



COUNTY OF  
**NEWELL**

**VOTE** 

# **2017** MUNICIPAL **ELECTION**

## **CANDIDATE INFORMATION GUIDE**

ELECTION DAY: OCTOBER 16, 2017

RETURNING OFFICER: Susan Yokoyama

PHONE: 403-794-2350

EMAIL: [yokoyamas@newellmail.ca](mailto:yokoyamas@newellmail.ca)

## Preface

This guide has been developed to provide information for potential candidates intending to run for municipal office in the **2017 County of Newell Municipal Election**.

As a potential candidate, it is your responsibility to be familiar with the legislation and we urge you to obtain a copy of the *Local Authorities Election Act* and the *Municipal Government Act* from:

Alberta Queen's Printer  
7<sup>th</sup> Floor, Park Plaza Building  
10611 – 98 Avenue NW  
Edmonton, AB T5K 2P7  
Telephone: 780-427-4952  
Fax: 780-452-0668  
Website: [www.qp.alberta.ca/](http://www.qp.alberta.ca/)

Free downloads of these Acts are also available at the links below:

*Local Authorities Election Act*

[www.qp.alberta.ca/documents/Acts/L21.pdf](http://www.qp.alberta.ca/documents/Acts/L21.pdf)

*Municipal Government Act*

[www.qp.alberta.ca/documents/Acts/m26.pdf](http://www.qp.alberta.ca/documents/Acts/m26.pdf)

Appendix 9 of this guide also contains excerpts from the *Local Authorities Election Act* that must be read in order to complete the Nomination Paper & Candidate's Acceptance for the 2017 County of Newell Municipal Election.

Potential candidates also can obtain more information about running for office by reviewing the Alberta Municipal Affairs website at [http://www.municipalaffairs.gov.ab.ca/mc\\_elections](http://www.municipalaffairs.gov.ab.ca/mc_elections)

Where references are made to legislation in this guide, the specific legislation should be referred to for all purposes of interpreting and applying the law.

\* Partial credit for the election logo is provided to Alan Cleaver.

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A guide for women running for municipal office in Alberta is also available from the Alberta Government link [www.alberta.ca/readyforher](http://www.alberta.ca/readyforher).

All documents listed above can be viewed and printed by clicking on the document name. Paper copies can be obtained at the County of Newell Office 183037 RR145 (Located ½ a mile south of the Centennial Regional Arena on Young Road).

## CANDIDATES

### Qualification of Candidates

#### s. 21, LAEA

A person may be nominated as a candidate if, on nomination day, the person

- is eligible to vote in that election;
- has been a resident of the local jurisdiction and the ward, if any, for the six consecutive months immediately preceding nomination day; and
- is not otherwise ineligible or disqualified.

### Ineligibility

#### s. 22 & 23, LAEA

A person is not eligible to be nominated as a candidate if on nomination day

- the person is an auditor of the County of Newell;
- the person is an employee of the County of Newell, unless the person takes a leave of absence;
- the person is indebted to the County of Newell for taxes in default exceeding \$50, not including current taxes or previous taxes addressed in a consolidation agreement;
- the person is indebted to the County of Newell for any debt exceeding \$500 for more than 90 days;
- the person has, within the 10 previous years, been convicted of an offence under the *Local Authorities Election Act*, the *Election Act* or the *Canada Elections Act*; and
- the person has not met the campaign reporting requirements from a previous election campaign.

Candidates may only be nominated for one office of the same elected authority.

**The above represents a summary of sections 22 & 23. Please refer to these sections of the *Local Authorities Election Act* for a complete listing of ineligibility. It is the candidate's responsibility to ensure that they are eligible to be nominated.**

### Employees of a Municipality

#### s. 22 LAEA

An employee of a municipality who wishes to be nominated as a candidate must notify his or her employer that he or she is taking a leave of absence without pay. This can be done as early as July 1, 2017 but must be done before the employee's last working day prior to nomination day. Under the *LAEA*, the employer must grant the leave of absence without pay.

If the employee who takes a leave of absence under this section is not elected, he or she may return to work on the fifth day after the election day, or if the fifth day is not a working day, on the first working day after the fifth day.

If the employee who takes a leave of absence is declared elected, the employee is deemed to have resigned that position as an employee the day he or she takes the official oath of office as an elected official.

## Term of Office

s. 9 & 10, LAEA

Municipal elected officials serve a 4-year term commencing at the beginning of the organizational meeting, which will be held at 9:00 a.m. on **October 26, 2017** with Municipal Planning Commission and Council meetings to follow.

## CAMPAIGNING

### Signage

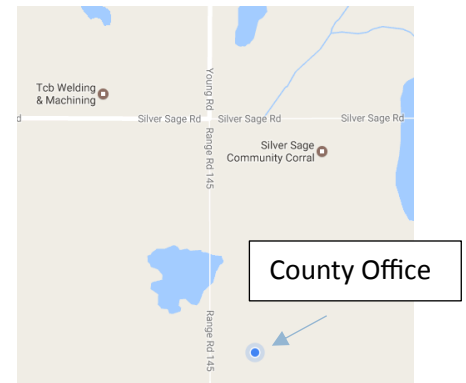
Candidates must comply with provincial and municipal requirements with respect to election signage.

Election signs are listed as a Category 1 sign in the County of Newell Land Use Bylaw 1755-12. While a development permit is not required for an election sign, they must still meet all zoning setback requirements. Permission must be received from landowners prior to placing election signs on private property. **NO** signs are permitted within the County road allowance.

The Alberta Transportation recommended practices and guidelines for the installation of election signs are included in [Appendix 7](#). Please note that on provincial highways, all election signs must be removed within three days following the election.

### Maps

Links to County electoral division maps showing roads and estimated population data can be found in Appendix 11 (pg. 4). Copies can also be obtained at the County of Newell Office 183037 RR145 (Located ½ a mile south of the Centennial Regional Arena on Young Road).



### Campaign Personnel

#### Official Agent s. 68.1, LAEA

Candidates may, when filing nomination papers, appoint an official agent.

- the duties of the official agent are those assigned by the candidate.
- no candidate may act as an official agent for any other candidate.
- a person who, within the previous 10 years, has been convicted of an offence under the *Local Authorities Election Act*, the *Election Act*, or the *Canada Elections Act* is not eligible to be appointed as an official agent.

Should it become necessary to appoint a new official agent, the candidate shall immediately notify the Returning Officer in writing of the contact information of the new official agent.

If an official agent will be observing voting at the voting station on election day, they will be required to present a written notice signed by the candidate and complete a Statement of Scrutineer or Official Agent.

#### Campaign Worker s. 52, LAEA

The Campaign Worker Proof of Identification ([Form 7B](#), Appendix 10) can be completed by the candidate and provided to campaign staff as identification. Completed forms are not required to be filed with the Returning Officer.

### Candidate's Scrutineer s. 69, LAEA

Candidates may appoint a scrutineer to observe the processes at the voting station. The appointment of a scrutineer is as follows:

- the candidate completes the Appointment of Scrutineer ([Form CN03](#), Appendix 10) and provides the completed form to the scrutineer;
- upon arriving at the voting station, the scrutineer (must be at least 18 years of age) will present a signed Appointment of Scrutineer form to the presiding deputy; and
- the presiding deputy will provide the scrutineer with a statement, which must be completed prior to the scrutineer commencing his/her duties.

**NOTE:** Only one of a candidate, official agent or scrutineer may be present at the voting station at any one time.

The election official will designate a location in the voting station where a candidate, official agent or scrutineer may observe the election process.

### Access for Campaigners

s. 52, LAEA

Candidates and campaign personnel that require access to residences in a building containing two or more residences or to each residence in a mobile home park require identification. [Form 7A](#), Enumerator, Candidate or Official Agent Proof of Identification for Section 52 Access must be completed and signed by the Returning Officer to meet these identification requirements.

## CAMPAIGN CONTRIBUTIONS

Candidates are responsible for ensuring that their campaign complies with the *Local Authorities Election Act*. Failure to comply with this legislation could result in significant penalties for both candidates and contributors. This information is not intended to serve as a legal document but only provides general information about the disclosure requirements. It is not a replacement for consulting the actual legislation or obtaining independent legal advice.

### Notice of Intent to Become a Candidate for Municipal Office

s. 147.21, LAEA

Effective January 1, 2014, changes to the *Local Authorities Election Act* require all candidates intending to run in the next municipal election to register with the municipality prior to accepting or using funds or donations for the purpose of campaigning.

If you intend to run as a candidate in the 2017 County of Newell Municipal Election, prior to accepting or using campaign contributions, you must complete ([Form 3A](#), Appendix 10) Application for Registration of Notice of Intent to Become a Candidate for Municipal Office and submit the original form to the Returning Officer at the County of Newell Office.

The County of Newell is responsible for maintaining a register of candidates in relation to the election. Names of all candidates who provide consent to disclose their name and intent to submit nomination papers to the Returning Officer ([Form CN02](#), Appendix 10) for the County of Newell 2017 Municipal Election will be posted on the County of Newell website under 2017 Municipal Election.

Should there be any changes to the information provided by a candidate, the candidate is responsible for notifying the County of Newell within 48 hours of the change and the County will adjust the register accordingly.

### Campaign Contributions

s. 147.1(1)(a), LAEA

A campaign contribution means any money, personal property, or service that is provided to or for the benefit of a candidate without fair market value compensation, but does not include volunteer services provided to the campaign.

### Self-Funded Campaigns

s. 147.11, 147.21(6), LAEA

Any money up to and including \$10,000 paid by a candidate out of the candidate's own funds is not considered a campaign contribution. If the candidate's entire campaign is self-funded, the candidate is **NOT** required to:

- register a notice of intent to run with the municipality;
- open and deposit funds into a campaign account; or
- file a disclosure statement with the municipality.

**NOTE:** If you plan to self-fund your campaign, you may still complete ([Form 3A](#), Appendix 10) Application for Registration of Notice of Intent to Become a Candidate for Municipal Office and simply check the box stating that your campaign is entirely self-funded. Should you decide to accept campaign contributions at a later date you will need to report the changes in writing to the Returning Officer at the County of Newell within 48 hours of the changes taking effect. These changes should be submitted either by email to [yokoyamas@newellmail.ca](mailto:yokoyamas@newellmail.ca) or by fax at 1-888-361-7921.

Candidates that do not complete [Form 3A](#) are asked to submit the Self-Funded Campaign – Statement ([Form CN01](#), Appendix 10) by **March 1, 2018** to confirm that their campaign was self-funded and are therefore not required to file a Campaign Disclosure Statement and Financial Statement.

### Limitations on Contributions

s. 147.2, LAEA

- Campaign contributions by any person, corporation, trade union or employee organization to a candidate shall not exceed \$5,000 in any year.
- Money paid by a candidate out of the candidate's own funds to the candidate's election campaign shall not exceed \$10,000 in any campaign period.
- Individuals normally resident outside of Alberta are not permitted to contribute to any candidate's campaign.

Warning:

- Contributions accepted in contravention of these rules must be re-paid to the contributor. If the contributor cannot be located, a letter of explanation along with the value of the contribution must be immediately paid to the County of Newell.



- Candidates and non-corporate contributors who break these rules are guilty of an offence punishable by a fine of up to \$5,000. If a corporation, trade union or employee organization breaks these rules, it is guilty of an offence and liable for a fine up to \$10,000.

### Allowable Election Expenses

s. 118, LAEA

The payment of the following expenses, related to the election campaign, are not considered a contravention of the legislation:

- personal expenses of the candidate;
- the cost of acquiring premises, accommodation, goods or services used for proper election campaign purposes;
- bona fide payments for the fair costs of printing and advertising;
- reasonable payment to any person for the hire of transportation used by a candidate or speakers in travelling to and from public meetings or by any person in connection with and for the proper purposes of an election.

### Prohibited Contributions

s. 147.2(3), 147.1(1)(g), LAEA

No prohibited organization, person normally residing outside Alberta, or trade union or employee (other than a trade union or employee organization defined in Part 5.1 of the *Local Authorities Election Act*) shall make any campaign contributions to a candidate.

Prohibited organizations include:

- municipalities;
- a corporation controlled by a municipality;
- a non-profit organization that has received since the last general election grants, real property or personal property from the municipality;
- a provincial corporation as defined in the *Financial Administration Act*, including the management body of a housing authority, as defined in the *Alberta Housing Act*;
- a Metis settlement;
- a school board;
- a post-secondary institution;
- any corporation that does not carry on business in Alberta, or
- any organization designated by the Lieutenant Governor in Council as a prohibited organization.

### Candidate Duties

s. 147.3, LAEA

Candidates are responsible for:

- opening a campaign account for the purposes of the election campaign as soon as possible after the total amount of campaign contributions from any person, corporation, trade union or employee organization first exceeds \$5,000 in the aggregate, or a combination of funds from the candidate and any person, corporation, trade union or employee organization first exceeds \$5,000 in the aggregate;
- depositing all funds accepted into the campaign account;
- only using money in the campaign account for the purposes of campaign expenses;

- assigning a value to all contributions of real property, personal property and services other than volunteer services;
- issuing receipts for every contribution;
- obtaining receipts for each expense;
- keeping a record of all contributions for a single person or other source that totals more than \$100, including the name and address of the contributor;
- filing disclosure statements in accordance with section 147.4 of the *Local Authorities Election Act*;
- maintaining records of campaign contributions and expenses for 2 years following the date the disclosure statements are required to be filed;
- ensuring proper direction is given to the official agent and others authorized to solicit contributions or incur expenses;
- returning contributions that are in contravention of the *Local Authorities Act*; and
- returning anonymous contributions to the contributor, or if the contribution cannot be returned, paying the anonymous contribution to the County of Newell.

### Campaign Disclosure Statements

s. 147.4, LAEA

Candidates who collect campaign contributions must file a Campaign Disclosure Statement and Financial Statement with the County of Newell on or before **March 1, 2018**.

A campaign disclosure statement is required if:

- a candidate's election is funded exclusively from campaign contributions from any person, corporation, trade union or employee organization; or
- a candidate's election campaign is funded from a combination of money paid by the candidate and contributions from any person, corporation, trade union or employee organization.

The Campaign Disclosure Statement and Financial Statement must include:

- the total amount of all campaign contributions received during the campaign period that did not exceed \$100 (aggregate) from any single contributor;
- the total amount contributed, together with the contributor's name and address, for each contributor whose contributions exceed \$100 (aggregate);
- the total amount paid by the candidate;
- the total amount of any campaign surplus, including previous campaign surpluses; and
- a financial statement setting out the total amount of revenue and expenses.

The Campaign Disclosure Statement and Financial Statement can be found here ([Form 21](#), Appendix 10). All disclosure statements filed will be made available on the County website.

An additional statement must be filed if the candidate learns of an error or omission in the original statement.

### Campaign Surplus

s. 147.5, LAEA

Surplus campaign funds are held in trust by the municipality for the candidate and shall be returned to the candidate if they file nomination papers in the next general election.

If a candidate does not file nomination papers in the next general election, the candidate must, within 6 months after the date of the general election, donate the surplus to a charity of their choice or provide the surplus to the County or Newell. In the case of a deficit, the candidate must eliminate the deficit.

## NOMINATION PROCESS

### Nomination Papers

The Nomination Paper and Candidate's Acceptance can be found here ([Form 3](#), Appendix 10). This form is also available at the County of Newell Office 183037 RR145 (Located ½ a mile south of the Centennial Regional Arena on Young Road).

### Completing Nomination Papers

s. 47, LAEA

At least 5 eligible voters are required to sign your Nomination Paper and Candidate's Acceptance form to make it valid. Eligible voters must be:

- at least 18 years of age;
- a Canadian Citizen; and
- a resident of Alberta for the 6 consecutive months immediately preceding election day (April 16<sup>th</sup>, 2017), and the person's place of residence is located in the area on election day.

It is recommended that candidates obtain more than the required number of signatures to ensure they have enough eligible voters. **Nominators must live within the division in which the Councillor candidate is running.**

The Candidate's Acceptance requires you to swear or affirm that:

- you are eligible to be elected under sections 21 and 47 of the *Local Authorities Election Act*;
- you are not disqualified under section 22 or 23 of the *Local Authorities Election Act*;
- you have read and understand sections 12, 21, 22, 23, 27, 47, 68.1, 147.11, 147.2 147.21 and 151 of the *Local Authorities Election Act*; and
- if elected, you will accept the office for which you are a candidate.

The Nomination Paper and Candidates Acceptance form must be completed in full. The Candidate's Acceptance must be sworn or affirmed before a Commissioner for Oaths or the Returning Officer.

The candidate is responsible for understanding and complying with the nomination requirements. The Returning Officer cannot rule on the validity of the information on the form. However, the Returning Officer must refuse forms that do not contain the required number of nominating signatures.

## Filing Nomination Papers

s. 28, LAEA

The Returning Officer will receive nomination papers at the County of Newell Office 183037 RR145 (Located ½ a mile south of the Centennial Regional Arena on Young Road) between the hours of **10:00 am and 12:00 pm** on Nomination Day **September 18, 2017**

Please note that:

- A deposit is **NOT** required with your nomination paper.
- Nomination papers cannot be submitted any earlier or later than the date and times noted above.
- If the Nomination Paper and Candidate's Acceptance Form will be filed by someone other than the candidate themselves, the candidate must ensure that they have signed the Oath before a Commissioner for Oaths.
- Nomination papers must be filed in-person with the Returning Officer. Mailed, faxed or emailed copies of nomination papers **WILL NOT** be accepted.

## Examination of Nomination Papers

s. 28, LAEA

After 12:00 noon on nomination day, a person may request to examine the filed nomination papers during regular business hours and in the presence of the Returning Officer or a designate.

## Withdrawal of Nomination

s. 32, LAEA

If more than the required number of candidates for any particular office are nominated, a candidate may, within 24 hours of the close of nominations (before 12 noon on September 19, 2017) withdraw their name as a candidate by submitting a notice of withdrawal in writing to the Returning Officer at the County of Newell Office.

The Returning Officer cannot accept a withdrawal if it would result in less than the required number of candidates, or after the 24-hour withdrawal period has closed.

## Insufficient Nominations

s. 31, LAEA

If the required number of nominations for a particular office is not received at the close of nomination day, the Returning Officer will continue to receive nominations in the same manner until the required number of nominations has been received or a period of six days, including nomination day but excluding Saturday and Sunday, has elapsed.

## Election by Acclamation

s. 34, LAEA

At the close of nominations, if 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 nominated to be elected to the office for which they were nominated.

## Contact Information

### Candidates

After nomination day, the County often receives requests for candidate contact information from the media and organizers of election forums. In addition, the Deputy Minister of Municipal Affairs requires contact information for all candidates. To authorize the County to release this contact information, candidates are being requested to complete the Candidate Information Release Form ([Form CN02](#), Appendix 10) and provide it to the Returning Officer with their nomination paper.

## VOTING & ELECTION DAY

### Identification

s. 53, LAEA

All voters are required to produce one piece of identification to verify the voter's name and current address.

The types of identification accepted at the voting stations may be viewed [here](#) (Appendix 8).

### Eligibility to Vote

s. 47, LAEA

A person is eligible to vote in the County of Newell if the person is:

- at least 18 years old;
- is a Canadian citizen; and
- has resided in Alberta for the 6 consecutive months immediately preceding election day and the person's place of residence is located in the area on election day.

Electors can only vote for a candidate running in the division in which the elector resides.

### Rules of Residence

s. 48, LAEA

In accordance with the *Local Authorities Election Act*, the place of residence is governed by the following rules:

- a person may be a resident of only one place at a time;
- if a person has more than one residence in Alberta, that person shall designate one place of residence for the purposes of voting as follows, in order of priority:
  - the address shown on the person's driver's license or motor vehicle operator's license, or an identification card issued by or on behalf of the Government of Alberta;
  - the address to which the person's income tax correspondence is mailed;
  - the address to which the person's mail is addressed and delivered.
- the residence of a person is the place where the person lives and sleeps and to which, when the person is absent, they intend to return;
- a person does not lose the person's residence by leaving the person's home for a temporary purpose;
- A student who attends an educational institution, temporarily rents accommodations, and has family members who are residents of Alberta, and who the student ordinarily resides with when not attending the educational institution is deemed to reside with those family members;

- If a person leaves the area with the intent of making their residence elsewhere, the person loses their residence in the area.

### Advance Vote

s. 73, 74 & 75, LAEA

Advance vote location, times and dates are as follows:

**County of Newell Office** (183037 RR145, ½ a mile south of the CRA on Young Road)

**Saturday, October 7, 2017 10:00 am – 6:00 pm**

**Saturday, October 14, 2017 10:00 am – 6:00 pm**

All eligible voters may vote in the advance vote.

### Voting on Election Day

The County of Newell is divided into 10 Divisions. Eligible electors are required to vote at the voting station for the division in which he or she resides unless voting at an advance vote.

Election Day is **Monday, October 16, 2017**.

### Voting Stations on Election Day

s. 37, LAEA

Voting stations will be open between the hours of **10:00 a.m. and 8:00 p.m.** on **Monday, October 16, 2017**.

Following nomination day, voting station locations will be determined in those divisions requiring an election. These locations will be advertised on the local radio stations, in the Brooks Bulletin and on the County of Newell website at [www.countyofnewell.ab.ca](http://www.countyofnewell.ab.ca) under 2017 Municipal Election.

### Unofficial and Official Results

s. 97, LAEA

Once all voting stations have reported in, the unofficial results will be recorded on the County's website and social media accounts and forwarded to the media.

Election results become official at noon on **Friday, October 20, 2017**. Official results will be posted at the County of Newell Office and on the County's website and social media accounts.

### Recounts

s. 98, LAEA

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

Outside of being requested to conduct a recount, the Returning Officer may determine that a recount is warranted due to an administrative or technical error.

Should the Returning Officer conduct a recount, candidates who may be affected will receive 12 hours' notice of the recount.

## ELECTED OFFICIALS: DUTIES AND RESPONSIBILITIES

### General Responsibilities of Elected Officials

**Vision:** To encourage and support sustainable growth and quality of life.

**Mission:** The County of Newell, through leadership and policy, provides services, structure and stability.

The purpose of a municipality is to provide good local government, services, facilities or other things necessary or desirable for all or part of the municipality; and to ensure a safe and viable community.

The County of Newell consists of 10 divisions with one Councillor being elected to represent each division. During the Organizational Meeting, one of these 10 Councillors will be elected Reeve.

### General Duties of Councillors s.153, MGA

Councillors have the following duties:

- to consider the welfare and interests of the municipality as a whole and to bring to Council's attention anything that would promote the welfare or interests of the municipality;
- to participate generally in developing and evaluating the policies and programs of the municipality;
- to participate in Council meetings and Council committee meetings and meetings of other bodies to which they are appointed by the Council;
- 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;
- to keep in confidence matters discussed in private at a Council or Council committee meeting until discussed at a meeting held in public;
- to perform any other duty or function imposed on Councillors by this or any other enactment or by the Council.

### Council's Principal Role in Municipal Organization s.201, MGA

A Council is responsible for:

- developing and evaluating the policies and programs of the municipality
- for making sure that the power, duties and functions of the municipality are appropriately carried out
- carrying out the powers, duties and functions expressly given to it under this or any other enactment

A Council must not exercise a power or function or perform a duty that is by this or another enactment or bylaw specifically assigned to the Chief Administrative Officer or a designated officer.

For more information on serving as an elected official, please review the Municipal Affairs publications *Now That You've Been Elected*, included as [Appendix 4](#) and *Roles and Responsibilities of Officials in a Local Government*, included as [Appendix 2](#) in this guide.

## Council Code of Conduct

Recently approved amendments to the MGA now make it mandatory for each Council to adopt a Code of Conduct Bylaw. During the summer months (2017) the Minister of Municipal Affairs will be releasing regulations that outline the legislated requirements that must be included in the Code of Conduct Bylaw. It is anticipated that a Code of Conduct Bylaw will be in place in advance of the October 16, 2017 election.

## Time Commitments

The *Local Authorities Election Act* specifies that members elected in the 2017 general election will serve a four-year term.

The time commitment for members of council will depend on their position, time of year and the number of boards and committees the member represents.

Municipal Planning Commission (MPC) and Council meetings are held twice per month

- The first meeting is held on Thursday of the first **full** week of the month that starts on a Sunday.
- The second meeting is held on the third Thursday after the first MPC/Council meeting.
- The MPC meeting begins at 10:00 a.m. and typically adjourns before 10:30 a.m.
- After MPC adjourns, the Council meeting is called to order and typically adjourns by 3:00 p.m.
- There is a recess for lunch between 12:00-1:00 p.m. and a meal is provided.
- **This schedule is reviewed during the Organizational Meeting and can change.**
- Agenda packages for MPC & Council are typically distributed electronically the afternoon of the Friday before the meeting so that Councillors have ample time to review the information prior to the meeting.

Organizational Meeting is held once per year

- MGA Section 192(1): Except in a summer village, a council must hold an organizational meeting annually not later than 2 weeks after the 3<sup>rd</sup> Monday in October
- Usually held before a regular MPC/Council meeting starting at 9:00 a.m.
- Average duration – 1 hour
- The primary business conducted during the Organization Meeting will be the election of the Reeve and Deputy Reeve, followed by Council Member at Large appointments to a variety of internal and external Boards, Agencies, or Committees.

**Average time spent per month in MPC/Council/Organizational meetings in 2016: 9.75 hours**

In addition to MPC, Council and Organizational meetings, Councillors are also expected to attend the following meetings during the year:

Annual General Meeting

- Held once per year in the spring
- In past years, it has been held after a Council meeting in May beginning at 7:00 p.m.
- Location is rotated throughout the Divisions (2017 was in Bassano)
- **May be discontinued due to lack of public interest**



### Budget Meetings and Budget Preparation / Approval Process

- Each year, Council considers a proposed operating budget and a ten-year capital forecast and adopts the operating and capital budgets for the coming year.
- The budget process involves council, department heads, staff and the public and takes into account current economic conditions, provincial policy changes and service needs within the County.
- Council approves an interim budget in December which is in effect for part of the coming year. The final budget is typically approved early in April after final assessment and requisition amounts are known.
- Budget meetings scheduled for 2017 include a pre-budget meeting on August 9 and final budget meetings on October 31 and November 1.
- In accordance with the Municipal Government Act, all budget meetings are open to the public.
- Recently approved amendments to the MGA require municipalities to begin approving multi-year operating and capital budgets beginning in 2018.

### Corporate Retreat – Includes all Council and Management Team

- About two full days
- Generally held out of town

### Boards, Committees and Commissions

Council members are also appointed to several boards, committees and commissions. These boards and committees can be internal or external. Members of Council represent the interests of the municipality while serving on these boards and committees and report back to the rest of Council on committee initiatives.

A list of the boards, committees and commissions requiring Council appointments each year at the Organizational Meeting as well as the minutes of the 2016 Organizational Meeting may be viewed here [List](#) [Minutes](#) (Appendix 5).

Councillors whose division includes a hamlet will also become members of the Hamlet Advisory Committee for that area. The Hamlet Advisory Committees are informal groups that establish their own processes for filling their delegated role which is to ensure the needs and interests of Hamlet residents are communicated to Council through the local Councillor who serves as the liaison between the hamlet and the County of Newell.

### Provincial Associations and Conferences

#### **AAMDC**

The Alberta Association of Municipal Districts & Counties (AAMDC) is an independent association comprising Alberta's 69 counties and municipal districts. They have been helping rural municipalities achieve strong, effective local government and provide advocacy as well as aggregated business services. ([www.aamdc.com](http://www.aamdc.com)) The County of Newell is a member of the AAMDC.

The AAMDC has two conferences per year in Edmonton, AB – one in March and one in November. Resolutions that are forwarded from the Foothills Little Bow Municipal Association are voted on during the AAMDC Conventions.

- All Councillors are encouraged to attend this conference, as there are opportunities to meet with provincial government ministers. The Chief Administrative Officer also attends this conference.
- The City of Brooks has been sending two of their Councillors to the AAMDC conventions in the interest of regional collaboration and support.
- AAMDC 2017 Fall Convention will be November 14-17, 2017
  - A New Councillor Orientation session will be held on November 14
  - Convention runs November 15-17, 2017
- AAMDC 2018 Spring Convention will be March 19-21, 2018
- AAMDC 2018 Fall Convention will be November 20-22, 2018
- The first day of the convention has been designated an education day, where one or two courses from the Elected Officials Education Program (EOEP) catalogue have been offered.
- Executive Assistant books hotel rooms for all Councillors

### **AUMA**

The Alberta Urban Municipalities Association (AUMA) represents urban municipalities, including cities, towns, villages, summer villages, and specialized municipalities. They are committed to representing and advocating the interests of their members to the provincial and federal organizations. ([www.auma.ca](http://www.auma.ca)). The County holds a Full Associate Membership with the AUMA, which provides access to the AUMA's business services and discounted attendance rates at AUMA-hosted events.

The AUMA holds one Annual Convention & Trade Show per year, bringing together over 1,200 municipally, provincially, and federally elected officials, senior administration, business leaders and other key stakeholders.

- The County has been sending two Councillors to the AUMA Convention in the interest of regional collaboration and support with the urban municipalities within our boundaries.
- 2017 AUMA Convention & Trade Show will be November 22-24, 2017.
- Executive Assistant books hotel rooms for two Councillors

### **FCM**

The Federation of Canadian Municipalities (FCM) is the national voice of municipal government and has representatives from urban and rural communities as well as 20 provincial and territorial municipal associations. The FCM advocates to have the needs of municipalities reflected in federal policies and programs. The County of Newell is a member of the FCM.

The FCM holds an Annual Conference & Trade Show annually at the end of May/beginning of June. Location alternates between the east and west. Names are drawn to determine which Councillors attend the FCM Conference each year. Each Councillor has the opportunity to attend one FCM Conference during their 4-year term. The dates and locations for upcoming FCM Conferences are as follows:

- May 31 – June 3, 2018 – Halifax, NS – 3 Councillors
- May 30 – June 2, 2019 – Quebec City, QC – 2 Councillors
- June 4 – 7, 2020 – Toronto, ON – 3 Councillors
- June 3-6, 2021 – Montreal, QC – 2 Councillors

### Workload

In addition to attending Council and board and committee meetings, conferences and events, being elected requires members to read and review agenda packages, respond to citizen inquiries and liaise with County administration. This results in an “on-call” environment that though rewarding can be very demanding.

Councillors also represent the County of Newell by attending community events like grand openings and parades.

### Remuneration and Benefits

The following table lists current Councillor salary and benefit disclosures for 2016.

	2016		
	Salary (1)	Benefits & Allowances (2)	Total
<b>Council:</b>			
Division 1	\$ 30,076	\$ 5,071	\$ 35,147
Division 2	29,817	5,060	34,877
Division 3	30,386	5,084	35,470
Division 4	24,936	2,561	27,497
Division 5	28,128	4,986	33,114
Division 6	27,144	4,943	32,087
Division 7	28,519	5,003	33,522
Division 8	26,707	1,393	28,100
Division 9	49,018	2,409	51,427
Division 10	27,079	4,940	32,019
	<b>\$ 301,810</b>	<b>\$ 41,450</b>	<b>\$ 343,260</b>

- 1) Salary includes regular base pay, bonuses, overtime, lump sum payments, gross honoraria and any other direct cash remuneration.
- 2) Benefits and allowances include the employer’s share of all employee benefits and contributions or payments made on behalf of employees including pension, health care, dental coverage, vision coverage, group life insurance, accidental disability and dismemberment insurance, long and short-term disability plans, professional memberships and tuition.

Benefits and allowances figures also include the employer’s share of the costs of additional taxable benefits including special leave with pay, financial planning services, retirement planning services, concessionary loans, travel allowances, car allowances, and club memberships, if applicable.

A copy of the County of Newell - Councillor’s Compensation & Expenses Policy may be viewed [here](#) (Appendix 6).

### Orientation Program

Orientation will be provided for the newly elected Council on October 18 & 19, 2017 in the County of Newell Council Chambers. In the past this training has been one full day.

### Elected Officials Education Program

Amendments to the MGA require municipalities to offer training to all new and returning elected officials within 90 days after Council members have taken the oath of office.

The Elected Officials Education Program has developed a course called MUNIS 101: The Essentials of Municipal Governance to assist municipalities to meet this requirement.

EOEP will be offering this course 12 times at various locations throughout the province beginning in late October and ending in January 2018. Costs to attend this 2-day training will be covered by the County of Newell.

To find out more information click on the following link. <http://eoep.ca/home>

### Dates To Be Aware Of

A list of dates to be aware of for the remainder of 2017 may be viewed [here](#). (Appendix 12)

## APPENDICES

Electronic copies of all appendices listed in the table of contents and throughout the guide can be viewed by clicking on the document name. They are also listed under Election Documents on the County website. Paper copies are also available upon request at the County of Newell Office.