

Get a running start in the 2021 Municipal Election!

Information Guide for Candidates



www.Didsbury.ca/p/2021-Election



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A GUIDE FOR CANDIDATES

Nomination Period begins January 1, 2021 and closes September 20, 2021 at 12 noon.
Election Day is Monday, October 18, 2021

Serving on Town Council can be one of the most rewarding ways to contribute to our community. Council members are elected every four years and set public policy and direction for the Town of Didsbury, adopt bylaws and set strategic priorities for municipal staff.

Council meetings are held at the Town of Didsbury Council Chambers on the second and fourth Tuesday of each month (Council meets only once in July and December).

Local Authorities Election Act

The Local Authorities Election Act (LAEA) is the primary legislation that guides the conduct of a municipal or school board election or by-election. Get copies through the Alberta Queen's Printer, www.qp.alberta.ca or 780-427-4952.

All definitions, procedures and processes outlined in this guide are from the LAEA. If you require clarification on anything, please check with LAEA, contact the Town of Didsbury's Manager of Legislative Services, call a Municipal Advisor, or seek an independent legal opinion.

All forms, including the notice nomination form and candidate's acceptance, and campaign disclosure statement can be found on the Alberta Municipal Affairs website:

<https://www.alberta.ca/municipal-election-forms.aspx#toc-1> or www.Didsbury.ca/p/2021-Election.

Municipal Government Act

The Municipal Government Act (MGA) is the primary legislation that governs municipalities. Get copies through the Alberta Queen's Printer www.qp.alberta.ca or 780-427-4952.

Additional Information

If you require additional information on election planning, voting procedures or other related matters, please contact us directly:

Luana Smith, Manager of Legislative Services and Returning Officer

Town of Didsbury
Phone: 403-335-7731
Email: lsmith@didsbury.ca

Deborah Porath, Substitute Returning Officer

Town of Didsbury
Phone: 403-335-7733
Email: dporath@didsbury.ca

IMPORTANT: this document is provided for information only – it is not an official record of the Town of Didsbury policy, procedure or governance

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OVERVIEW OF COMMITMENT

	MAYOR (One Position)	COUNCILLOR (Six Positions)
HOURS Some meetings and events occur on evenings and weekends.	Estimated time commitment: 20+ plus hours per week	Estimated time commitment: 15-20 hours week (more during peak times of the year).
RESPONSIBILITIES The Mayor and members of Council work together to guide long-term decision making for the Town of Didsbury.	<ul style="list-style-type: none"> • Chairperson of Council • Advisory to Council • Consensus seeker among Council members • Liaison with the Leadership Team (Administration) • Ex Officio on various boards and committees • Ceremonial responsibilities • Liaison with other levels of government 	<ul style="list-style-type: none"> • Participate in Council meetings • Participate in committee meetings • Take a turn as Deputy Mayor when scheduled • Make sure the powers, duties and functions of the municipality are appropriately carried out.
REMUNERATION (Base honorarium)	\$2,608 / month	\$1,434 / month Deputy Mayor - \$1,868 / month
MEETINGS If elected, you are expected to attend all Council meetings. Accommodation can be made if you are away (e.g.: attend by phone).	<p>Council Meetings Twice each month, currently on Tuesday evenings beginning at 6:00 p.m.</p> <p><u>Committees:</u></p> <ul style="list-style-type: none"> • Municipal Area Partnership • Didsbury Economic Advisory Committee • Governance Committees 	<p>Council Meetings Twice each month, currently on Tuesday evenings beginning at 6:00 p.m.</p> <p><u>Committees:</u> Various days/times, each member of Council sits on three or four Committees at a time.</p> <ul style="list-style-type: none"> • Didsbury Municipal Library Board • Municipal Planning Commission • Family and Community Support Services • Mountain View Regional Waste Management Commission • Mountain View Water Services Commission • Mountain View Seniors' Housing Board • Parkland Regional Library Services • Governance Committees • Intermunicipal Cooperation Committee • Didsbury and District Historical Society • Red Deer River Municipal Users Group

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WHO CAN RUN FOR OFFICE?

You can run for the position of Mayor or one of six Town Council positions if you:

- Have lived within the Town of Didsbury boundaries for at least six months before nomination day; AND
- Are eligible to vote in the 2021 municipal election (Canadian citizen, over 18 years old)

You may NOT run for office if you:

- Are a Town employee (unless you take a leave of absence)
- Owe property taxes or other debt to the Town (over \$50)
- Have been convicted of an offense under the Election Act in the past 10 years

IMPORTANT: It is your responsibility to ensure you are not in violation of any conditions of eligibility.

HOW TO RUN FOR OFFICE

Get prepared!

There's a lot of information available to help you to prepare to run for a seat on Town Council and serve the community as a member of Council:

- Check Alberta Municipal Affairs for legislation related to municipalities in Alberta
- Check www.didsbury.ca for local bylaws, legislation and planning documents
- Read Council agendas and minutes
- Sit in the gallery at Council meetings
- Talk to Town of Didsbury Senior Management

REGISTRATION

New for the 2021 election: if you intend to do any fundraising to finance your campaign, you must register your intent to run before gathering any funds and submit nomination papers.

Go to www.Didsbury.ca/p/2021-Election for official forms and instructions.

NOMINATION

New for 2021 election: Nomination Period is January 1, 2021.

Nominations close at 12 noon on Monday, September 20, 2021.

Nomination papers must be submitted in person at the Town of Didsbury Administration Office (1606-14 ST) during office hours until 12 noon on September 21, 2021, and is to be accompanied by a nomination fee of \$100.00 via cheque, cash, or money order. Cheques must be addressed to the Town of Didsbury. The Town of Didsbury then publishes the list of candidates. Any member of the public may ask to see nomination papers.

Go to www.Didsbury.ca/p/2021-Election or <https://www.alberta.ca/municipal-election-forms.aspx#toc-1> for official nomination forms and detailed instructions for submitting them.

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CAMPAIGN ADVERTISING

Candidates may use a variety of media to promote their candidacy, within limits set by the Election Act and Town of Didsbury bylaws:

- No advertising is allowed inside or outside a building used as a polling station
- Campaign signs may be displayed on private property with permission of the owner
- Campaign signs cannot emit sound or video and cannot be illuminated
- Campaign signs should not restrict sight lines for pedestrians or drivers
- Campaign signs must be self-supporting and less than 1.2 meters in height and less than 1.1 square meters in area
- Campaign signs cannot be up for more than 60 days and must be removed within 24 hours of polls closing (August 20 to October 18, 2021).
- Campaign signs cannot include or display a ballot marked for any candidate.

AGENTS, SCRUTINEERS, CAMPAIGNERS

You may ask friends and family to help with your campaign, or hire staff to support your efforts. If you do, they must also comply with the Election Act and Town of Didsbury bylaws.

- Your official agent must be named in your nomination papers; they must not have been convicted of an offense under the Election Act in the past 10 years
- Scrutineers observe voting at a polling station on election day on behalf of a candidate. They must provide written notice (signed by the candidate) to the presiding official at the polling station before they may observe proceedings; they must not have been convicted of an offense under the Election Act in the past 10 years. Only one scrutineer per candidate is allowed per polling station
- Campaigners must carry proof of identification when campaigning for a candidate

PECUNIARY INTEREST

As a public servant, you are responsible for upholding the public interest ahead of any private interest you may have. The Municipal Government Act (MGA) describes pecuniary interest and sets out the procedures you must follow if a matter in which you have a pecuniary interest comes up at a council meeting or a committee of council meeting. These rules are designed to protect the public interest while ensuring that your ability to work is not adversely affected by your election to council.

Find out more: Pecuniary interest for Municipal Councillors:

<https://www.alberta.ca/municipal-elections-overview.aspx>

For more information

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ELECTION DAY

By the end of Monday, October 18, 2021, candidates and the community will know who has been elected to serve on Didsbury's Town Council.

The Town of Didsbury Returning Officer handles implementation of all aspects of Election Day: polling stations, ballots, the voting process, voter identification, counting votes and declaring results.

VOTING

There are a variety of ways Didsbury residents can vote, provided they have appropriate identification:

- Polling station on Election day, open 7 am to 8 pm. at the Didsbury Memorial Complex (1702-21 Ave).
- Advance polls: various days/times; advertised in advance
- Institutional voting: at Aspen Ridge Lodge and Bethany Care Centre
- At home for incapacitated voters; available upon request

MEDIA

Members of the media are not allowed to take photos or otherwise record activity inside polling stations.

AFTER ELECTION DAY

Once the votes are counted on election day, the Town of Didsbury Returning Officer declares the official results. Candidates who have been elected are invited to the Council orientation session so they are prepared to serve on Town Council for the next four years.

Successful candidates are required to sign the Town of Didsbury Code of Conduct, agreeing to not engage in actions that could be perceived as damaging to the trust, confidence and faith of the public. Candidates who are not successful are thanked for their efforts.

CONTRIBUTIONS/EXPENSES DISCLOSURE

After the election, all candidates MUST complete and submit a disclosure form identifying sources and amounts of campaign funding. This form must be submitted even if no funds are expensed by March 1, 2022. A late filing fee of \$500 will be applied. Failure to submit the disclosure form/statement will result in a fine up to \$10,000 (sec. 147 of the LAEA).

IF YOU ARE ELECTED

As a member of Council, it is your duty to establish policy for the Town. The Chief Administrative Officer (CAO) – is Council's only employee – who is an important bridge between Council and Administration. The CAO ensures Council has all the information it needs to make sound policy decisions, and ensures the municipality's work is carried out according to approved policy.

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ORIENTATION

The Province of Alberta requires municipalities to provide an orientation session for new Councils so they can learn their roles as elected officials as well as the relevant procedures they will follow.

DIDSBURY'S COUNCIL ORIENTATION SCHEDULE:

- Regional Session [to be determined]
- Didsbury Session [to be determined]

THE TOWN OF DIDSBURY SESSION INCLUDES:

- Roles, responsibilities and relationships
- Organizational structure, department overviews and key issues
- Overview of legislative documents (Municipal Government Act, Land Use Bylaw, etc.)
- Organizational structure, department overviews and key issues
- Strategic Planning and budget process
- Council meetings, Procedural Bylaws and electronic agendas
- Council Committee overview
- Preparation for the Inaugural Organizational and Regular Council Meeting on October 26, 2021
- Alberta Urban Municipalities Association (AUMA) conference registration confirmation

BUDGET

The Town's annual budget is one of the most crucial decision-making responsibilities of Council. Department budgets are developed from business plans, which flow from strategic plans and the Town of Didsbury's Strategic Plan for 2017-2027 and Strategic Plan updates.

INTRAMUNICIPAL PARTICIPATION

Elected officials and senior Administration benefit from the Town's membership in organizations that provide opportunities to share information and collaboration on issues of interest of municipalities in Alberta and across Canada.

FEDERAL OF CANADIAN MUNICIPALITIES (FCM)

FCM pursues common national interest of all Canadian municipalities, especially as they are related to the actions of the federal government. Members of Council may have the opportunity to attend annual FCM conferences. For more information: fcm.ca.

ALBERTA URBAN MUNICIPALITIES ASSOCIATION (AUMA)

Urban municipalities in Alberta have opportunities to benefit from services, programs and conferences offered by AUMA year-round. The AUMA convention is usually held in October; members of Didsbury Council are encouraged to attend. For more information: auma.ca.

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CHINOOK'S EDGE SCHOOL DIVISION #73

For general information regarding School Board and/or Committee procedures please contact Chinook's Edge School Division Returning Officer:

Chinook's Edge School Division No. 73
4904 – 50th Street
Innisfail, Alberta T4G 1W4
Phone: (403) 227-7070 or 1-800-561-9229
Fax: (403) 227- 3652
Website: www.cesd73.ca

RED DEER CATHOLIC SEPARATE SCHOOL DIVISION TRUSTEE INFORMATION

Term of Office: 4 years

Number of Trustees: 5 from Red Deer
 1 from Rocky Mountain House/Sylvan Lake
 1 from Innisfail/Bowden/Olds/Didsbury

Information/forms for potential candidates who are interested in running for the Office of Trustee for Red Deer Catholic Separate School Division, QEII Ward are asked to contact the Returning Officer for Red Deer Catholic Separate School Division, The City of Red Deer: <https://elections.reddeer.ca/>.

The Town of Didsbury will only be accepting nominations for Office of Trustee for Red Deer Catholic Separate School Division, QEII Ward on nomination day (September 20, 2021).

Candidates who are submitting nominations for The Office of Trustee for Red Deer Catholic Separate School Division, Highway 11 Ward or QEII Ward, can submit their nominations in one of the following ways:

1. To the Returning Officer during the nomination period starting January 1, 2021 until 12 noon on Nomination Day (Monday, September 20, 2021). Contact Legislative Services at 403.342.8132 or email elections@reddeer.ca to make an appointment with the Returning Officer.
2. Only on Nomination Day (Monday, September 20, 2021 before 12:00 noon) at one of the partner municipality locations which will be announced at a later date.

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LINKS AND RESOURCES

Town of Didsbury:
Town of Didsbury election details and forms:
Town of Didsbury Bylaws:
Town of Didsbury Policies:
Town of Didsbury planning documents:
Town of Didsbury Agendas and Minutes:

www.Didsbury.ca
www.Didsbury.ca/p/2021-Election
www.Didsbury.ca/p/Downloads-Documents
www.Didsbury.ca/p/Downloads-Documents
www.Didsbury.ca/p/Town-Planning
www.Didsbury.ca/p/Council-Meetings

PROVINCE OF ALBERTA

[Roles and responsibilities of municipal officials](#)
[Pecuniary Interest for Municipal Councillors](#)
[What Every Councillor Needs to Know!](#)
[Local Authorities Election Act \(LAEA\)](#)
[Municipal Government Act](#)

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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

 Title of the Responsible Official Business Phone Number

LOCAL JURISDICTION: _____, PROVINCE OF ALBERTA

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

 Candidate Surname Given Names of

_____ 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



 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**