



Town of Olds

2021 Municipal General Election

Monday, October 18, 2021

Prospective Candidate Information Package

For the Office(s) of:

- **Mayor (x1)**
- **Councillor (x6)**

The material that follows is provided for information only. This summary is not intended to replace the candidate's responsibility to read and understand this legislation, or to seek appropriate advice from professionals as required. The candidate is responsible for ensuring that their campaign complies with all official statutes and regulations.

INTRODUCTION

This handbook contains general information and is intended to supplement the Municipal Government Act (MGA), the *Local Authorities Election Act* (LAEA) as well as applicable Town of Olds bylaws. For further information please refer to specific legislation.

Each candidate is responsible for ensuring his or her compliance with the laws governing elections and for obtaining any necessary legal advice.

For questions regarding the **Offices of Mayor or Councillor**, or questions regarding general election procedures, please contact:

Town of Olds
Marcie McKinnon, Returning Officer
4512 – 46 Street
Olds AB T4H 1R5
Phone: (403) 556-6981
Fax: (403) 556-6537
Email: mmckinnon@olds.ca OR legislative@olds.ca

Any person wanting a complete copy of the *Municipal Government Act (MGA)*, *Local Authorities Election Act (LAEA)*, the *School Act* or any other piece of legislation should contact:

Alberta Queen's Printer

10611 – 98 Avenue; 5th Floor Park Plaza
Edmonton AB T5K 2P7
780-427-4952
www.qp.alberta.ca

Alberta Municipal Affairs – Municipal elections Overview

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

Municipal Advisory Services / AB Municipal Affairs

10155 – 102 Street; 17th Floor Commerce Place
Edmonton AB T5J 4L4
780-427-2225 / 310-0000 (Toll free; AB only)
<https://www.alberta.ca/advisory-services-for-municipalities.aspx>

Candidates Checklist

Candidates are encouraged to learn as much as possible about the office you are interested in running for:

- Visit the Town of Olds website www.olds.ca to acquire more election information
- Complete Form 4 & Form 5 and submit to the Returning Officer or designate, before noon on Monday, September 20, 2021
- Provide Release of Candidate Information form to the Returning Office or designate, on or before noon on Nomination Day
- List you official agent, if applicable
Provide all your designated scrutineers with a signed appointment of scrutineer form for use on Election Day
- Remove all Election Signs within 72 hours after election
- Complete and submit Financial Disclosure Statement, Form 26 to the Returning Office or designate, by Monday, March 1, 2022

Nominations for the general election will be open from Monday, January 4, 2021, and remain open until noon on Monday, September 20, 2021. Nomination forms will be accepted during regular business hours Monday to Friday from 8:30 am to 4:30 pm.

**IF COVID Restriction are in place, nomination forms will only be accepted by appointment.
CALL 403-507-3242 to make arrangements.**

Key Dates

Nomination period	January 4, 2021 to September 17, 2021
Nomination day	September 20, 2021 (8:30 am till noon)
Withdrawal Period	September 20-21, 2021 (noon to noon)
Advance Votes	October 1, 2021 (4 pm to 8 pm) October 2, 2021 (10 am to 2 pm)
Election Day	October 18, 2021 (8 pm to 8 pm)
Official Results Released	October 22, 2021
Swearing In Ceremony & Organizational Meeting	October 25, 2021 at 6 pm
Campaign Disclosure filing date	March 1, 2022

THESE LISTS ARE INTENDED TO ADDRESS COMMON QUESTIONS RAISED DURING PREVIOUS ELECTION CAMPAIGN PREPARATIONS. THEY HAVE NO LEGAL VALIDITY AND ARE BY NO MEANS EXHAUSTIVE. PLEASE USE THE LOCAL AUTHORITIES ELECTION ACT TO UNDERSTAND YOUR DUTIES & RESPONSIBILITIES.

OFFICES FOR ELECTION

Office of Mayor

The Mayor is the chief elected official (CEO) of Town of Olds and has duties that encompass those of both a Councillor and CEO.

Number of Positions: 1

Term of Office: 4 Years

Please review Sections 153 and 154 of the MGA:

Section 153: Councillors have the following duties:

- (a) 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;*
- (a.1) to promote an integrated and strategic approach to intermunicipal land use planning and service delivery with neighbouring municipalities;*
- (b) to participate generally in developing and evaluating the policies and programs of the municipality;*
- (c) to participate in council meetings and council committee meetings and meetings of other bodies to which they are appointed by the council;*
- (d) 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;*
- (e) to keep in confidence matters discussed in private at a council or council committee meeting until discussed at a meeting held in public;*
- (e.1) to adhere to the code of conduct established by the council under section 146.1(1);*
- (f) to perform any other duty or function imposed on councillors by this or any other enactment or by the council.*

Section 154

- (1) A chief elected official, in addition to performing the duties of a councillor, must:
 - a) preside when in attendance at a council meeting unless a bylaw provides that another councillor or other person is to preside; and*
 - b) perform any other duty imposed on a chief elected official by this or any other enactment or bylaw**
- (2) The chief elected official is a member of all council committees and all bodies to which council has the right to appoint members under this Act, unless the council provides otherwise.*
- (3) Despite subsection (2) the chief elected official may be a member of a board, commission, subdivision authority or development authority established under Part 17 only if the chief elected official is appointed in the chief elected official's personal name.*

In addition to duties as a member of council, the Mayor:

- Reviews council agendas;
- Represents Town of Olds at all public functions and ceremonies which council or the Mayor determine appropriate;
- Communicates council policy to the media and the public;
- Liaises with elected officials from other municipalities and other levels of government regarding Municipal concerns;
- Seeks input from the public into Town of Olds policies and initiates corporate policy changes;
- Signs all bylaws, policies, and minutes of council meetings;
- Signs all cheques and other negotiable instruments and agreements; and
- Is required to attend meetings, public functions, ceremonies and other events which occur during evening hours and on weekends.

Office of Councillor

A Councillor is a member of the duly elected Council of Town of Olds.

Number of positions: 6

Term of Office: 4 years

Please review Section 153 of the Municipal Government Act (MGA) for Councillor duties.

Section 153: Councillors have the following duties:

- (a) 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;*
- (a.1) to promote an integrated and strategic approach to intermunicipal land use planning and service delivery with neighbouring municipalities;*
- (b) to participate generally in developing and evaluating the policies and programs of the municipality;*
- (c) to participate in council meetings and council committee meetings and meetings of other bodies to which they are appointed by the council;*
- (d) 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;*
- (e) to keep in confidence matters discussed in private at a council or council committee meeting until discussed at a meeting held in public;*
- (e.1) to adhere to the code of conduct established by the council under section 146.1(1);*
- (f) to perform any other duty or function imposed on councillors by this or any other enactment or by the council.*

In addition to duties as a member of Council, each Councillor serves as Deputy Mayor throughout their term for a two (2) month period. The Deputy Mayor chairs Council Policies and Priorities Committee Meetings.

The Deputy Mayor

In the absence of the Mayor, performs such functions as:

- (1) Chairing council meetings;*
- (2) Reviewing council agendas; and*
- (3) Attending various public relations functions such as ceremonies, banquets and speaking engagements.*

In addition, each Councillor may be called upon to perform various duties of the Mayor or the Deputy Mayor in the absence of these individuals.

Remuneration and Benefits for Elected Officials

Please refer to the Town of Olds Council Policy 106C Remuneration and Benefits.

Elected Officials Transportation

Travel reimbursement is set at the Government of Alberta rates is paid for use of a personal vehicle while on Town business. Other travel arrangements related to Council business are made and funded as required.

Elected Officials Office Support

Mayor and Council is staffed by one Executive Assistant, who reports to the CAO.

TIME COMMITMENT AND WORKLOAD

The *Local Authorities Election Act* specifies that members elected in the 2021 general election will serve a four-year term.

The time commitment required of an elected official is considerable and depends on their position and board/committee. The amount of time spent is left to the discretion of each member of Council; however, there are certain minimum duties that need to be performed should a candidate be elected to Council.

In addition to attending Council and board/committee meetings, conferences, and events, being elected requires members to read and review agenda packages, respond to citizen inquiries, and liaise with Mountain View County administration. Councillors may also represent the municipality by attending community events like fundraisers, grand openings, and parades, etc.

MAYOR

The position of the Mayor is a large commitment. The Mayor's time is spent working closely with Council, senior administration and community representatives to develop plans, policies and strategies important to Town of Olds' business and to help resolve issues which arise in the community.

To meet the expectations of the position, the Mayor may be required to maintain a regular presence in the office during business hours. In addition to performing these duties, the Mayor is the key public representative of Town of Olds and is called on to represent Town of Olds and community at meetings, public functions, ceremonies and other events. Frequent evening hours and weekend work may be required. The Mayor is also the chief spokesperson for Town of Olds in discussions with elected officials in other municipalities or the provincial or federal governments. Often this involves initiating and building important relationships with decision makers outside of the community.

COUNCILLORS

The position of Councillor is a part-time commitment. Typically, Councillors can expect to commit 20-30 hours per week in performing their duties (this varies according to time of year, emerging issues, meetings, etc.). A Councillor may spend considerable time with administration when doing research, undertaking training, meeting with the public, attending public events and attending a variety of meetings. It is often said that Councillors may have a part-time job but that they are "on call" full time which frequently impacts their personal and family time and their ability to work without interruption.

All Elected Officials

Regular council meetings are scheduled: the second Monday of each month at 1 p.m. and the fourth Monday of each month at 6 p.m. On average these meetings last two hours, however from time to time last much longer. Each year, at the Council Organizational Meeting (held the fourth Monday in October) the regular council meeting schedule is approved, by resolution, for the next twelve month period.

Policy and Priority Committee meetings are held the first Monday of each month at 1 p.m. On average these meetings last two hours, however, from time to time last much longer.

CAO briefings are held the third Monday of each month from 1 p.m. to 3 p.m.

In an election year, a regional Council orientation is scheduled following the election and all elected officials are strongly encouraged to attend. The session will be facilitated by an experienced municipal consultant. The session is to provide information on the duties of an elected official including: Council roles and responsibilities, policies, meeting procedures, resolutions, bylaws, planning documents, the budget process, the committees and their terms

of reference and will include a presentation by a municipal lawyer on legal issues that elected officials need to be aware of.

Regional communities make up the Municipal Area Partnership (MAP): Carstairs, Cremona, Didsbury, Mountain View County, Olds and Sundre.

Mountain View County and Town of Olds make up the Inter-municipal Cooperation Committee (ICC).

The Alberta Urban Municipalities Association (AUMA), of which the Town is a member, holds a convention in the fall of each year. The mayor and all councillors normally attend this convention. The convention location moves between and Edmonton, Calgary and Red Deer.

The AUMA Board of Directors schedules Municipal Leadership Caucus meetings three to four times a year. These meetings are designed as way to meet with groups of members based on population thresholds to facilitate decision-making by establishing direct communications on a regular basis.

The Rural Municipalities of Alberta (RMA), holds a convention during the Spring and Fall in Edmonton, AB. The mayor and a councillor typically attend one convention each year.

The Federation of Canadian Municipalities (FCM), of which the Town is also a member, holds a convention in the Spring, and moves between the Provinces from year to year. In an effort to offer equal opportunity:

The Mayor is approved to attend the annual conference of the Federation of Canadian Municipalities (FCM) every two years when hosted outside Alberta.

Up to three members of Council (excluding the Mayor) are approved to attend FCM conferences and attendance will be completed on a two year rotating basis. All Elected Officials will be permitted to attend FCM when the FCM Conference is held in Alberta.

ANNUAL PLANNING AND BUDGET MEETINGS

Early in the term the new Council will engage in a strategic planning process that will set the projects and priorities for the Town. This plan will be used to develop the next Municipal budget for the Town that will set the capital and operating budgets from 2021 – 2025. Council has the opportunity to review and assess the strategic plan on an annual basis to ensure that the plan remains appropriate to any emerging issues or developments within the Town.

GENERAL DUTIES OF COUNCIL

The purposes of a municipality are to provide good government, to foster the well-being of the environment, to provide services, facilities or other things that, in the opinion of council, are necessary or desirable for all or a part of the municipality, to develop and maintain safe and viable communities and to work collaboratively with neighbouring municipalities to plan, delivery and fund intermunicipal services.

Council is an elected governing body that is responsible for developing and evaluating the policies and programs of the municipality; for making sure that the powers, duties, and functions of the municipality are appropriately carried out; and for make responsible use of the powers, duties, and functions expressly given under legislation.

The duties and responsibilities of councillors are outlined in Section 152 to 156 of the Municipal Government Act. In general, members of Council are expected to participate in setting policies and governance planning for the municipality. Each member is required to participate and vote (unless exemptions apply) on issues before them.

A Councillor is elected to look after the interests of the entire municipality. As tough as it may be at times, the Councillor must base any decision on what is best for the entire municipality. Council's effectiveness depends on Councillors providing input on their areas while thinking and voting for the whole municipality. Councillors also have to make certain that they do not put themselves in a conflict of interest situation. They must ensure that decisions made do not benefit them, their immediate family, or their friends.

EXTERNAL AND INTERNAL COMMITTEE MEETINGS

In addition to regular duties, members of Council are appointed to serve on several internal and external boards and committees.

There are three types of committees:

- Committees Legislated under the Municipal Government Act.
- Committees of Council under the Municipal Government Act.
- Other committees and/or boards that request or require representation by a councillor.

These boards and committees can be internal (created by Council for a specific reason), or external (where the Town has been invited by an outside organization to participate). Members of Council represent the interests of the municipality while serving on these boards and committees, and report back to the rest of Council.

Only those elected officials, or alternates who are appointed to serve on a committee and/or board are required to attend meetings of those boards or committees; only those appointed have the right to vote at those meetings.

Council participates on approximately 23 internal and external boards and committees. Frequency of meetings, time commitment and the number of Council appointees depend on the governing documents.

The following is a list of the boards, commissions and committees to which councillors are presently appointed:

- Central Alberta Economic Partnership (CAEP) (1 member & Community Rep) – meet every 2nd month
- Emergency Management / Disaster Services (all of council) – meet as required
- Family and Community Support Services Committee (FCSS) (1 member & alternate) – meet 5-6 times yearly
- Inter-Municipal Co-operation Committee (ICC) (3 members) – meet every 2nd month
- Inter-Municipal Planning Commission (1 members & alternate) – as required

- Inter-Municipal Subdivision & Development Appeal Board (1 member) – as required
- Mountain View Regional Waste Management Commission (MVRWMC) (1 member & alternate) – meet monthly
- Mountain View Regional Water Services Commission (MVRWSC) (1 member & alternate) – meet monthly
- Mountain View Seniors' Housing (MVSH) (1 member & alternate) – meet quarterly
- Municipal Area Partnership (MAP) (Mayor) meet as required
- Municipal Planning Commission (MPC) (minimum 2 members from Council) – meet monthly
- Olds & District Chamber of Commerce (1 member & alternate) – meet monthly
- Olds Citizens on Patrol Society (COP) (1 member & alternate) – meet every 2nd month
- Olds Institute of Community and Regional Development (OICRD) (1 member & alternate) meet monthly
- Olds Institute Technology Committee (1 member) – meet monthly
- Olds Municipal Library Board (OML) (1 member) – meet monthly
- Olds Policing Advisory Committee (OPAC) (2 members & alternate) – meet quarterly
- Parkland Community Planning Services (PCPS) (1 member & alternate) – meet quarterly
- Parkland Regional Library (PRL) (1 member) meet monthly
- Public Art Advisory Committee (PAAC) (2 members) – meet as required
- Red Deer River Municipal Users Group (RDRMUG) (1 member & alternate) meet 5-6 times yearly
- South Red Deer Regional Wastewater Commission (SRDRWC) (1 member & alternate) – meet every 2nd month
- Southern Alberta Energy from Waste Association (SAEWA) (1 member & alternate) meet monthly

The Mayor is an ex-officio member of all committees of Council, with the exception of the Assessment Review Board and Subdivision and Development Appeal Board, unless otherwise appointed under the authority of the *MGA*. As a result, the Mayor has the right to attend any Committees of Council which Council has the right to appoint members under the *MGA* and participate with full voting rights, but is not obligated to do so.

Sample Council Calendar

To give you an idea of what the first few months will look like as a member of Council, we have provided you with a **sample** schedule up to the end of January 2022:

Date of Meeting/Event	TIME	PURPOSE
October 25	TBD	In-House Orientation (Human Resources)
October 25	6:00 PM	Swearing In Ceremony / Organizational Meeting / Regular Meeting of Council
TBD	TBD	Council Roles & Responsibilities
November 1	1:00 PM	Council Policies & Priorities Committee Meeting
November 8	1:00 PM	Regular Meeting of Council
November 15	1:30 PM	CAO/Council Conversation
November 22	6:00 PM	Regular Meeting of Council
TBD	TBD	Budget – Administration, Finance, Community Services
TBD	TBD	Budget – Public Works / Capital 2022
December 6	1:00 PM	Council Policies & Priorities Committee Meeting
December 13	6:00 PM	Regular Meeting of Council
December XX	TBD	Inter-municipal Cooperation Committee All Council Joint Meeting
TBD	TBD	BUDGET – Council Deliberations
January 4 (Tuesday)	1:00 PM	Council Policies & Priorities Committee Meeting
January 10	1:00 PM	Regular Meeting of Council
January 17	1:30 PM	CAO/Council Conversation
January 24	6:00 PM	Regular Meeting of Council

TBD	TBD	BROWNLEE LAW - LEGAL SESSION
<p align="center"> **Various committee meetings will also take place each month** **Council Strategic Planning Session (1 to 2 days) will be planned for January, with the date and Time TBD** </p>		

In accordance with the Municipal Government Act, all Councillors (new and returning) will be offered training within 90 days of taking office. This orientation will be provided to the recently elected, time and location, TBD. **All councillors are encouraged to attend this orientation.**

Elected Officials Education Program

The Elected Officials Education Program (EOEP) offers a wide selection of online professional development for Elected Officials, appointed members of municipal agencies, boards and committees, municipal administration and the general public.

A learning stream of interest has been created for individuals interested in running for office in a municipal election. Visit the Elected Officials Education Program website at www.eoep.ca for further information.

NOMINATIONS

Nomination Period: January 4, 2021 to September 17, 2021
Monday to Friday 8:30 am to 4:30 pm

Nomination Day: 8:30 am until noon on Monday, September 20, 2021

If restricted measures for COVID are in place, nomination forms will only be accepted by appointment.

Candidate Eligibility

A candidate must be:

- Eligible to vote;
- A resident of the jurisdiction; and
- Not ineligible under Section 22, 23 or 24 of the *LAEA*, or disqualified under Section 174 of the *MGA*.

Please Note:

It is the candidate's responsibility to ensure they are fully aware of all of the nomination requirements and to comply with them. Under the Criminal Code, it is an offense to make a false affidavit and punishable by imprisonment. It is the Candidates decision to obtain legal advice if necessary.

Nominator Eligibility

For the candidate's nomination to be valid, the candidate must complete the prescribed Nomination Paper and have 5 eligible voters (Refer to Voting for definition of eligible voter) sign his or her Nomination Paper. The candidate is encouraged; however, to seek more than 5 in case a nominator becomes disqualified.

Candidates must be:

- At least 18 years old;
- A Canadian Citizen;
- A resident of Alberta and of the local jurisdiction on the date of signing the Nomination Paper and on election day; and
- Not otherwise ineligible or disqualified (Refer to S. 221(1) of the *LAEA*).

If a nomination is not signed by at least the minimum number of electors required to sign the nomination the Returning Officer shall not accept it.

Filing of Nomination Papers

The Returning Officer will receive each candidate's originally signed Nomination Paper, from January 4, 2021, Monday to Friday from 8:30 a.m. to 4:30 p.m. until Noon on Monday, September 20, 2021, at the Town of Olds Municipal Office 4512 – 46 Street, Olds Alberta.

Any representative may file nomination papers for a Candidate; however, each candidate is encouraged to file his or her Nomination Paper in person, to provide an opportunity to amend the document if required.

FAX transmissions cannot be accepted.

In the event that a candidate is unable to file in person, the "Candidate's Acceptance" portion of the Nomination Paper must be sworn (or affirmed) before a Commissioner for Oaths. A representative may file the Nomination Paper on the candidate's behalf on Nomination Day.

Nomination forms are available from at the Town of Olds Municipal Office, on the Town of Olds website, and also on the Alberta Provincial Government website.

Candidates Acceptance

As a candidate you must swear or affirm that:

- 1) *You are eligible to be nominated and elected.*
 - a. *You are not disqualified from office;*

b. You will accept the office if you are elected; and

c. You have not been convicted of an offence under the LAEA, the Election Act and the Canada Election Act within the 10 previous years.

2) *All portions of your Nomination Paper must be completed and the candidate's acceptance must be sworn or affirmed before a Commissioner for Oaths.*

Release of Candidate Information

During the election campaign period, the Returning Officer receives requests for candidate's contact information. The requests come from media, organizers of election forums and the general public as well, the Minister of Municipal Affairs requires contact information for candidates.

In order to release the information, candidates will be required to complete a Release of Candidate Information form and provide it to the Returning Officer with their Nomination Paper on or before 12:00 noon on Nomination Day.

Withdrawal of Nomination

Subject to section 32(2) of the *LAEA*, a candidate may withdraw his or her nomination by filing the withdrawal, in writing, with the Returning Officer before 12:00 noon on Tuesday, September 21, 2021. After that time, the candidate's name must appear on the ballot. *A fax transmission cannot be accepted for withdrawal of nomination.* If after one or more candidates have withdrawn the number of remaining candidates does not exceed the number of vacancies to be filled, the Returning Officer shall refuse to accept further withdrawals.

Insufficient Nominations

The *LAEA* states; if the required number of nominations for a particular office are 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 have been received, or for a period of six days, including Nomination Day, but excluding Saturday and Sunday, has elapsed.

Election by Acclamation

The *LAEA* states; if the number of nominations for a particular office received does not exceed the number of positions available, the candidate nominated for the position will be declared elected by acclamation by the Returning Officer.

OFFICIAL AGENT AND SCRUTINEERS

Appointment of Official Agent and Scrutineers

A candidate may appoint an "Official Agent" by noting this on his or her Nomination Form (candidates are advised to ensure that the official agent is eligible). No candidate shall act as an official agent for any other candidate.

An official agent is not required to take an official oath before performing the duties of that office.

If it becomes 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.

The official agent must present identification (Form 7A) provided by the candidate and signed by the Returning Officer to each voting station attended.

A candidate may also appoint other scrutineers to observe the conduct of the vote at each voting station. Scrutineers must be at least 18 years old and must provide a signed "Statement of Scrutineer" form to the Returning Officer at a voting station.

Only a Candidate or an Official Agent for that Candidate or a Scrutineer for that Candidate may be in the voting station at the same time.

Voting stations will be open from 8:00 am to 8:00 pm on Election Day. An area will be designated within each voting station from which the candidate or the official agent or one scrutineer may view the election procedure and note an objection to a voter by informing the Deputy Returning Officer at the polling booth.

Candidates, official agents and scrutineers are not allowed to speak to voters or interfere with the voting process – they are simply there to observe and must stay where the Returning Officer directs them. No campaign materials may be worn or displayed while inside the Voting station (buttons, etc.). Also note that scrutineers are not permitted to accompany a Deputy Returning Officer on a "bed to bed" institutional vote.

Identification of Candidates and Campaign Workers

Please note that candidates are responsible for providing proof of identification / authorization for their campaign workers.

VOTING

Eligibility to Vote

When a voter arrives to cast a vote, he or she will be asked to swear or affirm that he or she:

- Is at least 18 years of age on or before election day (October 18, 2021);
- Has resided in Alberta on election day;
- Is a resident in the area on Election Day (“area” means the area within the boundaries of a local jurisdiction); and
- Has not already voted in the election.

Every person who attends at a voting station for the purpose of voting shall make a statement, in the prescribed form that the person is eligible to vote as an elector before being given a ballot.

Voter identification will be required for municipal elections where a list of electors is not prepared. The identification requirement sets a uniform standard of one piece of picture identification or one piece of identification authorized by the Chief Electoral Officer under the *Election Act* as indicated for the purposes of Section 95(1)(a)(ii) of that *Act* that establishes the elector’s name and current address.

Rules of Residence

See Section 48(1) of the LAEA.

Special Ballots

If a voter is unable to attend at a voting station because of physical incapacity or mobility limitations, that voter may request, at least 48 hours before the end of the advance vote period, to have a deputy attend at the voter’s residence in order to take the vote of the voter.

Application for special ballot may be made in writing, by telephone, fax, in person or by email to the Returning Officer. Special ballot forms will be issued to eligible applicants upon confirmation and must be completed with adherence to a detailed legislated process. For more information please contact the Returning Officer, or download an application form at www.olds.ca.

Advance Vote

Town of Olds has established an advance vote to be held in Council Chambers at the Municipal Office in the Town of Olds located at 4512 – 46 Street providing opportunity to allow individuals increased voting flexibility.

The following dates and time for the Advance Vote(s) are as follow:

Friday, October 1, 2021 from 4:00 pm – 8:00 pm

Saturday, October 2, 2021 from 10:00 am – 2:00 pm

Institutional Vote

The votes of the electors residing in institutional facilities, within the jurisdiction will be taken on

Thursday, October 14, 2021 (Times and locations to be determined.)

(Please check Town of Olds Election website in September to confirm the times of institutional facilities vote.)

Election Day & Voting Station

Monday, October 18, 2021 – 8:00 am to 8:00 pm

Olds Royal Canadian Legion

5241 – 46 Street, Olds, Alberta

What You Should Know About Election Day

The LAEA describes the procedures for Election Day voting stations. The following is a brief summary of the day's events:

- At 8:00 am the voting station will open to voters and remain open continuously until 8:00 pm.
- The presiding deputy or another person presiding at each voting station, will immediately after the opening of the voting station, display the empty ballot box(es) to all present and then close and seal the ballot box(es). These boxes will remain closed and sealed during the hours of voting.
- To receive a ballot, each voter must show proof of identification and sign the prescribed voting register form which states they:
 - Are at least 18 years of age;
 - Are a Canadian citizen;
 - Are a resident of the municipality on Election Day;
 - Have not voted previously in this election.

Signing the Voting Register is a requirement under the LAEA.
Any person who does not comply with this requirement will not be permitted to vote.

The voter will take the ballot and secrecy sleeve to the voting booth, mark the ballot and insert the ballot into the secrecy sleeve moving to the deputy supervising the electronic tabulator.

The deputy will verify the initials and ask the voter to insert the secrecy sleeve and ballot into the tabulator. The screen on the tabulator will advise if the ballot has been counted or it detects further action.

Once the ballot has been counted the voter exits the voting station.

At 8:00 pm the Presiding Returning Officer will announce that the voting station is closed. When all the voters inside the voting station at the time the station closed have voted and left, the ballots will be counted.

Election Results

Unofficial election results should be available shortly after the polls close. In addition, on Election Day results will be posted on Town of Olds website. The, Town of Olds has engaged in an agreement with Dominion Voting Systems to use electronic tabulation to count elector ballots. Tabulators allow for a faster reporting time vs hand count.

Recounts

The LAEA states; 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, notification must be provided 12 hours before conducting the recount.

COMMENCEMENT OF DUTIES

If elected, your term of office will commence once you take the Oath of Office.

The Oath of Office will take place at the Organizational Meeting scheduled for 6:00 p.m. on Monday, October 25, 2021 in the Town of Olds Council Chambers.

CAMPAIGN LITERATURE AND SIGNAGE GUIDELINES

How a candidate campaigns (whether through word of mouth, signage, media interviews, etc.) depends on the candidate's wishes. However, the following regulations must be observed.

Campaign Signage

The placement of campaign signage during the election is governed through Alberta Transportation and Town of Olds Bylaws.

Campaigning

Candidates are prohibited from campaigning on the Town of Olds social media channels, such as Facebook, Twitter, Instagram and YouTube. The Town of Olds reminds all candidates to be respectful of the public as well as other candidates while campaigning.

Campaign Material in Voting Stations

Campaign material is **not** permitted inside or on the outside of the area in which the voting stations are located. Campaign buttons or other visible campaign material should be removed prior to entering the voting stations.

Please remember: before locating any election signs, "call before you dig" (1-800-242-3447).

NOTE: If campaign signs are deemed to be hazardous to public safety, they will be removed immediately by Town of Olds.

CAMPAIGN CONTRIBUTIONS & EXPENSE DISCLOSURE

The *LAEA* has been amended to address new rules for dealing with campaign financing and disclosure. It can be accessed by visiting www.qp.alberta.ca. The legislation is binding on all candidates running for municipal election in Alberta. It is very important that candidates become familiar with the legislation as they are responsible for ensuring that their campaign complies with the provincial laws.

Notice of Intent to Run

Candidates wishing to run must first register with the Municipality prior to accepting any campaign contributions under Section 147.21 of the *Act*. Candidates must disclose their full name, address, address where candidate records are maintained, names and addresses of financial institutions where campaign contributions are deposited, and names of signing authorities for all institutions listed. Changes to any of the information must be reported in writing to the Municipality within 48 hours after the change. Please be advised, only the Candidates name will be made public.

Election Campaign Contributions & Expense

Please refer to the *Local Authorities Election Act*, the *Election Act* and the *Elections Finances and Contributions Disclosure Act* for the most current information on candidates' obligations.

REFERENCE LIST

Please see www.qp.alberta.ca for the following ACTS:

Local Authorities Election Act (LAEA)

Municipal Government Act (MGA)

Election Finances and Contributions Disclosure Act

Alberta Election Act

Please see www.olds.ca for the following:

Town of Olds 2021 Election Bylaw 2020-18

Council Code of Conduct Bylaw 2018-01

You may find more information on municipalities and elected officials' general duties on the following websites:

Alberta Municipal Affairs (AMA) – www.municipalaffairs.alberta.ca

Rural Municipalities of Alberta (RMA) – www.rmalberta.com

Alberta Urban Municipalities Association (AUMA) – www.auma.ca

Town of Olds – www.olds.ca