomination Paper and Candidate's Acceptance. Form 5, Candidate Financial Information must also be completed by the candidate. The prescribed nomination form must be signed by a minimum of 5 eligible electors. To ensure validity of their Nomination Papers, a Candidate is encouraged to submit more than the required five (5) electors' signatures. (For more information on who is qualified to sign nomination forms visit [Qualifications of Electors Who Sign Nomination Forms](#) section)

In accordance with Village of Acme's Elections Bylaw, nomination forms must include a deposit of \$100 by cash, certified cheque or money order payable to Village of Acme.

(Ministerial Order 103/20, allows candidates to make deposit payments by cash, credit card, debt card, certified cheque or money order.)

The Returning Officer must refuse a candidates Nomination Form if:

- It is not on prescribed Form 4;
- It has not been signed by the required number of eligible electors;
- The paper is not accompanied by the required deposit;
- Has not been sworn/affirmed by the Returning Officer.

Nomination Dates

Nominations Open:

Monday, January 4, 2021

Nominations Close:

Monday, September 20, 2021
12:00 noon

Location:

Village of Acme Office
203 Clarke Street
Acme, AB. T0M 0A0

Nomination Checklist:

- Form 4, Nomination Paper and Candidate's Acceptance and Form 5, Candidate Financial Information completed including phone number and email address.
- Minimum of five (5) signatures from eligible electors in Village of Acme.
- Form 4 is commissioned by the Returning Officer or a Commissioner of Oaths.
- \$100 deposit, payable in cash, certified cheque or money order payable to Village of Acme.
- The candidate's signature on the nomination and candidate's acceptance form must be witnessed by a Commissioner for Oaths.

The Returning Officer does not have the authority to challenge the validity of the information provided on the Nomination Paper and Candidate's Acceptance Form.

The candidate's signature on the nomination and candidate's acceptance form must be witnessed by a Commissioner for Oaths or the Returning Officer.

Nominations will be accepted by the Returning Officer starting on January 4, 2021 until the close of nominations at 12 noon on Monday, September 20, 2021 at Village of Acme Office at 203 Clarke Street, Acme, AB. While Village staff will do their best to accommodate prospective candidates in submitting their nomination forms, we encourage them to schedule an appointment with the Returning Officer.

The Candidate's signature on the nomination and candidate's acceptance form must be witnessed by a Commissioner of Oaths or Returning Officer.

The Returning Officer, or another Commissioner of Oaths, will be available at the Village of Acme Office to commission your documents.

Please Schedule an appointment.

Qualifications of Electors Who Sign Nomination Forms

For complete information see Section 27 of the Local Authorities Election Act

The *Local Authorities Election Act* requires that a person who signs a candidate's nomination forms be eligible to vote in the ward for which a candidate is being nominated.

An elector (voter) is eligible to sign nomination forms for a candidate if, on the date of signing the nomination:

- they are eligible to vote
- is a resident of the Village of Acme

Withdrawal of Nomination

For complete information see sections 32 of the Local Authorities Election Act.

If a candidate has been nominated during the nomination period, they may withdraw at any time during that period.

If at the close of nominations, there are more candidates for any particular office, a candidate may withdraw within 24 hours of the close of the nomination period. The deadline for candidate withdrawal for the October 18, 2021 election is therefore Tuesday, September 21, 2021 at 12 noon.

Please note that at any time after the close of nomination period, the number of candidates remaining does not exceed the number of vacancies to be filled, the Returning Officer shall refuse to accept further withdrawals.

A notice of withdrawal must be submitted in person, in writing, to the Returning Officer. Withdrawal notices received by way of facsimile, email or phone will NOT be accepted.

Deadline for Candidate Withdrawal

**Tuesday, September 21,
2021 at 12 noon.**

Note: a candidate may not withdraw if the number of nominations does not exceed the number of positions available.

Insufficient Nominations and Acclamations

Insufficient Nominations

For complete information see section 31 of the Local Authorities Election Act.

If the Returning Officer has not received enough nominations for an office, the Returning Officer will continue to receive nominations the next day at the Village of Acme Office, between the hours of 10:00 a.m. and 12:00 noon. This will continue until, at the end of that time, a sufficient number of nominations are received, or until a period of six days has expired, including nomination day but not including Saturday or Sunday.

Acclamation

For complete information see section 34 of the Local Authorities Election Act.

If at the close of the nomination period the number of persons nominated for any office is the same as the number required to be elected, the Returning Officer shall declare the person(s) to be elected to the office in which they were nominated.

Please note that a candidate may not withdraw his or her candidacy if the number of nominations does not exceed the number of positions available.

Official Agents and Scrutineers

Official Agents

For complete information see sections 68.1 and s. 27(1) (c)(ii) of the Local Authorities Election Act.

When filing nomination papers, candidates may appoint an official agent. The duties of the official agent are those assigned by the candidate.

An individual cannot be appointed as candidate's official agent if:

- that person is also candidate; or
- that person is under the age of 18 years; or
- that person has been convicted of an offence under the *Local Authorities Election Act*, *The Alberta Election Act* or the *Canada Elections Act* within the previous 10 years.

If you need to appoint a new official agent, you must notify the Returning Officer in writing, and provide the official agent's name and contact information.

At the Voting Station

A candidate may only have one representative at a voting station at one time. Either the candidate, a scrutineer, or an official agent may be present at a voting station at one time.

The presiding deputy at the voting station will inform candidates, scrutineers, and official agents where they may observe the voting process.

Scrutineers

For complete information see sections 69 and 71 of the Local Authorities Election Act.

Candidates may appoint a scrutineer for the Advance Vote and Election Day to observe the processes at the voting stations.

Candidates must complete the Candidate Scrutineer Appointment Form to provide written authorization of appointment.

Upon attending a voting station, a scrutineer is required to report to the Presiding Deputy Returning Officer or designate at that voting station. The Presiding Deputy will examine the Candidate's Scrutineer Appointment Form, and the scrutineer will be required to complete Form 10, Statement of Scrutineer or Official Agent, prior to commencing scrutineer duties at that voting station.

At the voting station, a candidate may only have one representative at the voting station at one time. Either the candidate, a scrutineer, or an official agent may be present at a voting station at one time. The presiding deputy at the voting station will inform candidates, scrutineers, and official agents where they may observe the voting process.

Managing Your Campaign

As a candidate, you are responsible to ensure that your campaign is conducted in accordance with all applicable legislation. While this section is not a comprehensive inventory of all the items to keep in mind, there are a few requirements that we would like to highlight.

Candidate Forum

As a candidate, you will be asked to attend a Candidate Q & A Forum hosted by the Village of Acme. This will take place during an evening between October 4th and October 15th (Covid Dependent). The candidate forum will provide the residents of the Village of Acme an opportunity to get to know the candidates and to bring forth any questions they may have.

Campaign Finances

Campaign finances and disclosure provisions are found in Part 5.1 of the *Local Authorities Election Act*. This legislation includes requirements for:

- self-funded election campaigns
- limitations on contributions
- registration of candidates
- duties of candidates
- campaign disclosure statements
- campaign surplus/deficit
- late filing period and penalties; and
- non-compliance.

Candidates are encouraged to review Alberta Municipal Affairs' publication [Running for Municipal Office: A Candidate's Guide](#) and Part 5.1 of the [Local Authorities Election Act](#) for more information on campaign finance requirements.

It is important for you to read and understand these requirements, as failure to comply may leave you guilty of an offence, ineligible to run in future elections administered under the *Local Authorities Election Act* and liable to significant fines.

Although forms and statements must be submitted to either the returning officer or the municipality, it is not the responsibility of the municipality to review and ensure correctness.

Candidates are encouraged to review Alberta Municipal Affairs' publication *Running for Municipal Office: A Candidates Guide* and part 5.1 of the *Local Authorities Election Act* for more information on campaign finance requirements.

Campaign Contributions

Before any person can accept a campaign contribution or incur a campaign expense, they must first file their nomination papers with Village of Acme's Returning Officer.

The *Local Authorities Election Act* defines a campaign contribution to include money, personal property, real property, or services provided to or for the benefit of a candidate's election campaign. This does not include volunteer services provided to the campaign.

In a campaign period, a person ordinarily a resident in Alberta (including a candidate) may contribute up to \$5,000 per candidate. An individual may make as many contributions to as many candidates in Alberta as they wish so long as each contribution does not exceed \$5,000.

A candidate may contribute up to \$10,000 to their own campaign during the campaign period.

Campaign contributions may not be accepted from a corporation, an unincorporated group, an employee organization, trade union, anonymous contributor or a resident outside of Alberta.

It is imperative that you read and understand the limitations on contributions, as well as the disclosure requirements, prior to accepting any campaign contributions.

A candidate can contribute up to \$10,000 to their own campaign.

Individual contributions are limited to \$5,000 per candidate.

A candidate, self-funded or not, **MUST** open a campaign bank account once total contributions to the candidate's campaign exceeds \$1,000.

Campaign Disclosure

Campaign Disclosure Statements

All candidates must submit a campaign disclosure statement in accordance with Section 147.4 of the *Local Authorities Election Act*, on or before March 1, 2022. Failure to do so could result in a \$500 fine. The disclosure statement must be submitted to Village of Acme at Box 299, Acme, AB T0M 0A0, using Form 26, Campaign Disclosure Statement and Financial Statement.

Campaign Surplus

For complete information see sections 147.4 and 147.5 of the Local Authorities Election Act.

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

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

If you have donated a surplus to a registered charity, you must file an amended disclosure statement with Village of Acme by May 31, 2022.

Campaign Deficit

For complete information see section 147.52 of the Local Authorities Election Act.

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

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

You must file an amended disclosure statement by May 31, 2022 showing the deficit has been eliminated.

Candidate Contact Information

Village of Acme often receives requests from the media, election forum organizers, and the general public for the contact information of candidates. Candidates may provide their contact information by submitting the Candidate Information Disclosure Form to the Returning Officer. By signing and submitting this form, Village of Acme will be authorized to share the candidate's information with the media and public. Information received will be posted on www.acme.ca/election.

Deadline to File Campaign Disclosure

On or Before

Tuesday, March 1, 2022

Form 26- Financial disclosure statements are required from all candidates, included self-funded campaigns

Campaign Advertising

Advertising is not permitted inside or outside of a voting station; nor is soliciting or canvassing votes at a voting station. Any such campaigning will be removed or stopped by a Deputy Returning Officer. Advertising violations under the *Local Authorities Election Act* carry fines up to \$10,000 and could result in imprisonment.

Election Signs

The time period that election signs may be displayed are regulated. Election signs must comply with any relevant federal or provincial legislation and any relevant municipal bylaws.

Election signs placed on private property must have prior approval of the property owner.

If an election sign poses a risk to public safety, has material structure damage, or has been vandalized, the person responsible for the sign will be directed to remove or repair the sign. Any election sign that poses an immediate and substantial public safety risk, or has not been removed or repaired as directed, will be immediately removed without notice.

Signs on highways fall under Alberta Transportation jurisdiction. For election sign placement on provincial highway rights of way, please contact Alberta Transportation Hanna District Office at 403-854-5550 or visit: www.transportation.alberta.ca.

Election signs for the October 18, 2021 municipal election may only be displayed or placed between 12:00 noon on Nomination Day, September 20, 2021 and must be removed by October 21, 2021 (72 hours after the close of polls on Election Day).

IMPORTANT DATES FOR ELECTION SIGNS

September 20, 2021:

Elections signs may be erected

October 21, 2021:

Election signs must be removed

Voter Information

Election day is Monday, October 18, 2021

Voter Eligibility

For complete information see sections 47 and 48 of the Local Authorities Election Act.

Individuals can vote in Village of Acme's municipal election if they:

- are at least 18 years old;
- are a Canadian citizen;
- are a resident of the Village of Acme on Election Day (October 18, 2021)
- have presented acceptable identification (see [voter identification](#) for more information); and
- have not already voted in the current election.

Voting more than once is a punishable offense under the Local Authorities Election Act. Offenders face up to six months of imprisonment, a maximum fine of \$10,000, or both.

Voter eligibility requirements are important for the correct completion of your nomination papers. The nomination paper must be signed by 5 eligible electors.

Voter Identification

For complete information see sections 47, 53, 53.01, 53.02 and 148(2) of the Local Authorities Election Act.

In order to vote, every person must make a statement that the person is eligible to vote (Form 8- Voting Registry), which also includes providing the elector's current address. Every elector must also provide one piece of government issued identification containing the elector's photograph, current residential address and name. This includes:

- Photo identification issued by a Canadian government or agency, whether federal, provincial or local;
- Bank/credit card statement or personal cheque;
- Correspondence issued by a school, college or university;
- Government cheque or cheque stub;
- Income/property tax assessment notice;
- Letter from a public curator, public guardian or public trustee;
- Pension plan statement of benefits, contributions 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, television, electricity, gas or water
- Vehicle ownership, registration or insurance certificate; or
- A letter of form (attestation) confirming that the person lives at the stated address.

Voting Opportunities

The Returning Officer is required to establish voting stations for electors in Village of Acme. Voting stations are selected based on geographic location, parking, safety and accessibility. You can vote in advance at the locations and times shown below.

Vote in Advance

Electors can vote in any of our advance voting opportunities:

Advance Voting Date	Voting Location	Address	Start	End
Friday, October 15, 2021	Village of Acme Office	Acme, AB.	2:00 p.m.	6:00 p.m.
Saturday, October 16, 2021	Village of Acme Office	Acme, AB.	10:00 a.m.	8:00 p.m.

Vote on Election Day

Voting stations on election day will open at 10:00 a.m. and will be kept open until 8:00 p.m. If there are any electors in line in the voting station when it is declared closed at 8:00 p.m., they are allowed to vote; however, after the voting station is closed, no other person is allowed to enter or to vote.

The locations of voting stations and other relevant information for voters will be available prior to the election at www.acme.ca/election.

Voting Station Accessibility

All voting stations will be wheelchair accessible.

If a voter is unable to read or does not understand the English language, an interpreter may be permitted to read or translate the statement and voting instructions to them. The interpreter will be required to make a statement at the voting station.

If voters are blind or have any other condition that would prevent them from marking the ballot, they may request that the Deputy Returning Officer, or a friend or relative over the age of 18, assist them in marking their ballot. The individual assisting will be required to make a statement before they may accompany them into a voting compartment to assist.

For more information on voting station accessibility, please contact the returning officer.

Unofficial and Official Election Results

The unofficial election results will be provided at www.acme.ca/election as the results are counted.

Official election results will be released by Friday, October 22, 2021. The official results will be posted at the Village of Acme Office and at www.acme.ca/election.

Either a candidate, official agent, or scrutineer may be present at the voting station during the counting of the votes. They must be at the voting station before the doors are locked at 8:00 p.m.

Recounts

For complete information see Part 4 of the Local Authorities Election Act.

A candidate, official agent, or scrutineer may request that the Returning Officer conduct a recount within 44 hours of the close of voting stations. The individual requesting the recount shall present the Returning Officer with reasonable grounds for alleging that the record of the result is inaccurate. The Returning Officer will consider the request and determine if a recount is necessary.

The deadline to apply to the Returning Officer for a recount is 4:00 p.m., October 20, 2021.

An elector may, within 19 days after the close of voting stations on election day (on or before November 6, 2021), apply by affidavit to a judge for a recount alleging reasonable grounds for believing that the returning officer or another officer presiding at a voting station improperly counted or rejected ballots. A payment of \$300 must accompany the affidavit.

After the Election

The newly elected Councillors will be sworn in at the first regular meeting of Council after the declaration of the official results of the election, which is set to take place on October 25, 2021. However, if the results of the election are under review, the results will not have been officially declared and the swearing in of Councillors will take place at the first regular Council meeting after the results are declared.

Swearing in of new Councillors will take place at the October 25, 2021 Organizational meeting.

Council Orientation

After the General Municipal Election, Village of Acme will offer orientation training to all elected Council members within 90 days after the Councillor takes the oath of office as per Section 201.1 (1) of the Municipal Government Act.

An all-day regional orientation day is being planned with Village of Acme municipal neighbors in late October or early November. More details will be provided after nomination day.

Orientation days following the organizational meeting will also be planned for Councillors to ensure all new members to Council are up to speed and knowledgeable in preparation for upcoming Council meetings and obligations. A more detailed agenda will be provided at the [Post Nomination Day Orientation Session](#) held on September 20, 2021.

Election Campaign Finances

Candidates are reminded to reconcile their election campaign finances following the 2021 election.

For more information, please refer to:

- Part 5.1 of the *Local Authorities Election Act*
- Running for Municipal Office: A Candidate's Guide
- The [Managing a Campaign](#) section of this handbook

Candidate Checklist

As a supplement to this candidate information package and applicable election legislation, a checklist is provided for reference. Please note that this checklist has no legal validity and is by no means exhaustive. Candidates are encouraged to reference all applicable legislation to ensure they have met all requirements.

General	
<input type="checkbox"/>	Obtain copy of <i>Local Authorities Election Act</i>
<input type="checkbox"/>	Obtain Nomination Package and Information Sheet
<input type="checkbox"/>	Visit www.acme.ca/elections for information and updates
<input type="checkbox"/>	Familiarize yourself with Village of Acme policies, plans and agreements
<input type="checkbox"/>	Review Part 5.1 of the Local Authorities Election Act and note the requirements and deadlines for campaign finance and contribution disclosure
<input type="checkbox"/>	Familiarize yourself with the electoral process, including voter eligibility requirements and voting opportunities, in case you are asked by a resident.
<input type="checkbox"/>	Open a campaign bank account before you exceed \$1,000 in total contributions received. This includes self-funded candidates as well.

Nomination Form Completion	
<input type="checkbox"/>	Obtain and complete Form 4, Nomination Paper and Candidate's Acceptance, Commissioned by a Commissioner for Oaths or the Returning Officer
<input type="checkbox"/>	File Form 4, Nomination Paper and Candidate's Acceptance, with the Returning Officer
<input type="checkbox"/>	Provide \$100 deposit to Returning Officer
<input type="checkbox"/>	Submit Form 5, Candidate Financial Information, to Returning Officer
<input type="checkbox"/>	Submit Candidate Information Disclosure Form to Returning Officer
<input type="checkbox"/>	Attend the Post Nomination Day Orientation Session on September 20, 2021 at 12:30 p.m. for further information.
<p>The Returning Officer, or another Commissioner for Oaths, will be available at the Village of Acme Office to commission your documents. Please schedule an appointment.</p>	

Official Agents, Scrutineers, and Campaign Workers

<input type="checkbox"/>	With the Returning Officer, complete Form 7A- Enumerator, Candidate or Official Agent Proof of Identification for access to multi-residential buildings or mobile home parks
<input type="checkbox"/>	Complete Form 7B- Campaign Worker Proof of Identification for any campaign workers who require access to multi-residential buildings or mobile home parks
<input type="checkbox"/>	Complete the Candidate's Scrutineer Appointment Form and provide to the scrutineer

After the Election

<input type="checkbox"/>	Remove campaign signage prior to October 21, 2021
<input type="checkbox"/>	Reconcile campaign finances and submit Form 21, Campaign Disclosure Statement and Financial Statement, on or before March 1, 2022.
<input type="checkbox"/>	A campaign surplus greater than \$1,000 must be donated to a registered charity 60 days after filing the Candidate Disclosure Statement. (April 30, 2022 last day to donate)
<input type="checkbox"/>	If you have donated a surplus to a registered charity, an amended disclosure statement must be submitted to Village of Acme before May 31, 2022.
<input type="checkbox"/>	If you have noted a campaign deficit on your Campaign Disclosure Form you have 60 days after filing your Campaign Disclosure Form to eliminate your deficit. (April 30, 2022 last day to get rid of deficit)
<input type="checkbox"/>	If you have eliminated your campaign deficit, you need to submit an amended disclosure statement to Village of Acme before May 31, 2022.