

# LET'S VOTE!

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## SO YOU DECIDED TO RUN FOR COUNCIL.

### THE NOMINATION PROCESS



*Yellowhead County*

## MUNICIPAL ELECTION 2021

**BEFORE YOU FILE**

Here are some things you should consider before you file a nomination paper:

**ARE YOU QUALIFIED?**

To become a candidate you:

- Must be **at least 18 years of age** on nomination day;
- **Must be a Canadian citizen;**
- For position of Mayor, must have been a resident of Yellowhead County for the six months preceding nomination day,
- and for position of Councillor, must have been a resident of the electoral division of Yellowhead County for which you intend to run for the six months preceding nomination day (see Yellowhead County Division Map in the Yellowhead County *Candidate's Guide & Information Package*),
- And, are not otherwise ineligible or disqualified.

**ARE YOU ELIGIBLE TO BE NOMINATED?**

You would not be eligible to become a candidate under any of the following circumstances:

- If you are the auditor of the municipality;
- If you are an employee, unless granted a leave of absence;
- If your property taxes are more than \$50 in arrears or you are in default, for more than 90 days, on any other debt in excess of \$500 to the municipality;
- If, within the previous 10 years, you have been convicted of an offence under the Local Authorities Election Act, the Election Act or the Canada Elections Act (Canada).

**NOMINATION DEPOSIT**

Pursuant to Bylaw 03.21, every nomination paper required by the Local Authorities Election Act (the "Act") which nominates a candidate for election as a member of Council or for Mayor shall be accompanied by a deposit in the amount of Five Hundred Dollars (\$500.00) in cash, certified cheque, money order, debit card, or credit card.

Contact:

**Tracy Parker**  
**Returning Officer**

Yellowhead County  
2716 1 Ave, Edson, Alberta T7E 1N9  
**780-723-4800**  
tparker@yellowheadcounty.ab.ca

## NOMINATION DAY

**YOUR NOMINATION MUST BE FILED** on the prescribed form, which you will find enclosed with this package. This form must be signed by at least five people eligible to vote in the election.

**Nomination opens on January 1, 2021 and ends at 12:00 noon on September 20, 2021\*.**

The completed form is to be filed with the Returning Officer or a Deputy Returning Officer at the:

**Yellowhead County Administration Building  
(2716 1st Ave, Edson AB)**

*OR*

**Yellowhead County East Services Building  
(53404 Range Rd 92A, Wildwood, AB)**

You may want to file the form in person; however, anyone can file it on your behalf as long as it is fully completed and is **accompanied by a \$500 deposit** via cash, certified cheque, money order, debit card, or by credit card.

***Nominations submitted by fax or e-mail will not be accepted.***

The nomination form states that you are required to make an affidavit saying that you are eligible for nomination, not otherwise disqualified from office, and that you will accept the office if you are elected.

**You must swear or affirm that affidavit before a Commissioner for Oaths or the returning officer.** Ensure you are aware of the contents of Sections 21, 22, 23, 27, 28, 47, 68.1 and 151 and Part 5.1 of the Local Authorities Election Act.

The Local Authorities Election Act can be found online at:

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

**\*NO LATE NOMINATIONS** - The returning officer cannot accept nominations after 12:00 noon on Nomination Day (September 20, 2021.)

Be sure that your nomination is filed on time at the **Yellowhead County Administration Building (2716 1st Avenue, Edson, Alberta)** or the **Yellowhead County East Services Building (53404 Range Rd 92A, Wildwood, AB)**.

**CAMPAIGNING** YOU WILL WANT YOUR CAMPAIGN style to match your municipality, your personality and your resources. The purpose of campaigning is to convince the electors that you are the best candidate for the position. You may want to do that by talking to people, preparing brochures or posters, and/or advertising in the media.

### **CAMPAIGN CONTRIBUTIONS**

**IT IS RECOMMENDED THAT ALL** candidates refer to Part 5.1 (Section 147.1 to 147.91) of the Local Authorities Election Act to ensure proper process is being followed with regard to Campaign Contributions.

FORM 26 - Campaign Disclosure Statement and Financial Statement

Please refer to the province's *Implementation Fact Sheet - Campaign Finance and Contribution Disclosure Amendments Local Authorities Election Act*. The fact sheet is available at:

<https://open.alberta.ca/dataset/eb654a5e-502e-41d1-89ee-9db0d4054175/resource/6dfcf295-19f9-48fa-8fb7-6764aaf5d032/download/ma-local-authorities-election-act-campaign-finance-and-contribution-disclosure-amendments-2020.pdf>

**ELECTION SIGN BYLAW** The Election Sign Bylaw (13.20) outlines the rules for election signs in Yellowhead County and provides for some enforcement measures. In essence, signs cannot be placed prior to nomination day (September 20, 2021) and that all election-related signs must be collected and removed by the candidate or their representatives within 72 hours after voting day.

*\*All signs must be removed by the end of the day on October 21, 2021.*

**COUNCIL CODE OF CONDUCT** Please refer to the *Yellowhead County Council Code of Conduct* at [www.yhcounty.ca](http://www.yhcounty.ca). Yellowhead County Bylaw No. 02.18 applies to the Mayor of Yellowhead County and all members of Council. The purpose of the Code of Conduct is to provide a formal document setting out expectations and support for high standards of Councillor conduct and to prevent ethical conflicts and assist in their resolution.

**MUNICIPAL ELECTION FORMS** All municipal election forms can be found for download on the Province of Alberta's website at:

[www.alberta.ca/municipal-election-forms.aspx#toc-0](http://www.alberta.ca/municipal-election-forms.aspx#toc-0)



## Nomination Paper and Candidate's Acceptance

Local Authorities Election Act

Form 4

(Sections 21, 22, 23, 27, 28, 47, 68.1, 151, Part 5.1)

### Nomination Paper

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 33c 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 question about the collection, contact the FOIP Coordinator, Yellowhead County, (780) 723-4800.

LOCAL JURISDICTION OF **YELLOWHEAD COUNTY**, PROVINCE OF ALBERTA

We, the undersigned electors of Yellowhead County, Division \_\_\_\_\_ (if applicable), nominate

\_\_\_\_\_ of \_\_\_\_\_

Candidate Surname      Given Names      Complete Address and Postal Code

\_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_

Phone Number      Email Address

as a candidate at the election about to be held for the office of \_\_\_\_\_ of Yellowhead County.  
Office Nominated for

Signatures of at least **100 ELECTORS ELIGIBLE TO VOTE** in this election in accordance with sections 27 and 47 of the *Local Authorities Election Act*. If a city or a board of trustees under the *Election 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.

**SAMPLE COPY ONLY**  
**WORKING COPY AVAILABLE AT YHCOUNTY.CA**

	Printed Name of Elector	Complete Address and Postal Code of Elector	Signature of Elector
1.			
2.			
3.			
4.			
5.			



## Nomination Paper and Candidate's Acceptance

Local Authorities Election Act

Form 4

(Sections 21, 22, 23, 27, 28, 47, 68.1, 151, Part 5.1)

### Candidate's Acceptance

I, the above named candidate, solemnly swear (affirm)

- THAT I am eligible under sections 21 and 47 of the *Local Authorities Election Act* 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 21, 22, 23, 27, 28, 47, 68.1, and 151 and Part 5.1 of the *Local Authorities Election Act* and understand their contents;
- THAT I am appointing \_\_\_\_\_ as my official agent.  
(Name, Contact Information or Complete Address and Postal Code and Telephone Number of Official Agent (if applicable))
- That I will read and abide by the municipality's code of conduct if elected; and
- THAT the electors who have signed this nomination paper are eligible to vote in accordance with the *Local Authorities Election Act* and resident in the local jurisdiction on the date of signing the nomination.

Print name as it should appear of the ballot: \_\_\_\_\_  
(Candidate's Surname) (Given Names may include nicknames, but not titles, i.e. Mr. Ms. Dr.)

SWORN (AFFIRMED) before me \_\_\_\_\_ )  
 At the \_\_\_\_\_ day of \_\_\_\_\_ in the Province of \_\_\_\_\_ )  
 Of Alberta this \_\_\_\_\_ day of \_\_\_\_\_ 2021. )  
 \_\_\_\_\_ )  
(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)

**SAMPLE COPY ONLY**  
**WORKING COPY AVAILABLE AT YHCOUNTY.CA**

### 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**

# SAMPLE COPY ONLY

- WORKING COPY ATTACHED SEPARATELY OR ONLINE



## Candidate Financial Information Local Authorities Election Act (Section 27)

FORM 5

**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 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 the FOIP Coordinator for Yellowhead County at (780) 723-4800.

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

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

Address of place(s) where candidate records are maintained: \_\_\_\_\_

Name(s) and address(es) of financial institutions where campaign contributions will be deposited (if applicable):

Name(s) of signing authorities for each deposit listed above (if applicable):

**SAMPLE COPY ONLY**  
**WORKING COPY AVAILABLE AT [YHCOUNTY.CA](http://YHCOUNTY.CA)**

Where there is any change in the above-mentioned information, the candidate shall notify the local jurisdiction in writing within 48 hours of such changes by submitting a completed information form.

# Implementation Fact Sheet

## Campaign Finance and Contribution Disclosure Amendments *Local Authorities Election Act, 2018 and 2020*

### Campaign Finance and Contribution Disclosure Requirements

Legislation: *Local Authorities Election Act (LAEA)*

Section Numbers: s. 2(4), s. 3(4), s. 22 (1.2) (1.3), s.147.3 (1)(f) (g), s.147.3 (2), s. 147.4, s. 147.7, s. 147.8, s. 147.12, s. 147.81, s. 147.82, s. 147.83, s. 147.84

#### Previous requirement:

1. The campaign finance rules contained in the LAEA did not apply to school boards and the school boards could set their own disclosure and surplus rules.
2. Candidates were required to disclose names and addresses of donors whose contributions exceed \$100.
3. \*Candidates were not required to have financial statements audited or reviewed prior to filing disclosure statements.
4. Candidates who ran self-funded campaigns were not required to submit financial disclosure statements.

#### What has changed?

1. All campaign finance provisions apply to school board trustee candidates. s. 22 (1.2) (1.3), s. 147.12
2. Candidates are required to disclose names and addresses of donors whose contributions exceed \$50. s. 147.4
3. \*A candidate who has incurred campaign expenses or contributions of \$50,000 or more, must file a review engagement (as defined by the *Chartered Professional Accountants Act*) with their disclosure statements. s. 147.2.
4. Financial disclosure statements are required from all candidates, included self-funded campaigns. s.147.12, s.147.3 (1)(f) (g),s. 147.3 (2), s. 147.4, s. 147.7, s. 147.8, s. 147.81, s. 147.82, s. 147.83, s. 147.84

**SAMPLE COPY ONLY**  
**WORKING COPY AVAILABLE AT ALBERTA.CA**

\*Amendments passed in July 2020 under Bill 29: *The Local Authorities Election Amendment Act*



# Election Sign Bylaw

View the full bylaw at [www.yhcounty.ca](http://www.yhcounty.ca) under Bylaws

## BYLAW NO. 13.20

BEING A BYLAW OF YELLOWHEAD COUNTY IN THE PROVINCE OF ALBERTA,  
FOR THE PURPOSE OF REGULATING ELECTION SIGNS ON COUNTY RIGHT- OF-  
WAYS

**WHEREAS** Sections 7 and 8 of the *Municipal Government Act*, RSA 2000 Chapter M-26 authorizes Council of a municipality to pass bylaws for the safety, health and welfare of people and the protection of people and property and for people, activities, and things in, on or near a public place or place that is open to the public, which bylaws may regulate or prohibit, and impose fines and penalties for infractions of the bylaws;

**AND WHEREAS** pursuant to Section 18 of the *Municipal Government Act*, RSA 2000 Chapter M-26 a municipality has the direction, control and management of all roads within the municipality;

**AND WHEREAS** Section 13 of the Traffic Safety Act, RSA 2000 Chapter T-6, authorizes Council of a municipality to make bylaws with respect to a highway under its direction, control and management which are not inconsistent with the Act;

**NOW THEREFORE**, Council of Yellowhead County, in the Province of Alberta, duly assembled, hereby enacts as follows:

### PART 1 TITLE

1.1 This bylaw shall be known as the "Election Sign Bylaw."

### PART 2 DEFINITIONS

2.1 In this Bylaw, unless the content otherwise requires:

- (a) "Candidate" means a person nominated as a candidate at an Election and his/her authorized agent;
- (b) "Council" means the duly elected Council for Yellowhead County;
- (c) "Court" means a Court of competent jurisdiction in the Province of Alberta;

# Election Sign Bylaw Penalties

View the full bylaw at [www.yhcounty.ca](http://www.yhcounty.ca) under Bylaws

## Penalty

PART	OFFENCE	MINIMUM AND SPECIFIED PENALTY
3.1(a)	Erect Election Sign prior to Nomination Day or before election call for federal or provincial election	\$100
3.1(b)	Erect Election Sign less than 100 m from a construction site	\$100
3.1(c)	Erect Election Sign less than 5 m away from a fire hydrant	\$100
3.1(d)	Erect Election Sign that interferes with safe pedestrian movement or obstructs sightlines between pedestrians and /or vehicles	\$100
3.2(a)	Place Election sign on Roadway	\$100
3.2(b)	Erect Election Sign on bridge, guardrail, retaining wall or concrete barrier	\$100
3.2(c)	Erect Election Sign at traffic control device that obstructs with this device	\$100
3.3	Erect Election Sign Public Park, Municipal Reserve, Environmental Reserve, Municipal & School Reserve, Public Utility Lot or other County property	\$100
3.4	Attach Election Sign to utility box, pole or similar fixture	\$100
3.5	Election Sign obstructs view of traffic signal/sign or person operating a vehicle or resemble traffic signal/sign	\$100
3.6	Use Yellowhead County logo on Election Sign	\$100
3.8	Erect Election Sign on private property without consent	\$100
3.9	Deface, remove or damage Election Sign	\$100
3.10	Fail to remove Election Sign within 72 hours after Election	\$100
3.11	Fail to keep Election Sign in good repair	\$100
3.14	Fail to remove Election Sign as directed by Enforcement Officer	\$100

# Council Code of Conduct

View the full bylaw at [www.yhcounty.ca](http://www.yhcounty.ca) under Bylaws

## BYLAW NO. 02.18

### BEING A BYLAW TO ESTABLISH A CODE OF CONDUCT GOVERNING THE CONDUCT OF COUNCILLORS OF YELLOWHEAD COUNTY

**WHEREAS** section 146.1 of the Municipal Government Act requires council to establish a Code of Conduct governing the conduct of councillors;

**AND WHEREAS** the establishment of a Code of Conduct for members of Council is consistent with the principles of good, open and transparent government and the core values held by Yellowhead County;

**AND WHEREAS** the Council for Yellowhead County recognize their obligation to serve their community and that as leaders of the community they are held to a higher standard of behavior and conduct;

**AND WHEREAS** a Code of Conduct ensures that members of Council share a common basis and understanding for acceptable conduct extending beyond legislative provisions;

**NOW THEREFORE**, the Council for Yellowhead County, in the Province of Alberta, duly assembled, hereby enacts a Code of Conduct and a Complaint Protocol as follows:

This Bylaw may be cited as "The Code of Conduct Bylaw".

## 1. APPLICATION

- 1.1 This code of Conduct applies to the Mayor and all members of Council.
- 1.2 The purpose of the Code of Conduct is to provide a formal document setting out expectations and support for high standards of Councillor conduct and to prevent ethical conflicts and assist in their resolution.

## 2. COUNCIL ROLE

- 2.1 The fundamental role of Council is to provide direction, make policy decisions and to represent the public interest.
- 2.2 Council must not exercise a power, function or duty that is specifically assigned to the Chief Administrative Officer via legislation or bylaw.

## 3. COUNCIL DUTIES

- 3.1 To consider and promote the welfare and interests of the municipality as a whole.
- 3.2 To promote intermunicipal land use planning and service delivery.