

2021 MUNICIPAL ELECTION

Candidate Information
Guide



Mackenzie County

INTRODUCTION

This candidate information guide contains information on pertinent legislation, elected official positions, candidate eligibility, nomination procedures, campaigning, and voting procedures.

This information is not a replacement for consulting the actual legislation or obtaining legal advice.

There may be severe penalties, including fines and disqualification from elected office, if you are found to be in breach of any provisions.

If you would like complete copies of the Local Authorities Election Act (LAEA) or the Municipal Government Act (MGA), please contact Alberta Queen's Printer:

7th Floor, Park Plaza
10611-98 Avenue
Edmonton, AB T5K 2P7
Phone: 780.427.4952
Fax: 780.452.0668
Email: gpecom@gov.ab.ca
Website: www.qp.alberta.ca

The Returning Officer is appointed for the purposes of conducting elections under the Local Authorities Election Act. Mackenzie County's Returning Officer for the 2021 Municipal General Election is:

Lenard Racher Returning Officer
Mackenzie County
4511-46 Avenue, Box 640
Fort Vermilion, AB
T0H 1N0
Phone: 780.927.3718
Email: lracher@mackenziecounty.com

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Candidate Information Guide

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ABOUT US

About Mackenzie County

Mackenzie County is comprised of ten (10) wards with one (1) Councillor elected for each ward. The Reeve and Deputy Reeve are elected by the Council from within at the annual Organizational Meeting, in accordance with the County's Procedural Bylaw.

Specialized Municipality Status

Mackenzie County became an incorporated municipality on January 1, 1995 when it was formed as a Municipal District from being an Improvement District. The County received specialized municipality status on June 23, 1999 to address concerns about municipal government and management in a municipality that serves a number of unique communities within a very large territory. Therefore, provisions of the Municipal Government Act and other enactments are modified.

Under the Specialized Municipality status the following matters are not valid unless passed at a council meeting to which 2/3 of the Councillors present at the meeting vote in favour of the bylaw or resolution:

- a) Procedures of the Council of the municipality;
- b) Remuneration of Councillors;
- c) Property tax;
- d) Changing the number of Councillors, the boundaries of wards or the methods of selecting a chief elected official;
- e) Adopting a budget;
- f) Any other matter designated by the Council pursuant to the procedure as established under clause (a).

On March 8, 2007 the municipality's name was changed from Municipal District of Mackenzie No. 23 to Mackenzie County.

County Offices

Mackenzie County has offices in four locations throughout the municipality:

- Fort Vermilion (Corporate Office) – Administration, Finance, Public Works, and Agriculture
- La Crete Sub-Office – Planning & Development and Public Works
- High Level Sub-Office (open one day a week)
- Zama City Sub-Office

ELECTED OFFICIALS: DUTIES & RESPONSIBILITIES

General Duties of Council

Municipalities provide good local governance, funding services, facilities or other things necessary for all or part of the municipality. Municipalities develop and maintain safe and viable communities and operate under the rules of the piece of provincial legislation called the *Municipal Government Act*.

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 making responsible use of the powers, duties, and functions expressly given under legislation.

The duties and responsibilities of the Reeve, Deputy Reeve, and 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. In addition to regular duties, members of Council serve on several boards and committees both internal and external.

For more information on serving as an elected official, please review the Municipal Affairs publications *Now that You've Been Elected* and *Running for Municipal Office*, included as Appendix 1 and 2.

A Councillor is elected to look after the interests of the entire municipality. A Councillor who is in a municipality that has wards must be careful not to place the interest of the ward or electoral district above the interest of the whole 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.

The Reeve

Under the terms of the *Municipal Government Act*, the Reeve is designated as the Chief Elected Official. The Reeve plays a critical role as a leader of the elected body. The Reeve chairs all Council meetings, and as Chairman needs to be a good listener, be knowledgeable about rules of order and be an effective spokesperson for Council. The Reeve is a team leader, delegates authority and responsibility and works with Council to establish goals and policies of the municipality.

The Reeve has a significant role as Council's spokesperson. The Reeve's presence is important to ensure that the public sees that the elected officials are representing their best interests. The Reeve represents the municipality at formal meetings, community events, school functions, special occasions, etc. As the main spokesperson for Council, the Reeve is often required to speak at these functions. The Reeve represents Council's and the municipality's interests. The Reeve is an ambassador, not only within Mackenzie County but also outside the municipality, including meetings with Ministers of the Alberta Government and other dignitaries.

Councillors

Councillors of Mackenzie County are part of a working team. They are the representatives of the municipality and their input is critical to all policy decisions. Councillors need to be visible in the community, to be seen as active, concerned representatives. Councillors must have effective listening skills and the ability to decide what is best for their own wards as well as the municipality as a whole.

Councillors must bear the responsibility of keeping themselves informed of regional as well as local issues. They must be supportive of fellow Councillors, even in disagreement, and be seen as a team player. Councillors support the Reeve in official capacities. The Reeve cannot be everywhere or attend every civic or community function and it is incumbent on Councillors to fill in for the Reeve wherever possible.

Councillors must remain committed to addressing policy issues and developing the direction of the community and not deal with day-to-day administrative matters.

Policy ADM050 Council/Administration Protocol was established to clarify the roles of Council and Administration and to identify and set out communication standards between Council and Administration and to identify tools that may guide the overall efficiency and effectiveness in decision making and assist in building and fostering respectful relationships between Council and Administration. A copy of the policy is attached as Appendix 3.

Chief Administrative Officer (CAO)

Every Council must establish, by bylaw, a position of CAO. The Council may give the position an appropriate title, such as Town Manager or Administrator. The CAO is the administrative head of the municipality. The CAO's responsibilities include ensuring that the municipality's policies and programs are implemented, advising and informing the Council on the operation of the municipality, performing other duties assigned by the Council, and ensuring appropriate staffing is in place.

The CAO for Mackenzie County is responsible for the administration of the corporation and its employees. This role requires strong leadership skills as the organization looks to the CAO to

provide clear direction, facilitation and feedback on progress. Clear direction can only be provided through effective communication processes. Facilitation occurs by the CAO getting involved in issues, clearing roadblocks, and allowing people to do their jobs. Feedback on progress is provided through effective evaluation systems and again through effective communications.

The role of a Chief Administrative Officer is clearly defined in the Municipal Government Act. The CAO is the administrative head of the public body (municipality), completely responsible for all aspects of administration. The CAO is the primary conduit between Council and administration and works closely with the Reeve to ensure that Council direction is reflected in administrative strategies. The CAO ensures Council is kept well advised and informed about the operations and affairs of the municipality and ensures that Council receives the appropriate information, based on facts, for every issue.

The CAO is the only employee that reports directly to Council. All other employees report to the CAO or other managers and supervisors. The creation of an administrative environment that ensures the effective and efficient delivery of services is also an important role. The CAO supports and encourages administration in their efforts.

The Chief Administrative Officer must be politically neutral, demonstrate professionalism and honesty, and maintain the highest standards of ethics at all times.

Time Commitments

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

The time commitment for members of Council depends on their position and board/committee appointments.

Generally, Council meetings are held on the second Tuesday and the fourth Wednesday of each month. Meeting dates are set annually at the organizational meeting held in October and may be amended by motion of Council in accordance with the Procedural Bylaw attached as Appendix 4.

The October to December 2021 council meetings have been scheduled as follows. An additional three to four meetings will be scheduled for budget council meetings. All meetings begin at 10:00 a.m. and are held in the Fort Vermilion Council Chambers and typically run no later than 5:00 p.m.

- Tuesday, October 26, 2021 – Organizational Council meeting
- Wednesday, October 27, 2021 – Regular Council meeting
- Tuesday, November 9, 2021 – Regular Council meeting

- Tuesday, November 30, 2021 – Regular Council meeting
- Tuesday, December 14, 2021 – Regular Council meeting

Boards and Committees

Members are appointed to several boards and committees. These boards and committees can be internal (created by Council for a specific reason), or external (where the County 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.

Council currently has approximately 15 internal boards and committees. Meeting frequency and the number of Council appointees depend on the committee's terms of reference. Generally, the Reeve serves as *ex-officio* (appointed by position) on all County boards and committees.

Council also participates on approximately 25 external boards and committees. Like internal committees, the time commitment and number of appointees depends on the terms of reference.

A complete list of Mackenzie County boards and committees is listed in Appendix 5.

Provincial Associations and Conferences

The County has memberships with the Rural Municipalities of Alberta (RMA) and the Alberta Urban Municipalities Association (AUMA). Both of these associations serve as advocates for their members and have group purchasing programs.

The RMA hosts two conferences annually in Edmonton and biannual zone meetings. The AUMA hosts once conference per year, rotating between Edmonton and Calgary. The 2021 convention dates are as follows:

- AUMA – November 17 -19, 2021 in Edmonton
- RMA – November 22 - 25, 2021 in Edmonton

The County is also a member for the Federation of Canadian Municipalities (FCM) at the national level. The FCM hosts a national conference annually, and upcoming locations include Regina, SK (2022).

Beyond these advocacy groups, Council members participate in other events and functions based on their board and committee appointments. These might include the Agricultural Service Board provincial tour, economic development symposiums, library board conventions, disaster forums, etc. Many of these events occur throughout Alberta, requiring occasional travel.

Workload

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 County administration.

Councillors represent the municipality by attending community events like fundraisers, grand openings, and parades, etc.

Remuneration & Benefits

Elected Officials are paid to perform their duties. Remuneration includes a base honorarium and meeting per diems. Members are also provided with a communication allowance (for cell phones, computer, and internet) and reimbursed for travel, meals, and accommodations.

Compensation varies depending on a councillor's position and attendance at meetings or events. Salary, honorarium, and benefits for Council varied from \$32,459 to \$66,007 in 2018 and \$34,799 to \$82,739 in 2019.

The remuneration of elected officials is guided by the Honorarium & Expense Reimbursement Bylaw which is attached as Appendix 6.

A group benefits package is made available to each Councillor; if the Councillor chooses to participate, with 50% of the cost of the benefits premiums being paid by the Councillor in accordance with the Honorarium & Expense Reimbursement Bylaw.

Orientation Program

An orientation will be provided to the newly elected Council in conjunction with the Organizational meeting scheduled for October 26, 2021. **All councillors must attend this meeting to be officially sworn into office.**

In accordance with the upcoming revisions to the Municipal Government Act, all Councillors (new and returning) will be required to take mandatory training within 90 days of taking office. Some of this training will be covered at the Organizational Meeting.

Elected Officials Education Program

The Elected Officials Education Program (EOEP) is a joint venture of RMA and AUMA. This program helps municipal elected officials broaden their knowledge of and skills in municipal governance. The program offers courses on strategy and business acumen, effective governance and decision making, community building, and communication skills.

Currently, Mackenzie County will fund two in-class courses and two online courses per year, subject to successful completion, for Councillors interested in the program.

You can find more information about the program by visiting www.eoep.ca

More Information

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

- Alberta Municipal Affairs – www.municipalaffairs.alberta.ca
- AUMA – www.auma.ca
- RMA – www.rmalberta.com
- Mackenzie County – www.mackenziecounty.com

2021 GENERAL ELECTION NOMINATION PROCESS

Nomination Papers

The Nomination Paper and Candidate's Acceptance Form is attached in Appendix 8 of this guide. Copies of this form are also available online or at any County office.

To be nominated, you must:

- Complete and file the Nomination Paper in the Prescribed Form (Form 4);
- Swear (or affirm) the Candidates Acceptance before a Commissioner for Oaths or the Returning Officer.
- Complete and file the Candidate Financial Information in the Prescribed Form (Form 5).

Completing Nomination Papers

s.27, 47, LAEA

The Nomination Paper and Candidates Acceptance Form is valid if signed by at least five eligible voters. An eligible voter must be:

- 18 years of age or older;
- A Canadian citizen;
- Resides in Alberta; and
- A resident of Mackenzie County and the specific ward for Councillor on the date he or she signed the nomination papers.

It is recommended that candidates obtain more than the required number of signatures to avoid eligibility challenges. A Supplementary Nominations & Contact Information Form has been provided in Appendix 8.

The Candidates Acceptance portion of the form 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, 151, and Part 5.1 of the Local Authorities Election Act; and
- If elected, you will accept the office for which you are a candidate.

You will be asked to specify your official agent, if applicable.

The Nomination Paper and Candidate's 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 are not completed on the Prescribed Form; a nomination that does not contain the required number of nominating signatures; or a nomination that is not sworn or affirmed by the person nominated.

Filing Nomination Papers

s. 28, LAEA

Nomination Papers can be filed with the Returning Officer anytime during the Nomination Period up until the close of nominations on Nomination Day.

Nomination Period

January 1, 2021 to Monday, September 20, 2021 (12 noon)

Nominations will be received at the following location only. To ensure that the Returning Officer is available to accept your nomination please call in advance to make arrangements.

**Mackenzie County Corporate Office
4511-46 Avenue, Fort Vermilion, Alberta**

Please note that:

- You, or someone acting on your behalf, must file the nomination papers in-person with the Returning Officer. If someone is filing on your behalf, you are responsible for ensuring that the nomination papers are complete and sworn (or affirmed) before filing.
- Mailed or faxed nomination papers will not be accepted.
- Late nominations or nomination forms without the required number of signatures will not be accepted. It is not the Returning Officer's responsibility to review the validity of the information in your Nomination Paper.

Examination of Nomination Papers

s. 28, LAEA

At any time after the commencement of the nomination period, a person may request to examine the filed nomination papers during regular business hours and in the presence of the Returning Officer or designate.

Deposit

s. 29, LAEA

Mackenzie County does not currently require that a nomination be accompanied with a deposit.

Withdrawal of Nomination

s. 32, LAEA

A person nominated as a candidate may withdraw as a candidate at any time during the nomination period.

If more than the required number of candidates for any particular office are nominated, within 24 hours after the close of Nomination Day, you may withdraw your nomination by filing with the Returning Officer a withdrawal in writing. A faxed or emailed withdrawal cannot be accepted.

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 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

s. 34, LAEA

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.

CANDIDATES

Qualification of Candidates

s. 21, LAEA

A person may be nominated as a candidate if, on Nomination Day, the person:

- Is 18 years of age or older;
- Is a Canadian citizen;
- Is a resident of Mackenzie County and the ward in which they intend to run for the six (6) consecutive months immediately preceding Nomination Day (March 20, 2021); and
- Is not otherwise ineligible or disqualified.

Ineligibility for Nomination as a Candidate

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 Mackenzie County;
- The person is an employee of Mackenzie County, unless the person takes a leave of absence;
- The person is indebted to Mackenzie County for taxes in default exceeding \$50;
 - Any indebtedness of current taxes, and
 - Any indebtedness for arrears of taxes for which the person has entered into a consolidation agreement with the municipality, unless the person is in default in the payment of any money due under the agreement;
- The person is indebted to Mackenzie County for any debt exceeding \$500 for more than 90 days; and
- The person has, within the 10 previous years, been convicted of an offence under the *LAEA*, the *Election Act* or the *Canada Elections Act*.

The above represents a summary of sections 22 and 23. Refer to these sections of the Local Authorities Election Act for the 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

Mackenzie County employees who wish to be nominated must notify his or her employer on or after July 1, but before the employees' last working day prior to nomination day, that the employee is taking a leave of absence without pay. Every employee who notifies his or her employer is entitled to a 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 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

A person elected under the LAEA hold office from the beginning of the organizational meeting of the municipality following the general election to immediately before the beginning of the organizational meeting after the next general election.

A person elected to fill a vacancy holds office from when the person takes the oath of office for the remainder of the period the person's predecessor would have held office had that person continued in office.

Municipal elected officials serve for a four-year term commencing at the beginning of the organizational meeting.

The organizational meeting for Mackenzie County has been scheduled for Tuesday, October 26, 2021.

CAMPAIGNING

Campaign Guidelines

Mackenzie County logos shall not be used by candidates on campaign materials or for other purposes. Candidates are encouraged to use original photographs, images, and slogans to which they own the rights.

No person shall print or distribute (or have anyone else print or distribute) campaign materials that show a form of a ballot to be marked for any candidate (s. 148, LAEA). This means that campaign materials cannot include an image of a ballot (including candidates' names) indicating the selection of a candidate. However, the use of a single candidate's name and an "X" beside it does not constitute the form of a ballot.

No person shall display or distribute campaign materials at voting stations (s. 150, LAEA). This includes the exterior property of the voting station. Should this occur, materials will be removed by an election official at the voting station.

No person shall canvass or solicit votes in a building where the voting station is located (s. 150, LAEA).

No person shall make any communication to an elector in a voting station about the election (s. 150, LAEA).

Signage

Candidates must comply with provincial and municipal requirements with respect to election signage. Mackenzie County Land Use Bylaw requirements are included in Appendix 9.

Election signs must be removed within 30 days following the election.

On provincial highways, all election signs must be removed within three days following the election. The Alberta Transportation recommended practices and guidelines for the installation of election signs are included in Appendix 9.

All signs must follow legislation and guidelines, and must not cause a safety concern.

Remember, click before you dig. Visit Alberta One-Call's website for more information:
www.albertaonecall.com.

Maps

A copy of the electoral ward boundary bylaw is included in this guide as Appendix 10. Rural land ownership maps and hamlet addressing maps will be available at all voting stations on election day.

Mackenzie County Land Ownership Maps are available for purchase at any County office at a costs of \$30.00 plus gst.

Campaign Personnel

Official Agent (s. 68.1, LAEA)

Candidates may, when filing nomination papers, may 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.

Campaign Worker (s. 52, LAEA)

The Campaign Worker Proof of Identification Form (12) can be completed by the candidate and provided to campaign staff as identification. Copies of this form are included in Appendix 8. Completed forms are not required to be filed with the Returning Officer.

Candidate's Scrutineer (s. 69, LAEA)

Candidates may appoint a scrutineer for the advance vote and election day to observe the processes at the voting stations. The appointment of a scrutineer is as follows:

- A person who is at least 18 years old must present to the presiding deputy a written notice signed by the candidate stating that the person will be representing the candidate as their scrutineer at the voting station;
- The presiding deputy will provide the scrutineer with a statement that must be signed before beginning scrutineer duties.

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 a scrutineer.

Accessing Multi-Residential Units

s. 52, LAEA

Candidates and campaign personnel that require access to residences in a building containing two or more residence or to each residence in a mobile home park require identification. Completion of Form 11, including the Returning Officer's signature, meets identification requirements. Form 11 is included in Appendix 8.

Forums

Forums are often held and hosted by local organizations. The forum is a facilitated debate that allows candidates to make opening and closing remarks and answer questions from a moderator or the public. More information on the candidate forum date, location, and time will be available closer to election day from the hosting organization.

Mackenzie County does not hold or sponsor forums.

CANDIDATE CONTRIBUTIONS

During the campaign period, candidates can raise funds to support their election campaigns.

A campaign period means the period of time from January 1 to December 31 in a year in which a general election is held. The campaign period for the 2021 Municipal Election is January 1, 2021 to December 31, 2021.

Candidates must become familiar with **Part 5.1 Election Finances and Contributions Disclosure** of the LAEA.

Candidates are responsible for ensuring that their campaign complies with the Local Authorities Election Act.

For more information regarding finances and contributions please refer to the Local Authorities Election Act and the *A Candidate's Guide: Running for Municipal Office in Alberta* (Appendix 2).

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 are attached in Appendix 11. Note that the Local Authorities Election Act refers to one piece of identification authorized by the provincial Chief Electoral Officer. They authorize the type of identification allowed, and not the number of pieces of identification. Therefore, only a single piece of voter ID verifying the voter's name and address is required for the County's municipal election.

Eligibility to Vote

s. 47, LAEA

A person is eligible to vote in Mackenzie County if the person is:

- At least 18 years old;
- A Canadian citizen; and
- Resides in Alberta and the person's place of residence is located in Mackenzie County on Election Day. An elector is eligible to vote only at the voting station for the electoral ward in which he or she 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:
 1. The address shown on the person's driver's license or motor vehicle operator's license;
 2. The address to which the person's income tax correspondence is mailed;
 3. 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 whom 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 resident elsewhere, the person loses their residence in the area.

Eligible Voters

Mackenzie County does not prepare a list of electors or a voters list.

Advance Vote

s. 73, 74, 75, LAEA

Mackenzie County eligible voters have the option to vote in the advance vote. Advance voting dates and locations will be announced and advertised closer to Election Day.

Voting times will be advertised in accordance with the Local Authorities Election Act.

Counting of the advance vote ballots will take place at the respective voting stations following the close of voting stations on Election Day.

Voting on Election Day

Mackenzie County is divided into ten wards. Residents are not required to vote at a designated voting station. Instead voters can vote at a voting station that **relates to their ward**, even if the voting station is located outside their ward of residence.

Voting Stations on Election Day

Voting stations will be open from 10 am to 8 pm on October 18, 2021.

Only one scrutineer, the official agent, or the candidate can be present at a voting station. Designated areas and identification will be assigned for them to observe the voting process.

Voting stations will be located in each Ward throughout the municipality.

Please refer to official notices closer to Election Day for the exact location of voting stations. Locations may be subject to change.

Unofficial and Official Results

s. 97, LAEA

At the close of voting on Election Day, unofficial election results will be posted on the County's webpage, the County's Facebook Page and made available to the media.

Election results become official at noon on Friday, October 22, 2021. Official results will be posted at all County offices and on the County's webpage.

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, notification must be provided 12 hours before conducting the recount.

Contact with the Returning Officer

On occasion, the Returning Officer receives inquiries from candidates. When an inquiry is received from one candidate, the Returning Officer will provide a response to all candidates affected by the inquiry. Responses to candidate inquiries will be provided by email. Please ensure that you submit your email address on the Candidate Information Disclosure Form.

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 10:00 a.m. on Tuesday, October 26, 2021 in the Fort Vermilion Council Chambers.



APPENDIX 1
Now That You've Been Elected
(Municipal Affairs Publication)



NOW THAT YOU'VE BEEN ELECTED – A HANDBOOK FOR ELECTED OFFICIALS

An updated version of the *Now that You've Been Elected – A Handbook for Elected Officials* was not available at the time of publication.

Please visit Municipal Affairs website for additional and updated information at <https://www.alberta.ca/municipal-elections-overview.aspx>.



APPENDIX 2

Running for Municipal Office in Alberta
—A Candidate's Guide
(Municipal Affairs Publication)





A Candidate's Guide:

Running for Municipal Office in Alberta

Elections during the COVID-19 pandemic
This guide is only applicable for the 2021 general election year

NOTE: This guide reflects modifications made to the *Local Authorities Election Act (LAEA)* in light of public health orders and/or recommendations from the Chief Medical Officer of Health regarding the COVID-19 pandemic. As such, the information in this guide is specific to the 2021 general election year only.

A Candidate's Guide: Running for Municipal Office in Alberta

Published by Alberta Municipal Affairs

The Government of Alberta and Municipal Affairs will not be liable for any damages that result from the use of this guide. While Municipal Affairs attempts to ensure the accuracy of the information contained within this guide, a municipality and/or candidate may wish to obtain advice from a lawyer, in order to ensure the correct steps are taken throughout the election process. Municipal Affairs and the Government of Alberta do not warrant or make any other representations regarding the use, accuracy, applicability, or reliability of this guide.

It is important to recognize that this guide has been developed as a reference for, and as an explanatory document to the *Local Authorities Election Act*. This guide is not legal advice, and it cannot be used in place of consulting with a lawyer. This guide cannot anticipate every aspect, circumstance or situation that municipalities or candidates may encounter while working through their specific election process. If a municipality or candidate needs help finding a lawyer, please visit the Law Society of Alberta website. Should this guide conflict with the *Municipal Government Act (MGA)*, RSA 2000, Chapter M-26, or the *Local Authorities Election Act* in word or interpretation, the legislation shall prevail.

December 2020

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Introduction

Per Ministerial Order MSD:103/20, the following section of the *LAEA* is modified to address challenges presented by the COVID-19 pandemic and ensure municipalities have the tools necessary to adhere to public health orders while conducting the municipal general election in 2021:

- Section 30(1) is modified to allow the deposit to be provided to the returning officer by in-person payments using a debit card or a credit card.

This modification is in effect only for the 2021 general election year. For all other election events, please refer to the regular version of this guide.

A copy of the Ministerial Order can be viewed at: gp.alberta.ca

Alberta Education may have another Ministerial Order that is specific for School Board Trustee candidates for the 2021 general election.

This guide is designed to give prospective candidates an understanding of the process and legislative requirements for running for municipal office in Alberta.

It is important candidates read and understand the offences in the *Local Authorities Election Act* as they relate to their campaign. Offences are in place to ensure candidates run their campaigns on a level playing field and to ensure that candidates are being held to a high standard. Offences are not taken lightly, and if found guilty of an offence, candidates can face fines, imprisonment, disqualification from office, and the inability to run in future elections. If there are any questions regarding compliance with the legislation, candidates are encouraged to seek out independent legal counsel.

This guide is not legally binding and we recommend you obtain a copy of the *Local Authorities Election Act* and other relevant statutes and regulations.

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Local Authorities Election Act

The *Local Authorities Election Act* (LAEA) is the main legislation that guides the conduct of a municipal election or by-election. Copies can be obtained through the Alberta Queen's Printer, qp.alberta.ca, 780-427-4952 (toll-free by first dialing 310-0000).

All definitions, procedures and processes outlined in this guide are from the LAEA. Should you require further clarification on any definitions, procedures or processes you are encouraged to review and consult the legislation, ask the returning officer in your municipality, or seek an independent legal opinion. All forms required by legislation can be found in the *Local Authorities Election Act Forms Regulation*, on the Government of Alberta website, or by contacting your municipality.

Municipal Government Act

The *Municipal Government Act* (MGA) is the primary legislation that governs municipalities. Copies can be obtained through the Alberta Queen's Printer, qp.alberta.ca, 780-427-4952 (toll-free by first dialing 310-0000).

Section references noted throughout the document refer to:

- *Local Authorities Election Act*, RSA 2000, c L-21 (LAEA)
- *Municipal Government Act*, RSA 2000, c M-26 (MGA)

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Before Filing Nomination Papers

This section provides a brief overview of what to take into consideration prior to running for municipal office.

Accepting Contributions or Incurring Expenses

As of January 1, 2019, candidates are no longer required to register or file a notice of intent to run with their municipality prior to filing nomination papers.

If candidates have previously filed a notice of intent to run with the municipality they intend to run in, candidates will still be required to file a nomination paper in order to be a candidate under the *Local Authorities Election Act*. As of January 1, 2019, the notice of intent to run no longer enables candidates to accept contributions.

LAEA
s.147.22

A candidate may not accept contributions OR incur campaign expenses until the candidate files a nomination paper with the municipality or school board that they intend to run in (with some exceptions under section 147.22(3)). A nomination may not be filed until:

LAEA
s.25(2)

- January 1 of the election year, for general election candidates,
- The day a resolution or bylaw is set for a by-election, for by-election candidates.

LAEA
s.21(1)

Are you qualified to become a candidate?

To become a municipal candidate you must be at least 18 years of age on nomination day, a Canadian citizen, and you must have been a resident of the local jurisdiction for the six consecutive months immediately preceding Nomination Day.

LAEA
s.21(1)

Qualification Requirements in a Ward System

In a municipality, other than a city, with a ward system, you must be a resident of the ward or the electoral division in which you intend to run for the six consecutive months immediately preceding nomination day.

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LAEA
s.21(2)

Qualification Requirements in a City with a Ward System

In a city with a ward system, it is required that you have been a resident of the city for six months immediately preceding nomination day, not necessarily the ward in which you wish to run.

LAEA
s.12(b)
s.12(h)

Qualification Requirements in a Summer Village

The requirements to become a candidate in a summer village election differ than those in other municipalities. Candidates are encourage to review the LAEA to understand the eligibility requirements in summer villages. Candidates must:

- meet the voter eligibility requirements
 - o 18 years or older,
 - o a Canadian citizen, and
 - o named or have a spouse/partner who is named as owner on the title of property within the summer village), and
- have been a resident of Alberta for the 12 consecutive months immediately preceding Election Day.

It is not necessary to be a full-time resident of the summer village but candidates must meet the requirements to vote in a summer village.

LAEA
s.25(1)
s.25(2)(a)

When is Nomination Day?

In the case of general elections, Election Day occurs on the third Monday in October every four years. Candidates can begin to file nomination papers on January 1 in the year of the election, up until Nomination Day, four weeks prior to Election Day. If a municipality has passed a bylaw under section 11(2) of the *Local Authorities Election Act*, which allows for Election Day to be held on the Saturday immediately before the 3rd Monday in October, the last day to file nomination papers would then fall on the Saturday, four weeks prior to Election Day. Nomination Day is the last day a person may file a nomination to become a candidate in the election.

***If a senate election or provincial referendum is held in conjunction with the municipal election, municipalities are not permitted to hold their general election on Saturday.**

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**LAEA
s.25(2)(b)**

In the case of a by-election, Election Day will be set through a resolution of council. Candidates can begin to file nomination papers the day following when the resolution was passed up until Nomination Day, four weeks prior to Election Day.

**LAEA
s.12(a)(i)
s.12(d)**

In the case of a summer village, Nomination Day must occur in June and/or July and Election Day occurs four weeks following Nomination Day. Nomination Day is set by council resolution.

s.22(1)

Ineligibility for Nomination

No one is eligible to become a candidate under any of the following circumstances:

- if you are the auditor of the municipality;
- if your property taxes are more than \$50 in arrears (excluding indebtedness on current taxes, and indebtedness for arrears of taxes for which the person has entered into a consolidation agreement with the municipality);
- if you are in default for any other debt to the municipality in excess of \$500 for more than 90 days; or
- if within the previous 10 years you have been convicted of an offense under the *Local Authorities Election Act*, the *Election Act*, *Election Finances and Contributions Disclosure Act*, or the *Canada Elections Act*.

**MGA
s.174(1)(c)**

If you are a judge, Member of the Senate or House of Commons of Canada, or Member of the Legislative Assembly, you must resign that position before you take office as a member of a municipal council.

**LAEA
s.22(1.2)**

A person will be ineligible for nomination if they have failed to comply with the campaign finance and disclosure requirements of the LAEA and:

- the secretary (chief administrative officer) transmitted a report in respect to that person, and/or
- the court did not dispense with, or extend the time for compliance.

A person is deemed to be ineligible under these circumstances for either an eight-year period following the day that a report was transmitted by the secretary, or a three-year period following the day the disclosure statement was filed with the municipality (which ever period expires first).

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**LAEA
s.22(1.1)
s.22(5)
s.22(5.1)**

NOTE: *If you are a municipal employee and you wish to run for local office, or a school board employee running for election as trustee of a school board, you must take a leave of absence without pay as outlined in the LAEA. This point does not apply if you perform duties for a jurisdiction in a volunteer capacity. You may notify your employer on or after July 1 in the election year (on or after the day council passes a resolution setting Election Day in the case of a by-election) but before the last working day prior to Nomination Day. Any employee who requests a leave of absence without pay in accordance with those conditions must be granted it.*

Other Considerations

Time Commitment

The demands on your time while being an elected official can be heavy. You will be elected for a four-year term of office and during that time you will be required to attend:

- regular and special meetings of council;
- council committee meetings;
- meetings of other boards and agencies to which you are appointed as a council representative;
- conferences, conventions, seminars and workshops for training and discussion; and
- other events promoting your municipality.

Time should also be spent reading agenda material and talking with residents, the chief administrative officer and other relevant stakeholders. This work will all be part of the necessary preparation for meetings so you can make informed decisions.

Remuneration

Elected officials generally receive remuneration or other financial compensation for the time and energy they have devoted to their community. As the remuneration varies in each municipality, check with your local municipal office to find out about remuneration for elected officials in your jurisdiction.

Roles and Responsibilities of an Elected Official

As a member of council, you will have the opportunity to significantly influence the future of your community. Your effectiveness as a member of council depends on your ability to be an active member of the team and to respectfully persuade the other members of council to

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adopt and support your view. Decisions of council may only be made by resolution or bylaw and must be made at public meetings, at which a quorum is present. As an elected official, you will also have to find the balance between representing the views of those who elected you and your own individual convictions.

As an individual member of council, you will not have the power to commit your municipality to any expenditure or to direct the activities of the municipal employees alone. Any promise you make as a part of your election campaign that involves municipal expenditures or the activities of employees can only be carried out if you can obtain the support of your fellow council members in carrying out that promise.

The Canadian Constitution grants responsibility for municipal institutions to the provinces. Through a variety of legislation, the Alberta Legislative Assembly has delegated some of its authority to municipal councils. The legislation you will refer to most often is the *Municipal Government Act* as this is the legislation that allows for many decisions that council can make.

**MGA
s. 7**

In accordance with the *Municipal Government Act*, a municipal council may pass legislation in the form of municipal bylaws. These bylaws remain in effect until they are amended or repealed. You will not be starting with a blank slate and creating your ideal municipality from scratch. If you are running with some kind of reform in mind, you will have to become familiar with what exists, how it has been created – by bylaw, resolution or policy – and why it exists before you will be able to start discussing proposed changes.

Municipalities often make local bylaws available to the public through their municipal websites. Otherwise, you can ask for copies at the municipal office.

Administration of a Municipality

As a member of council, it will be your duty to establish policy for your municipality. It is the job of the administration to implement the policy direction. Alberta municipalities have competent and dedicated administrators. The chief administrative officer (CAO) is often said to be the only direct employee of Council, and you will rely on the support, advice and assistance of your CAO if you are to be an effective member of council. The CAO's training, experience and understanding of how and why things have developed the way they have will be an important resource for you.

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How else can I prepare?

The best way to find out what the job is all about is to spend some time reading relevant municipal documents and talking to current members of council. You may also wish to:

- familiarize yourself with local bylaws and municipal legislation;
- read council agendas and minutes;
- observe council meetings from the gallery; and
- talk to municipal staff to find out what other information is available.

It is common practice in many municipalities to publish a prospective candidate's information guide. These guides will provide valuable insight into time commitments, practices and expectations of holding office in that municipality.

Researching now will help you in your campaign and prepare you for assuming office.

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Nomination Papers

This section provides a brief overview of the information included on the nomination paper and the nomination day process.

Form of Nomination

**LAEA
s. 27**

Your nomination must be filed using the required forms (Form 4 – Nomination Paper and Candidate’s Acceptance and Form 5 – Candidate Information). Contact the local municipal office to determine where to get the nomination form and to seek advice on filling out the form accurately. The CAO, returning officer, or municipal clerk will be able to help you.

**LAEA
s.27(1)**

What is included in the Form of Nomination?

Generally, your nomination paper must be signed by at least five (5) voters eligible to vote in the election. The signatures collected must be from people who are resident in the municipality on the date of signing the nomination, and include the voter’s name, address (street address or legal description of residence) and signature. You may begin to collect signatures at any time but cannot file your nomination papers with the returning officer until January 1 in the year of the election. In the case of a by-election, candidates may begin to file their nomination papers the day following when the resolution was made to set the date. In the case of summer villages, the council is required to set Election Day and nomination day will be four weeks prior to election at the times and location provided for through council resolution. It is often a good idea to obtain more than the required number of signatures in the event that one or more persons were not eligible to sign the nomination form.

**LAEA
s.27(2)**

- Cities with a population of at least 10,000 may pass a bylaw increasing the number of voters’ signatures required to a maximum of 100. Ensure you check with the municipality to determine the number of signatures you require for nomination.

**LAEA
s.27(3)**

- If you are seeking election in a municipality with a division or ward system, the voters signing your nomination form must be residents in the ward or division that are you running in.

**LAEA
s.12(b)**

In summer villages, the nominators must be:

- eligible to vote in the election;

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- 18 years of age;
- a Canadian Citizen; and
- either residents or those named on the certificate of title as the person who owns property within the summer village or is the spouse or adult interdependent partner of the person named on the title.

In addition to the signatures, the nomination paper must also be complete with the written acceptance signed in the prescribed form by the person nominated. If a candidate's information changes, that information must be updated with the local jurisdiction, in writing, within 48 hours of that change.

**LAEA
s.28(4)**

The returning officer will not accept the following:

- A nomination that is not completed in the prescribed form.
- A nomination that is not signed by at least the minimum number of persons required to sign the nomination.
- A nomination that is not sworn or affirmed by the person nominated (your municipal office may have information regarding who the Commissioner for Oaths are in your area).
- A nomination that is not accompanied by a deposit (if required by bylaw).

**LAEA
s.68.1**

Official Agent

On the nomination form, you may choose to appoint an elector to be your official agent. This person may act as the signing authority for the campaign bank account and manage aspects of your campaign as directed by you. No candidate may act as an official agent for another candidate.

If you have appointed an official agent, you must include the information on the candidate's nomination form. If, at any time, the information changes or there is a need to appoint a new official agent, the candidate is required to notify the returning officer immediately.

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Nomination Period

Filing the Nomination Form

**LAEA
s. 27**

Once you have completed the nomination form, the next step is to ensure that you file the Nomination Paper and Candidate's Acceptance Form (Form 4), as well as the Candidate Information Form (Form 5) during the nomination period, prior to the final Nomination Day.

**LAEA
s.25**

How do I file my Nomination Form?

Completed nomination forms can be filed with the returning officer at any time beginning on January 1 in the year of the general election and until four (4) weeks prior to Election Day. In the case of a by-election, the returning officer can begin to accept nomination papers the day following the day when the resolution was made by council setting the date for the by-election.

**LAEA
s. 12(d)**

For summer villages, nominations for councillor must be received by the returning officer in June or July (or both), in the year of the general election. The date, time and location of where nomination papers will be accepted must be established by council.

**LAEA
s.26**

Municipalities will advertise in one of three ways:

- in a newspaper, or another publication circulating in the area once a week for two weeks prior to the close of nominations,
- a direct mail-out or delivery of a notice to every residence at least one week prior to the close of nominations, or
- in accordance with their advertisement bylaw.

The advertisement will indicate where and when the returning officer will receive the nominations. It is important to check the advertisement or with your municipality for the time and location to file your nomination papers.

**LAEA
s.28(3)**

Do I have to file my Nomination Form in person?

Nominations shall be submitted to the returning officer, or their designate, at any time during the nomination period. It is best to deliver your nomination form in person; however, anyone may submit your nomination paper on your behalf. If you are unable to submit your

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nomination paper yourself, ensure that the forms are completed fully prior to it being filed with the returning officer because, as the candidate, it is your responsibility for ensuring that your forms are fully completed and meet the requirements for filing under section 27 of the *Local Authorities Election Act*.

During the COVID-19 pandemic, it is strongly recommended that candidates contact the local jurisdiction office to ask if the building is open to the public to accept nominations in person and if not, to inquire if there are alternative ways to submit the nomination forms. The specific requirement of the *LAEA* to submit nomination forms can be met by having forms mailed or delivered by courier. This could pose a risk for delivery guarantee that candidates should be aware of as it is the responsibility of the candidate to meet the requirements of the *LAEA* and have information submitted to the local jurisdiction office by the deadline on nomination day.

Local jurisdictions can also accept nomination forms at specific times set by the returning officer, by appointment, or at a secure drop box.

LAEA
s.29
Ministerial
Order No.
MSD:130/20

Do I have to pay a deposit to file my Nomination Form?

Municipalities may pass a bylaw requiring a deposit to accompany nominations. The amount fixed in the bylaw may not exceed:

- \$1,000 in municipalities with a population over 10,000; and
- \$100 in all other municipalities.

When you inquire or pick up the nomination form from the municipality, ensure that you seek clarification on whether a deposit is required and the amount of the deposit.

If a deposit is required, it must be paid, in full, at the time you file your nomination form. A deposit must be payable to the municipality and may be paid using:

- cash,
- certified cheque,
- money order, or
- **debit or credit card.**

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**LAEA
s.30**

Will I get my deposit back?

Your deposit will be returned to you if you:

- are elected,
- get at least one-half the number of votes of the person elected to office with the least number of votes, or
- withdraw as a candidate within 24 hours of the close of nominations.

**LAEA
s.32**

Withdrawing Nominations

Candidates may withdraw their nomination form at any time during the nomination period and up to 24 hours (48 hours in a summer village) after the close of the nomination period, provided the number of candidates nominated exceeds the number of positions for the office you are seeking.

If candidates choose to withdraw, they must provide written notice, in person, to the returning officer.

The returning officer cannot accept a withdrawal if the number of nomination papers received, equal the number of vacant offices.

**LAEA
s.31**

Insufficient Nominations

In the event that the number of nominations filed is less than the number of vacancies in the municipality, the returning officer will be available to receive nominations the next day from 10 a.m. to 12 p.m. This process continues for up to six business days (calendar days in summer villages) until an adequate number of nominations are received. If, at the end of the six-day period, insufficient nominations continue, municipalities are required to contact the Minister of Municipal Affairs.

**LAEA
s.34**

Acclamations

If, by noon on any of the six days described above, the number of candidates nominated equals the number of vacancies in the municipality, nominations will be closed and the returning officer will declare the candidates elected by acclamation (no election will be held).

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**LAEA
s.35**

Requirement for Election

If more than the required nominations are received by noon on any of the days, nominations will be closed and the election will be held according to process.

**LAEA
s.12(d)**

Summer Villages

In the case of a summer village, the returning officer will announce the time and place when further nominations will be received.

Late Filing of Nominations

The returning officer **CANNOT** accept nominations after 12:00 p.m. on Nomination Day (four weeks prior to Election Day). Ensure you check with your municipality on the time and location for filing nomination forms and ensure you file your nomination paper well in advance at the location available. Despite the name of “Nomination Day”, it is useful to think of it as a nomination deadline day. There is no need to wait until Nomination Day to file forms and if there is any question of your availability, be sure to file your forms prior to this date.

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Candidate Contributions & Expenses

Candidates are strongly encouraged to read and understand Part 5.1 of the *Local Authorities Election Act* as it pertains to Election Finance and Contribution Disclosure.

Contributions and Expenses

LAEA
s.147.1(1)(a)

What are allowable campaign expenses?

At a basic level, a “campaign expense” is an expense a candidate makes in the course of a campaign to help get elected. Technically, this includes any expense incurred, or non-monetary contribution received, by a candidate to the extent that the property or service that the expense was incurred for, or that was received as a non-monetary contribution, is used to directly promote or oppose a candidate during a campaign period. “Campaign expense” includes an expense incurred for, or a non-monetary contribution, in relation to:

- The production of advertising or promotional material,
- The distribution, broadcast or publication of advertising or promotional material in any media or by any other means during a campaign period, including by the use of a capital asset,
- The payment of remuneration and expenses to or on behalf of a person for the person’s services as a chief financial officer in any other capacity,
- Securing a meeting place, or
- The conduct of opinion polls, surveys or research during a campaign period.

LAEA
s.147.2(4)

Can I self-fund my campaign?

Yes, candidates may choose to entirely self-fund their campaign; however, contribution limits apply to self-funded campaigns. A candidate may contribute up to and including \$10,000 to his or her own campaign.

Excluded from the \$10,000 would be any amounts that the candidate is reimbursed from the campaign account if it is reimbursed before the end of the campaign period and the funds were used to pay for campaign expenses.

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A candidate takes a risk by making expenditures based on anticipated future contributions, in the event that the future contributions don't materialize.

**LAEA
s.147.2**

Contributions to Candidates

No contributions may be accepted until the nomination period commences (January 1 of an election year for a general election and the day after the resolution/bylaw is passed for a by-election) and a candidate files nomination papers.

*Although contributions cannot be accepted in the campaign period until a person has filed nomination papers, the legislation does provide the ability for a potential candidate to incur expenses and accept minimal contributions outside of the campaign period and prior to filing nomination papers. A person may accept up to \$5,000 annually in contributions outside of the campaign period, as well as contribute up to \$10,000 of their own funds outside of the campaign period.

**LAEA
s.147.2(5)**

After a person files nomination papers in the campaign period, the person officially becomes a candidate and may accept contributions of up to \$5,000 from any person who is ordinarily a resident in Alberta.

Candidates cannot accept contributions from any prohibited organization, including a corporation or unincorporated organization.

Candidates, or those acting on their behalf, should not directly or indirectly solicit contributions if the candidate knows or ought to know that the potential contributor

- does not ordinarily reside in Alberta,
- is a corporation or unincorporated organization, or
- will exceed the contribution limits.

**LAEA
s.147.3(1)(a)
&
LAEA
s.147.3(1)(c)**

A candidate must open a bank account in the name of the candidate or in the name of the campaign as soon as possible after the amount of contributions from any person(s) exceeds \$1,000 in the aggregate, including any money paid by the candidate out of their own funds. Money in that account must then only be used for the payment of campaign expenses.

**LAEA
s.147.1(1)(c)
&
LAEA
s.147.3(1)(e)**

Contributions of real property, personal property, goods and services have to be valued. Throughout the duration of the campaign, receipts must be issued for every contribution received, and be obtained for every expense. Receipts will assist candidates in creating itemized expense reports and can be used as proof of contributions.

NOTE: This guide reflects modifications made to the *Local Authorities Election Act (LAEA)* in light of public health orders and/or recommendations from the Chief Medical Officer of Health regarding the COVID-19 pandemic. As such, the information in this guide is specific to the 2021 general election year.

LAEA s.147.1(1)(c) Campaign contributions do not include services provided by a volunteer who voluntarily performs the services and receives no compensation, directly or indirectly, in relation to the services or the time spent providing the services.

LAEA s.147.3(1)(f) All campaign records of contributions and expenses must be kept for a minimum of three (3) years following the date the disclosure statements were required to be filed. That date is on or before March 1 immediately following a general election, or within 120 days of a by-election.

LAEA s.147.24 **Contributions Not Belonging to Contributor**

Individuals cannot contribute to a candidate if the funds they are contributing do not belong to that individual, or if the funds were given to the individual by another individual or a prohibited organization (corporations, trade unions, employee organizations, unincorporated organizations) for the purpose of making a contribution to a particular candidate. Candidates shall not solicit nor accept a contribution if they know or ought to know that it is prohibited.

LAEA s.147.23 **Anonymous and Ineligible Contributions**

If a candidate receives an anonymous contribution, the candidate must return the contribution to the contributor immediately (if the identity of the contributor can be established), or donate the total contribution to a registered charity or the local municipality.

LAEA s.147.31 **Fund-raising Functions**

“Fund-raising functions” includes any social function held for the purpose of raising funds for an election campaign.

LAEA s.147.31(2) Candidates must ensure they record the gross income from any fundraising function held for their campaign. In addition, if the function is held by the sale of tickets, the amount of the contribution is to be determined using the following rules:

- LAEA s.147.31(3)**
- If the individual charge is \$50 or less, it is not considered a contribution unless the individual who pays the charge specifically requests it to be a contribution. If a request is made, half of the amount is allowed for expenses and half is considered a contribution. Even if the amount is not considered a contribution, the candidate may choose to still issue a receipt and keep a record of the transaction.

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- If the individual charge is more than \$50 but less than \$100, \$25 is allowed for expenses and the balance is considered to be a contribution.
- If the contribution is more than \$100, 25 per cent of the amount is allowed for expenses and the remaining balance is considered to be a contribution.

**LAEA
s.147.32
LAEA
s.147.4(1)(b)**

As a part of the candidate's responsibilities, they, or a person acting on their behalf, **must** issue a receipt for every contribution received. If a contribution is in excess of \$50, the name and address, and the amount of the contribution must be recorded because it is required to be included with the campaign disclosure statements.

**LAEA
s.147.33**

Loans

Candidates may borrow money only from a financial institution and shall record all loans and their terms. All loans and their terms must be reported accordingly to the local jurisdiction.

Only a person ordinarily resident in Alberta may make a payment on behalf of the borrower (the candidate) in respect to a loan. If the individual is not reimbursed by the borrower (candidate) before the candidate is required to file a disclosure statement, any payment made towards a loan becomes a contribution by that individual and a contribution accepted by the candidate.

**LAEA
s.147.34**

Campaign Expense Limits

The *Local Authorities Election Act* allows for the establishment of a regulation that sets out the amount of money that may be spent by candidates during the campaign period. There is no regulation for the purpose of the 2021 municipal election and therefore candidate spending is not restricted.

**LAEA
Part 8
s.190-205**

Elections Alberta/Election Commissioner

As of August 1, 2019, the Alberta Election Commissioner, under Elections Alberta, has authority in local elections across Alberta. The Election Commissioner may investigate any matter that may constitute an offence under Part 5.1, Campaign Finance and Contribution Disclosure, or Part 8, Third-Party Advertising of the LAEA.

For more information regarding the authority of the Election Commissioner, including contact information, please visit:

www.elections.ab.ca/compliance-enforcement/complaints/.

NOTE: This guide reflects modifications made to the *Local Authorities Election Act (LAEA)* in light of public health orders and/or recommendations from the Chief Medical Officer of Health regarding the COVID-19 pandemic. As such, the information in this guide is specific to the 2021 general election year.

Campaigning

Once you have filed your nomination form and your candidate's acceptance, there are several things to remember as you campaign to Election Day.

How do I campaign?

There are no "standard" or legislative requirements for campaigning when it comes to municipal elections. A candidate's campaign style will want to match the uniqueness of the municipality to the candidate's personality and available resources.

The purpose of campaigning is to convince the electors you are the best candidate for the position. Candidates have used various strategies, like:

- door-knocking;
- signage;
- brochures or posters;
- participating in local candidate debates or forums;
- social media pages or websites; and
- hosting a meet and greet event.

Is there anything I cannot do during a campaign?

There are a variety of offence provisions included in the *Local Authorities Election Act* that candidates should review and understand.

In addition, it is essential that candidates seek clarification from returning officers relating to campaign activities. Municipalities may have local bylaws that address campaign activities including, but not limited to, the use and placement of campaign signage throughout the municipality.

If candidates require additional interpretation or clarification, they should seek independent legal services if required.

NOTE: This guide reflects modifications made to the *Local Authorities Election Act (LAEA)* in light of public health orders and/or recommendations from the Chief Medical Officer of Health regarding the COVID-19 pandemic. As such, the information in this guide is specific to the 2021 general election year only.

**LAEA
s.116**

Bribery

As a candidate, you cannot give, or promise to give, money or any other valuable consideration (such as an office or job) to anyone in return for their vote, or by agreeing to refrain from voting.

In addition, an elector or resident of the municipality cannot accept money or any other valuable consideration in return for voting or not voting during an election.

**LAEA
s.117**

Undue Influence

As a candidate, you cannot use, or threaten to use, violence, injury, damage or intimidation to compel a person to vote or refrain from voting at an election. You cannot obstruct the voting process or obstruct a person from accessing a voting station to vote during an election.

**LAEA
s.150, 152,
152.1**

Canvassing on Election Day

Candidates, official agents, or campaign volunteers cannot canvass or solicit votes in a voting station or on the property used for a voting station on an advance vote or election day. In addition, campaign materials (posters, pins, signage, etc.) cannot be displayed or distributed inside or on the outside of a building used as a voting station.

**LAEA
s.50**

Is there a voters' list?

Municipalities may pass a bylaw allowing for the enumeration and use of a voters' list. You may wish to confirm with your municipality; it is not a common practice to use a voters' list in municipal elections in Alberta.



APPENDIX 3
Council/Administration Protocol Policy
(Mackenzie County)



Mackenzie County

Title	Council/Administration Protocol	Policy No:	ADM050
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Legislation Reference	MGA
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PURPOSE

To establish a framework to clarify the roles of Council and Administration and set out communication standards between Council and Administration and to identify tools that may guide to the overall efficiency and effectiveness in decision making and assist in building and fostering respectful relationship between Council and Administration.

POLICY STATEMENT

1. Statement:

Mackenzie County Council recognizes that in order to create an environment for the effective management and operation of the County, Council and Administration must have a clear understanding of their respective roles and responsibilities.

Further, Mackenzie County Council wishes to establish a regime of protocol for regulating relations and communication between Council and Administration in order to promote a sound working relationship. This can be achieved through a comprehensive framework that guides their interaction.

In order to build effective partnerships and relationships, Council will use a self-evaluation tool (Schedule A) to assist Council in determining Council's strength, areas for improvement, and ultimately increase Council's efficiency and effectiveness.

GUIDELINES

2. Definitions:

- a) "Administration" means CAO and Managers for the County;
- b) "County" means Mackenzie County;
- c) "CAO" means Chief Administrative Officer for the County;
- d) "Council" means the duly elected council for the County;
- e) "Councillor" means a member of Council including the Reeve;
- f) "Managers" means the Directors, Agricultural Fieldman, and the Zama Site Supervisor for the County;

- g) "Reeve" means the Chief Elected Official or in his/her absence the Deputy Reeve for the County;
- h) "Policy" means a policy, bylaw or other formal resolution of Council;

3. Municipal Governance Framework:

- a) Council is the political and policy-making arm of the County, while Administration is the administrative and operational arm of the County;
- b) The legal responsibilities, functions and powers of Council and Administration are both inter-dependent and interrelated.
- c) The statutory powers of Council and the CAO are set out in the *Municipal Government Act*.
- d) Council is lead by the Reeve who is the Chief Elected Official as defined in the *Municipal Government Act*.
- e) Administration is led by the CAO whose roles and responsibilities are defined in the *Municipal Government Act*.

4. Roles and Responsibilities:

- a) Council provides direction, makes strategic policy decisions, represents the public's interests, and performs the duties of Councillors as per the *Municipal Government Act*.
- b) Council's effectiveness depends on Councillors providing input on their areas while thinking and voting for the whole municipality.
- c) Council is responsible to hire, supervise, and terminate the CAO. Council has one employee: the CAO.
- d) The Reeve acts as Council's spokesperson, facilitates the Council/Administration interface, and performs the duties of the Chief Elected Official as per the *Municipal Government Act*.
- e) The CAO coordinates the organization's systems, manages organizational resources, facilitates the Administration/Council interface, performs the duties as outlined in the Chief Administrative Officer Bylaw, and performs the duties of chief administrative officer as per the *Municipal Government Act*.
- f) The CAO is responsible for the hiring, managing, and terminating of all the employees of the County.
- g) Administration implements Council's policies and programs, assists Council in

meeting their annual business plan priorities, provides decisions-making advice, and communicates customer needs under the direction of CAO.

- h) Council and Administration will adhere to formal channels of communication between each other as established by this policy.

5. Council/Administration General Protocol:

- a) Council and Administration will treat each other with respect and integrity.
- b) Council recognizes the complexities and volume of operational tasks and activities of Administration.
- c) Administration recognizes the value of Councillors' input through the local knowledge of their wards.
- d) The Reeve will advise Council when a Councillor's activities are affecting Administration's performance.
- e) Council will deal with Administration performance concerns by communicating them to the CAO as concerns arise.
- f) The CAO will provide information to all of Council as deemed appropriate in responding to a request from a Councillor.
- g) Managers will advise the CAO if a request for information and/or action from a Councillor may create a significant impact on performance/workload.

6. Council/Administration Communication Protocol (Internal):

- a) Council will channel formal communications to Administration with regard to a municipal matter through the CAO. Council will make information requests to Administration with the following understanding:
 - Information that is readily available to the public can be requested from the appropriate Manager directly;
 - Information on the status of ongoing programs, activities and/or projects can be requested from the appropriate Manager directly;
 - All other requests for information and/or action will be directed to the CAO.
- b) Administration will channel communication to Council through the CAO if a municipal matter is outside of existing County Policy and/or Council approved budget.

- c) The municipal matters not addressed in existing Council Policy will be brought forward to the attention of Council and/or a committee of Council as appropriate.
- d) Council will provide direction to Administration through bylaws and resolutions of Council on all matters outside of existing County Policy and/or Council approved budget.

7. Council/Administration Communication Protocol (External):

- a) Administration will forward external correspondence directed to a Councillor or Council without delay.
- b) If Council receives requests from residents for service or information, Council will refer residents to the appropriate County department or the CAO for action.
- c) Administration will maintain a log of external communications, which come as a request for service, into the County's customer service system. Each Manager will be responsible for maintaining the log for their appropriate department(s).
- d) The Reeve may coordinate and direct Council regarding action and response to be taken by Councillors to verbal or written communications received from external sources. The Reeve will also coordinate these action and responses with the CAO.
- e) The CAO will coordinate and direct Administration regarding action and response to be taken by employees of the County to verbal or written communications received from external sources. The CAO will also coordinate these actions and responses with Council when appropriate.

8. Organizational Tools:

The following organizational tools will be utilized to contribute to a successful working relationship between Council and Administration:

- a) Monthly CAO reports to Council regarding Administration's activities to be presented during regular Council meetings;
- b) Monthly progress capital project report to be presented during regular Council meetings;
- c) Requests for decisions which provide the information required for decision-making;

- d) Clear and concise direction to Administration through resolutions made at Council meetings;
- e) Updates from the Reeve and Councillors as necessary at Council meetings;
- f) An up-to-date organizational chart which shows a clear chain of command and indication of who has duties in which areas;
- g) Council Procedural Bylaw which provides the framework for parliamentary procedure, current legislation and the specific governance preferences of Council;
- h) A clear understanding of Council's and Administration's roles, activities and capacities;
- i) An annual business planning process which outlines the strategic direction set by Council.
- j) An annual council self-evaluation (Schedule A) undertaken in conjunction with mandatory CAO evaluation as per MGA.

9. Success Indicators:

The following are indicators of the success of this policy:

- a) Flexibility in organizational hierarchy to deal with urgent matters;
- b) Excellent customer service;
- c) No direct supervision of Administration by individual members of Council;
- d) A clear chain of command;
- e) Higher employee satisfaction;
- f) Achieving Council's business priorities;
- g) Timely communication, both internal and external; and
- h) An informed and involved Council.

10. Policy Implementation and Monitoring:

- a) The Reeve will be responsible for monitoring compliance with this policy by Council.
- b) The CAO will be responsible for monitoring compliance with this policy by

Administration.

11. Policy Review:

This policy shall be reviewed annually during the organizational meeting.

	Date	Resolution Number
Approved	2012-05-01	12-05-309
Amended	2013-04-24	13-04-294
Amended	2017-10-23	17-10-724

SCHEDULE A

COUNCIL SELF-EVALUATION TOOL

PURPOSE:

Just like going to the doctor once a year for an annual checkup, governing bodies should periodically take time to do a “checkup” on their performance. Periodic reviews do the same thing as a doctor’s visit; they provide an opportunity to implement preventative measures; identify issues that need attention that are not immediately apparent; and/or just verify that all is going well. And just like an annual checkup; once all the data is collected, an action plan for optimum health (performance) for the future can be developed.

The following questionnaire has been developed to assess Council’s performance. The statements below reflect optimum performance measures for Council and this questionnaire reflects how Council views its performance in relation to these optimum performance measures.

INSTRUCTIONS:

Please rank yourself and your colleagues on a scale of 1-4. Mark the number you feel most accurately describes the current Council context:

- 1 = We “**Never**” meet this performance measure
- 2 = We “**Sometimes**” meet this performance measure
- 3 = We “**Often**” meet this performance measure
- 4 = We “**Always**” meet this performance measure

DECISION-MAKING

1. Council members use rational, objective decision-making processes that are supported by administrative recommendations, appropriate consultation with stakeholders and research of options.

1 2 3 4

2. Council members listen actively, respect diverse opinions and view constructive disagreement and discussion as positive and necessary to effective decision-making.

1 2 3 4

3. Council members stay focused on the issue being debated.

1 2 3 4

4. Council members come to meetings prepared; with their “homework” and research done.

1 2 3 4

5. Council members focus their energy on issues that have strategic, organization-wide impacts.

1 2 3 4

6. Council members recognize that decision-making authority resides with the Council “as a whole” – not with individual Council members.

1 2 3 4

7. Council members avoid placing themselves in positions where there may be a real or perceived conflict of interest and avoid any conflict of interest with respect to their pecuniary responsibility in accordance with legislation.

1 2 3 4

COMMUNICATIONS AND PROTOCOLS

8. Council members protect the confidentiality of privileged, protected, and in camera information.

1 2 3 4

9. Council members are respectful of each other and staff in their communications with the public and the media.

1 2 3 4

10. Once a decision has been made by the Council, Council members publicly support the decision. Council members are free to indicate why they may not have voted for a decision in a Council meeting; however, they should make it clear that once the decision has been made, they respect the legitimacy of the democratic process and the decision.

1 2 3 4

11. Council members represent Council's position as a whole when attending board or committee meetings.

1 2 3 4

12. Council actively seeks partnerships (with both public and private organizations) which provides enhanced and/or more efficient provision of services and/or facilities to residents.

1 2 3 4

COUNCIL MEMBER RELATIONS

13. Council members deal with conflicts in a timely and issues focused manner; i.e., significant conflicts and problems are not ignored.

1 2 3 4

14. All Council members have equal and timely access to relevant information to support decision making.

1 2 3 4

15. Council reviews its performance periodically with a view to continuously improving its effectiveness.

1 2 3 4

STAFF RELATIONS

16. Council members respect the authority of the CAO, as delegated by the CAO Bylaw and Council governance policies, to direct staff and the work of the organization. They do not attempt to direct the activities of staff or departments except through established channels of authority.

1 2 3 4

17. Where there are council/staff interaction issues and/or role clarity issues; Council members convey their concerns to the CAO. Conversely if staff has concerns with council/staff interaction issues and/or role clarity issues; the CAO conveys these concerns to Council.

1 2 3 4

18. Council members direct any criticisms of staff through the CAO and refrain from criticizing staff in public or the media (praise publicly, criticize privately).

- 1 2 3 4

FINAL QUESTIONS

19. Council should be taking take action in the following areas to improve Council's capacity and effectiveness:

20. Council should take advantage of the following educational/development opportunities to improve governance capabilities:

21. Please provide any additional comments:



APPENDIX 4
Council Procedural Bylaw
(Mackenzie County)



BYLAW NO. 1204-20

**BEING A BYLAW OF MACKENZIE COUNTY
IN THE PROVINCE OF ALBERTA**

**TO PROVIDE THE ORGANIZATIONAL AND PROCEDURAL MATTERS
OF COUNCIL, COUNCIL COMMITTEES AND COUNCILLORS**

WHEREAS, the Municipal Government Act, RSA 2000, c. M-26 provides for the establishment of Council committees and other bodies, procedure and conduct of Council, Council committees and other bodies established by Council and the conduct of Councillors and members of Council committees and other bodies established by Council; and

WHEREAS, the MGA provides for organizational and procedural matters of Council, Council committees and Councillors.

NOW THEREFORE, the Council of Mackenzie County, duly assembled, enacts as follows:

TITLE

1. This bylaw shall be cited as the "Procedural Bylaw".

DEFINITIONS

2. In this bylaw:
 - a. "Act" means the *Municipal Government Act*, RSA 2000, c.M-26, any regulations thereunder, and any amendments or successor legislation thereto;
 - b. "Administration" means the Chief Administrative Officer or an employee accountable to the CAO employed by the Municipality.
 - c. "Agenda" is the list of items and orders of business for any meeting of Council or a Council Committee;
 - d. "Chief Administrative Officer" (otherwise known as the "CAO") means the person appointed by Council into the position of CAO pursuant to the *Act*.
 - e. "Chairperson" means the person who presides at a Meeting, and, when in attendance at a Council Meeting, shall mean the Reeve or alternate chair.
 - f. "Closed Meeting" means the portion of the meeting at which only members of Council and other persons designated by Council may attend.

- g. "Committee of the Whole" means a committee comprised of all Councillors which conducts itself as a committee of council;
- h. "Corporate Office" means the office located at 4511-46 Avenue in the Hamlet of Fort Vermilion, Alberta.
- i. "Council Committee" means a committee, board, or other body established by Council under the Act;
- j. "Councillors" means a duly elected Member of Council, including the Reeve.
- k. "Deputy Reeve" means the Deputy Chief Elected Official or Councillor who is appointed by Council pursuant to the *Act* to act as Reeve in the absence or incapacity of the Reeve.
- l. "Ex-Officio" means a member of a Committee, by virtue of the right to hold a public office such as a Reeve, and has the right to make motions and vote.
- m. "Meeting" means an organizational, regular, or special meeting of Council, Committee of the Whole or Committee.
- n. "Member" means a duly elected Member of Council or a duly appointed Member of a Committee.
- o. "Municipality" means Mackenzie County.
- p. "Non-statutory public hearing" means a meeting of Council or Committee of the Whole at which members of the public may attend and may be invited to make submissions to Council, but which is not a Public Hearing;
- q. "Public Hearing" means a meeting or portion of a meeting that council is required to hold under the *Act* or another enactment for the primary purpose of hearing submissions;
- r. "Reeve" means the Chief Elected Official for the Municipality pursuant to the Act.
- s. "Quorum" is the majority of all members, being fifty (50) percent plus one (1), unless Council provides otherwise in this bylaw.

APPLICATION

3. This Bylaw applies to all Council, Committee of the Whole and Committee Meetings and shall be binding on all Councillors and Committee Members.
4. Notwithstanding Paragraph 3, where the Terms of Reference give Permission to a Committee to establish its own Meeting procedure, if there is a conflict between the Committee's established Meeting procedures and this Bylaw, that Committee's established Meeting procedures will have precedence over this Bylaw for the purposes of that Committee's Meetings.

INTERPRETATION

5. When any matter relating to Meeting procedures is not addressed in this Bylaw, the matter shall be decided by reference to the most current edition of Roberts Rules of Order, if applicable.
6. Procedure is a matter of interpretation by the Reeve or the Committee Chair.
7. In the event of a conflict between the provisions of this Bylaw and Roberts Rules of Order, the provisions of this Bylaw shall apply.
8. In the absence of any statutory obligation, any provision of this Bylaw may be waived by Special Resolution of the Members in attendance at the Meeting.
9. In all cases throughout this Bylaw, reference to "he" or "she" shall mean males and females equally.

ROLE OF THE REEVE

10. The Reeve, when present, shall preside as Chairperson over all Meetings of Council.
11. In the absence, incapacity, or inability, of the Reeve or Deputy Reeve to act, Council Members will elect from among themselves a Chairperson for the day to act as Reeve. This Member shall be referred to as "Acting Reeve" for the duration of that Meeting.
12. Unless otherwise provided in a bylaw, the Reeve shall be an ex-officio Member of all Committees.
13. The Reeve has all of the rights and privileges of other Committee Members.

ROLE OF THE CHAIRPERSON

14. The Chairperson shall preside over the conduct of the Meeting, including the preservation of good order and decorum, ruling on Points of Order, replying to Points of Procedure and deciding on all questions relating to the orderly procedure of the meeting, subject to an appeal by a Councillor from any ruling of the Chairperson.
15. The Chairperson shall make reasonable efforts, including the calling of a recess, to ensure all Councillors in attendance at a Meeting are present while a vote is being taken, unless a Councillor is excused from voting in accordance with the Act or this Bylaw.
16. No Councillor shall leave the Council meeting after a question is put to a vote until the vote is taken, unless the Act requires or permits them to abstain from voting.
17. When the Chairperson wishes to make a motion he/she shall vacate the Chair and request the Vice-Chairperson to assume the Chair.
18. The Chairperson may invite Persons to come forward from the audience to speak with permission of Council if it is deemed to be within the best interests of the issue being discussed, the public, and the conduct of good business.

ROLE OF THE CHIEF ADMINISTRATIVE OFFICER (CAO)

19. The Chief Administrative Officer, in accordance with Sections 207 and 208 of the Act and in accordance with Bylaw 030/95, which created the position of the Chief Administrative Officer, is required to advise and inform Council in writing of its legislative responsibilities and ensure that the Municipality's policies and programs are implemented as well as to advise Council on the operation and affairs of the Municipality.

ORGANIZATIONAL MEETINGS

20. An Organizational Meeting of Council shall be held not later than two weeks after the third Monday in October each year.
21. The CAO or Delegate shall fix the time, date and place of the Organizational Meeting.
22. The CAO or Delegate shall advertise at least three weeks prior to the Organizational Meeting, inviting applications for Committee vacancies which will be required to be filled that year.

23. The Organizational Meeting Agenda shall be restricted to:
 - a. The election of the Reeve and Deputy Reeve annually;
 - b. The administration of the Oath of Office;
 - i. to the Reeve and Deputy Reeve annually
 - ii. to the entire Council following the municipal election
 - c. Review of honorariums and expense reimbursement;
 - d. Review of procedural bylaw;
 - e. Review of the council/administration protocol policy;
 - f. The establishment of Council Committees and Boards;
 - g. The establishment of membership on Committees and Boards;
 - h. The establishment of regular Council meeting and Committee of the Whole meeting dates for the year;
 - i. Other business as required by the Act, or which Council or the CAO may direct.

24. At the Organizational Meeting the CAO shall:
 - a. Call the Meeting to Order;
 - b. Preside over the Meeting until the Reeve has been elected and has taken the Oaths of Office as Reeve.

25. In the event that only one nomination is received for the position of Reeve or Deputy Reeve, that nominee shall be declared elected by acclamation by the CAO.

26. Where there is more than one nomination for Reeve or Deputy Reeve, the CAO shall request that voting be done by secret ballot.

27. If, on the first ballot, no Councillor receives a clear majority of votes, the Council Member who received the least number of votes shall be dropped from the ballot and the second ballot shall be taken. This shall apply to both the Reeve and Deputy Reeve elections.

28. On subsequent ballots, a Council Member who receives the least number of votes shall be dropped from the ballot until a Councillor receives a clear majority.

29. When there is a tie vote between two candidates, each candidate's name shall be written on a blank sheet of paper, of equal size and color, and deposited into a receptacle and someone shall be directed to withdraw one of the sheets. The candidate whose name appears on the sheet shall be considered to have one more vote than the other candidate.

30. All Members of Council hold office from the beginning of the Organizational Meeting following the General Election until immediately before the beginning of the Organizational Meeting following the next General Election, in accordance with the *Local Authorities Election Act*.
31. The appointment of Councillors and Members at Large to Committees shall be for a term of one year, unless otherwise specified, and by secret ballot if a vote is required.

QUORUM

32. Quorum of Council is a majority of Councillors.
33. If quorum is not achieved within 30 minutes after the time the meeting was scheduled to begin, the CAO shall record the names of the members present, and the Council shall stand adjourned until the next regular or special meeting.
34. If at any time during a meeting the quorum is lost, the meeting shall be recessed and if quorum is not achieved again within 15 minutes, the meeting shall be deemed to be adjourned.

COMMITTEES

35. Council may, by resolution or by Bylaw, establish Committees as are necessary or advisable for the orderly and efficient handling of the affairs of the Municipality and establish the Terms of Reference and duration of a Committee.
36. All Committee appointments shall be reviewed annually at the Organizational Meeting, unless otherwise specified in this Bylaw or the Terms of Reference.
37. Each Committee shall elect one (1) of its Members to be the Chairperson unless Council designates.
38. A Special or Ad-hoc Committee may be appointed at any time by Council providing that a motion has been adopted specifying the matters, duration of the Committee, and Terms of Reference to be dealt with by the Committee.

ALTERNATE COMMITTEE MEMBERS

39. Council may appoint alternate committee members to ensure that proper representation and quorum is achieved.

40. Alternate representatives from Council may attend all committee meetings, except where legislation disallows. The alternate Council member may only vote at the committee meeting when the regular Council member is absent from the meeting.
41. Alternate members at large may attend committee meetings as a member of the committee when a regular member at large is absent from the meeting. They cannot vote on matters of the committee unless a regular member at large is absent from the meeting.
42. Alternate committee members are eligible to receive the same training that their respective committee is authorized to attend.

REGULAR AND SPECIAL MEETINGS

43. The date and time of regular Council meetings shall be established by resolution at the Organizational Meeting or at any future Meeting of Council.
44. Regular meetings are generally held on the second Tuesday and the fourth Wednesday of the month, unless otherwise specified.
45. Regular meetings shall commence at 10:00 a.m. and shall be held in the Council Chambers located at the Municipality's Corporate Office, unless otherwise specified.
46. Council may, by resolution (unanimous consent), change the date, time and location of any of its Regular Council meetings.
47. All Meetings shall be open to members of the public, except for the Closed Meeting portions of the Meeting.
48. The CAO or Delegate will post a schedule of regular meetings in the front foyer of all municipal offices and on the Municipality's website.
49. If there are changes to the date and time of a regular meeting, the municipality must give at least twenty-four (24) hours' notice of the change to all members and post the notice in a public office. Posting a public notice in the front foyer of the municipal offices and on the Municipality's Social Media is sufficient notice to the public if administration is unable to advertise the change in a local newspaper.
50. Council has the authority to move into a Closed Meeting pursuant to Section 197 (2) of the Act for the purposes of :

- a. Protecting the Municipality, its operations, economic interests and delivery of its mandate from harm that could result from the release of certain information; and,
 - b. To comply with Division Two of Part One of the Freedom of Information and Protection of Privacy Act.
51. Matters which may be discussed in a Closed Meeting include the following:
 - a. Personnel matters;
 - b. Any information regarding contract negotiations;
 - c. Negotiations regarding acquisition, sale, lease or exchange of land;
 - d. Matters involving litigation, or the discussion of legal advice provided to the Municipality; and
 - e. Matters concerning RCMP investigations or confidential reporting; and
 - f. Any other item that may be considered a private matter under the Freedom of Information and Protection of Privacy Act.
52. The Reeve may call a special council meeting whenever he/she considers it appropriate to do so or if he/she receives a written request for the meeting, stating its purpose, from a majority of the Councillors, in accordance with Section 194 of the Act.
53. No business other than that stated in the notice shall be conducted at any Special Meeting of Council unless all the Members of Council are present at the Special Meeting and the Council agrees to deal with the matter in question.

COMMITTEE OF THE WHOLE

54. There shall be a Committee of the Whole comprising all Councillors.
55. Subject to the Act, Committee of the Whole may consider any matter that Council may consider, including but not limited to discussion and debate of the following matters:
 - a. the budget;
 - b. the audit;
 - c. transportation issues;
 - d. development issues;
 - e. strategic planning;
 - f. legislative reform;
 - g. policing matters; and
 - h. policy formation.
56. Committee of the Whole may:
 - a. Conduct non-statutory public hearings;
 - b. Receive delegations and submissions; and
 - c. Meet with other municipalities and other levels of governments.

57. Council may receive briefings in Committee of the Whole.
58. In addition to the restrictions contained in Section 203(2) of the Act, the Committee of the Whole shall not hold statutory public hearings.
59. Committee of the Whole may make the following motions:
 - a. To receive agenda reports as information.
 - b. To refer matters to Administration or a Committee for review.
 - c. Make recommendations to Council.
60. A quorum of Committee of the Whole is a majority of Councillors.
61. At a Committee of the Whole meeting, the procedures of Council shall be relaxed as follows:
 - a. A Councillor may speak even though there is no motion on the floor, but if there is a motion on the floor a Councillor shall address that motion;
 - b. A Councillor may speak more than once, on a matter provided that each Councillor who wishes to speak to the matter has already been permitted to do so;
62. Committee of the Whole may consider a matter in Closed Meeting, in accordance with the Act and Freedom of Information and Protection of Privacy Act, RSA 2000, c-F-25.
63. No motions may be made when Committee of the Whole is sitting in Closed Meeting in accordance with the Freedom of Information and Protection of Privacy Act, RSA, 2000, c-F-25 except motions to reconvene the Committee of the Whole meeting.

CANCELLATION OF REGULAR, COMMITTEE OF THE WHOLE AND SPECIAL MEETINGS

64. A Council Meeting may be cancelled:
 - a. By resolution of a majority of Members at a previously held Meeting; or
 - b. With written consent of a majority of the Members and by providing not less than twenty-four (24) hours notice to Members and the public.

ELECTRONIC PARTICIPATION AT MEETINGS

65. Council members may attend a Council meeting by means of electronic communication. Acceptable alternatives include through the use of telephone, ensuring that dialogue is available for both parties; through the use of a personal computer; or other means as technology advances.

66. A Council Member must advise the CAO or Delegate at least one (1) day in advance of their intention to participate through electronic communications.
67. A Council Member may attend Regular, Council Meetings by means of electronic communication to a maximum of three (3) times per calendar year, unless otherwise approved by Council resolution.
68. A Council Member or Committee Member may participate in Committee Meetings, Committee of the Whole Meetings or Special Council Meetings by means of electronic communication.
69. A Council Member attending a meeting via electronic communications is deemed to be present at the meeting for whatever period of time the connection via electronic communications remains active and will be recorded in the minutes as being present via electronic communication.
70. A Council Member attending a meeting via electronic communications must declare if any other persons are present in the room.
71. When a vote is called, Council Members attending the meeting by means of electronic communications shall be asked to state their vote only after all other Council Members have cast their votes by a show of hands.
72. When a Council Member attends a Closed Meeting, via electronic communication, they will be required to confirm that they have attended the Closed Meeting alone in keeping with the definition in this Bylaw of Closed Meeting.

COUNCIL AGENDA

73. The agenda for each regular and special Meeting shall be organized by the CAO and compiled together with copies of all pertinent correspondence, statements, and reports provided to each member of Council at least two (2) working days prior to each regular meeting.
74. Any member of Council wishing to have an item of business placed on the agenda, shall make the submission to the Reeve and CAO not later than seven (7) calendar days prior to the scheduled Council meeting date.
75. Administration wishing to have an item of business placed on the agenda, shall make the submission to the CAO or Delegate not later than seven (7) calendar days prior to the scheduled Council meeting date. The submission shall contain adequate information to the satisfaction of the CAO to enable Council to deal with the matter.

76. Additions placed on the agenda at the Meeting shall be discouraged however an addition may be made to the agenda with a simple majority consent of the Members present. Actions resulting from the agenda additions require unanimous consent given by those Members present. Exceptions to actions requiring unanimous consent are a tabling motion or that the agenda item be received as information.
77. Documentation for “Closed Meeting” items shall be distributed at the Council Meeting and must be returned to the CAO immediately after the Meeting. Large volume documentation may be distributed to Council prior to the Meeting.
78. The agenda shall list the order of business, as determined by the CAO, in consultation with the Reeve.

MEETING MINUTES OF COUNCIL

79. The CAO or Delegate shall ensure that all Council Meeting minutes are recorded in the English language, without note or comment.
80. The CAO or Delegate shall ensure that the draft/unapproved Minutes of each Council Meeting be distributed to each Member of Council and administration within a reasonable amount of time after the holding of the Meeting.
81. A Councillor may make a motion requesting that the Minutes be amended to correct an inaccuracy or omission. However, the CAO or Delegate shall be advised of the challenge to the Minutes at least 24 hours before the Council Meeting at which the Minutes are to be officially adopted.
82. Only minor changes may be made to correct errors in grammar, spelling, and punctuation or to correct the omission of a word necessary to the meaning or continuity of a sentence; but no change shall be allowed which would alter or affect, in a material way, the actual decision made by Council.
83. Draft/unapproved Council Meeting Minutes will be made available to the public and media upon request.
84. The minutes of each Council Meeting shall be presented to Council for adoption at the next regular Meeting.
85. Adopted minutes of Council shall be made available at all municipal offices and posted on the Municipality’s website.

PROCEEDINGS

86. The Reeve or presiding officer, shall preserve order and decorum and shall decide order of questions.
87. Every member wishing to speak to a question or resolution shall address himself to the Reeve or presiding officer.
88. A resolution submitted to Council does not require a seconder.
89. A motion may be withdrawn by the mover at any time before voting.
90. The following motions are not debatable:
 - a. Adjournment
 - b. Take a recess
 - c. Question or privilege
 - d. Point of order
 - e. Limit debate on the matter before council
 - f. Division of a question
 - g. Table the matter to another meeting
91. When a resolution has been made and is being considered by Council, no other resolution may be made and accepted, except:
 - a. To amend the motion;
 - b. To refer the main motion to committee of the whole, administration, a council committee or some other person or group for consideration;
 - c. To postpone consideration of the main motion; or
 - d. To table the motion.
92. After any question is finally put to vote by the Reeve or other presiding officer, no member shall speak to the question, nor shall any other resolution be made until after the result of the vote has been declared.
93. Voting on all matters shall be done by raising of the hand in such a clear manner that they may be easily counted by the presiding officer.
94. Every member of Council attending a Council meeting must vote on a matter put to vote at the meeting unless the Councillor is required or permitted to abstain from voting.
95. If there is an equal number of votes for and against a resolution or bylaw, the resolution or bylaw is defeated.

96. When it is requested that a vote be recorded, the minutes must show the names of the Councillors present and whether each Councillor voted for and against a resolution or bylaw or abstained. A request for a recorded vote must be made before the vote is called.
97. Any matter of meeting conduct that is not provided for in this Bylaw shall be determined in accordance with the current *Robert's "Rules of Order, Newly Revised"*.

DELEGATIONS

98. All requests for delegations shall be submitted in writing to the CAO or Delegate, for approval, at least seven (7) calendar days prior to the proposed date for the delegation. The submission shall contain all relevant information relating to the topic of their request to the satisfaction of the CAO or Delegate to enable Council to deal with the matter.
99. The CAO or Delegate will review all delegation requests and determine if the request will be heard by Council, by a Council Committee or referred to Administration for a response. The CAO may consult with the Reeve when required.
100. Delegations will not be heard if their matter falls under a legislated appeal process (ie. Assessment Review Board, Subdivision & Development Appeal Board, Agricultural Appeal Board).
101. If it is recommended that Council hear the matter, the CAO or Delegate shall contact the person and provide a time in which they can speak.
102. If the request to speak is received after the time required or without the written submission, the CAO or Delegate may:
 - a. Refer the matter to a Committee; or
 - b. Recommend that Council hear from the person; or
 - c. Offer to include the person on the agenda of a future Council meeting; or
 - d. Refuse to hear from the person and refer the matter to Administration for reply.
103. Delegations will be limited to fifteen (15) minutes to present their matter and be limited to one (1) speaker, except where the Chair permits otherwise.

PUBLIC HEARINGS

104. Public Hearings will be held in conjunction with a regular Council meeting, unless otherwise approved by resolution of Council.

105. Council shall hold a Public Hearing when an enactment requires Council to hold a Public Hearing on a proposed bylaw or resolution or any other matter at the direction of Council. The Public Hearing will be held before second reading of the proposed bylaw or before Council votes on a resolution.
106. Any Person who wishes to speak at a Public Hearing must be present at the scheduled time of the Hearing.
107. Any Person wishing to provide a written submission may deliver it to the CAO or Delegate at least seven (7) calendar days prior to the Public Hearing. Written submissions received will be included with the Agenda and will be released to the public.
108. Unless otherwise approved by resolution of Council, the following shall be the procedure for the conduct of the Public Hearing:
 - a. The Chair of the Public Hearing shall declare the Public Hearing open;
 - b. The Development Authority shall provide a brief background on the proposed bylaw or resolution, ensure public notification has been given, and present any written submissions received;
 - c. The Chair shall call for anyone wishing to speak;
 - d. Persons speaking will have only one opportunity to speak;
 - e. Presentations shall be limited to five (5) minutes, unless the Chair permits otherwise;
 - f. Each Person making a presentation shall give his/her name to be recorded in the Minutes;
 - g. Council may ask questions of the speakers after each presentation if clarification on any matter is required;
 - h. The Chair of the Public Hearing shall declare the Public Hearing closed.
109. After the close of the Public Hearing, Council may:
 - a. Pass the proposed bylaw or resolution; or
 - b. Defeat the proposed bylaw or resolution; or
 - c. Make any amendment to the proposed bylaw or resolutions and proceed to pass it without further advertisement or hearing.
110. If there is more than one Public Hearing on the agenda, the Chair must close one Public Hearing before another Public Hearing is opened.
111. Council may change the date, time and place of a Public Hearing by resolution. If the date, time or place of the Public Hearing is changed, then the Public Hearing must be re-advertised.
112. Public participation through teleconference shall be made available at each County Office for major public hearings, as determined by resolution of Council.

DEBATE OF RESOLUTIONS

113. A member may ask a question, stated concisely, of the previous speaker to explain any part of the previous speaker's remarks.
114. A member may ask questions of the CAO or administration to obtain information relating to a report presented to Council or to any clause contained therein, at the commencement of the debate on the report or on the clause.
115. When it is a member's turn to speak during debate, before speaking he/she may ask questions of the CAO, or administration in order to obtain information relating to the report or clause in question.
116. Any member may require the question or resolution under discussion to be read at any time during the debate but not so as to interrupt a member while speaking.
117. When the resolution has been declared as having been put to a vote, no member shall debate further on the question or speak any words except to request that the resolution be read aloud.
118. The Reeve or presiding officer shall determine when a resolution is to be put to a vote.

MOTIONS OUT OF ORDER

119. It is the duty of the Chair to determine what motions are amendments to motions that are in order subject to challenge by a Member, and decline to put a motion deemed to be out of order.
120. The Chair shall advise the Members that a motion is out of order and cite the applicable rule or authority without further comment.
121. The Chair may refuse to accept a motion to refer, that has the effect of defeating the motion to which it refers, e.g. time constraints.
122. The following motions are out of order:
 - a. A motion, similar to a motion voted on in the previous six (6) months, without reconsidering the original motion;
 - b. A motion contrary to law or a previous motion;
 - c. A motion similar to an item which has been tabled;
 - d. A motion to reconsider a motion to reconsider;

- e. A motion referring an item to a Committee, if the final report of the Committee is complete; and
- f. A motion which is out of scope of Council business.

RECONSIDERING AND RESCINDING A MOTION

123. A Member wishing to reconsider, alter or rescind a motion already passed, or an action taken at a previous Meeting and when the matter does not appear on the Agenda, shall bring the matter forward by a Notice of Motion, which shall:
- a. Be considered at a Council Meeting;
 - b. Specify the Meeting proposed to bring the matter to; and
 - c. Indicate, in the substantive portion of the motion, the action which is proposed to be taken on the matter.
124. Notwithstanding the above, if Notice of Motion was not given, the requirement for Notice may be waived on a Two-Thirds vote.
125. Notwithstanding the other provisions of this section, no motion made or action taken shall be reconsidered unless:
- a. It is a motion made or an action taken at the same Meeting; or
 - b. It is a motion made or an action taken at a Meeting held six (6) months or more before its reconsideration; or
 - c. Approval for reconsideration of a motion made or an action taken less than six (6) months earlier is given by a Two-Thirds vote prior to reconsideration.
126. A Member who voted with the prevailing side may move to reconsider a motion only at the same meeting or during any continuation of the meeting at which it was decided.
127. The following motions cannot be reconsidered:
- a. A motion which created a contractual liability or obligation, shall not be reconsidered, altered, varied, revoked, rescinded or replaced except to the extent that it does not attempt to avoid or interfere with the liability or obligation;
 - b. A motion to adjourn;
 - c. A motion to close nominations;
 - d. A request for division of a question;
 - e. A point of order, a point of privilege or a point of information;
 - f. A motion to recess;
 - g. A motion to suspend the Procedural Bylaw;
 - h. A motion to lift from the table;
 - i. A motion to bring forward; and
 - j. Motion to adopt the agenda.

128. A motion to reconsider or rescind is debatable only when the motion being reconsidered is debatable.

NOTICE OF MOTION

129. A notice of motion may be given at any council meeting, but may not be dealt with at that meeting.
130. A notice of motion shall be given verbally and in writing to all members of council present. A copy of such notice of motion shall be given to the CAO upon adjournment of the meeting at which the notice is given.
131. Every notice of motion shall precisely specify the entire content of the motion to be considered, and shall be on the agenda for the next regular meeting of Council unless otherwise specified.

PECUNIARY INTEREST

132. When a Member has a pecuniary interest in a matter before Council, a Council Committee or any other body, board, commission, committee or agency to which the Member is appointed as a representative of the Council, the Member shall, if present:
- a. Disclose the general nature of the pecuniary interest prior to any discussion on the matter;
 - b. Abstain from any discussion and voting on any question relating to the matter;
 - c. Leave the room in which the meeting is being held until discussion and voting on the matter are concluded; if required;
 - d. If the matter with respect to which the Member has a pecuniary interest is the payment of an account for which funds have previously been committed, it is not necessary for the Councillor to leave the room; and
 - e. If the matter with respect to which the Member has a pecuniary interest is a question on which the Member as a tax payer, an elector or an owner has a right to be heard by the Council;
 - i. It is not necessary for the Member to leave the room; and
 - ii. The Member may exercise the right to be heard in the same manner as a person who is not a Member.

BYLAWS

133. The CAO or Delegate must review the form of each proposed bylaw to ensure that it is consistent with the form of bylaw that Council may adopt from time to time.

134. Each proposed bylaw must include:
 - a. The bylaw number assigned to it by the CAO or Delegate; and
 - b. A concise title.
135. Where a Bylaw is presented to Council for enactment, the CAO or Delegate shall cause the number and short title of the Bylaw to appear on the Agenda.
136. The CAO or Delegate must make available a copy of the bylaw to each Councillor before the first reading of the bylaw.
137. A Bylaw shall be introduced for first reading by a motion that the Bylaw, specifying its number and short title, be read a first time.
138. When a Bylaw is subject to a Public Hearing, a Council, without amendment or debate, shall vote on the motion for first reading of a Bylaw and the setting of a public hearing date in accordance with the applicable form of notice. A Member may ask a question or questions concerning the bylaw provided that such questions are to clarify the intent, purpose or objective of the bylaw, and do not indicate the Member's opinion for or against the bylaw.
139. After the holding of the required public hearing, a bylaw shall be introduced for second reading by a motion that it be read a second time specifying the number of the bylaw.
140. After a motion for second reading of the bylaw has been presented, Council may:
 - a. Debate the substance of the bylaw; and
 - b. Propose and consider amendments to the bylaw.
141. A proposed amendment shall be put to a vote and if carried, shall be considered as having been incorporated into the bylaw at second reading.
142. When all amendments have been accepted or rejected the motion for second reading of the bylaw shall be voted on.
143. A bylaw shall not be given more than two readings at one meeting unless the Members present at the meeting unanimously agree that the bylaw may be presented for third reading at the same meeting at which it received two readings, provided that Council is not prohibited from giving more than two readings to a bylaw at one meeting by any valid enactment.
144. When Council unanimously agrees that a bylaw may be presented for third reading at a meeting at which it has received two readings, the third reading requires no greater majority of affirmative votes to pass the bylaw than if it has received third reading at a subsequent meeting.

145. A bylaw shall be adopted when a majority of the Members present vote in favour of third reading, provided that any applicable provincial statute does not require a greater majority.
146. A bylaw, which has been defeated at any stage, may be subject to a motion to reconsider in accordance with the provisions of this Bylaw.
147. A bylaw is passed and comes into effect when it has received third and final reading unless otherwise provided by statute.
148. The Reeve and CAO shall sign and seal the bylaw as soon as reasonably possible after third reading.
149. The CAO or Delegate is authorized to consolidate one or more bylaws as deemed convenient.

CODE OF ETHICS

150. The proper operation of democratic local government requires that elected officials be independent, impartial and duly responsible to the people. To this end it is imperative that:
 - a. Government decisions and policy be made through the proper channels of government structure.
 - b. Public office not be used for personal gain.
 - c. The public have confidence in the integrity of its government.
151. Accordingly, it is the purpose of these guidelines of conduct to outline certain basic rules for Mackenzie County Council so that they may carry out their duties with impartiality and equality of services to all, recognizing that the basic functions of elected local government officials are, at all times, services to their community and the public.
152. To further these objectives, certain ethical principles should govern the conduct of Mackenzie County Council in order that they shall maintain the highest standards of conduct in public office and faithfully discharge the duties of office without fear or favour.
153. Councillors shall:
 - a. Govern their conduct in accordance with the requirements and obligations set out in the municipal legislation of the Province of Alberta and as specified in this Bylaw.
 - b. Not use confidential information for personal profit of themselves or any other person.

- c. Not communicate confidential information to anyone not entitled to receive the applicable confidential information.
- d. Not use their position to secure special privileges, favours, or exemptions for themselves or any other person.
- e. Preserve the integrity and impartiality of Council.
- f. For a period of twelve (12) months after leaving office, abide by the ethical standards of conduct listed above, except those related to confidential information which shall apply in perpetuity.
- g. Not assume that any unethical activities (not covered by or specifically prohibited by these ethical guidelines of conduct, or by any legislation) will be condoned.

CONDUCT OF MEMBERS DURING THE MEETING

154. No Member shall:

- a. Use offensive language, inappropriate actions or unparliamentary language in or against Council or against any Member of Council or any administration or any member of the public;
- b. Speak disrespectfully of any member of the Royal Family, the Governor General, the Lieutenant Governor of any Province, Council, any municipality, an Member or any official or employee of the Municipality;
- c. Engage in private conversations while in the Council Meeting or use personal electronic devices including cellular phones, media players, etc. in any manner that disrupts the Member speaking or interrupts the business of Council;
- d. Leave his/her seat or make noise or disturbance while a vote is being taken and until the result of the vote is announced;
- e. Speak on any subject other than the subject under debate;
- f. Not interrupt the speaker, except on a point of order;
- g. Where a matter has been discussed in a Closed Meeting, and where the matter remains confidential, disclose a confidential matter or the substance of deliberations at a Closed Meeting, except to the extent that Council has previously released or disclosed the matter in public. All information, documentation or deliberations received, reviewed or provided in a Closed Meeting is confidential. Members of Council shall not release, reproduce, copy or make public any information or material considered at a Closed Meeting, or discuss the content of such a meeting with persons other than members of Council or relevant staff members, prior to it being reported in public by Council;
- h. Criticize any decision of Council except for the purpose of moving that the question be reconsidered;
- i. Contravene the rules of Council or a decision of the Chair or of Council on questions of order or practice or upon the interpretation of the rules of Council. In case a Member persists in any such contravention, after having been called to order by the Chair, the Chair shall not recognize that Member,

except for the purpose of receiving an apology from the Member tendered at that Meeting or any subsequent Meeting.

155. Members of the public during a Meeting shall:
 - a. Address the Members of Council or Committee at the permission of the Chair;
 - b. Maintain order and remain quiet;
 - c. Not applaud nor otherwise interrupt a speech or action of the Members or other Person addressing the Members.

156. The Chair may cause to be expelled and excluded from any Meeting any person who creates any disturbance during a meeting or who, in the opinion of the Chair, has been guilty of improper conduct and for that purpose the Chair may direct that such a person be removed by a Peace Officer or RCMP.

157. A Councillor that displays inappropriate and abusive behavior towards other members of council, administration or the public while on County business may be reprimanded in a form as may be acceptable by 2/3 vote of Council.

TWO-THIRDS MAJORITY VOTE

158. Order in Council No. 54/2001 establishing Mackenzie County as a Specialized Municipality, requires a Two-Thirds (2/3) majority vote for the following:
 - a. Procedural Bylaw
 - b. Council Remuneration Bylaw
 - i. A simple majority vote is required when authorized Councillors to attend a seminar, convention, workshop, or any other function that Councillors may attend for reimbursement of expenses.
 - c. All issues regarding property taxes
 - d. A bylaw to change the number of Councillors, the boundaries of wards or the method of electing a Chief Elected Officer.
 - i. A simple majority vote is required when electing a Chief Elected Officer in the manner prescribed in this Bylaw.
 - e. The appointment or termination of the Chief Administrative Officer; however, any direction given to the CAO shall be done by a simple majority vote.
 - f. A resolution for the adoption and amendment of the budget.
 - g. Any other matter designated by Council within this Bylaw.

RECORDING DEVICES AT MEETINGS

159. The CAO may authorize the use of any mechanical or electronic means of recording proceedings of Council and Council Committee meetings necessary to assist with the preparation of an accurate set of minutes. Any such recording will be erased or destroyed after the Council or Council Committee meeting has approved the minutes.

160. No person shall, unless a Two-Thirds majority consent of Council is given, record the proceedings of Council through tape recorder, video camera, or other devices.

REPEAL AND COMING INTO FORCE

161. Bylaw No. 1186-20 and all amendments thereto are hereby repealed.

162. This Bylaw shall come into effect upon receiving third and final reading.

READ a first time this 25th day of November, 2020.

READ a second time this 25th day of November, 2020.

READ a third time and finally passed this 25th day of November, 2020.

(original signed)

Joshua Knelsen
Reeve

(original signed)

Lenard Racher
Chief Administrative Officer



APPENDIX 5
**Mackenzie County Boards
and Committees List**
(Mackenzie County)





Mackenzie County

**Mackenzie County
Boards, Commissions, Committee List
2020 – 2021**

Committee Name	Council Members	Members-at-Large	Administration
Agricultural Appeal Board <i>(Bylaw 943-14)</i>	Deputy Reeve Sarapuk Councillor Jorgensen Councillor Wardley	None	Carol Gabriel (Clerk)
Agricultural Service Board <i>(Policy ASB005)</i>	Reeve Knelsen (Ex-officio) Councillor A. Peters (2021) Councillor E. Peters (2021)	Terry Batt (2021) Dicky Driedger (2021) Joe Peters (2021)	Len Racher Grant Smith*
Assessment Review Board <i>(Bylaw 1106-18)</i>	Councillor Cardinal Councillor Wardley	Jerry Chomiak (2022) Joe Froese (2021) Boyd Langford (2022)	Carol Gabriel (Clerk)
Committee of the Whole <i>(Procedural Bylaw)</i>	All Council	None	Len Racher Directors
Community Services Committee <i>(Terms of Reference)</i>	Reeve Knelsen (Ex-officio) Councillor Braun Councillor Cardinal Councillor Jorgensen Councillor Wardley	None	Len Racher Don Roberts*
Community Streetscape Implementation Committee – Fort Vermilion <i>(Terms of Reference)</i>	Councillor Cardinal	Erick Carter (2022) Carson Flett (2021) Danny Friesen (2021) Jolene Lizotte (2021) Leah Lizotte (2021) Sara Schmidt (2021)	Byron Peters* Don Roberts
Community Streetscape Implementation Committee – La Crete <i>(Terms of Reference)</i>	Councillor Braun	John W. Driedger (2021) Krishanthi Vithanage (2022)	Byron Peters* Don Roberts
Emergency Advisory Committee <i>(Regional Emergency Management Bylaw)</i>	All Council	None	Len Racher Fred Wiebe (DEM)* Don Roberts (DDEM) Directors
Indigenous Liaison Committee <i>(Terms of Reference)</i>	All Members of Council	None	Len Racher Don Roberts*

Committee Name	Council Members	Members-at-Large	Administration
Inter-Municipal Planning Commission <i>(Bylaw 712-09)</i>	Councillor Bateman Councillor Driedger	John W. Driedger (2021)	Caitlin Smith*
Inter-Municipal Subdivision & Development Appeal Board <i>(Bylaw 712-09)</i>	Councillor Wardley Councillor Cardinal (alt)	Jerry Chomiak (2022)* Joe Froese (2021)* Ray Toews (2021)* Karen Holditch (2021)* Carson Flett (2023) Wally Schroeder (2023) Karen Egge (2023)* Denise van Rootselaar (2023)* John Croken (2023)*	Carol Gabriel
Mackenzie Library Board <i>(Bylaw 150-98)</i>	Councillor Cardinal Councillor Wardley	Beth Kappelar (2021-HLR) Tamie McLean (2021-FV) Sandra Neufeld (2021-LC) Lorraine Peters (2021-Rural) Wally Schroeder (2022-LC) Steven Simpson (2023-FV) Kayla Wardley (2022-ZA)	N/A
Municipal Planning Commission <i>(Bylaw 563-06)</i>	Councillor Bateman Councillor Driedger	Erick Carter (2021-FV) John W. Driedger (2021-LC) Beth Kappelar (2021-HLR)	Caitlin Smith*
Northwest Alberta Regional Emergency Advisory Committee <i>(Regional Emergency Management Bylaw)</i>	Councillor Bateman Councillor E. Peters Reeve Knelsen (alt)	None	Len Racher Fred Wiebe
Subdivision & Development Appeal Board <i>(Bylaw 1096-18)</i>	Councillor Cardinal Councillor Wardley	Jerry Chomiak (2022)* Joe Froese (2021)* Ray Toews (2021)* Karen Holditch (2021)* Carson Flett (2023)* Wally Schroeder (2023)* Karen Egge (2023)* Denise van Rootselaar (2023)* John Croken (2023)*	Carol Gabriel (Clerk)

Ad Hoc Committees

Committee Name	Council Members	Members-at-Large	Administration
Inter-Municipal Agreement Committee with Rural Municipalities <i>(Motion 18-08-569)</i>	Reeve Deputy Reeve	None	Len Racher
Inter-Municipal Agreement Committee – Town of High Level <i>(RRSA Agreement and Motion 18-09-715)</i>	Reeve Deputy Reeve Councillor Bateman	None	Len Racher

External Committees with County Representation

Committee Name	Council Members	Administration
Boreal Housing Foundation	Reeve Knelsen Councillor Cardinal Tim Driedger (2021-Member at Large)	N/A
Community Futures Northwest	Deputy Reeve Sarapuk	N/A
FCSS – Fort Vermilion	Councillor Cardinal	N/A
FCSS – La Crete	Councillor Braun	N/A
FCSS – Zama	Councillor Wardley	N/A
Hay Zama Committee	Reeve Knelsen Councillor Wardley	N/A
High Level Forests Public Advisory Committee	Councillor Wardley Councillor A. Peters (Alternate)	N/A
High Level Recreation Facility Task Force	Councillor Bateman	Don Roberts
Indigenous Joint Mutual Aid Committee	Councillor Cardinal Councillor Jorgensen (Alternate)	Don Roberts
La Crete Community Adult Learning Council	Councillor Braun	N/A
Mackenzie Applied Research Association (MARA)	Councillor Jorgensen	Grant Smith
Mackenzie Frontier Tourist Association (MFTA)	Councillor Cardinal Councillor Wardley	N/A
Mackenzie Regional Community Policing Society (Victim Services)	Councillor Cardinal	N/A
Mackenzie Regional Waste Management Commission	Reeve Knelsen (2021) Councillor Bateman (2021)	N/A
Mighty Peace Watershed Alliance	Councillor Jorgensen	N/A
Northern Lakes College CEC – Fort Vermilion	Councillor Cardinal	N/A
Northern Lakes College CEC – High Level	Councillor Jorgensen	N/A
Northern Transportation Advocacy Bureau (NTAB)	Councillor Jorgensen (2020/12/31) Councillor A. Peters (2020/12/31) Councillor Wardley (REDI Chair)	Byron Peters
Northwest Species at Risk (NWSAR)	Councillor Jorgensen Councillor Wardley Councillor Cardinal (Alternate)	Byron Peters
Recreation Board – Fort Vermilion	Councillor Cardinal	Don Roberts
Recreation Board – La Crete	Councillor Braun	Don Roberts
Recreation Board – Zama	Councillor Wardley	Don Roberts
Regional Economic Development Initiative (REDI)	Councillor Braun Councillor Wardley	Byron Peters
Veterinary Services Incorporated (VSI)	Deputy Reeve Sarapuk Councillor Driedger (Alternate)	Grant Smith
Water North Coalition (WNC)	Reeve Knelsen Councillor Jorgensen	Fred Wiebe



APPENDIX 6
Honorariums & Expense
Reimbursement Bylaw
(Mackenzie County)



BYLAW NO. 1202-20
BEING A BY-LAW OF
MACKENZIE COUNTY
IN THE PROVINCE OF ALBERTA

TO PROVIDE FOR HONORARIUMS AND RELATED EXPENSE
REIMBURSEMENT FOR COUNCILLORS
AND APPROVED COMMITTEE MEMBERS

WHEREAS, the Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta, 2000, hereinafter referred to as the “M.G.A.” provides for decisions of council to be made by resolution or bylaw, and

WHEREAS, the Council is desirous of establishing compensation of Councillors and approved committee members for their meeting time and their out of pocket expenses while on official municipal business,

NOW THEREFORE, the Council of Mackenzie County, duly assembled, enacts as follows:

DEFINITIONS:

“Council Meeting/Special Council Meeting” – refers to a duly called meeting according to the Municipal Government Act.

“Committee Meetings” – refers to meetings related to Council Committee Meetings, Committee of the Whole Meetings, Rural Municipalities of Alberta Zone Meetings, Tri-Council Meetings, Ratepayer Meetings, Mackenzie County Open Houses, and meeting invitations issued by the Chief Administrative Officer.

“Committee Members” – means a public member-at-large appointed by Council to a Council Board or Committee.

HONORARIUMS

1. Monthly honorariums shall be paid to each Councillor for their time spent conducting the daily local business of the municipality as follows:

- | | |
|------------------|----------------------|
| (a) Reeve | \$1,500.00 per month |
| (b) Deputy Reeve | \$1,350.00 per month |
| (c) Councillor | \$1,200.00 per month |

2. Councillors in attendance at council meetings, approved council committee meetings, seminars and conventions shall be paid according to the following rates plus mileage and meal allowance, where applicable.
 - (a) Council Meeting/Special Council Meetings \$340.00
 - (b) Committee Meetings \$240.00
 - (c) Seminars/Conventions/Workshops \$340.00
- 2.1 Councillors attending less than half of a Council Meeting may claim only half the honorarium.
- 2.2 A combined maximum of two meetings may be claimed per day under Section 2 (a) and 2 (b).
- 2.3 Honorariums claimed under Section 2. (c) are all inclusive. Only one (1) per diem may be claimed per day.
3. The Reeve or designate is eligible to claim honorariums and expenses when representing the municipality at community or other functions.
4. Committee Members appointed to approved council committees shall be paid \$240.00 per meeting when in attendance at approved council committee meetings, seminars and conventions, plus mileage and meal allowance, where applicable.
5. Travel time to and from any council meeting, approved council committee meeting, seminar and/or convention shall be paid mileage and meal allowance, where applicable.
 - (a) Councillors or Committee Members driving to a seminar/convention shall be paid \$240.00 for one travel day there and one travel day back.
 - (b) An additional travel day may be allowed when travel is out of province and in excess of 1,000 kilometers from the individual's home and their destination via the shortest route.
6. Councillors are authorized to participate in two in class courses and two online courses per year, subject to successful completion, through the Elected Officials Education Program. One honorarium may be claimed per course, regardless of the delivery method.

COMMUNICATION ALLOWANCES

7. Councillors are eligible for a monthly communication allowance as follows:
 - (a) an internet access allowance of \$75, and
 - (b) a personal computer allowance of \$50, if applicable, and
 - (c) a telephone allowance of \$60 for Councillors, and
 - (d) a telephone allowance of \$100 for the Reeve.

TRANSPORTATION EXPENSES

8. Mileage shall be paid at a flat rate of \$0.58 for each kilometer travelled by each Councillor or Committee Member who is travelling with their personal vehicle on business of the municipality or its committees. Such mileage shall be calculated from the place of residence of the Councillor or Committee Member to the place of the meeting and return. In addition, such mileage allowance shall apply to any approved convention or seminar.
9. Taxi fares, automobile rental, parking charges and public transportation fares will be reimbursed upon presentation of a receipt.

REIMBURSEMENT FOR ACCOMMODATIONS AND MEALS

10. Where a Councillor or Committee Member is required to travel on municipal business and overnight accommodation away from his/her regular place of residence is necessary, he/she may claim in respect of the time spent on travel status
 - (a) Either
 - (i) reimbursement of the cost of accommodation in a hotel, motel, guest-house, inn or other similar establishment, on a receipt submitted with the municipal expense account form, or
 - (ii) an allowance of \$100.00 per night
 - (b) in respect of each breakfast, lunch, or dinner,
 - (i) a meal allowance may be claimed as follows:

Breakfast	\$25.00 including GST
	(if time of departure is prior to 7:30 a.m.)

Lunch	\$30.00 including GST (if time of return is after 1:00 p.m.)
Dinner	\$45.00 including GST (if time of return is after 6:30 p.m.)

11. Meal claims will be calculated based on reasonable travel times to get to and return from meeting commencement and conclusion times.
12. When the combined travel and session time exceeds 10 hours, overnight accommodation may be claimed.
13. A Councillor may claim reasonable government networking expenses while representing the County without prior approval. Reimbursement of these expenses will require approval by a resolution of Council based on the submission of actual receipts.
14. A Councillor or Committee Member may claim
 - (a) an allowance for personal expenses for each full 24-hour period on travel status (as per the Canada Revenue Agency Appendix C – Meals and Allowances 1.2 Incidental Expense Allowance).

ATTENDANCE AT COMMUNITY EVENTS

15. Councillors are eligible to claim expenses when representing the municipality at a County supplied ticketed event.

ATTENDANCE AT POLITICAL EVENTS

In accordance with the Election Finances and Contributions Disclosure Act:

16. Should a member of Council be approved to attend a political event, on behalf of Mackenzie County, for which proceeds support a political party or candidate, Mackenzie County will reimburse the value of the meal or event upon submission of receipt. Mackenzie County will not reimburse any portion of a meal or event expense that constitutes proceeds to a political party or candidate. *(For example: If the individual charge is more than \$50, \$25 shall be allowed for expenses and the balance shall be considered as a contribution to the registered party, registered constituency association or registered candidate, as the case may be.)*
17. The individual purchasing the ticket may retain the tax receipt for his or her own purposes. The tax receipt issued by the party or candidate should be in the name of the individual purchasing the ticket.

18. Councillors are eligible to claim honorariums and mileage expenses to attend political functions.

BENEFITS

19. A group benefits package shall be made available to each Councillor at 50% of the cost of the benefit premiums.

SIGNING AUTHORITY

20. Administration shall have the authority to verify and sign the Reeve and Councillor expense claims and honorariums under the following conditions:
 - (a) Councillors have attended Council meetings in person or by teleconference.
 - (b) Workshops, conferences, conventions that have been approved by Council prior to submission of expense claim.
 - (c) Attendance at Committee meetings or Task Force meetings will be in accordance with the bylaws or Terms of Reference of that committee or task force.
21. In the event that a discrepancy is noted on an expense or honorarium claim, Administration shall recommend a resolution of Council for approval of the expense in question. If the expense in question is not approved, the amount will be deducted from their next expense claim.
22. Councillors and Committee Members must submit their expense claims by the 5th of each month in order to be paid in that month.
23. Expense claims submitted 60 days after the due date will not be paid, unless there are special circumstances. A resolution of Council shall be required prior to payment of the claim.
24. Councillors and Committee Members will submit their December expense claim and honorarium by December 15th in order to expedite the closing of the year-end accounts. Meetings held after the 15th shall be added to the January claim.
25. No expenses other than those listed in this bylaw may be claimed.
26. This bylaw shall come into effect the day that it is passed and rescinds Bylaw 1161-19 and all amendments made thereto.

First Reading given on the 27th day of October, 2020.

Second Reading given on the 27th day of October, 2020.

Third Reading and Assent given on the 27th day of October, 2020.

(original signed)

Joshua Knelsen
Reeve

(original signed)

Lenard Racher
Chief Administrative Officer



APPENDIX 7
Pecuniary Interest
(Municipal Affairs Publication)



Municipal Affairs

**Pecuniary Interest
for
Municipal Councillors**

January 2017

Alberta 

Capacity Building, Municipal Services Branch

Pecuniary Interest for Municipal Councillors

Alberta Municipal Affairs

© Her Majesty the Queen in Right of Alberta, as represented by the Minister of Municipal Affairs, 2017

www.municipalaffairs.alberta.ca

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Pecuniary Interest for Municipal Councillors

Pecuniary Interest

Alberta's municipal councillors have a strong record of public service to their communities. As a public servant, you are responsible for upholding the public interest ahead of any private interests 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.

In order that the public interest is served and seen to be served, it is important that you be open and honest about dealing with the municipality. Be fair to yourself, your electors, and your municipality by keeping your private interests in harmony with the public interest.

This document is only a guide to the legislation. It is recommended that you consult your solicitor for advice on specific situations.

Definition

Section 170 of the *MGA* describes pecuniary interest as something which could monetarily affect you, your spouse, or adult interdependent partner, or children, your parents or the parents of your spouse (in other words, your immediate family), or a business which employs you or in which you have an interest.

Specifically, pecuniary interest means an interest in a matter which could monetarily affect:

- you
- a corporation, other than a distributing corporation, in which you are a shareholder, director or officer
- a distributing corporation in which you
 - beneficially own voting shares carrying at least 10% of the voting rights attached to the voting shares of the corporation or of which you are a director or officer
- a partnership or firm of which you are a member.

This section also says that *“a councillor has a pecuniary interest in a matter if (a) the matter could monetarily affect the councillor or an employer of the councillor, or (b) the councillor knows or should know that the matter could monetarily affect the councillor’s family.”* You must decide when you have a pecuniary interest. Council cannot make the decision for you.

Section 172 of the *MGA* sets out the procedure you must follow if a matter in which you have a pecuniary interest comes before any meeting in which you are taking part in your

Pecuniary Interest for Municipal Councillors

capacity as a member of council. Failure to follow these procedures could lead to your disqualification from council.

Exceptions

Several exceptions are listed in section 170(3) of the *MGA* so that an overly-restrictive interpretation of the provisions will not disrupt the affairs of the municipality or your function as a councillor.

A councillor does not have a pecuniary interest only because:

- the councillor, an employer of the councillor or a member of the councillor's family may have as an elector, taxpayer or utility customer of the municipality,
- the councillor or a member of the councillor's family may have by reason of being appointed by the council as a director of a company incorporated for the purpose of carrying on business for and on behalf of the municipality or by reason of being appointed as the representative of the council on another body,
- the councillor or member of the councillor's family may have with respect to any allowance, honorarium, remuneration or benefit to which the councillor or member of the councillor's family may be entitled by being appointed by the council to a position described above,
- the councillor may have with respect to any allowance, honorarium, remuneration or benefit to which the councillor may be entitled by being a councillor,
- the councillor or a member of the councillor's family may have by being employed by the Government of Canada, the Government of Alberta or a federal or provincial Crown corporation or agency, except with respect to a matter directly affecting the department, corporation or agency of which the councillor or family member is an employee,
- a member of the councillor's family may have by having an employer, other than the municipality, that is monetarily affected by a decision of the municipality,
- the councillor or a member of the councillor's family may have by being a member or director of a non-profit organization as defined in section 241(f) or a service club,
- the councillor or member of the councillor's family may have
 - by being appointed as the volunteer chief or other volunteer officer of a fire or ambulance service or emergency measures organization or other volunteer organization or service, or
 - by reason of remuneration received as a volunteer member of any of those voluntary organizations or services,
- the councillor, an employer of the councillor or a member of the councillor's family that is held in common with the majority of electors of the municipality or, if the matter affects only part of the municipality, with the majority of electors in that part,
- the interest is so remote or insignificant that it cannot reasonably be regarded as likely to influence the councillor, or
- they discuss or vote on a bylaw that applies to businesses or business activities when

Pecuniary Interest for Municipal Councillors

the councillor, an employer of the councillor or a member of the councillor's family has an interest in a business, unless the only business affected by the bylaw is the business of the councillor, employer of the councillor or the councillor's family.”

What to Do

Section 172 of the *MGA* says that you may not take part in the discussion and decision-making on any matter in which you have a pecuniary interest. The legislation attempts to ensure that you are not discriminated either for or against by virtue of your membership on council.

If you have a pecuniary interest:

- you are to disclose that you have an interest and its general nature
- you are to abstain from any discussion of the matter and from voting
- you are to leave the room until the matter has been dealt with, and you should make sure that your abstention is recorded in the minutes.

For example, you might say *“Mr. Mayor, I am abstaining on this matter because I am a shareholder in the company. I am leaving the room and I ask that my abstention be recorded.”*

If the matter is one in which you, as an elector or property owner, have a right to be heard by council (for example, a land use bylaw amendment, lane or street closure, etc.), you are to disclose your interest and abstain, but you may remain in the room to be heard by council in the same manner as any person who is not a member of council. In this case, you should follow the procedure required of any other person to be placed on the list of delegations to be heard by council. When the matter comes up for hearing, you might say *“Madam Mayor, I am abstaining from this matter because I own the property affected. I ask that my abstention be recorded.”*

You should then leave the council table and go to the area where the public sits. The mayor should call you to make your presentation in the same manner as any other person. You should state your case, answer any questions that may be asked of you and then be seated in the public area for the remainder of the public hearing.

When council debates the matter it would be advisable to leave the room during the decision-making process.

Temporary Absence

On occasion, you may be temporarily absent from a meeting when a matter in which you have an interest comes up for discussion. If so, upon returning to the meeting, or as soon as you discover that the matter was discussed, you are to disclose the general nature of your interest.

Pecuniary Interest for Municipal Councillors

The *MGA* requires the secretary to note your disclosure in the minutes.

The purpose of this provision is to ensure that a member of council does not avoid disclosing an interest by simply leaving the meeting before the matter is discussed and returning after the discussion is complete. If some matter is discussed by council while you are temporarily absent from a meeting, upon your return and as soon as you become aware of the matter, you should get the attention of the chair and say something like *“Mr. Mayor, during my absence a matter was discussed in which I have an interest. I am disclosing that my husband is an employee of the company and I ask that my disclosure be recorded in the minutes.”*

All Meetings

The disclosure and abstention rules apply to every meeting of council and any of its committees. They also apply to you at a meeting of any board, committee or agency to which you are appointed as a representative of council (section 172(6) of the *MGA*). In other words, any time that you are acting as a councillor, the disclosure and abstention rules apply to you.

It is important to remember to ask the secretary at any of these meetings to record your abstention and to check that it is actually included in the minutes.

Doing Business

Although there is no prohibition on doing business with the municipality when you are a member of council, every contract or agreement with the municipality in which you have an interest must be approved by council (section 173 of the *MGA*). So, if your council has delegated purchasing authority to administration, it is important that those officials know of any business interests that you have and that you make sure council approves of any contract with your business. You cannot raise the matter in council, but, if you submit a bid or offer, you can note the matter must receive council approval. If it doesn't, you will be disqualified and the contract has no force or effect.

The following are the only exceptions:

- if the contract or agreement is for the performance of work or the provision of a service in the case of an emergency, or
- if the contract or agreement is for the sale of goods or services to the municipality or to persons contracting with the municipality at competitive prices by a dealer in those goods or services, that is incidental to, or in the ordinary course of business
- the agreement was entered into before your term of councillor started

Statement of Disclosure of Interests

If you have extensive business interests, it may be difficult for you to know when these businesses are dealing with your municipality. It may be even more difficult for purchasing

Pecuniary Interest for Municipal Councillors

agents to identify a contract which requires the approval of council because a member of council has an interest.

In such cases, it may help everyone involved – yourself included - if a listing of interests is available in the office. Council may, by bylaw, require its members to file a statement with a designated officer showing the names of their immediate families and any business in which they have an interest (section 171 of the *MGA*). The designated officer then compiles a list of all the names reported on the statements and provides it to the employees of the municipality indicated in the bylaw.

This provision is permissive. This means the council has the power to pass such a bylaw, however, is not required to do so.

Remember

If you vote on a matter in which you have pecuniary interest, you are subject to disqualification, even if you vote against your interest.

Ask to have your abstention recorded in the minutes of the meeting.

The rules apply at all meetings of your council and its committees, and at the meetings of any board, commission, committee or agency to which you are appointed as a representative of the council.

If your council passes a bylaw requiring a statement of disclosure of interests, keep your statement up-to- date by regularly informing the designated officer of additions or deletions.

If you are in doubt as to whether you have a pecuniary interest, obtain a written legal opinion from your own solicitor.

This guide is an information summary only and has no legislative sanction. For certainty, refer to the *Municipal Government Act* and the *Local Authorities Election Act*. Copies can be purchased from Alberta Queen's Printer Bookstore:

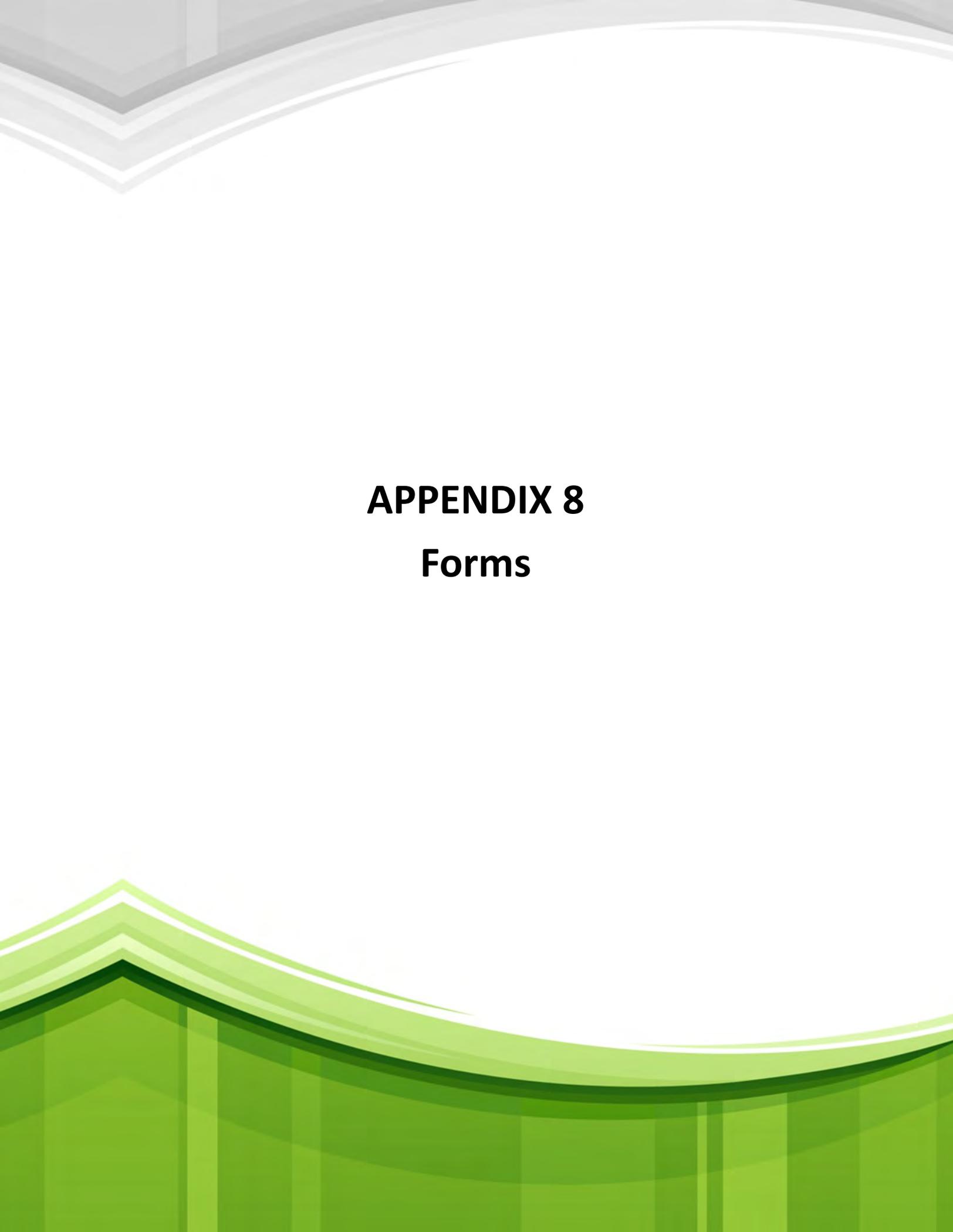
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APPENDIX 8

Forms

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

FOIP COORDINATOR 780-927-3718
 Title of the Responsible Official Business Phone Number

LOCAL JURISDICTION: MACKENZIE COUNTY, PROVINCE OF ALBERTA

We, the undersigned electors of MACKENZIE COUNTY - WARD, nominate
 Name of Local Jurisdiction and Ward (if applicable)

_____ of _____
 Candidate Surname Given Names
 _____ as a candidate at the election
 Complete Address and postal code

about to be held for the office of COUNCILLOR - WARD
 Office Nominated for

of MACKENZIE COUNTY
 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**

Candidate Financial Information

Local Authorities Election Act
(Section 27)

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 section 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

FOIP COORDINATOR

780-927-3718

Title of the Responsible Official

Business Phone Number

Candidate's Full Name _____

Candidate's Address and Postal Code _____

Address(es) 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 Depository Listed Above (if applicable)

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.

Campaign Disclosure Statement and Financial Statement

Local Authorities Election Act
(Sections 147.3, 147.4)

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 section 147.4 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

FOIP COORDINATOR 780-927-3718
Title of the Responsible Official Business Phone Number

LOCAL JURISDICTION MACKENZIE COUNTY, PROVINCE OF ALBERTA

Full Name of Candidate _____

Candidate's Mailing Address _____, Alberta
Postal Code _____

This form, including any contributor information from line 2, is a public document.

Pre-Campaign Period Report

CAMPAIGN CONTRIBUTIONS:

1. Pre-Campaign Period Contributions (up to a limit of \$2,000) \$ _____
2. Pre-Campaign Period Expenses (up to a limit of \$2,000) \$ _____

Campaign Period Revenue

CAMPAIGN CONTRIBUTIONS:

1. Total amount of contributions of \$50.00 or less \$ _____
2. Total amount of all contributions of \$50.01 and greater, together with the contributor's name and address (attach listing and amount) \$ _____

NOTE: For lines 1 and 2, include all money and valued personal property, real property or service contributions.

3. Deduct total amount of contributions returned \$ _____
4. NET CONTRIBUTIONS (line 1 + 2 - 3) \$ _____

OTHER SOURCES:

5. Total amount contributed out of candidate's own funds \$ _____
6. Total net amount received from fund-raising functions \$ _____
7. Transfer of any surplus or deficit from a candidate's previous election campaign \$ _____
8. Total amount of other revenue \$ _____
9. TOTAL OTHER SOURCES (add line 5, 6, 7 and 8) \$ _____
10. Total Campaign Period Revenue (add lines 4 and 9) \$ _____

Campaign Period Expenditures

11. Total Campaign Period Expenses Paid \$ _____ Unpaid \$ _____ TOTAL \$ _____

The Candidate must attach an itemized expense report to this form.

Campaign Period Surplus (Deficit)

(deduct line 11 from line 10) \$ _____

ATTESTATION OF CANDIDATE

This is to certify that to the best of my knowledge this document and all attachments accurately reflect the information required under section 147.4 of the *Local Authorities Election Act*.

Signature of Candidate _____ Date _____

Forward the signed original of this document to the address of the local jurisdiction in which the candidate was nominated for election.

IT IS AN OFFENCE TO SIGN A FALSE STATEMENT

Registration of a Third Party

Local Authorities Election Act
(Section 163)

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 section 163 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

FOIP COORDINATOR 780-927-3718
Title and Business Phone Number of the Responsible Official

Initial Registration Update to Registration

Name of Third Party

Registration Type

Election Advertising Political Advertising

Entity Type

Person Group Corporation

Primary Contact

Name (Include Title: Mr.,Ms,Dr.) _____

Mailing Address _____
_____, Alberta

Postal Code _____

E-mail Address _____

Primary Phone _____

Alternate Phone _____

Chief Financial Officer (CFO)

Name (Include Title: Mr.,Ms,Dr.) _____

Mailing Address _____
_____, Alberta

Postal Code _____

E-mail Address _____

Primary Phone _____

Alternate Phone _____

Location Records are Maintained and Communications Addressed (If Other Than CFO's Address)

Name (Include Title: Mr.,Ms,Dr.) _____

Mailing Address _____
_____, Alberta

Postal Code _____

E-mail Address _____

Primary Phone _____

Alternate Phone _____

Financial Institution

Name _____

Mailing Address _____
_____, Alberta

Postal Code _____

E-mail Address _____

Office Phone _____

Signing Officer(s) _____

Notes

1. If the third party requesting registration is a Corporation, the Primary Contact information must be that of the officer who has signing authority for it.
2. If the third party requesting registration is a Group, the Primary Contact information must be that of the Principal Officer or Principal Member. A listing of all Officers or Members must also be attached to this application.
3. Where there is any change in the above mentioned information, the registered third party shall notify the local jurisdiction in writing within 30 days of such changes by submitting a completed registration form.
4. A copy of the resolution authorizing the third party to incur political and/or election advertising expenses, as indicated above under Registration Type, must be included if the third party has a governing body.

Endorsement By Third Party CFO (For Initial Registration or Change to Registration Information)		
Printed Name	Signature of CFO	Date
Acceptance By Local Jurisdiction (For Initial Registration or Change to Registration Information)		
Authorized Signature	Local Jurisdiction	Date



APPENDIX 9
Sign Regulations



Section 8 | General Regulations

- 8.52.8 In making a decision on the setback from a WATER BODY, the Development Authority may refer the application for a DEVELOPMENT PERMIT to Alberta Environment and Parks (AEP) for comments prior to issuing a permit. If AEP requires that the setback be greater than stated in this BYLAW, the provincial standard will apply.

8.53 Setbacks from Sour Gas Facilities

- 8.53.1 No SUBDIVISION or development proposal for a residence or public facility within 1.5km (0.93miles) of a sour gas facility, as shown in Figure 24, shall be permitted without the consent of the Alberta Energy Regulator (AER).

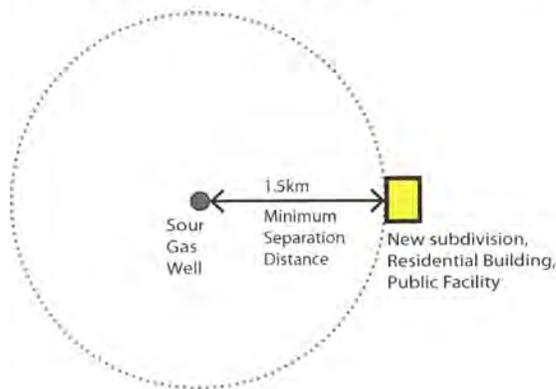


Figure 24. Setback from Sour Gas Facilities

- 8.53.2 No proposed SUBDIVISION or development within 100.0m (328.1ft) of a gas or oil pipeline shall be approved without the consent of the Alberta Energy Regulator (AER).

8.54 Signs

General Provisions

- 8.54.1 All SIGNS shall be considered a DISCRETIONARY USE in all LAND USE DISTRICTS.
- 8.54.2 No SIGN of advertising, directional or information nature that is attached to the ground or to any exterior surface of a building or structure shall be installed unless the Development Authority has approved a DEVELOPMENT application for this purpose.
- 8.54.3 No SIGNS shall be erected on or affixed to private and / or public property without the prior consent of the property owner.
- 8.54.4 All SIGNS shall be kept in a safe, clean, and tidy condition, and may be required to be renovated or removed if not properly maintained.
- 8.54.5 A SIGN height must not exceed the maximum BUILDING HEIGHT allowed in the LAND USE DISTRICT or the height of the PRINCIPAL BUILDING on the subject property.

Sign Review and Process

- 8.54.6 A SIGN shall only be approved when, in the opinion of the Development Authority, the SIGN does not;
- Obstruct the orderly and safe flow of vehicular or pedestrian traffic;

Section 8 | General Regulations

- b. Break SIGHT TRIANGLE regulations within Section 8.14 of this BYLAW;
- c. Unduly interfere with the amenities of the LAND USE DISTRICT and / or ROAD / HIGHWAY Corridor in which they are located and / or adjacent to;
- d. Affect the use, enjoyment or materially interfere with the value of neighbouring properties; and
- e. Contain poor visuals or aesthetics.

8.54.7 In considering of a DEVELOPMENT PERMIT application for SIGNS, billboards, or advertising material, the Development Authority may consider such factors as:

- a. Location of the proposed signage;
- b. Distance from a roadway;
- c. Size;
- d. Height;
- e. Method of illumination; and
- f. Such other considerations as the Development Authority may deem to be relevant.

8.54.8 The Development Authority shall attach, as conditions of the DEVELOPMENT PERMIT approval, those conditions he / she feels are necessary to resolve any DEVELOPMENT concerns or issues as identified in Subsection 8.54.7.

8.54.9 The quality, aesthetic character and finishing of SIGN construction shall be to the satisfaction of the Development Authority.

Illuminated Sign

8.54.10 Illuminated or electronic message signs shall:

- a. Not be allowed within residential districts;
- b. Have the ability to be dimmed to a level of satisfaction determined by the Development Authority;
- c. Not create hazards for pedestrians or motorists;
- d. Shall not have a light level exceeding 300 nits between the time of sunset and sunrise, nor 5,000 nits at other times; or
- e. Not display an intermittent flashing, rotating or moving light.

8.54.11 Flashing, animated or interior illuminated SIGNS shall not be permitted in DEVELOPMENTS where they might, in the opinion of the Development Authority, affect residents in adjacent housing or residential areas; or interfere with the interpretation of traffic SIGNS or controls, or vehicular safety.

8.54.12 No SIGN shall be illuminated unless the source of light is suitably shielded and must not pose a safety hazard to an adjacent site or ROAD.

Section 8 | General Regulations

8.54.13 Wiring and conduits for electrified SIGNS must be concealed from view.

Temporary Signs

8.54.14 TEMPORARY SIGNS that are not attached to the ground, a building, or structure, and are portable, such as A-board SIGNS, construction site identification SIGNS, changeable copy portable SIGNS, election candidate SIGNS, TEMPORARY community event SIGNS and real estate SIGNS, do not require DEVELOPMENT PERMITS but must contact the Municipal office and conform to the requirements of this BYLAW.

8.54.15 TEMPORARY SIGNS for events such as election candidate SIGNS and community event SIGNS shall be removed within three (3) days after conclusion of the event.

Signs in Rural Areas

8.54.16 A SIGN in rural areas shall be located a minimum of:

- a. 200m (656.2ft) from regulatory SIGNS;
- b. 3.1m (10.2ft) from the outer edge of the ROAD or not less than 1.5m (4.9ft) from the property line if on private property; and
- c. 1.5m (5.0ft) to a maximum of 2.5m (8.2ft) in height above the shoulder of the ROAD.

Signs in Hamlets

8.54.17 A SIGN in a HAMLET shall be located a minimum of:

- a. 20.0m (66.0ft) from a regulatory SIGN;
- b. 1.5m (5.0ft) from the curb / sidewalk; and
- c. 2.0m (6.6ft) above the curb / sidewalk.

Sign Enforcement

8.54.18 Where the Development Authority finds a SIGN that contravenes the provisions of this BYLAW, is abandoned, or in bad repair, they may by notice in writing, served personally or by registered mail, order the REGISTERED OWNER, person in possession of the land or building, or the person responsible for the SIGN to:

- a. Remove the SIGN within ten (10) days after receipt of the notice;
- b. Take such measures as are specified in the notice to alter the SIGN so it complies with the provisions of this BYLAW; or
- c. Take such measures as are specified in the notice to refurbish or alter the SIGN.

8.54.19 For TEMPORARY SIGNS, the Development Authority or Enforcement Officer may remove SIGNS that do not conform to this BYLAW, is abandoned, or in bad repair. All costs associated with the removal of the SIGN may be charged back to the owner of the SIGN with a minimum charge of \$50.00.

[COVID-19: State of public health emergency. Mandatory measures remain in effect provincewide.](#)

[Elections and governance](#)

Election signs

What you need to know before placing election signs on provincial highways.

On this page:

[Overview](#)

[General guidelines](#)

[Location guidelines](#)

[Safety precautions](#)

[Sign removal](#)

[Contact](#)

Overview

You do not require a permit to install an election sign along provincial highways, however you must follow the provincial guidelines.

General guidelines

- the maximum sign size permitted in a highway right-of-way (the existing highway limits) is 1.5 m²
- election signs are temporary and are only permitted from the date the election is called until 3 days after the election
- signs must meet eligibility criteria (see ineligible election sign types below)

If a sign does not comply with these guidelines, a peace officer or a person authorized by Alberta Transportation may, without notice or compensation, remove the sign.

Ineligible election sign types

Election signs must not:

- display an intermittent flashing, rotating or moving light
- be floodlit which could distract drivers
- have any moving or rotating parts
- imitate the wording of a standard or commonly used highway traffic sign, such as stop, stop ahead or yield
- imitate or resemble a traffic control device, such as a stop sign

Signs should also not include associated yard lights, area lighting and other lights that, in the opinion of Alberta Transportation, are excessively distracting to the public or create a traffic hazard

Location guidelines

Election signs should be placed as far from the shoulder line as practical, always allowing drivers to have an unobstructed view of the road.

When placing election signs, consider:

- signs must be placed no closer than 2 m from the edge of pavement (or, in the case of gravel roads, no closer than 2 m from the shoulder of the road)
- during winter conditions, there is a high probability that signs less than 6 m from the road will be either covered with snow or damaged during snow removal and sanding operations

No election signs:

- are allowed within the median of a divided provincial highway
- can be mounted on highway signs or sign posts (these signs will be removed immediately)
- can be placed in or within 500 m of construction zones
- are allowed to obstruct a driver's view of an intersection in an urban area or within 250 m of an intersection in a rural area

Read more about [installing election signs](#) .

Safety precautions

Take precautions when installing election signs to ensure your safety and prevent driver distraction:

- anyone working near the highway must wear reflective vests and bright clothing
- election signs can only be installed during daylight hours
- vehicles used for transporting election signs must:
 - be parked to minimize the impact to drivers (preferably on an approach), as far as possible from the travel lanes
 - have 4-way hazard warning signals operating at all times

Sign removal

All election signs must be removed within 3 days after the election. The campaign office is responsible for installing and removing election signs.

Removal includes:

- the sign panel
- supporting structure
- any tie wiring used to install and support the sign

Signs that pose an immediate hazard to the public will be removed immediately by Alberta

Transportation's highway maintenance contractors without notification.

When the removal of an election sign is necessary due to safety or operational concerns, the appropriate Alberta Transportation district office will notify the responsible campaign office to take the required action:

- failure to respond within the specified time will result in the sign being removed
- signs will be stored at the nearest highway maintenance facility or Alberta Transportation district office
- the campaign office will be notified to arrange to have the signs picked up

Alberta Transportation is not responsible for any signs damaged during the removal process.

Contact

Contact

For more information about highway development and permits:

- use the [Roadside Management Classification Map](#) to explore which type of highway network your proposed development is on or nearby
- find your district by checking the [Alberta Transportation Region and District Offices map](#) (PDF, 1.4 MB)
- use the [Contact List](#) (PDF, 173 KB) to find the Alberta Transportation District Office that is closest to your community

[Jobs](#)

[Staff directory](#)

[Open Government Program](#)

[Ministries](#)

[Contact us](#)



APPENDIX 10
Electoral Ward Boundary Bylaw
and Maps
(Mackenzie County)



BYLAW NO. 827-11

**BEING A BY-LAW OF
MACKENZIE COUNTY,
IN THE PROVINCE OF ALBERTA,**

**TO ESTABLISH THE ELECTORAL WARD BOUNDARIES
FOR MACKENZIE COUNTY**

WHEREAS, Section 148 (2) (b) of the Municipal Government Act, Chapter M-26, Revised Statutes of Alberta, 2000, and amendments thereto enables Council to pass a Bylaw to change the ward boundaries for the County, and

WHEREAS, Section 148 (2) (d) of the Municipal Government Act, Chapter M-26, Revised Statutes of Alberta, 2000, and amendments thereto enables a Council to pass a Bylaw specifying that there will be one Councillor elected for each ward established; and

NOW THEREFORE, THE COUNCIL OF MACKENZIE COUNTY, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, ENACTS AS FOLLOWS:

1. For the purposes of the October 2013 general municipal election and thereafter, Mackenzie County Council shall be comprised of ten (10) Councillors with one (1) Councillor elected from each ward;
2. The number and boundaries of each of the ten (10) wards are described in Schedule "A" and are illustrated on the map titled as Schedule "B", which are attached and form part of this Bylaw and shall exclude any and all incorporated municipalities situated therein;
3. That the ward boundary bylaw be reviewed no less than every two terms of Council;
4. This Bylaw shall come into full force and effect upon the date of final passage thereof.

First Reading given on the 11th day of July, 2011.

Second Reading given on the 08th day of November, 2011.

Third Reading and Assent given on the 08th day of November, 2011.

(original signed)

Bill Neufeld
Reeve

(original signed)

J. Roy Brideau
Chief Administrative Officer

SCHEDULE "A"

Electoral Ward Descriptions for Mackenzie County

All the lands herein lying west of the Fifth (5th) Meridian unless otherwise noted in the description.

All the lands herein excepting thereout the lands comprising any incorporated municipality, Indian Reserve situated therein.

Ward One

Township 97:

- All of Ranges 1 to 18 inclusive, and
- in Ranges 19 and 20, all those portions lying east of the right bank of the Peace River;

Township 98:

- All of Ranges 1 to 17 inclusive, and
- in Ranges 18 to 20 inclusive, all those portions lying east of the right bank of the Peace River;

Township 99:

- All of Ranges 1 to 17 inclusive, and
- in Ranges 18 and 19, all those portions lying east of the right bank of the Peace River;

Townships 100 and 101:

- All of Ranges 1 to 18 inclusive, and
- in Ranges 19 and 20, all those portions lying east of the right bank of the Peace River;

Townships 102 and 103:

- All of Ranges 1 to 18 inclusive, and
- in Range 19, all those portions lying east of the right bank of the Peace River;

Township 104:

- In Ranges 1 to 16 inclusive, sections 1 to 18 inclusive,
- in Range 17, all those portions lying south and west of the right bank of the Peace River, and
- in Ranges 18 and 19, all those portions lying south and east of the right bank of the Peace River;

Township 105:

- In Ranges 17 and 18, all those portions lying south of the right bank of the Peace River.

Ward Two

Township 104:

- In Ranges 1 to 15 inclusive, sections 19 to 36 inclusive, and
- in Range 16, all those portions of sections 19 to 36 inclusive lying south and east of the right bank of the Peace River;

Township 105:

- In Ranges 1 to 14 inclusive, sections 1 to 30 inclusive,
- in Range 15, all of sections 1 to 31 inclusive, and the west half of section 32, and
- in Range 16, all those portions of section 1 to 4 inclusive, 10 to 15 inclusive, 23 and 24, 25 to 27 inclusive and 33 to 36 inclusive lying east of the right bank of the Peace River;

Township 106:

- In Range 15, the west half of section 5, and all of section 6, and
- in Range 16, all that portion lying south of the Etna (Atlas) Landing Road and east of the right bank of the Peace River.

Ward Three

Township 106:

- In Range 15, all that portion lying within the boundary of the Hamlet of La Crete excepting thereout that portion lying east of 99th Street.

Ward Four

Township 105:

- In Ranges 1 to 14 inclusive, sections 31 to 36 inclusive, and
- in Range 15, the east half of section 32, and all of sections 33 to 36 inclusive;

Township 106:

- In Ranges 1 to 13 inclusive, sections 1 to 24 inclusive,
- in Range 14, sections 1 to 18 inclusive, 23 and 24, and
- in Range 15, all of section 1, the south half of section 2, the southeast quarter of section 3, the north half of section 11, all of sections 12 to 14 inclusive, the north half and southeast quarter of section 15, and all that portion lying within the boundary of the Hamlet of La Crete excepting thereout that portion lying west of 99th Street.

Ward Five

Township 106:

- In Ranges 1 to 13 inclusive, sections 25 to 36 inclusive,
- in Range 14, sections 19 to 22 inclusive, and 25 to 36 inclusive,
- in Range 15, all of section 7, all of sections 8, 16 and 17 excepting thereout all those portions lying within the boundary of the Hamlet of La Crete, all of sections 18 to 30 inclusive, all that portion of section 31 lying south of the right bank of the Peace River, all those portions of sections 32 and 33 lying south and east of the right bank of the Peace River, and all of sections 34 to 36 inclusive,
- in Range 16, all those portions of sections 1 to 5 inclusive and 8 to 17 inclusive lying east of the right bank of the Peace River and north of the Etna (Atlas) Landing Road, all those portions of sections 21 to 28 inclusive lying east of the right bank of the Peace River, all those portions of sections 30 to 32 inclusive lying north of the right bank of the Peace River, all those portions of section 33 lying north and east of the right bank of the Peace River, all of sections 34 and 35, and all those portions of section 36 lying south and west of the right bank of the Peace River, and
- in Range 17, all those portions of sections 25 and 26 lying north of the right bank of the Peace River, all those portions of section 35 lying east of the right bank of the Peace River, and all of section 36;

Township 107:

- In Ranges 1 to 13 inclusive, sections 1 to 18 inclusive,
- in Range 14, all of sections 1 to 23 inclusive and 26 to 29 inclusive, all that portion of section 30 lying south and east of the right bank of the Peace River, all those portions of sections 31 and 32 lying south of the right bank of the Peace River, all that portion of section 33 lying south and east of the right bank of the Peace River, and all of sections 34 and 35,
- in Range 15, all those portions of sections 1 to 3 inclusive, 10 to 14 inclusive, 23 to 25 inclusive lying east of the right bank of the Peace River, and all those portions of sections 6, 7, 18 and 19 lying west of the right bank of the Peace River,
- in Range 16, all of section 1, all those portions of section 2 lying south and east of the right bank of the Peace River, all those portions of sections 3 to 6 inclusive lying south of the right bank of the Peace River, and all those portions of sections 11 to 13 inclusive and 24 lying east of the right bank of the Peace River, and
- in Range 17, all those portions of section 1 lying east of the right bank of the Peace River.

Township 108:

- In Range 14, all those portions of sections 2 to 4 inclusive, 11 and 14 lying south and east of the right bank of the Peace River;

Ward Six

Township 107:

- In Ranges 1 to 7 inclusive, sections 19 to 36 inclusive,
- in Range 8, all those portions of sections 19 to 36 inclusive lying south of the right bank of the Peace River,
- in Ranges 9 to 13 inclusive, sections 19 to 36 inclusive, and
- in Range 14, sections 24, 25 and 36;

Township 108:

- All of Ranges 1 to 3 inclusive,
- in Range 4, all those portions lying south and east of the right bank of the Peace River,
- in Ranges 5 to 10 inclusive, all those portions lying south of the right bank of the Peace River,
- in Range 11, all those portions lying south and west of the right bank of the Peace River,
- all of Range 12 excepting thereout those portions lying within the boundary of the Hamlet of Fort Vermilion,
- in Range 13, all of sections 1 to 18 inclusive excepting thereout those portions lying within the boundary of the Hamlet of Fort Vermilion excepting thereout the original Fort Vermilion Settlement range 3 lots 11 and 12, all those portions of section 19 lying south of the right bank of the Peace River, all of section 20 excepting thereout that portion lying north of the right bank of the Peace River and west of Highway number 88, all of sections 21 to 28 inclusive excepting thereout those portions lying within the boundary of the Hamlet of Fort Vermilion excepting thereout the original Fort Vermilion Settlement range 3 lots 11 and 12, all those portions of sections 29 and 32 lying east of Highway number 88, and all of sections 33 to 36 inclusive, and
- in Range 14, all of sections 1 and 12, and all those portions of sections 13 and 24 lying south of the right bank of the Peace River;

Township 109:

- All of Ranges 1 and 2,
- in Ranges 3 and 4, all those portions lying south and east of the right bank of the Peace River,
- in Range 11, all those portions lying south of the right bank of the Peace River,
- in Range 12, all of sections 1 to 3 inclusive, all those portions of section 4 and the north half of section 5 lying east of the right bank of the west channel of the Peace River, the south halves of sections 5 and 6, all those portions of sections 9 and 10 lying east of the right bank of the west channel of the Peace River, all of section 11, all those portions of sections 12 to 14 inclusive and the southeast quarter of section 15 lying south of the right bank of the Peace River, and that portion of the southwest quarter of section 15 lying south of the right bank of the west channel of the Peace River, and
- in Range 13, the south halves of sections 1 to 4 inclusive, and all that portion of the south half of section 5 lying east of Highway number 88;

Township 110:

- All of Range 1,
- in Range 2, all those portions lying south and east of the right bank of the Peace River, and
- in Range 3, all those portions lying south of the right bank of the Peace River;

Township 111:

- In Ranges 1 and 2, all those portions lying south of the right bank of the Peace River.

Ward Seven

Township 108:

- In Ranges 12 and 13, all those portions lying within the boundary of the Hamlet of Fort Vermilion excepting thereout that portion lying within the original Fort Vermilion Settlement range 3 lots 11 and 12.

Ward Eight

Township 106:

- In Ranges 15 and 16, all those portions lying north of the right bank of the Peace River;

Township 107:

- In Range 8, all those portions lying north of the right bank of the Peace River,
- in Ranges 14 to 16 inclusive, all those portions lying north of the right bank of the Peace River, and
- in Range 17, all that portion section 1 lying north and west of the right bank of the Peace River, and all of sections 12, 13, 24, 25 and 36;

Township 108:

- In Ranges 4 to 11 inclusive, all those portions lying north of the right bank of the Peace River,
- in Range 13, all that portion lying north of the right bank of the Peace River and west of Highway number 88,
- in Range 14, all that portion lying north and west of the right bank of the Peace River,
- all of Ranges 15 and 16, and
- in Range 17, all of sections 1, 12, 13, 24, 25 and 36;

Township 109:

- In Range 3, all those portions lying north and west of the right bank of the Peace River,
- in Range 4, all those portions lying north and west of the right bank of the Peace River,

- all of Ranges 5 to 10 inclusive,
- in Range 11, all those portions lying north and east of the right bank of the Peace River,
- in Range 12, all those portions of section 4 and the north half of section 5 lying west of the right bank of the west channel of the Peace River, all of the north half of section 6, all of sections 7 and 8, all that portion of section 9 lying west of the right bank of the west channel of the Peace River, all those portions of section 13 lying north and east of the right bank of the Peace River, all those portions of section 14 lying north of the right bank of the Peace River, all those portions of southeast quarter and north half of section 15 lying north and west of the right bank of the Peace River, all that portion of the southwest quarter of section 15 lying north of the right bank of the west channel of the Peace River, and all of sections 16 to 36 inclusive,
- in Range 13, the north halves of sections 1 to 5 inclusive, all that portion of the south half of section 5 lying west of Highway number 88, and all of sections 6 to 36 inclusive,
- all of Ranges 14 to 16 inclusive, and
- in Range 17, all of sections 1, 12, 13, 24, 25 and 36;

Township 110:

- In Ranges 2 and 3, all those portions lying north of the right bank of the Peace River, and
- all of Ranges 4 to 16 inclusive, and
- in Range 17, all of sections 1, 12, 13, 24, 25 and 36;

Township 111:

- In Range 1, all those portions lying north of the right bank of the Peace River,
- in Range 2, all those portions lying north and west of the right bank of the Peace River, and
- all of Ranges 3 to 16 inclusive;

Townships 112 to 120 inclusive:

- All of Ranges 1 to 16 inclusive;

Townships 121 to 126 inclusive:

- All of Ranges 10 to 16 inclusive.

Ward Nine

Township 104:

- In Ranges 16 and 17, all those portions lying north of the right bank of the Peace River;

Township 105:

- In Range 16, all those portions lying west of the right bank of the Peace River,
- in Range 17, all those portions lying north and east of the right bank of the Peace River,
- in Range 18, all those portions lying north and west of the right bank of the Peace River,
- all of Ranges 19 to 25 inclusive, and
- all of Ranges 1 to 13 inclusive west of the Sixth (6th) Meridian;

Township 106:

- In Range 16, all those portions of sections 1 to 28 inclusive lying west of the right bank of the Peace River, all of section 29, and all those portions of sections 30 to 33 inclusive lying south of the right bank of the Peace River,
- in Range 17 all those portions lying south and west of the right bank of the Peace River,
- all of Ranges 18 to 25 inclusive, and
- all of Ranges 1 to 13 inclusive west of the Sixth (6th) Meridian;

Township 107 to 110 inclusive:

- In Range 17, all sections 2 to 11 inclusive, 14 to 23 inclusive and 26 to 35 inclusive
- all of Ranges 18 to 24 inclusive, and
- all of Ranges 1 to 12 inclusive west of the Sixth (6th) Meridian;

Townships 111 to 113 inclusive:

- All of Ranges 17 to 24 inclusive, and
- all of Ranges 1 to 12 inclusive west of the Sixth (6th) Meridian;

Ward Ten

Townships 114 to 122 inclusive:

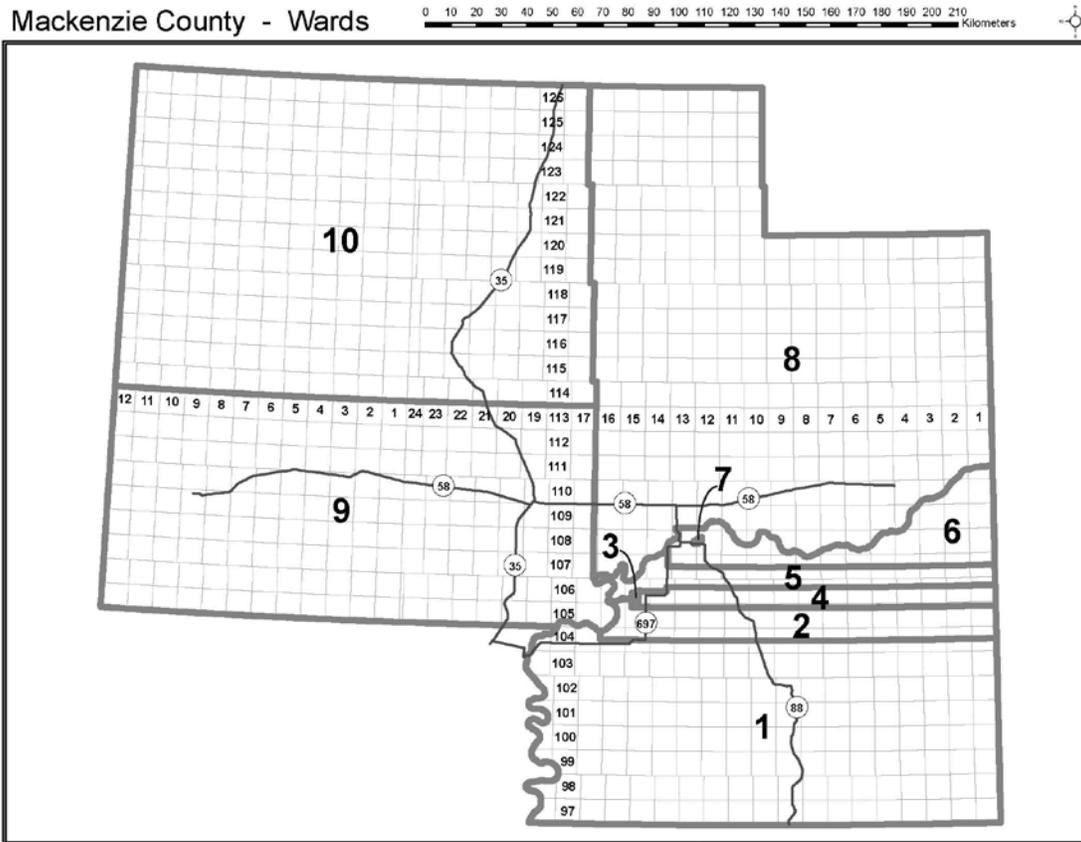
- All of Ranges 17 to 24 inclusive, and
- all of Ranges 1 to 12 west of the Sixth (6th) Meridian inclusive;

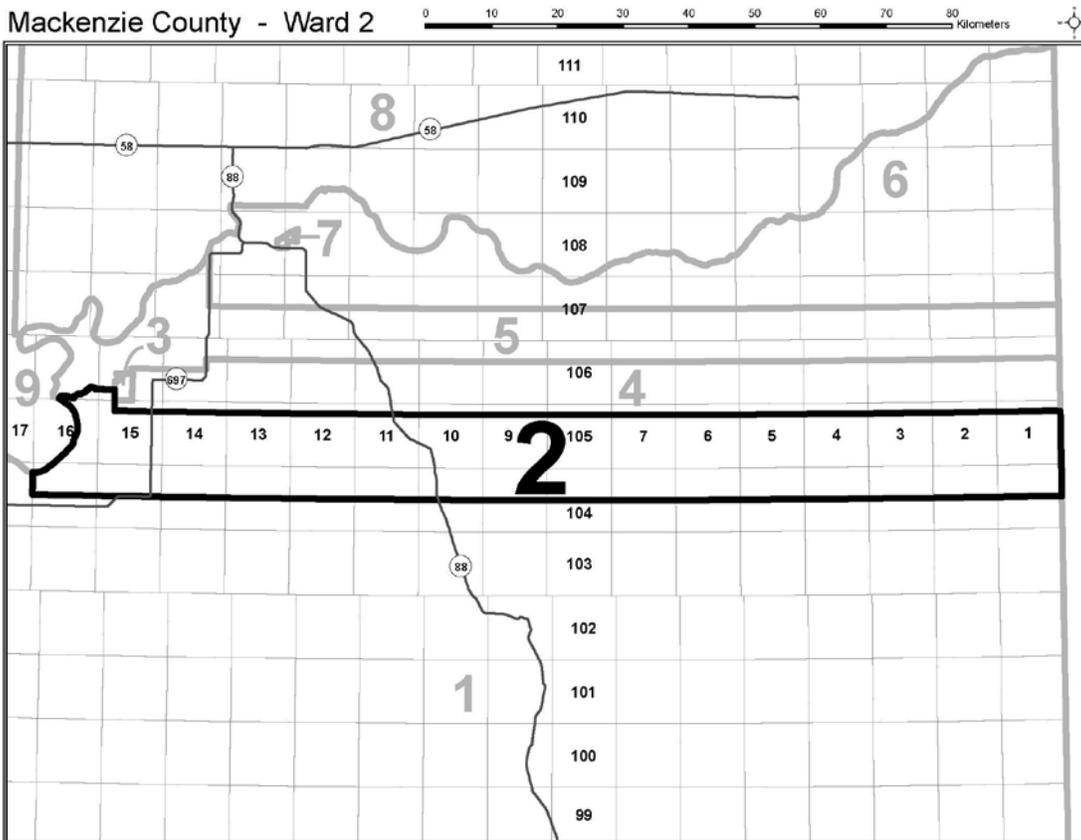
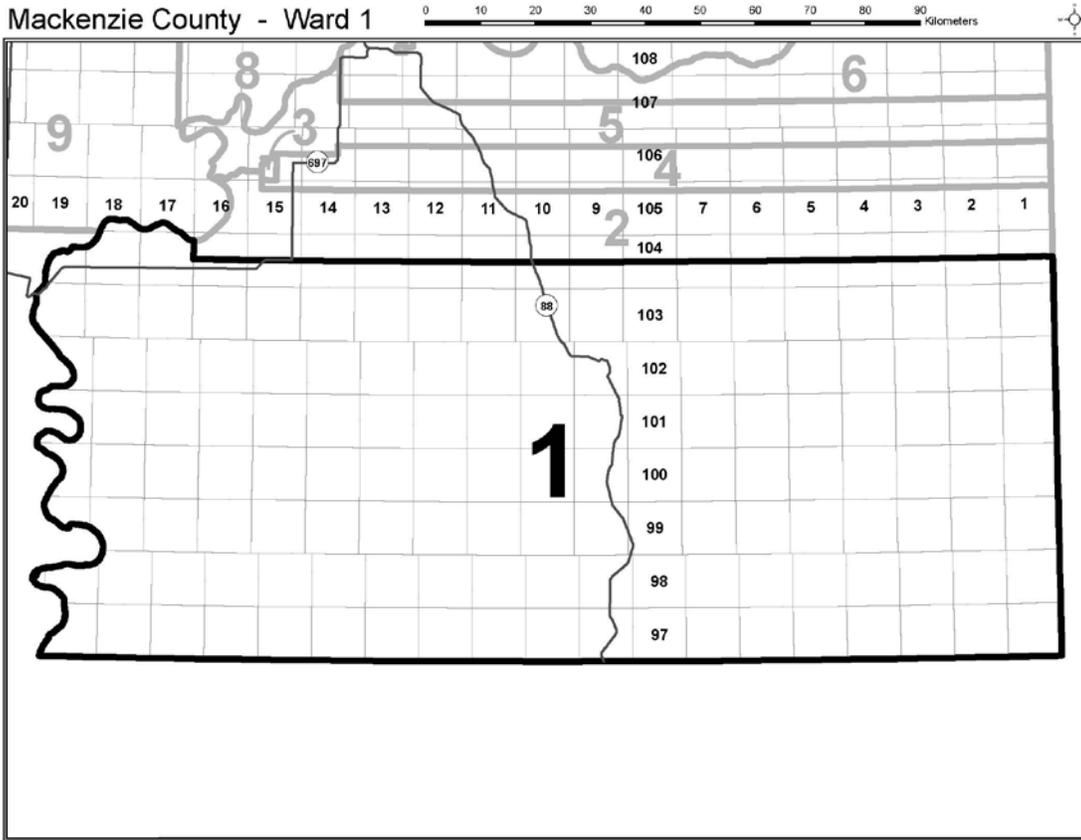
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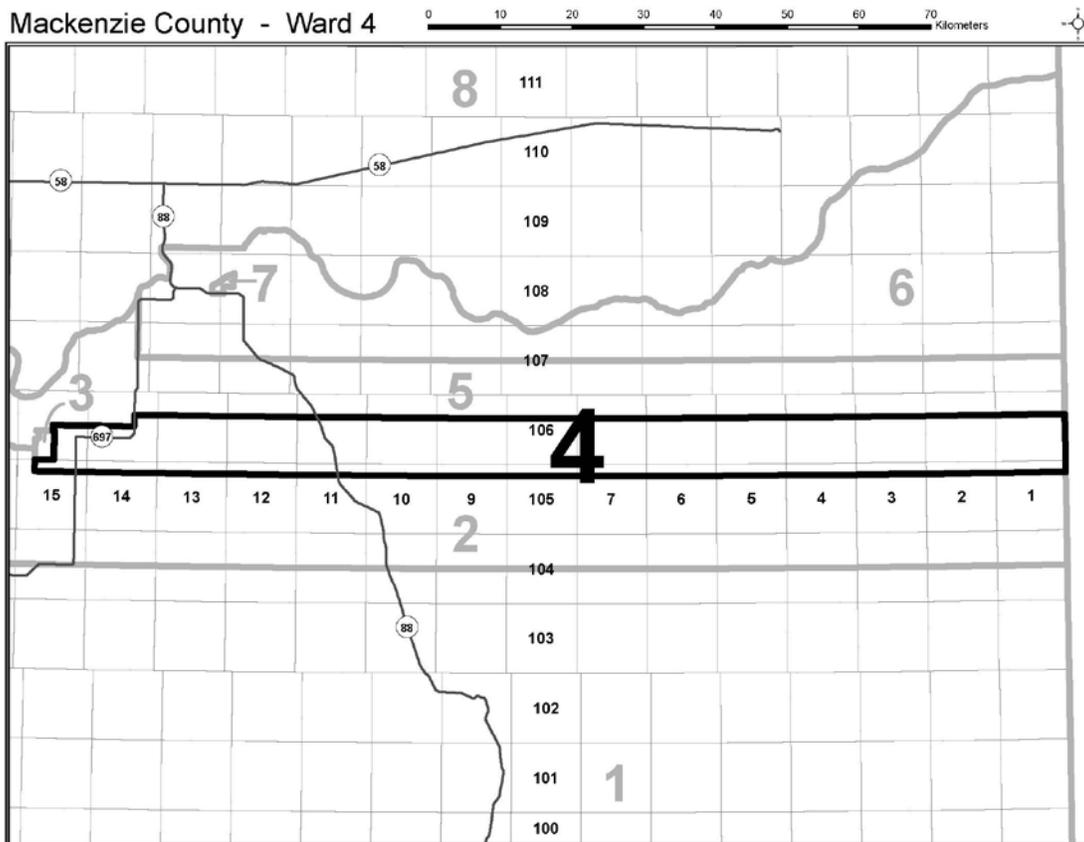
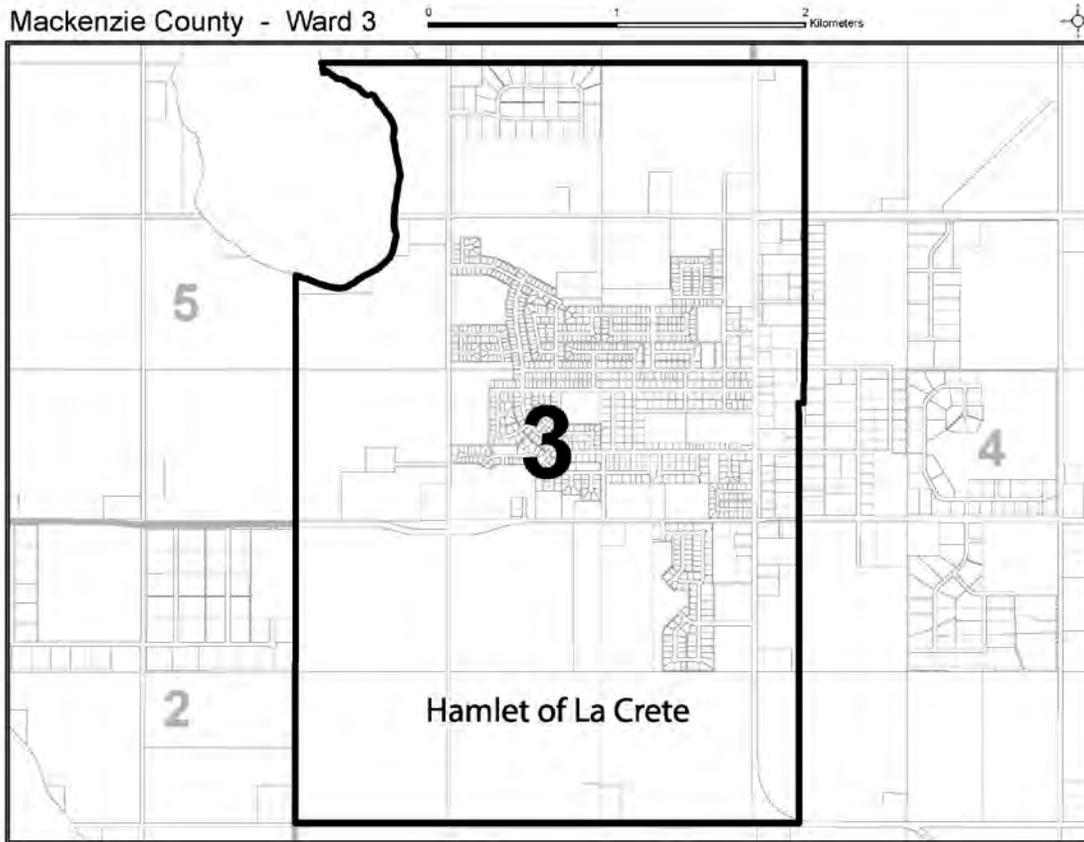
- All of Ranges 17 to 23 inclusive, and
- all of Ranges 1 to 12 west of the Sixth (6th) Meridian inclusive.

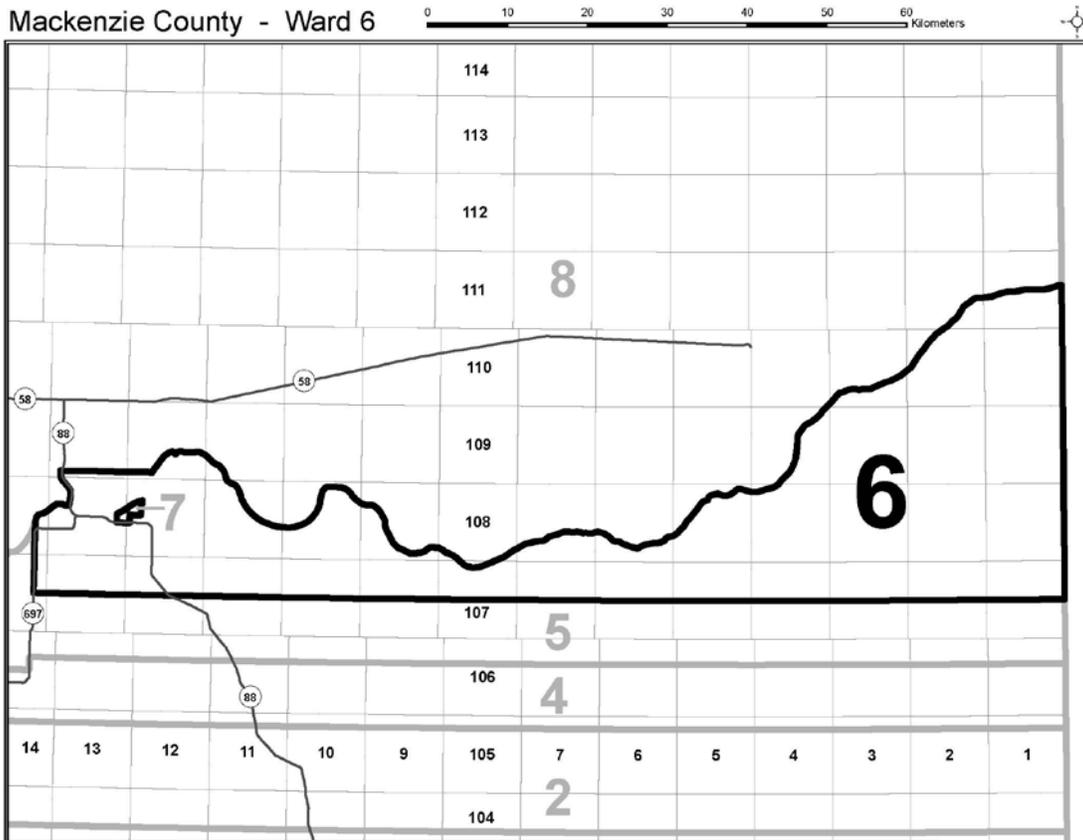
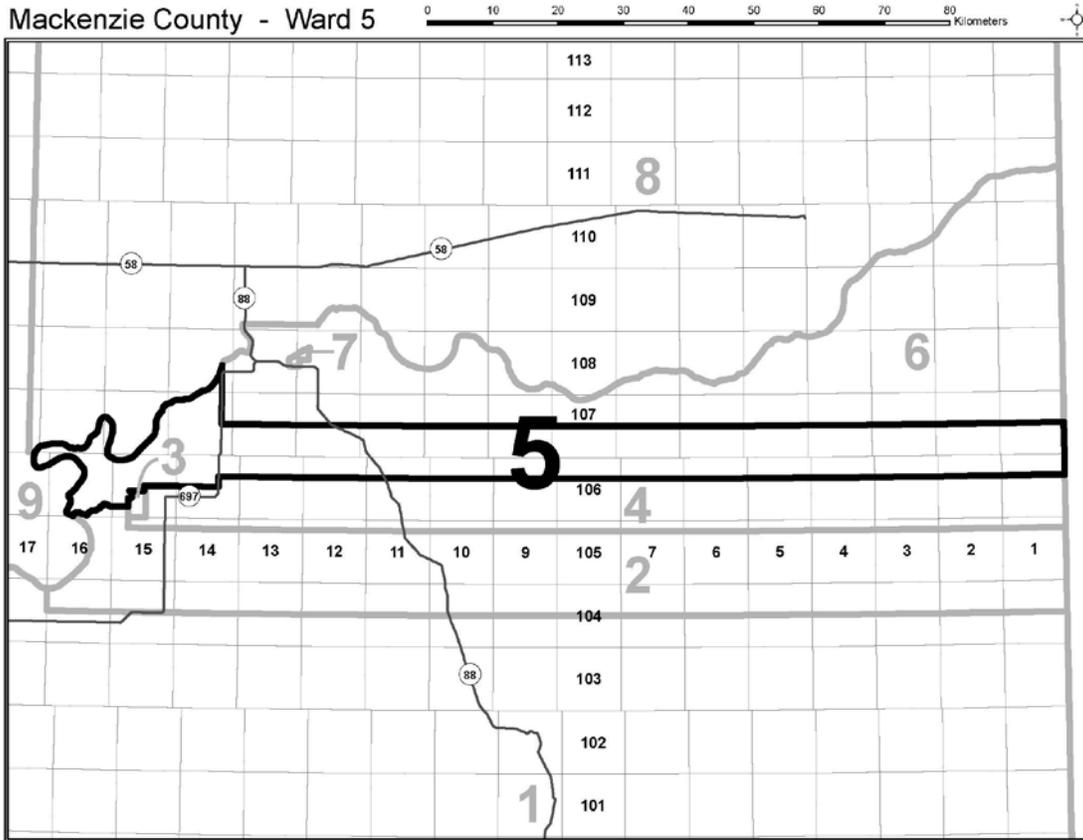
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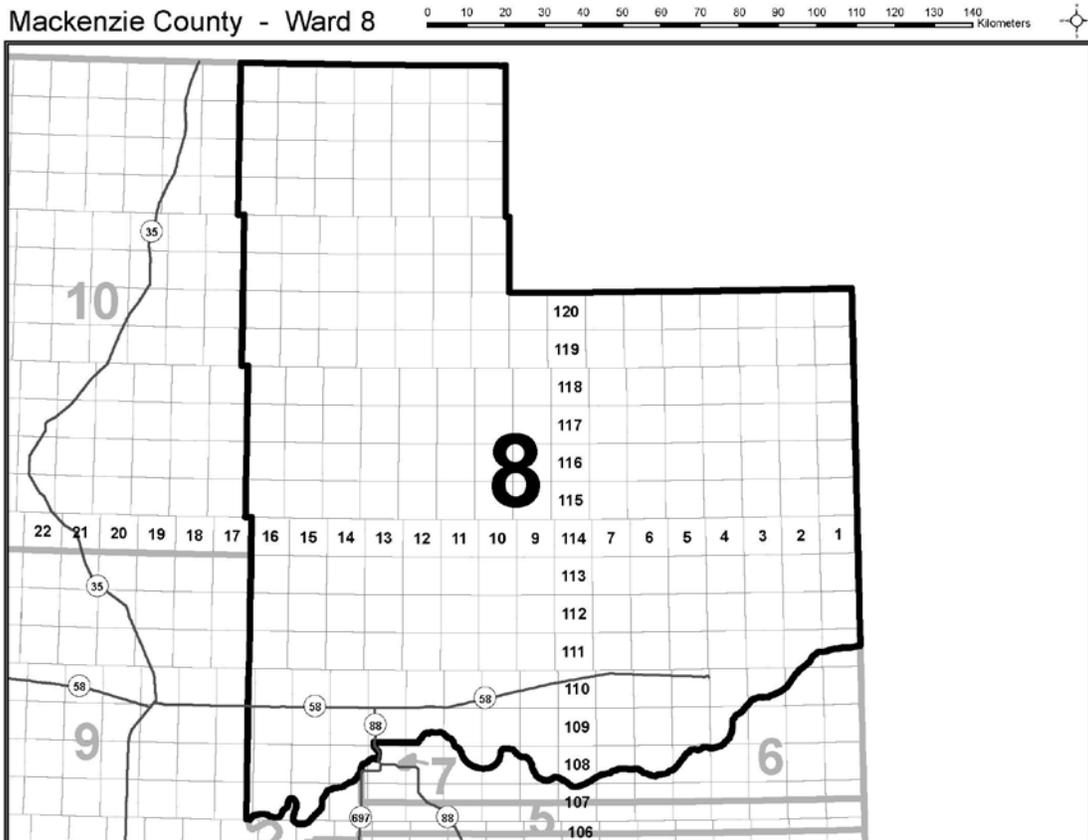
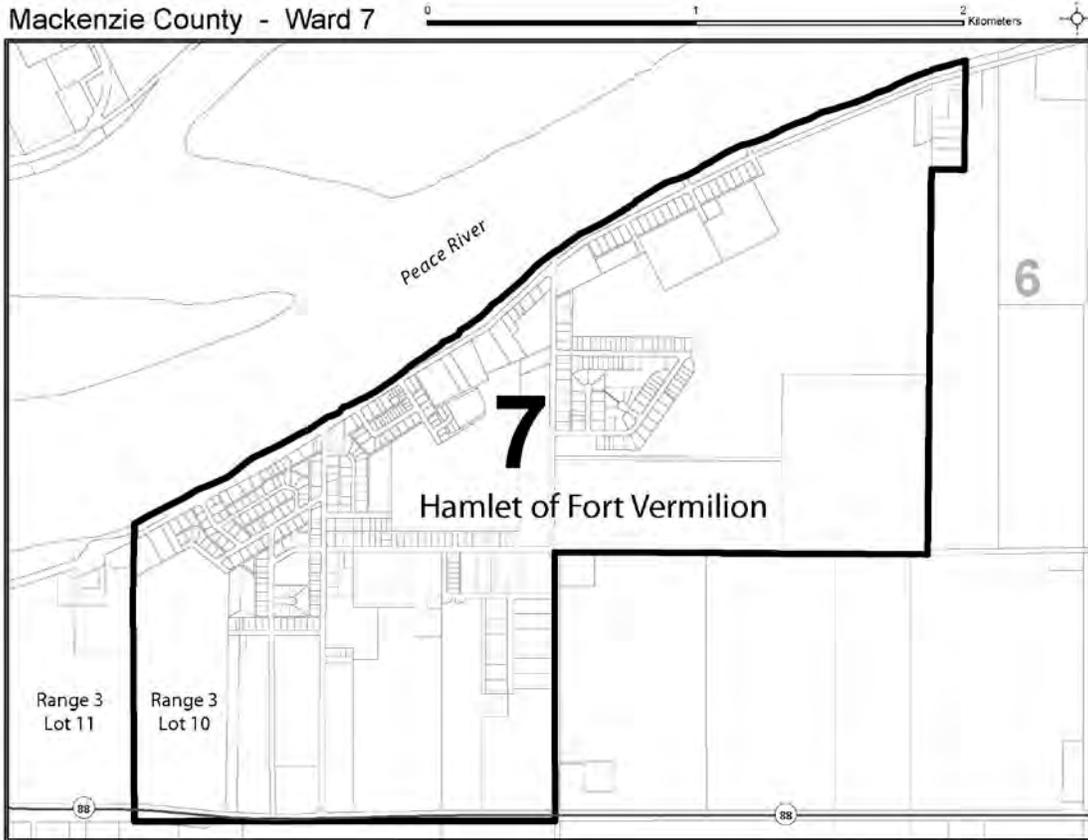
Electoral Ward Maps for Mackenzie County

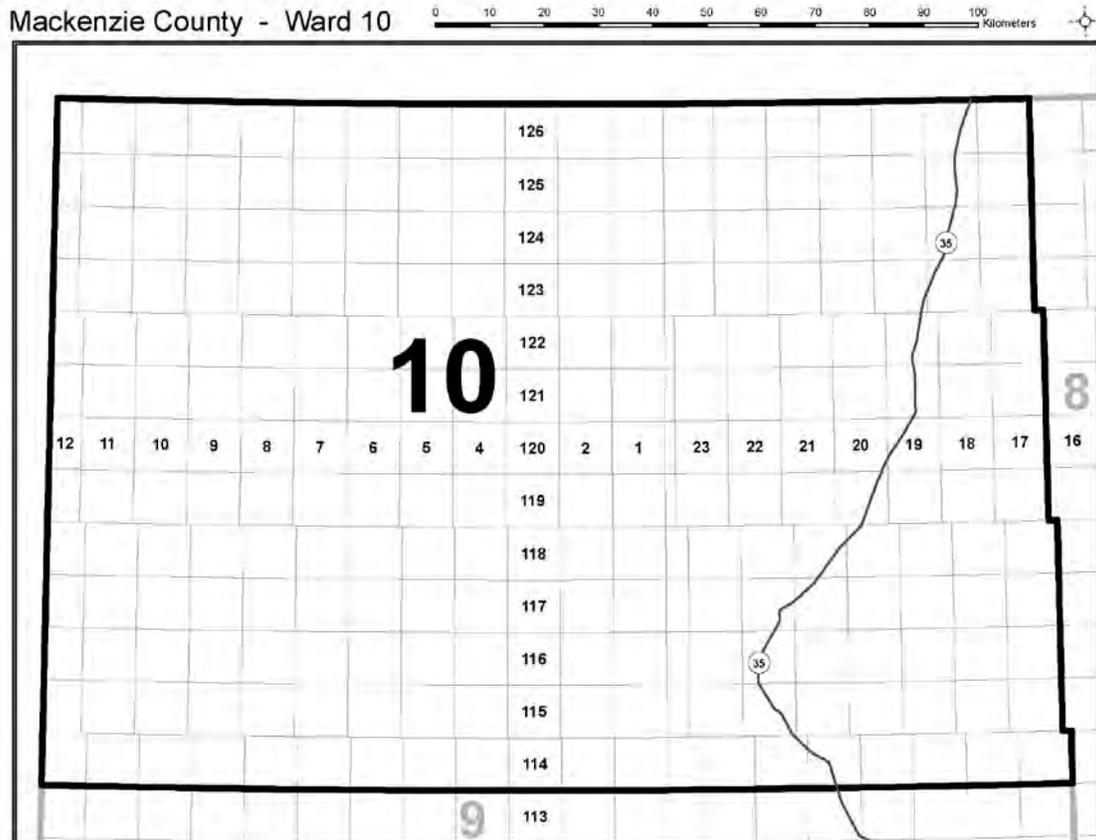
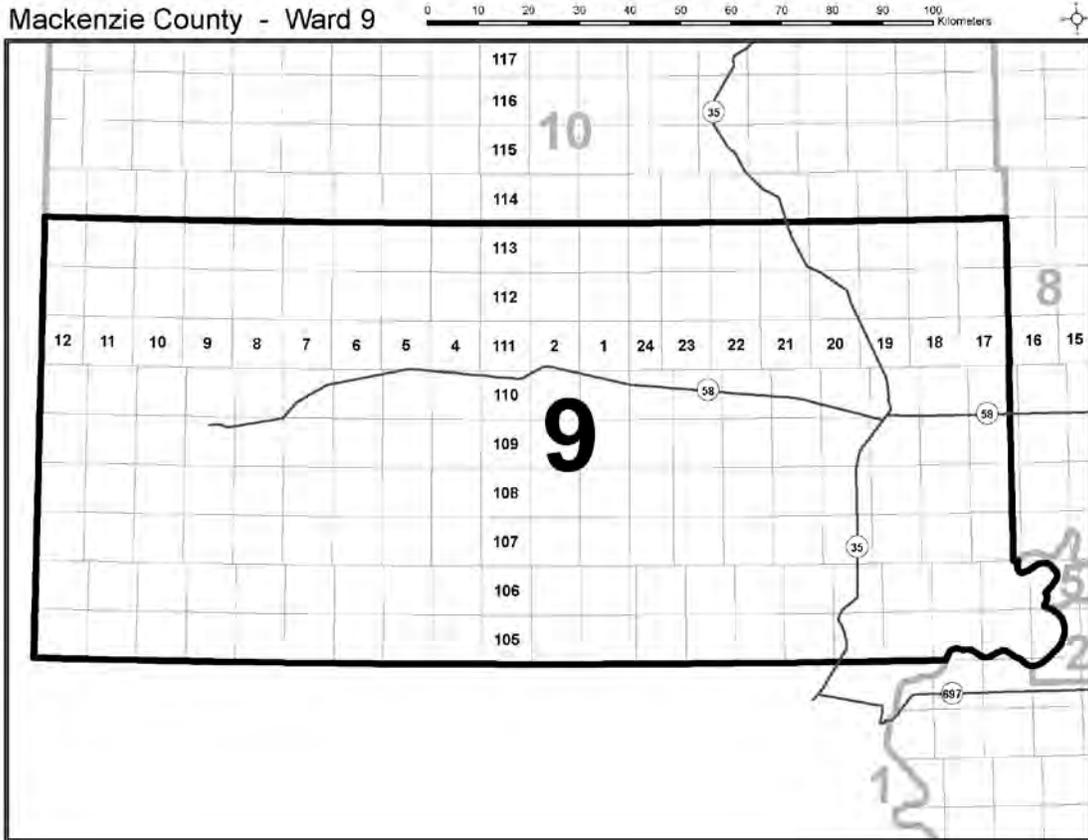










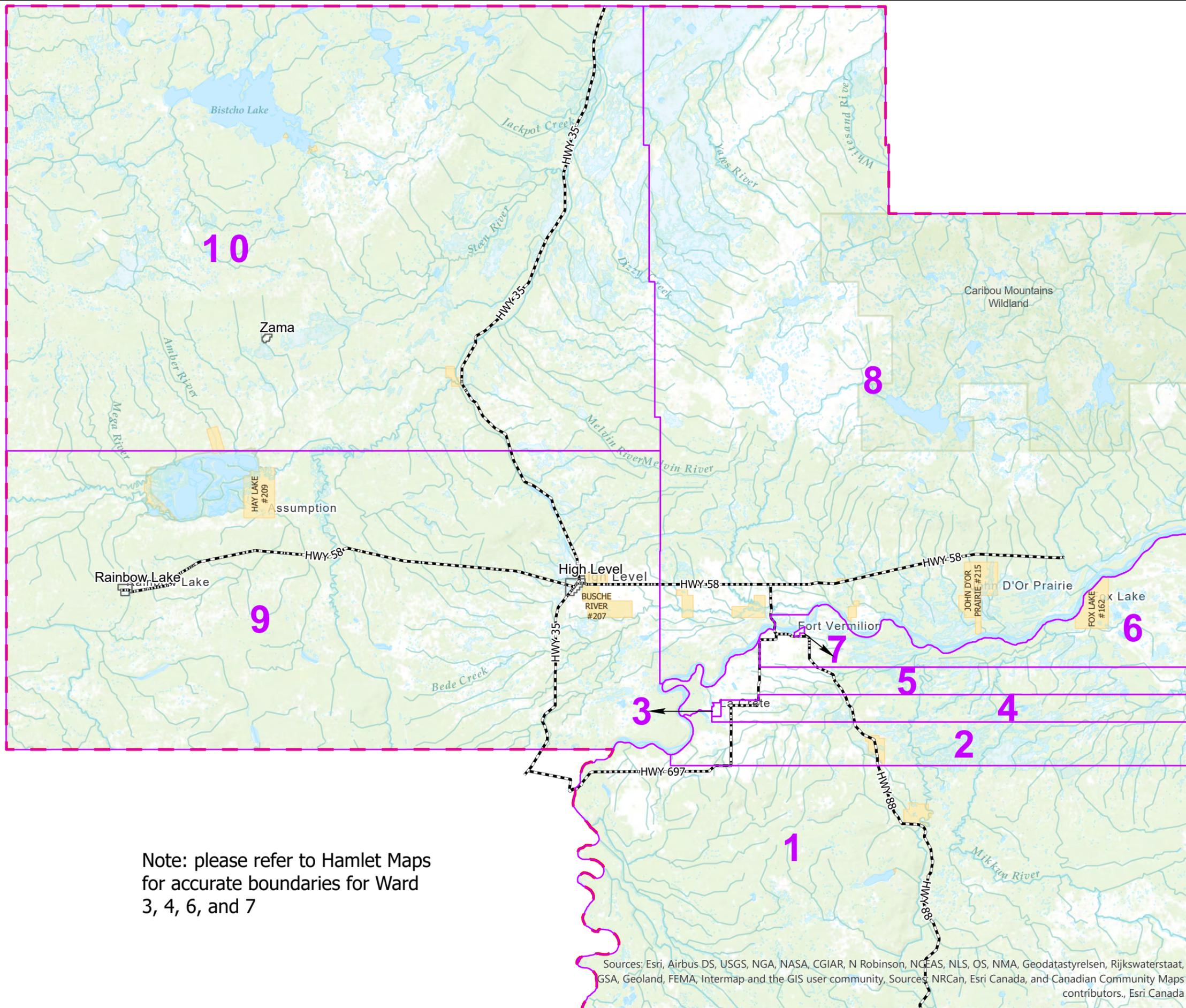
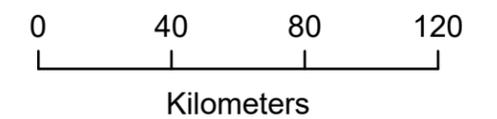
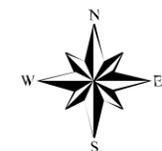




Mackenzie County

Ward Boundary Map 2021 Elections

- Hamlets/Towns
- County Boundary
- Electoral Boundary
- Hydro Area
- First Nation
- Highways



Note: please refer to Hamlet Maps for accurate boundaries for Ward 3, 4, 6, and 7

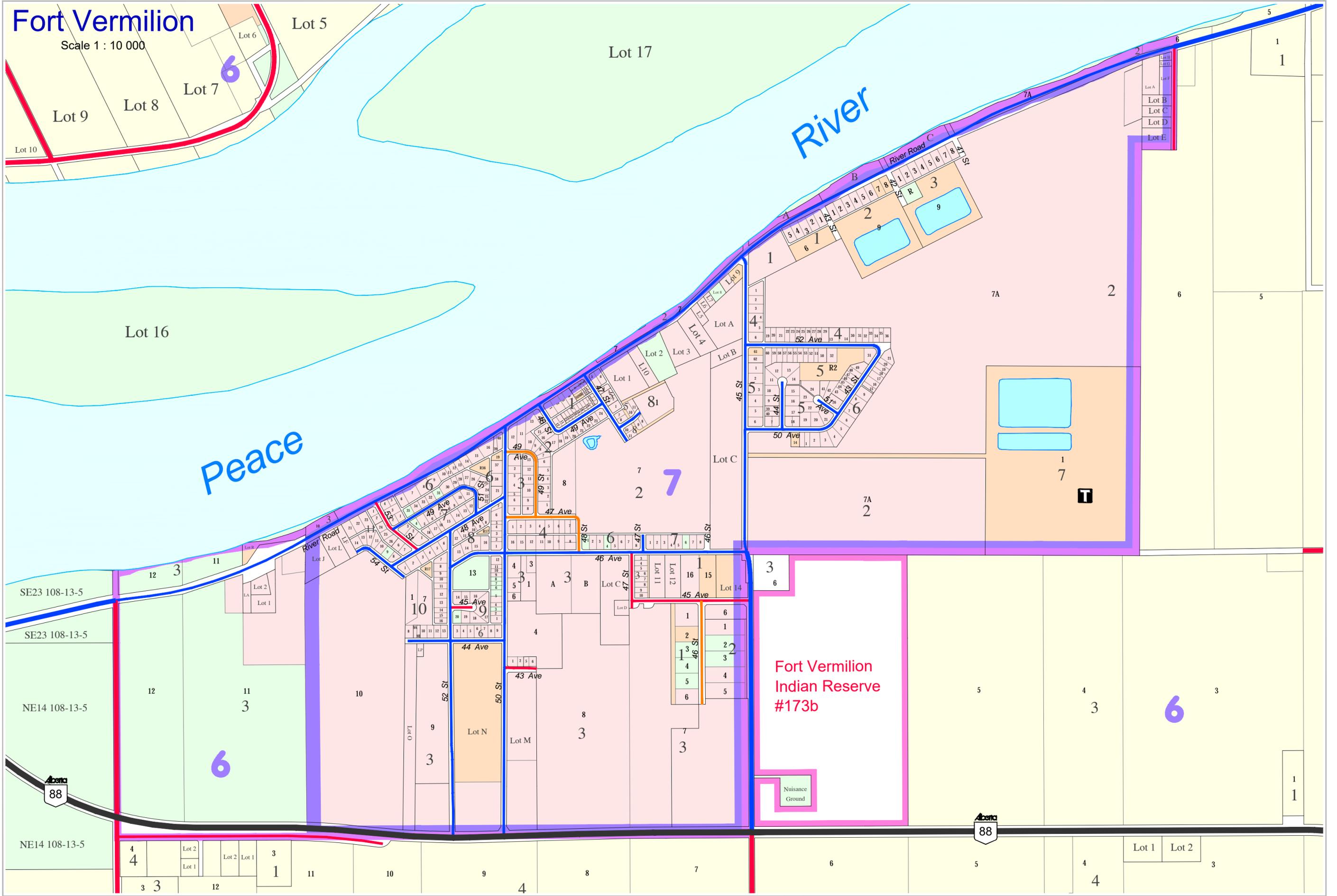
Sources: Esri, Airbus DS, USGS, NGA, NASA, CGIAR, N Robinson, NCEAS, NLS, OS, NMA, Geodatastyrelsen, Rijkswaterstaat, GSA, Geoland, FEMA, Intermap and the GIS user community. Sources: NRCAN, Esri Canada, and Canadian Community Maps contributors., Esri Canada

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Fort Vermilion

Scale 1 : 10 000

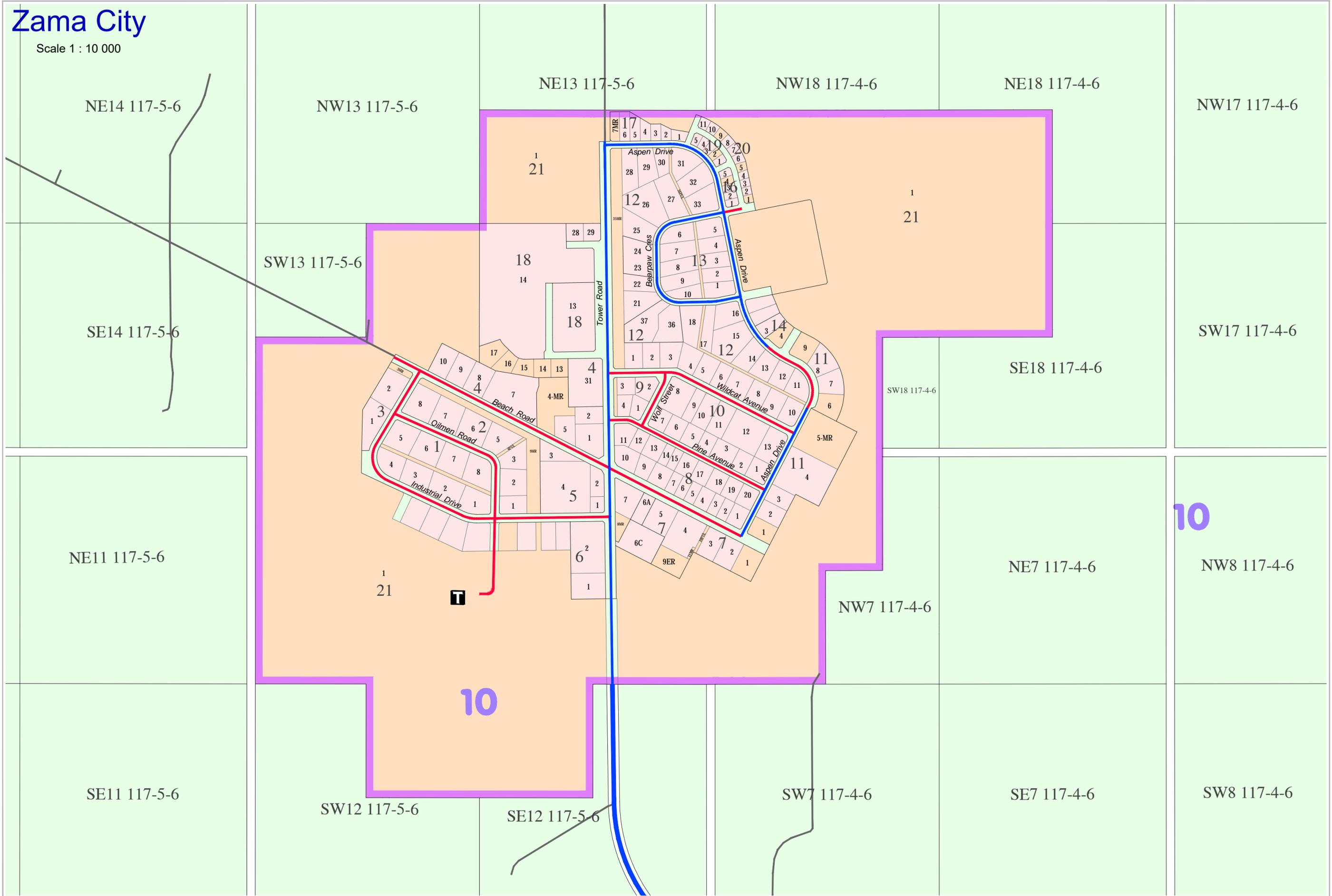


- Lot A
- Lot B
- Lot C
- Lot D
- Lot E

Fort Vermilion
Indian Reserve
#173b

Zama City

Scale 1 : 10 000



NE14 117-5-6

NW13 117-5-6

NE13 117-5-6

NW18 117-4-6

NE18 117-4-6

NW17 117-4-6

SW13 117-5-6

SE14 117-5-6

18

21

21

SW17 117-4-6

SE18 117-4-6

SW18 117-4-6

NE11 117-5-6

10

NW8 117-4-6

NE7 117-4-6

NW7 117-4-6

10

SE11 117-5-6

SW12 117-5-6

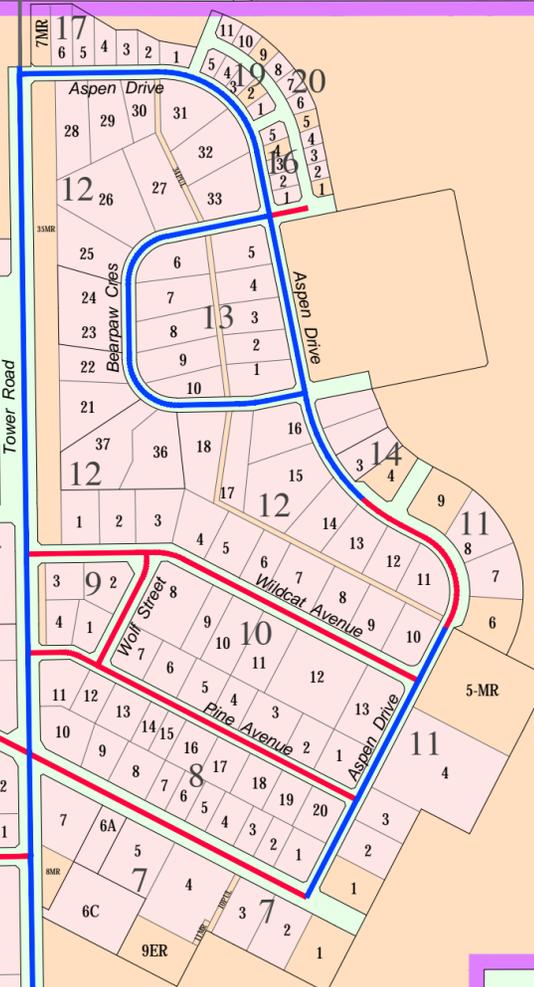
SE12 117-5-6

SW7 117-4-6

SE7 117-4-6

SW8 117-4-6

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APPENDIX 11
Voter Identification Requirements
(Municipal Affairs Publication)



Voter Identification Requirements

Voter Identification and Eligibility for Municipal Elections



Proof of identity and current residence is required to be able to vote in municipal elections.

Any of the following documents that has the voter's name and address on it will be accepted as valid proof:

- Identification issued by a Canadian government, whether federal, provincial or local, or an agency of that government, that contains a photograph of the elector and their name and current address.
- Bank or credit card statement or personal cheque.
- Government cheque or cheque stub.
- Income or property tax assessment notice.
- Insurance policy or coverage card.
- Letter from a public curator, public guardian or public trustee.
- Pension plan statement of benefits, contributions or participation.
- Residential lease or mortgage statement.
- Statement of government benefits (for example, employment insurance, old-age security, social assistance, disability support or child tax benefit).
- Utility bill (for example, telephone, public utilities commission, television, hydro, gas or water).
- Vehicle ownership, registration or insurance certificate.

A letter or form (attestation) confirming that the person lives at the stated address will also be accepted as valid proof. The letter can be signed prior to the vote by any of the following:

- authorized representative of a commercial property management company;
- authorized representative of a correctional institution;
- authorized representative of a First Nations band or reserve;
- authorized representative of a post-secondary institution;
- authorized representative of a facility that provides services to the homeless; or
- authorized representative of a supportive living facility or treatment centre.

If a voter's identification shows a post office box number as the address instead of a residential or legal address, it can be accepted as verification of current address if it is in reasonable distance to the voting jurisdiction. The address does not have to be in the voting division or ward.

An elected authority could, by bylaw, require additional verification or a combination of verification to establish the person's specific current address.

Contact

Alberta Municipal Affairs
Municipal Services Division
Phone: 780-427-2225 Fax: 780-420-1016
Email: lgsmail@gov.ab.ca

Visit alberta.ca/municipal-elections.aspx for information on municipal elections

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