Town of Drayton Valley's

NOMINEE INFORMATION PACKAGE

2021 Municipal General Election

INTRODUCTION

TO: ALL NOMINEES

FROM: JENNIFER FANCEY, RETURNING OFFICER

This information package has been assembled for your assistance and contains some information in response to enquiries we most frequently receive. This package also contains some of the less-known information which is nevertheless very important for candidates to be aware of.

This information is certainly not all-inclusive and any person wishing a complete copy of the *Local Authorities Election Act*, or the *Municipal Government Act*, may obtain copies from:

Queen's Printer
Main Floor, Park Plaza
10611 - 98 Avenue
Edmonton, AB N5K 2P7
780-427-2711
www.qp.alberta.ca

Alberta Municipal Affairs
Municipal Services Branch
17th Floor, Commerce Place
10155-102 Street
Edmonton, AB T5J 4L4
780-427-2732
www.municipalaffairs.alberta.ca

Should you wish to view any Town Bylaws, or have any questions, or should you require further information, please do not hesitate to contact the following:

Jennifer Fancey, Returning Officer
(780) 514-2200
at the Drayton Valley Civic Centre, Town of Drayton Valley.

As noted, this is an information package only and has no legislative sanction.
Copies of the relevant statutes, regulations, and Bylaws should be consulted.

Town Office of Drayton Valley
(780) 514-2200

TABLE OF CONTENTS

Nomination Checklist 4

Key Election Dates..... 5-6

Election Day..... 7

2021 Meeting Schedule 8

Important Dates 9

Town of Drayton Valley Governance Model..... 10

Council Code of Conduct Bylaw 2013/17/B (Consolidated) 11-24

Town of Drayton Valley Boundary Map..... 25

Council Meetings, Agendas and Public Hearings Policy C-02-14 .....Enclosed

Appointment of Deputy Mayor Policy C-03-14 .....Enclosed

Governance and Priorities Committee Policy C-04-14.....Enclosed

Campaign Sign Brochure.....Enclosed

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

Nomination Dates

Nominations Open: Monday, January 4, 2021

Nominations Close: Monday, September 20, 2021, 12:00 Noon

Location: 5120 – 52 Street
Drayton Valley, AB
T7A 1A1

Nomination Checklist for Candidates:

☐ Form 4, Nomination Paper and Candidate's Acceptance completed.

☐ Obtain the required number of signatures

☐ Complete Form 4. Form 4 must be signed by:

- A Commissioner of Oaths or Notary Public for Alberta, or
- The Returning Officer or delegate

☐ Form 5, Candidate Information. Include campaign banking information. Do not use personal banking information.

☐ File your nomination forms at the Town of Drayton Valley

☐ Prepare your candidate profile information for submission (recommended)

☐ Review campaign finance obligations (recommended)

- Review LAEA
- Obtain your own legal advice

KEY ELECTION DATES

DATE	EVENT
Monday, September 20, 2021	**Nomination Day** Nominations are filed only on this date between the hours of 8:30 am and 12:00 noon
Tuesday, September 21, 2021	**Deadline for Withdrawal of Nomination** You can withdraw your candidacy anytime during the nomination period. If at the close of nominations, there are more candidates for any office, you may withdraw within 24 hours of the close of the nomination period. Provided there are more candidates than any office, the deadline for candidate withdrawal for the 2021 election is therefore Tuesday, September 21, 2021 at 12 noon. If at any time after the close of the nomination period, the number of candidates remaining does not exceed the number of vacancies to be filled, the returning officer shall refuse to accept further withdrawals and your name will appear on the ballot. A notice of withdrawal must be submitted in person, in writing, to the Returning Officer at 5120 – 52 ST, Drayton Valley. Withdrawal notices received by way of facsimile, email or phone will NOT be accepted.
Monday, October 18, 2021	**Election Day** Electors may attend at the MacKenzie Conference Centre between the hours of 10:00 am and 8:00 pm to cast their ballot.
Tuesday, October 19, 2021	**Removal of Election Signs** All election signs, including support structures, must be removed by 8:00 pm.
Wednesday, October 20, 2020	**Recount Deadline** A request for recount by a candidate, official agent or scrutineer must be filed with the Returning Officer. An application under this section may be made during the 44 hours immediately following the closing of the voting station but may not be made afterwards.
Friday, October 22, 2021	**Official Election Results** Returning Officer will post the official election results and declare the candidate who received the highest number of votes for each office to be elected.

March 1, 2021	**Deadline for Filing of Campaign Disclosure Statements** All candidates for the 2021 Municipal Election shall file Campaign Disclosure Statements on or before March 1, 2021

ELECTION DAY

THE TOWN OF DRAYTON VALLEY ELECTION WILL TAKE PLACE AS FOLLOWS:

MONDAY, OCTOBER 18, 2021

EVERY VOTING STATION SHALL OPEN PROMPTLY AT 10:00 A.M.

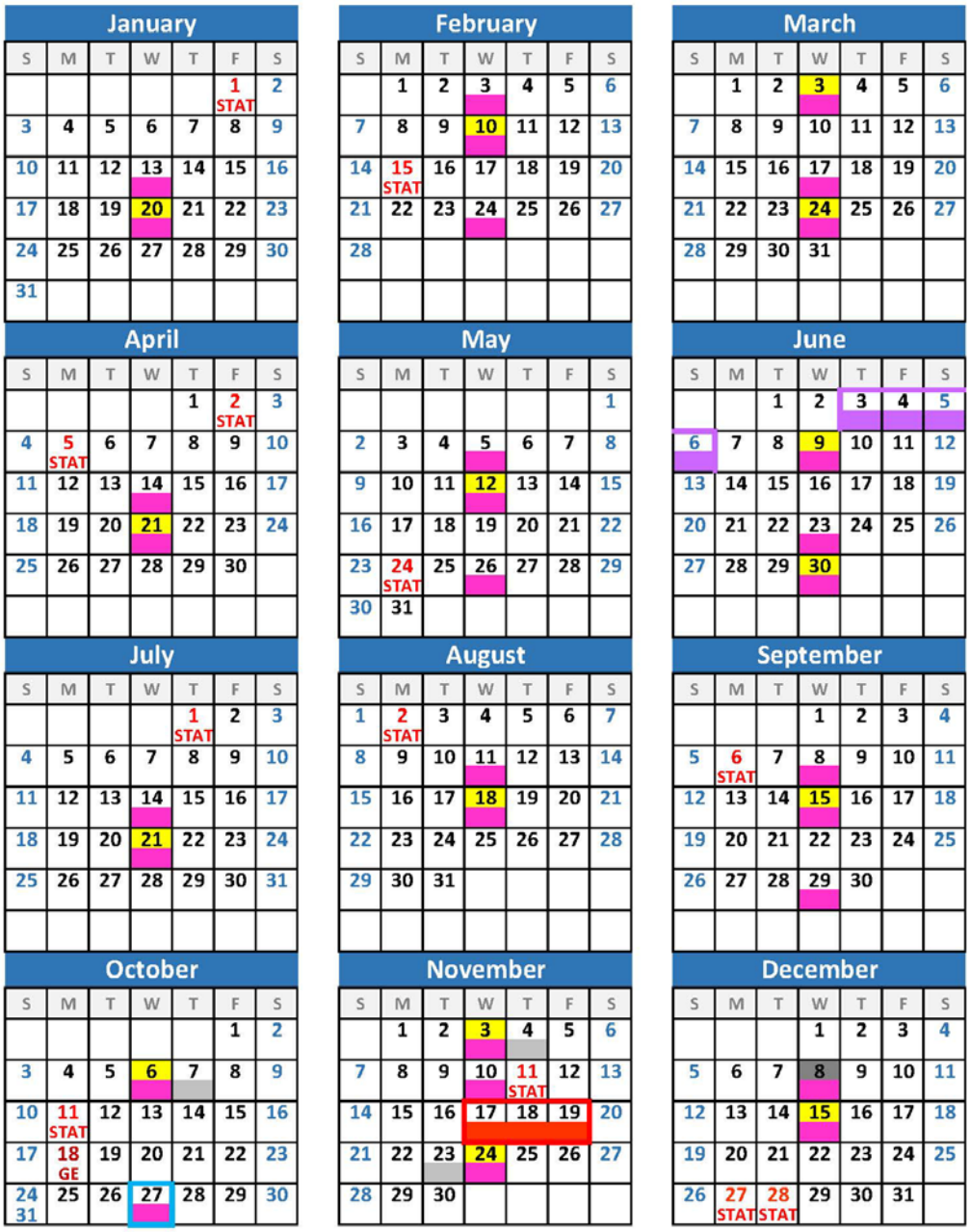
AND WILL BE KEPT OPEN CONTINUOUSLY UNTIL 8:00 P.M.

THE VOTING STATIONS WILL BE LOCATED AT:

MacKenzie Conference Centre
5745 - 45 Avenue
Drayton Valley

2021

Council Meeting Schedule



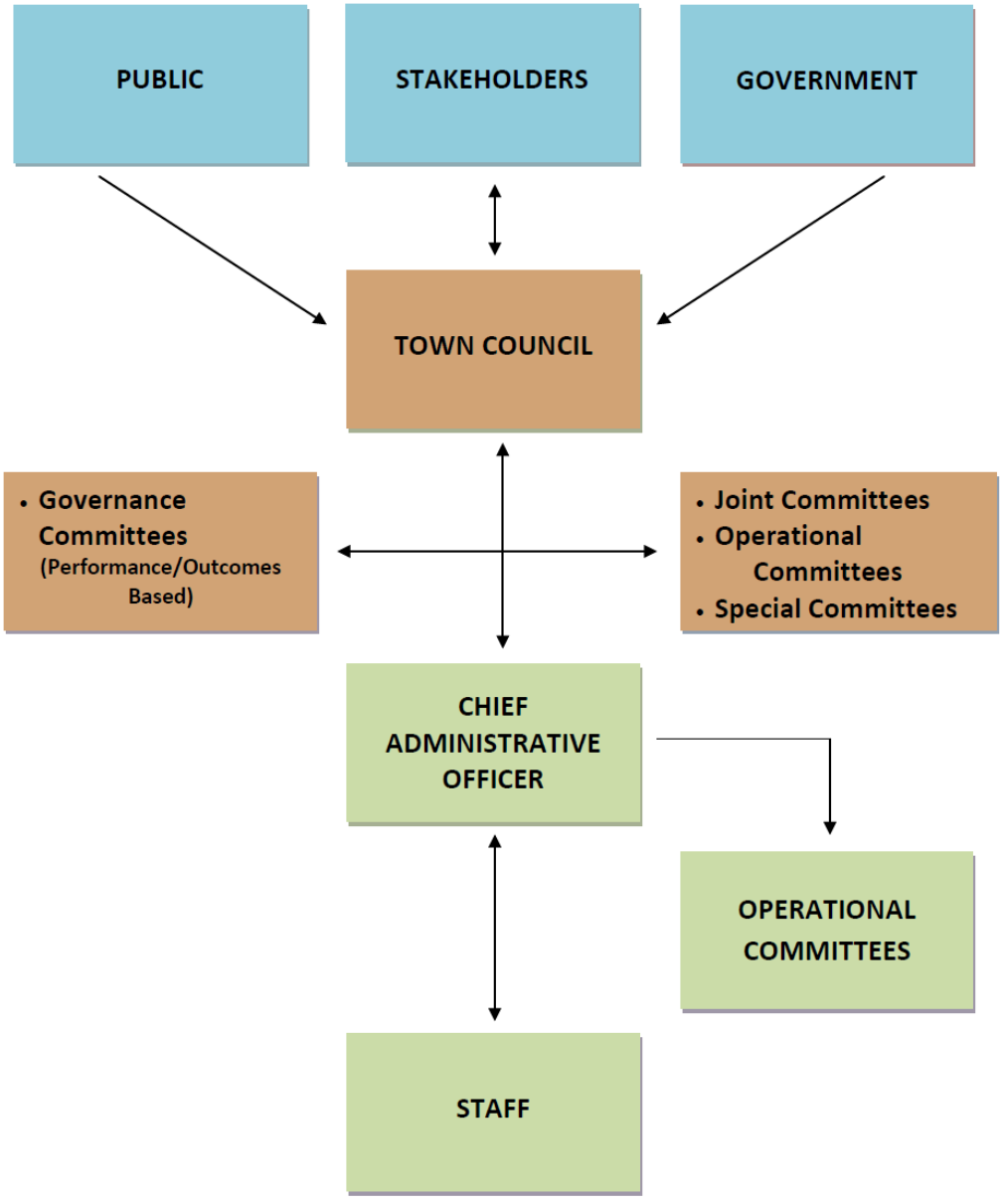
DRAYTON VALLEY

IMPORTANT DATES:

Date	Activity	Time
September 20	Nomination Day	8:30 a.m. – 12:00 Noon
October 18	Election Day	10:00 a.m. – 8:00 p.m.
October 25	Anticipated Training and Orientation	10:00 a.m. – 3:00 p.m.
	Anticipated Swearing In Ceremony	6:30 p.m.
October 26	Anticipated Training and Orientation	9:00 a.m. – 3:00 p.m.
October 27	Organizational Meeting of Council	9:00 a.m. – 3:00 p.m.
	Governance and Priorities Committee Meeting	
October 28-29	Potential Additional Training and Orientation	9:00 a.m. – 3:00 p.m.

Please note that these dates are subject to change.

TOWN OF DRAYTON VALLEY GOVERNANCE MODEL



IMPORTANT NOTICE

Town of Drayton Valley

OFFICE CONSOLIDATION

Prepared by the Legislative Services Coordinator
under the authority of Town Council

This document is consolidated into a single publication for the convenience of users. The official Bylaw and all amendments thereto are available from the Legislative Services Coordinator and should be consulted in interpreting and applying this Bylaw.

For ease of reference, the amending Bylaw numbers are listed with a brief description.

In case of any dispute, the original Bylaw must be consulted.

DRAYTON VALLEY

Town of Drayton Valley Council Code of Conduct Bylaw No. 2013/17/B

OFFICE CONSOLIDATION

Includes Amending Bylaws:

Bylaw No.	Description	Adopted
2014/12/B	Amendment to Town of Drayton Valley Council Code of Conduct Bylaw 2013/17/B	August 27, 2014
2017-01-B	Amendment to The Town of Drayton Valley Council Code of Conduct	February 1, 2017

BYLAW NO. 2013/17/B

BEING A BYLAW OF THE TOWN OF DRAYTON VALLEY, IN THE PROVINCE OF ALBERTA, TO ESTABLISH PROCEDURES FOR THE CONDUCT OF COUNCIL AND MEMBERS OF COUNCIL.

DRAYTON VALLEY
'Pulling Together'

WHEREAS Council has adopted a Governance Model;

AND WHEREAS the Council of the Town of Drayton Valley wishes to establish a Code of Conduct for Council and Members of Council;

NOW THEREFORE, pursuant to Section 145 of the Municipal Government Act, the Council of the Town of Drayton Valley, duly assembled, hereby adopts:

1. TITLE

This bylaw may be cited as the "Town of Drayton Valley Council Code of Conduct Bylaw".

2. DEFINITIONS

Within this Bylaw, the following shall apply:

Executive Committee shall be made up of the Mayor and Deputy Mayor (in the case of either of these parties being unable to serve, the next Councillor in line to serve as Deputy Mayor shall serve on the Executive Committee; and

Senior Administration shall include the Chief Administrative Officer, or his/her designated Assistant Chief Administrative Officer, and any individual appointed as a Department Head by the Chief Administrative Officer or his/her designate. [added by Bylaw 2014/2/B]

[subsequent renumbering as directed by Bylaw 2014/12/B]

3. PURPOSE

The purpose of this Bylaw is to adopt the code of conduct for Council and Members of Council and Council does hereby adopt the following Code of Conduct:

1. INTRODUCTION

Purpose

a. Citizens of the Town of Drayton Valley expect high standards of conduct from all government officials. The quality of the Town of Drayton Valley's public administration and governance, as well as its reputation and integrity, depend on the highest standards of conduct from its elected representatives.

b. Ethics and integrity are at the core of public confidence in government and in the political process. The purpose of this Code of Conduct is to provide standards for members of Drayton Valley Town Council relating to their roles and obligations, and a procedure for the investigation and enforcement of those standards.

c. The Town of Drayton Valley Council Code of Conduct serves four main purposes:

   i. To set out clear expectations of the behaviour of members of Council;

   ii. To provide information to the public as to the behaviour they can expect from their Council;

   iii. To provide guidance to members of Council in the conduct of their duties as elected officials; and

   iv. To provide a mechanism for responding to alleged breaches of the Code.

d. The key statements of principle that underline the Code of Conduct are as follows:

   i. Members of Council shall serve and be seen to serve their constituents in a conscientious and diligent manner;

   ii. Members of Council should be committed to performing their functions with integrity and to avoiding the improper use of the influence of their office, and conflicts of interest, both apparent and real;

   iii. Members of Council are expected to perform their duties in office and arrange their private affairs in a manner that promotes public confidence and will bear close public scrutiny; and

   iv. Members of Council shall seek to serve the public interest by upholding both the letter and the spirit of the laws of the Federal Parliament and Alberta Legislature, and the laws and policies adopted by Town Council.

2. STATUTORY OBLIGATIONS

a. Statutory Provisions Regulating Conduct

This Code of Conduct operates along with and as a supplement to the existing statutes governing the conduct of members. The following Provincial legislation governs the conduct of members of Council:

i. The Municipal Government Act

ii. The Alberta Freedom of Information and Protection of Privacy Act

iii. The Local Authorities Election Act

b. Statutory Duties of Town Councilors and the Mayor

i. General Duties of Councilors

Councilors have the following general duties:

a) to consider the welfare and interests of the municipality as a whole and to bring to council's attention anything that would promote the welfare or interests of the municipality

b) to participate generally in developing and evaluating the policies and programs of the municipality;

c) to participate in council meetings and council committee meetings and meetings of other bodies to which they are appointed by the council;

d) to obtain information about the operation or administration of the municipality from the chief administrative officer;

e) to keep in confidence matters discussed in private at a council or council committee meeting until discussed at a meeting held in public;

f) to perform any other duty or function imposed on councilors by the Municipal Government Act or any other enactment or by the council.

ii. General duties of chief elected official

A chief elected official, in addition to performing the duties of a councillor, must

a) preside when in attendance at a council meeting unless a bylaw provides that another councilor or other person is to preside, and

b) perform any other duty imposed on a chief elected official by this or any other enactment or bylaw.

c. The chief elected official is a member of all council committees and all bodies to which council has the right to appoint members under the Municipal Government Act, unless the council provides otherwise.

d. Despite subsection (2), the chief elected official may be a member of a board, commission, subdivision authority or development authority established under Part 17 of the Municipal Government Act only if the chief elected official is appointed in the chief elected official's personal name

e. Confidential Information

In addition to the statutory duties set out in the Municipal Government Act, Council members shall:

i. refrain from disclosing or releasing by any means to any member of the public or the media, any confidential information acquired by virtue of their office in either oral or written form, except when required by law or authorized by Council to do so;

ii. refrain from use of confidential information (such as knowledge respecting bidding on the sale of Town property or assets) for personal or private gain, or for the gain of relatives or any person or corporation; and

iii. refrain from accessing or attempting to gain access to confidential information in the custody of the Town unless it is necessary for the performance of their duties and not prohibited by council policy.

f. Particular care should be exercised in ensuring confidentiality of the following:

i. Information relating to the security of the property of the organization;

ii. Personal matters about an identifiable individual, including municipal employees;

iii. A proposed or pending acquisition or disposition of land by the municipality;

iv. Labour relations or employee negotiations including collective bargaining;

v. Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality;

vi. Advice that is subject to solicitor-client privilege, including communication necessary for that purpose;

vii. Sources of complaints where the identity of the complainant is given in confidence;

viii. Information about suppliers provided for evaluation which is of a proprietary nature or might be useful to other suppliers;

ix. Any information in relation to a tender that has or will be issued but that has not been awarded;

x. Schedules of prices in contract tenders.

3. APPROPRIATE USE OF TOWN ASSETS AND SERVICES

a. Expectation of Privacy

i. All Town Council members are notified that all computers, cell phones, smart phones and other electronic devices provided by the Town are the property of the Town, and shall, at all times, be treated as the Town's property. Council members are hereby notified that they are to have no expectation of privacy in the use of these devices.

ii. Council members are entitled to use these devices for personal as well as for Town purposes. However, they are hereby notified that:

a) all emails or messages sent or received on Town devices are subject to *The Alberta Freedom of Information and Protection of Privacy Act*;

b) all files stored on Town devices, all use of internal email and all use of the internet through the Town's firewall may be inspected, traced or logged by the Town;

c) in the event of a complaint pursuant to this Policy, Executive Committee may require that any or all of the electronic devices provided by the Town to Council members may be collected from the members and inspected as part of the investigation including downloading information which is considered relevant to the investigation. All email messages or internet connections may be retrieved.

b. Appropriate Use

i. Members of Town Council are entitled to various Town-paid services or resources, and in using said resources they shall:

a) follow the same rules and practices regarding reimbursement of travel expenses that are followed by civic staff;

b) use Town resources including civic staff, postage, photocopiers, phones, newsletters, stationery and any other civic property and equipment, with the exception of electronic devices, for civic business only; and

c) refrain from including personal information on civic business cards or on the civic webpage.

4. GIFTS AND BENEFITS

a. No member of Council shall accept a fee, gift or personal benefit that is connected directly or indirectly with the performance of his or her duties of office, unless permitted by the exceptions listed below. For these purposes, a fee or gift or benefit that is paid to or provided with the member's knowledge to a member's spouse, partner, child or parent that is connected directly or indirectly to the performance of the member's duties is deemed to be a gift to that member.

b. The following are recognized as exceptions:

i. such gifts or benefits that normally accompany the responsibilities of office and are received as an incident of protocol or social obligation, provided that the value of the gift or benefit does not exceed $750.00;

ii. a suitable memento of a function honouring the member;

iii. food, lodging, transportation, event tickets or entertainment provided by provincial, regional and local governments or political subdivisions of them, by the Federal government or by a foreign government within a foreign country, or by a conference, seminar or event organizer where the member is either speaking or attending in an official capacity; and

iv. food and beverages consumed at banquets, receptions, business lunches or similar events, if attendance serves a legitimate business purpose, the person extending the invitation or a representative of the organization is in attendance, and the value is reasonable and the invitations infrequent.

5. ACTIONS DURING CIVIC ELECTION PERIODS

a. No member of Council shall use the facilities, equipment, supplies, services or other resources of the Town (including Councilor newsletters, the Town's website and websites linked through the Town's website) for any election campaign or campaign-related activities. This restriction does not apply to the activities typically carried out by the Councilor performing their duties as a member of Council. A Councilor may seek a clarification regarding any particular situation from Council. Any campaign-related activities that occur in Town Civic Centre or any civic facility must take place in a location that is normally available for rental to the public and which has been arranged through the normal rental process. No member shall use the services of civic staff for election-related purposes during hours in which those civic staff members receive any compensation from the Town.

b. For greater clarity and to ensure that members of Council do not receive any undue benefit by virtue of being an incumbent, during the period between Nomination Day and the date of the election, Council members will:

i. refrain from using any Town-owned resources, including but not limited to cell phones, blackberries, business cards, laptop computers, civic phone number, email address, official photograph, and Town crest, for election or campaign-related purposes;

ii. from nomination date until election date, refrain from using Town postage or other resources for mass mailings of any kind, regardless of whether or not they are specifically related to the election campaign;

iii. refrain from putting their Town-issued phone number and e-mail address as their contact information on their campaign material;

iv. refrain from referring to themselves in campaign advertisements as “Councilor X” or “Mayor Y”;

v. from nomination date until the election date, refrain from organizing activities such as formal openings of facilities or public spaces or similar events. Attendance at such events not organized by the member, in the role of the Town’s representative as authorized by Council, is acceptable.

vi. strictly adhere to all of the rules that govern candidates in local elections.

6. LEAVES OF ABSENCE

a. Occasionally a member of Council will take a leave of absence in order to run for elected office of another level of government. During the period of the leave the Council member:

i. will not receive any confidential agendas, communications or documents from the Town;

ii. will receive copies of all public information;

iii. will not be required to return their Town-issued material during the period of the unpaid leave, but will not use it for any non-civic purpose; and

iv. will not be reimbursed for any mileage or telephone or similar expenses.

7. COUNCIL, STAFF AND PUBLIC RELATIONS

a. Staff have an obligation to act impartially, and in accordance with all Town policies including the Employee Conduct Policy. Staff also has an obligation to recognize that members of Council have been duly elected to serve the residents of Drayton Valley and respect the role of Council in directing the actions of the Town.

b. Members shall acknowledge and respect the fact that staff work for the Town as a body corporate and are charged with making recommendations that reflect their professional expertise and corporate objectives. In addition, members shall acknowledge and respect the fact

that staff carry out directions of Council as a whole and administer the policies of the Town, and are required to do so without any undue influence from any individual member or group of members.

c. Members shall refrain from publicly criticizing individual members of staff in a way that casts aspersions on their professional competence and credibility.

d. All members have a duty to treat members of the public, one another and staff appropriately and without abuse, bullying or intimidation, and to ensure that their work environment is free from discrimination and harassment.

8. COMPLIANCE AND ENFORCEMENT

a. All members shall be aware of and comply with this Code.

b. The Council shall appoint an Executive Committee to investigate alleged breaches of this Code.

c. Any individual, including members of the public, Town employees, and members, who has reasonable grounds to believe that a member has breached a provision of the Code, may proceed with a complaint. All complaints must be in writing and are to be submitted to the Chief Administrative Officer or to a member of Council. Complaints will be reviewed by the Executive Committee.

e. Complaints must be submitted within six weeks of the matter becoming known to the individual and no more than six months after the alleged violation occurring.

f. No action will be taken on a complaint received beyond these deadlines.

g. No member shall obstruct the Executive Committee in the carrying out of its responsibilities.

h. Any reprisal or threat of reprisal against a complainant or anyone for providing relevant information to the Executive Committee is prohibited.

i. All members of Council shall cooperate in any investigation made pursuant to this Section.

j. Statutory Offences with Penalties

A complaint under this Section of the Code must be in writing and must be made either:

i. by a member of Council; or

ii. by the Chief Administrative Officer except where the matter relates to Part 5, Division 6 of the M.G.A. (i.e. failure to declare a pecuniary interest).

k. The Chief Administrative Officer shall forward all complaints, including the name of the complainant, to the Executive Committee (in camera), and to the member about whom the complaint is made.

l. All complaints must be made using the Town's Complaints Form (Affidavit (see Appendix A)) and shall be dated and signed by the complainant.

m. Upon receipt of a complaint under this Section of the Code, the Executive Committee shall meet, in camera, excluding the member of Council concerned, and decide whether to proceed to investigate the complaint or not. The Executive Committee, in its sole discretion, may decide to take no action on the complaint. In that event, the member of Council concerned shall be notified of the Executive Committee's decision.

n. If the Executive Committee decides to investigate the complaint, it shall take such steps as it may consider appropriate, which may include hiring an independent investigator, seeking legal advice, etc. All proceedings of Executive Committee regarding the investigation shall be in camera.

o. If the Executive Committee believes that the member of Council concerned has breached the statutory regulations, it shall advise the member of Council of this, and give them an opportunity to make oral or written submissions to the Committee.

p. If the Executive Committee concludes that the member of Council concerned has breached the statutory regulations, it may, in its sole discretion, decide to advise the Council member concerned of its conclusion and of its intent to recommend to Town Council that the appropriate proceedings be commenced pursuant to the Municipal Government Act.

q. The Municipal Government Act provides that a member who is disqualified must resign immediately. If a member of Council does not resign as required, the Council or an elector may apply to a judge of the court for:

   i. an order determining whether the person was never qualified to be or has ceased to be qualified to remain a member of Council; or

   ii. an order declaring the person to be disqualified from Council.

r. Should the Council member concerned not resign immediately, the Executive Committee may, in its sole discretion, recommend to Town Council that the appropriate proceedings pursuant to the *Municipal Government Act* be commenced against the council member concerned.

s. Breach of Confidentiality regarding the Confidential Information Section of this Policy

   i. Where a member of Council or a member of the Town's Senior Administration has reason to believe that a breach of confidentiality has occurred, the facts, as they are known, shall be reported in writing to the Executive Committee (in camera). If the facts, as reported, include the names of a member or members of Council who are alleged to be responsible for the breach, the member or members of Council concerned shall receive a copy of the report to Executive Committee.

ii. The Executive Committee shall meet, in camera, excluding the member or members of Council concerned, if known, and decide whether to proceed to investigate the potential breach or not. The Executive Committee, in its sole discretion, may decide to take no action in the matter. In that event, the member or members of Council concerned, shall be notified of the Executive Committee's decision.

iii. If the Executive Committee decides to investigate the complaint, it shall appoint an independent investigator to conduct the investigation. All proceedings of Executive Committee regarding the investigation shall be in camera.

iv. Upon receipt of the report of the independent investigator, the Executive Committee shall meet to consider the matter. If one or more Council members are named in the investigative report as being potentially responsible for the breach of confidentiality, that member or members shall be excluded from the meeting.

v. If the Executive Committee believes that the member or members of Council named are responsible for a breach of confidentiality, it shall advise the member or members of this, and give them an opportunity to make oral or written submissions to the Committee.

vi. If the Executive Committee concludes that the member or members of Council named are responsible for a breach of confidentiality, it may, in its sole discretion, decide to recommend to Town Council that sanctions be imposed. The Council member or members concerned shall be advised of the Executive Committee's conclusion and recommendations.

t. All Other Breaches of this Policy

i. A complaint under this Section must be in writing and must be made either:

a) by a member of Council; or

b) by the Chief Administrative Office.

ii. The Chief Administrative Officer shall forward all complaints to the Executive Committee (in camera) and to the member about whom the complaint is made.

iii. Upon receipt of a complaint under this Section, the Executive Committee shall meet, in camera, excluding the member of Council concerned, and decide whether to proceed to investigate the complaint or not. The Executive Committee, in its sole discretion, may decide to take no action on the complaint. In that event, the member of Council concerned shall be notified of the Executive Committee's decision.

iii. If the Executive Committee decides to investigate the complaint, it shall appoint an independent investigator to conduct the investigation. All proceedings of Executive Committee regarding the investigation shall be in camera.

iv. If, after receipt of the report of the independent investigator, the Executive Committee believes that the member of Council concerned has breached a provision of this Policy, it shall advise the member of Council of this, and give them an opportunity to make oral or written submissions to the Committee.

v. If the Executive Committee concludes that the member of Council concerned has breached a provision of this Policy, it may, in its sole discretion, decide to recommend to Town Council that sanctions be imposed. The Council member concerned shall be advised of the Executive Committee's conclusion and recommendations.

9. CENSURE

a. Should the Executive Committee find that a breach of this Code of Conduct has occurred, the Executive Committee Chair shall make a recommendation to Council that, at a regular public meeting of Council, that Council authorize an official reprimand be issued to the Councillor or Councillors responsible for the breach.

MODEL OF EXCELLENCE

Council of the Town of Drayton Valley

MEMBER STATEMENT [Deleted by Bylaw 2014/12/B]

THIS BYLAW shall come into force and have effect from and after the date of third reading thereof.

READ a first time this 18th day of September, 2013, A.D.

READ a second time this 18th day of September, 2013, A.D.

READ a third and final time this 18th day of September, 2013, A.D.

"original signed"

_____
MAYOR

“original signed”

_____
CHIEF ADMINISTRATIVE OFFICER

SCHEDULE "A"

MODEL OF EXCELLENCE

Council of the Town of Drayton Valley

COUNCILLOR STATUTORY DECLARATION

Canada	)	I, _____.
Province of Alberta	)	of the Town of Drayton Valley,
To Witness	)	in the Province of Alberta,

DO SOLEMNLY DECLARE AS FOLLOWS:

1. That, as a member of the Town of Drayton Valley Council, I agree to uphold the Code of Conduct adopted by the Town and conduct myself by the following model of excellence.
    a. I will:
        i. Recognize the diversity of backgrounds, interests and views in our community;
        ii. Help create an atmosphere of open and responsive government;
        iii. Conduct public affairs with integrity, in a fair, honest and open manner;
        iv. Respect one another and the unique role and contribution each of us has in making the Town a better place to work and live;
        v. Strive to keep the decision-making processes open, accessible, participatory, understandable, timely, just and fair;
        vi. Avoid and discourage conduct which is not in the best interests of the Town;
        vii. Treat all people with whom I come in contact in the way I wish to be treated.

2. That I have read and understood the Town of Drayton Valley's Code of Conduct.

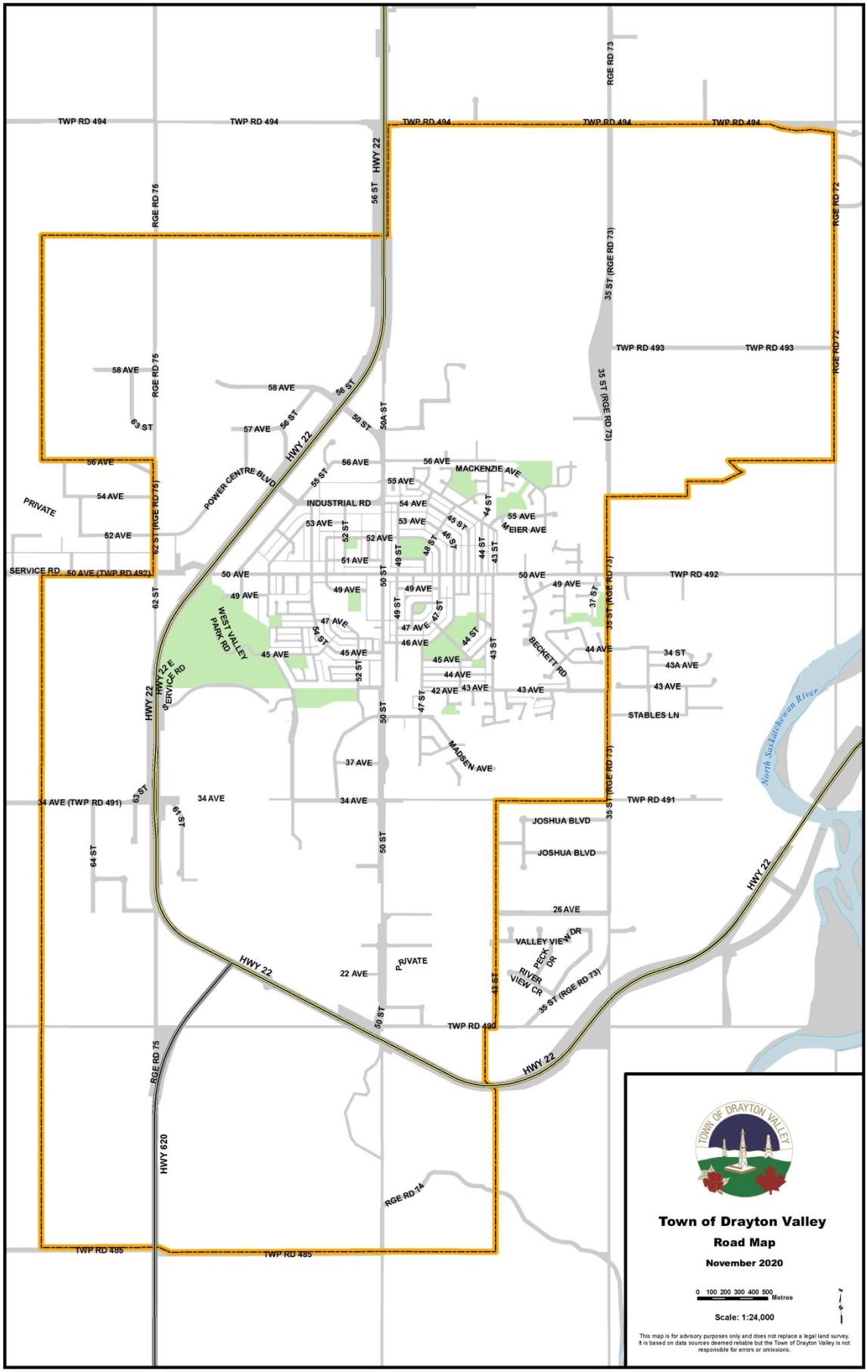
And I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

DECLARED before me at the	)
Town of Drayton Valley	)
in the Province of Alberta this	)
_____ day of _____, 2014.	)

_____ _____

(Signature)

A Commissioner for Oaths in and for the
Province of Alberta


TWP RD 494
RGE RD 75
HWY 22
56 ST
RGE RD 73
RGE RD 72
35 ST (RGE RD 73)
TWP RD 493
58 AVE
63 ST
57 AVE
50 ST
50A ST
56 AVE
MACKENZIE AVE
55 AVE
INDUSTRIAL RD
54 AVE
53 AVE
MEIER AVE
52 AVE
51 AVE
49 ST
46 ST
44 ST
43 ST
PRIVATE
54 AVE
POWER CENTRE BLVD
52 ST (RGE RD 76)
SERVICE RD
50 AVE (TWP RD 492)
50 AVE
TWP RD 492
49 AVE
62 ST
WEST VALLEY PARK RD
47 AVE
54 ST
46 AVE
45 AVE
52 ST
BECKETT RD
37 ST
44 AVE
34 ST
43A AVE
43 AVE
42 AVE
HWY 22 E SERVICE RD
STABLES LN
MADSEN AVE
37 AVE
34 AVE (TWP RD 491)
34 AVE
TWP RD 491
63 ST
61 ST
64 ST
JOSHUA BLVD
26 AVE
VALLEY VIEW DR
PECK DR
RIVER VIEW CR
PRIVATE
22 AVE
TWP RD 490
RGE RD 75
HWY 620
RGE RD 74
TWP RD 485
North Saskatchewan River
TOWN OF DRAYTON VALLEY
Town of Drayton Valley
Road Map
November 2020
0 100 200 300 400 500 Metres
Scale: 1:24,000
This map is for advisory purposes only and does not replace a legal land survey. It is based on data sources deemed reliable but the Town of Drayton Valley is not responsible for errors or omissions.

TOWN OF DRAYTON VALLEY

Subject:	Council Meeting, Agenda and Public Hearings Policy	Policy:	C-02-14
Department:	Council		
Approval Date:	January 28, 2015	Review Date:	August 7, 2017; November 6, 2019
Associated Policies:	Governance and Priorities Committee Policy Boards and Committees to Council Policy		

Council Meeting, Agenda and Public Hearing Policy

Purpose

The purpose of this Policy is to aid Council in conducting meetings through a structured process and arriving at decisions when items are presented before them at a Council Meeting. In the process of preparing Council Agendas, it is important that all pertinent information is included so that Council may make informed decisions. This Policy is established to set out the process for input from Town Administration and citizens, and to ensure that documentation, research and background information is available to Council.

SECTION		PAGE
I.	**Regular Council Meeting Procedure** Process and Timing Time, Date and Location of Meetings Regular Meetings Public Hearings Cancellation Quorum Commencement of Proceedings Order of Business	6
II.	**Special Council Meeting Procedure** Special Meetings Notice of Special Meetings Shorter Notice of Special Meetings Electronic Meetings	8
III.	**Agenda Procedure** Agenda Distribution Adoption of Agenda	9

Subject:	Council Meeting, Agenda & Public Hearing Policy	Sign off:	
Department:	Council		
Approval Date:	January 28, 2015	Review Date:	August 7, 2017; November 6, 2019

IV. **Minutes and Recording of Meetings** 10
- Taking of Minutes
- Adoption of Minutes
- Recording of Meetings

V. **Rules Governing Debate** 11
- Order of Speakers
- Address Presiding Officer
- Interruptions
- Councillor Called to Order
- Prohibited Acts
- Request to have Motion Considered
- Number of Speakers
- Time Limits
- Opportunity to be Heard

VI. **Motion Process** 13
- Notice of Motion
- Detailed Notice of Motion
- Delay in Presenting Motion
- Style and Presentation of Motions
- Recommendations are Not Motions
- Withdrawal of a Motion
- Repeating Motions
- Put by the Chair
- Postpone Indefinitely
- Postpone to a Definite Time
- Amendments
- Amendment to Amendments
- Debatability of Amendments
- Referral Motions
- Response to Referral
- Status Report on Referrals
- Referrals Refused by the Chair
- Limiting or Ending Debate
- Motion for the Previous Question
- Motion to Table
- All Connected Motions Tabled
- Take from the Table
- Motions Disallowed

Point of Privilege
Privileged Motions
Motion on Point of Privilege
Objection to Consideration of a Motion
Dividing Motions into Parts
Motions Previously Considered
Reconsidering Motions
Reconsideration Not Allowed
Rescinding and Renewing Motions
Notice of Rescission or Renewal
Rescission Not Allowed
Motions for Adjournment Process
Adjournment
Notices of Motion Given Prior to Adjournment
Adjournment of Regular Meeting

VII. **Voting Process** 19
Motion Carried
Tie Vote
Failure to Vote
Loss of Quorum
Voting Procedures
No Change to Vote
Silence Once Question is Put

VIII. **Duties of the Chair** 20
Chair to Maintain Order
Citing Reasons for Decisions
Leaving Chair
Granting Permission to Approach Council
Rulings of the Chair
Point of Order
Motion to Challenge

IX. **Disciplinary Process** 21
Calling Councillor to Order
Naming a Councillor for an Offence
Effect of Naming Councillor
Removal of Councillor
Disturbance by Public

X. **Public and Private Meetings** 22
- Public Meetings
- Private Meetings
- No Resolutions in Private

XI. **Committee of the Whole (Governance and Priorities Committee) Process** 24
- Motion to Form G&P Committee
- Chair of the G&P Committee
- Quorum
- Rules of Procedure in a G&P Committee Meeting
- Rise and Report
- Rise without Reporting
- Adopting Recommendations

XII. **Council Committees** 26
- Establishing Committees
- Appointing Special Committees
- Appointing Council Committees
- Council Responsibilities on Appointing Committees or Task Forces
- Membership of Standing Committees
- Quorum
- Mayor is Ex Officio Member
- Alternate Members for Quorum
- Authority of Standing Committees
- Direct Reporting to Council
- Appropriate Funding

XIII. **Bylaws** 28
- Notice of Proposed Bylaw
- First Reading
- Second Reading
- Third Reading
- Number of Readings Allowed at a Meeting
- Failure of a Reading
- Effective Date
- Signing and Sealing Bylaws
- Amendment and Repeal

XIV. **Statutory and Non-Statutory Hearings** 30
- Non-Statutory Hearings
- Persons Wishing to Address Council
- Referral by Town Manager
- Council Consideration of Request
- Committee Consideration of Request
- Procedural Rules for Non-Statutory Hearings
- Statutory Hearings
- Statutory Hearings Which May be Delegated by Council
- Time for a Statutory Hearing on a Bylaw
- Rules for Statutory Hearings
- Committee Consideration of Request
- Procedural Rules for Statutory Hearings
- When No Speaker Present
- Abstention
- Representatives
- Written Authorization to Speak for Another
- Statement of Authorization

XV. **Communications** 33
- Requirements for Written Communication
- Town Management to Process Communications
- Advise Communicator
- Debate on Communications
- Petitions
- Councillor's Communications

Definitions 35

Subject:	Council Meeting, Agenda & Public Hearing Policy	Sign off:	
Department:	Council		
Approval Date:	January 28, 2015	Review Date:	August 7, 2017; November 6, 2019

I. REGULAR COUNCIL MEETING PROCEDURE

Process and Timing

1. Any item to appear on a Council Agenda can be initiated by the Mayor or Council, citizens at large, interest groups or Administration, through a written submission to the office of the Town Manager.

2. The issue may be referred to Town Administration and agencies for research, input and recommendations, depending upon the nature of the issue. Discretion will be exercised by the Town Manager in determining the amount of information needed and any referrals to be made.

3. Once all information, including recommendations, is collected and compiled into a 'Report to Council' and provided to the Executive Assistant, the item may proceed to the next available Council Agenda.

4. All Reports to Council must be presented to the Executive Assistant a minimum of one (1) week prior to the Council meeting date.

Time, Date and Location of Meetings

Council will hold regular meetings on the dates established at the annual Organizational Meeting. If a regular Council meeting falls on a statutory holiday, the meeting will take place on the next business day.

Regular Council Meetings will be held in Council Chambers at the Drayton Valley Civic Centre.

Council may change any meeting if notice is given as set out in the *Municipal Government Act*.

Regular Meetings

Regular Council meetings will begin at 9:00 am and adjourn by 2:30 pm in the case of daytime meetings. In the case of Regular Council meetings, as approved by Council to occur in the evening, meetings will begin at 6:00 pm and adjourn by 10:00 pm, unless Council passes a Motion by a two-thirds vote to complete discussing an item. If necessary to continue the Council meeting, it will reconvene on the date and time decided upon by Council by a two-thirds vote.

Public Hearings

Public Hearing meetings will be part of the regular Council meeting. A separate set of Minutes shall be recorded for each individual Public Hearing.

Cancellation

Council may cancel any meeting if notice is given as set out in the *Municipal Government Act*.

Subject:	Council Meeting, Agenda & Public Hearing Policy	Sign off:	
Department:	Council		
Approval Date:	January 28, 2015	Review Date:	August 7, 2017; November 6, 2019

Quorum
Quorum is a majority of Council members.

If there is no quorum within half an hour after the time set for the meeting, the Town Manager will record the names of the Councillors present and the meeting will be adjourned to the time of the next regular Council meeting. The Agenda for the adjourned meeting will be dealt with at the beginning of the next regular meeting, unless a Special meeting is called before or after the next regular Council meeting to deal with the business of the adjourned Meeting.

Commencement of Proceedings
As soon as there is a quorum after the time for commencement of a Council meeting:

1. the presiding officer must take the chair and begin the meeting; or

2. if the Mayor, Deputy Mayor and the Acting Mayor are absent, the Town Manager must begin the meeting by calling for a Motion for the appointment of a presiding officer.

Order of Business
The order of business at a meeting is the order of the items on the Agenda, except:

1. when a previous meeting has been adjourned for lack of quorum and no Special meeting has been called to deal with the business of the adjourned meeting, the Agenda items from the adjourned meeting must be dealt with before any items on the current Agenda;

2. when Council alters the order of business for the convenience of the meeting by a two-thirds vote; or

3. when the same subject matter appears in more than one (1) place on an Agenda and Council decides, on Motion, to deal with all items related to the matter at the same time.

Council need not deal with any item on the Agenda if no Motion is made about it.

II. SPECIAL COUNCIL MEETING PROCEDURE

Special Meetings

The Mayor may call a Special Council meeting at any time and must do so if a majority of Councillors so request in writing (such written request must include a statement of the purpose of the meeting).

A Special meeting requested by Councillors must be held within fourteen (14) days after the request is received.

Notice of Special Meetings

Notice in writing specifying the time, date, location and purpose of the meeting must be delivered or emailed to each Councillor at least twenty-four (24) hours before the Special meeting. The Town Manager will post, at least twenty-four (24) hours before the Special meeting, a notice of the meeting in the Council Chambers and on the Town's website, and will give any other notice to the public as directed by Council.

Special Council Meetings will be held on the date and at the time and location specified in the 'Notice of the Special Council Meeting'. If a matter is not specified in the Notice of the Special Council Meeting, it may not be dealt with unless all Councillors are present and Council passes a Motion, by majority vote, to deal with the matter.

Shorter Notice of Special Meetings

Despite the foregoing, the Mayor may call a Special Council meeting on shorter notice, and without providing notice to the public, provided all Councillors are notified of the Meeting and two-thirds of Councillors give written consent to holding the meeting, prior to the commencement of the meeting.

Electronic Meetings

Council and Committees may conduct meetings by means of electronic or other communication facilities under any Policies adopted by Council.

Subject:	Council Meeting, Agenda & Public Hearing Policy	Sign off:	
Department:	Council		
Approval Date:	January 28, 2015	Review Date:	August 7, 2017; November 6, 2019

III. AGENDA PROCEDURE

Agenda Distribution

The Town Manager will deliver copies of the Agenda and reports to the Mayor and Councillors by way of electronic mail not less than four (4) clear days before each regular Council Meeting. Reports and supplementary materials that are received too late to be included on the Agenda, or that are intended for Special Council meetings, will be made available as soon as reasonably possible.

The Town Manager will make the Agenda and all reports and supplementary materials (unless they must or may be withheld under the *Municipal Government Act*, or any Bylaw dealing with access to information) available to all Town Officials, Administration, media representatives and the general public.

Adoption of Agenda

At the commencement of the meeting, the presiding officer shall ask for any additions or deletions to the Agenda as presented. A Motion followed by a two-thirds vote for approval of the Agenda (with or without additions or deletions) shall be required in order to proceed with the meeting.

Subject:	Council Meeting, Agenda & Public Hearing Policy	Sign off:	
Department:	Council		
Approval Date:	January 28, 2015	Review Date:	August 7, 2017; November 6, 2019

IV. MINUTES AND RECORDINGS OF MEETINGS

Taking of Minutes

The Town Manager must ensure the preparation of all Council Minutes, which shall include:

1. all decisions and other proceedings;
2. the names of the Councillors present at and absent from the meeting;
3. the names of the Councillors voting for an against all Motions and of those who are absent for the vote;
4. any abstentions made under the *Municipal Government Act* by a Councillor and the reasons for the abstention; and
5. the signatures of the presiding officer and the Town Manager .

Adoption of Minutes

The Minutes of each meeting must be circulated prior to the meeting at which they are to be adopted. If there are errors or omissions, Council must:

1. pass a Motion to amend the Minutes; and
2. adopt the Minutes as amended.

If there are no errors or omissions, Council must adopt the Minutes as presented.

Recording of Meetings

Except for portions of regular Council meetings held 'in camera' and some Special Council meetings, the Town Manager will make a re-playable audio/video recording of all Council meetings. No one shall be entitled to make any changes to the recordings.

Recordings may only be transcribed by Resolution of Council unless they are required by Council as a whole. Any transcript of the recordings authorized by Council must be prepared under the direction of the Town Manager. Anyone other than a Councillor requesting a transcript will be required to pay a fee established by the Town Manager.

The Town Manager must retain all audio/video recordings of regular Council Meetings for three (3) years from the date of the meeting.

V. RULES GOVERNING DEBATE

Order of Speakers
The Chair will determine the speaking order when two (2) or more Councillors wish to speak, subject to Challenge.

Address Presiding Officer
Councillors must address the Chair when speaking.

Interruptions
Councillors who have been assigned their turn to speak may only be interrupted by other Councillors, including the Chair,:

1. when a Councillor is discussing a subject and no Motion is on the floor;
2. when a Councillor has exceeded the time limit to speak;
3. by a call for Orders of the Day;
4. by a Point of Privilege;
5. by a Point of Order;
6. by an objection to the consideration of a Motion; or
7. by a Challenge.

Councillor Called to Order
A Councillor who is called to order must immediately stop talking, but must be given an opportunity to Challenge before debate is closed. Council will decide the Challenge without debate.

Prohibited Acts
Councillors must not:

1. speak disrespectfully of the Sovereign or any of the Royal Family, or of the Governor General or of the Lieutenant Governor, or of any member of any other governing body of Canada or Council;
2. use offensive words in Council Chambers;

3. discuss a vote of Council, unless to move to reconsider, renew or rescind;

4. break the rules of Council or disturb the proceedings; or

5. disobey the decision of the Chair or of the Council on any question of order, practice or interpretation.

Request to have Motion Considered

A Councillor may require that the Motion being considered be read at any time during debate, but must not interrupt the speaker.

Number of Speakers

Councillors may speak only twice on any Motion, once in debate and once to ask questions. However, Council may give permission to speak again.

Time Limits

Each Councillor may speak for only five (5) minutes:

1. by asking questions on a Motion;

2. in debate on a Motion;

3. by asking questions on an amendment;

4. in debate on an amendment; and

5. in reply, when the Councillor is the mover of the Motion;

unless Council gives permission, by a two-thirds vote, to speak for an additional five (5) minutes.

Opportunity to be Heard

Each Councillor will be given an opportunity to speak to a Motion before it is put to a vote, unless a Motion is passed to limit or end debate.

VI. MOTION PROCESS

Notice of Motion

A Councillor may make a Motion introducing a new matter only if:

1. notice is given at a Council meeting held at least seven (7) clear days before the meeting and a legible copy of the content of the notice is made available to the Town Manager; or

2. Council passes a Special Resolution dispensing with notice.

Detailed Notice of Motion

A notice of Motion must give sufficient detail so that the subject of the Motion and any proposed action can be determined, and it must state the date of the Meeting at which the Motion will be made. A notice must be given without discussion of the matter, but any written copies distributed may include explanatory paragraphs.

Delay in Presenting Motion

If a Motion is not made at the meeting indicated in the notice, it will appear on the Agenda for, and may be made at any of the next two (2) regular meetings. After the third regular meeting, it will be removed from the Agenda and may only be made by a new notice of Motion.

Style and Presentation of Motions

All Motions must be concise and unambiguous and must either be given in writing or dictated to the Town Manager. No Motion bringing a new matter before Council may be made while any other Motion is pending.

Recommendations are Not Motions

A Motion must be made on any Agenda item before it is discussed. A recommendation in a report does not constitute a Motion until a Councillor has expressly moved it.

Withdrawal of a Motion

Once a Motion has been moved and stated by the Chair it is in the possession of Council and may not be withdrawn without unanimous consent of all Councillors present at the meeting.

Repeating Motions

A Motion which has been superseded or withdrawn has not been in the possession of Council and may be repeated unless it has been ruled out of order because it is improper.

Put by the Chair
All Motions must be put by the Chair before a vote is taken.

Postpone a Motion Indefinitely
A Motion to postpone indefinitely is debatable and debate may deal with the merits of the Motion being postponed.

A Motion postponed indefinitely may only be brought back after:

1. more than one (1) year from the date of the postponement has passed;
2. a General Municipal Election; or
3. a Special Resolution is passed allowing it to be brought back.

Postpone a Motion to a Definite Time
A Motion to postpone to a definite time may be made at any time during debate. The Motion to postpone to a definite time is only debatable as to advisability of the postponement and is amendable only as to the time specified.

If a Motion is postponed to a definite time it will take priority over all other unfinished business at that time, but it may not be brought back before that time without a Special Resolution.

Amendments
An amendment proposed to a Motion must be relevant to its subject matter and must not propose a direct negative of the Motion.

Amendment to Amendments
Only one (1) amendment to a Motion may be before a meeting at any time, but an amendment to the amendment may be before the Meeting at the same time. The amendment to the amendment must be voted on before the amendment.

An amendment to an amendment must be relevant to the amendment.

Debatability of Amendments
Councillors may debate the merits only of the amendment, not the merits of the Motion it is applied to.

Referral Motions

A Councillor may move to refer any Motion to the appropriate Council Committee or to Administration for investigation and report, and the Motion to refer:

1. will preclude all further amendments to the Motion;
2. is debatable; and
3. may be amended only as to the body or membership of the body to which the Motion is referred and the instructions on the referral.

Response to Referral

When a response to a referral is before Council, the Motion under consideration will be the Motion which is referred, including any amendments made prior to the referral.

Status Report on Referrals

If a Council Committee or Administration is unable to present a report within the time required, the Chair of the Council Committee or the Town Manager must provide Council with a verbal status report.

Referrals Refused by the Chair

The Chair may refuse to accept a Motion to refer, which would have the effect of defeating the Motion to which it applies (for example, due to time constraints).

Limiting or Ending Debate

Any Motion to limit or end debate, including a Motion for the previous questions,:

1. cannot be debated;
2. must be passed by a two-thirds vote; and
3. may only be amended as to the limit to be placed on the debate.

Motion for the Previous Question

If the previous question is moved, the Chair must state that the previous question has been moved and immediately take the vote on the Motion for the previous question.

Unless a Motion to table is made, when a Motion for the previous question is carried, the Motion to which it applies must be put without further debate or amendment.

Motion to Table

A Motion may be tabled to enable Council to deal with other more pressing matters. A Motion that has been tabled may be brought back at any time by a majority vote and when brought back, it will take precedence over other new Motions.

All Connected Motions Tabled

A Motion to table is not debatable and takes precedence over all other Motions connected with the Motion being tabled, which are tabled along with the Motion.

Take from the Table

Any Councillor may move to take a Motion from the table, provided no other Motion is on the floor.

A tabled Motion is brought back with all of the Motions connected with it, exactly as it was when laid on the table.

The Motion to take from the table is not debatable or amendable and requires only a majority vote.

If a Motion to take a Motion from the table is defeated, it may only be made again after other business has intervened.

A Motion may be taken from the table at any regular Meeting, but not at a Special Meeting unless prior notice was given.

If a question is not taken from the table:

1. within one (1) year after the date that it was tabled; or

2. prior to the General Municipal Election held after it was tabled.

it may not be taken from the table but may be made only as a new Motion.

Motions Disallowed

If a Motion is contrary to the rules and privileges of Council, the Chair may refuse to accept it and must cite the rule or authority applicable without other comment.

Privileged Motions

The following Motions are privileged Motions and may, if the Chair determines that they are of overriding importance, interrupt the debate on another Motion:

1. a call for Orders of the Day;

2. a Point of Privilege;

3. a Motion to excuse a Councillor from voting;

4. a Motion to recess;

5. a Motion to adjourn; and

6. a Motion to fix the time to adjourn.

Point of Privilege

A Councillor may raise a Point of Privilege to remedy any pressing situation at any time. The Chair must immediately decide whether to accept the Point of Privilege. If accepted, it must be dealt with immediately.

Motion on Point of Privilege

If a Motion is made resulting from an accepted Point of Privilege, it is not debatable or amendable.

Any Councillor may move that Council recess for a specific period. After the recess, business will be resumed at the point when it was interrupted. This Motion may not be used to interrupt a speaker.

A Motion to recess may be amended only as to length of time, but neither the Motion nor the amendment are debatable.

Objection to Consideration of a Motion

A Councillor may move to object to the consideration of a Motion prior to any debate on the Motion and the Chair must state the question "Will the Motion be considered?"

A Motion to object to the consideration of the Motion is not debatable or amendable. The Motion objected to will be heard unless there is a two-thirds vote against hearing it.

If Council passes a Motion to object to the consideration of a Motion, the Motion objected to may be brought before Council only by renewal in accordance with this Policy.

Dividing Motions into Parts

A Councillor may request that a Motion be divided if it contains parts which stand as complete propositions. Council must then vote separately on each proposition.

Motions Previously Considered

Once Council has dealt with any matter, a Motion that would have a similar result may not be made.

Reconsidering Motions

A Councillor 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.

Reconsideration Not Allowed

A Motion to reconsider may not be applied to:

1. any vote which has caused an irrevocable action; or
2. a Motion to reconsider.

A Motion to reconsider is only debatable when the Motion being reconsidered is debatable.

Rescinding and Renewing Motions

A Motion to rescind a Motion which has been passed or to renew a defeated Motion may be offered subsequent to the meeting at which the Motion was passed or defeated if the rescinding or renewal Motion is:

1. made by a Councillor who voted with the prevailing side;
2. brought more than one (1) year after the date of the original Motion; or
3. brought after a General Municipal Election which has taken place since the date of the original Motion.

Notice of Rescission or Renewal

Notice of a Motion to rescind or renew a Motion must be given or dispensed with pursuant to provisions of this Policy.

Rescission Not Allowed

No Motion to rescind may be made when:

1. a vote has caused an irrevocable action; or
2. a decision has been made to rescind or reconsider a Motion.

Motions for Adjournment Process

Adjournment

A Motion to adjourn is not debatable or amendable. Council will take up a Motion pending at the time of adjournment as the first item under unfinished business at the next Meeting.

Notices of Motion Given Prior to Adjournment

Before putting the Motion for adjournment, the Chair must allow an opportunity for any notices of Motion to be given.

Adjournment of Regular Meeting

A Motion to adjourn a regular meeting requires a majority vote, unless Orders of the Day provide for a later adjournment and business remains unfinished, in which case, a two-thirds vote is required.

VII. VOTING PROCESS

Motion Carried
A Motion will be carried when a majority of Councilors present at a meeting vote in favour of the Motion.

Tie Vote
A Motion is lost when the vote is tied.

Failure to Vote
Any Councillor who fails to vote will be recorded as having voted in the affirmative, unless a statute expressly allows or requires an abstention.

Loss of Quorum
If a Motion cannot be voted on because there would be no quorum due to any abstention allowed or required by statute, then the matter will be dealt with as unfinished business and proceeded with at the next regular Meeting of Council. If Council is unable to achieve quorum at any meeting on an issue due to allowable abstentions, then Council must ask the Minister of Municipal Affairs for an Order under the *Municipal Government Act*.

Voting Procedures
Votes on all Motions must be taken as follows:

1. Councillors must be in their designated Council seat when the Motion is put;
2. the Chair must put the Motion;
3. Councillors must use the electronic or computerized voting system, if it is available;
4. if the electronic or computerized voting system is unavailable, votes must be taken by show of hands, unless a Councillor is participating by using a communication facility, in which case he or she may vote verbally; and
5. the Chair must declare the result of the vote.

No Change to Vote
After the Chair declares the result of a vote, Councillors may not change their vote for any reason.

Silence Once Question is Put
From the time the question is put by the Chair until the result of the vote is declared, Councillors must be silent and must not leave their seats.

Subject:	Council Meeting, Agenda & Public Hearing Policy	Sign off:	
Department:	Council		
Approval Date:	January 28, 2015	Review Date:	August 7, 2017; November 6, 2019

VIII. DUTIES OF THE CHAIR

Chair to Maintain Order
The Chair must preserve order and decorum and decide all questions of procedure.

Citing Reasons for Decisions
When the Chair makes a decision on a question of procedure, except a Parliamentary Inquiry, he or she must provide a reason for the decision.

Leaving Chair
If the Chair wishes to leave the chair for any reason, he or she must call on the Deputy Mayor, or in his or her absence, the Acting Mayor, or in the absence of both, any other Councillor, to preside.

Granting Permission to Approach Council
Anyone who is not a Councillor is not allowed to approach the Council bench or to speak to any Councillor without the Chair's permission

Rulings of the Chair

Point of Order
A Point of Order which requires immediate attention may interrupt a speaker and is not debatable or amendable. The Chair must rule on a Point of Order and no vote will be taken unless there is a Challenge.

Motion to Challenge
Any ruling of the Chair may be challenged.

A Motion to Challenge may be made only at the time of the ruling, whether or not another speaker has the floor.

A Motion to Challenge is debatable unless it relates to decorum, the priority of business or an undebatable pending Motion.

If a Motion is made to Challenge, the Chair must state the question "Is the ruling of the Chair upheld?", and may participate in debate on the Challenge without leaving the Chair.

If the Chair refuses to put the question on a Challenge, the person who would preside if the individual occupying the Chair were absent must put the question to Council.

Unless there is a two-thirds vote against it, the ruling of the Chair will be upheld.

IX. DISCIPLINARY PROCEDURES

Calling Councillor to Order
The Chair may call to order any Councillor who is out of order.

Naming a Councillor for an Offence
When a Councillor has been warned about breaches of order but continues to engage in them, the Chair may name the Councillor by stating his or her name and declaring the offence. The Town Manager must note the offence in the Minutes.

Effect of Naming Councillor
If a Councillor who has been named:

1. apologizes and withdraws any objectionable statements then:
    a. that Councillor may remain and continue participating in the Meeting; and
    b. the Chair may direct that the notation of the offence be removed from the Minutes; or
2. fails or refuses to apologize, then that Councillor must immediately leave Council Chambers and Council must vote on a Motion to expel that Councillor.

A Motion to expel must be decided without debate.

Removal of Councillor
If a Councillor has been expelled from a meeting, that Councillor must then immediately leave Council Chambers. The Chair may order the RCMP to remove an expelled Councillor if that Councillor does not leave voluntarily.

Disturbance by Public
The Chair may order any member of the public who disturbs the proceedings of Council by word or actions to be expelled. A person who refuses to leave is guilty of an offence and the Chair may order the RCMP to remove the person.

X. PUBLIC AND PRIVATE MEETINGS

Public Meetings

Council and Council Committee meetings will be held in public and no person may be excluded except for improper conduct.

Private Meetings

Council or a Committee may, by Resolution, meet privately to discuss any matter within the following categories:

1. commercial information that, if disclosed, would:
    a. likely prejudice the commercial position of the person who supplied it;
    b. prejudice the Town's activities or negotiations;
    c. allow the information to be used for improper gain or advantage; or
    d. reveal a trade secret;
2. confidential information that, if disclosed, would:
    a. likely prejudice the future supply of similar information or advice;
    b. prejudice the Town's activities or negotiations;
    c. prejudice health and safety;
    d. improperly pressure or harass Councillors or employees; or
    e. breach legal professional privilege;
3. personal information about identifiable individuals, unless it is disclosed:
    a. for the purpose obtained;
    b. for a consistent purpose; or
    c. it must be disclosed for the Town to carry out its duties and functions;

4. deliberative information and draft reports that will likely be publicly released in final form in due course;

5. information that, if disclosed, could prejudice security and maintenance of the law;

6. information about assessments and taxes;

7. information placed before a Council or a Council Committee Meeting that is closed to the public, when the information will later be placed before a Meeting in public; and

8. information that cannot be released under any statute.

No Resolutions in Private

The only Resolution that can be passed in a private Council or Committee meeting is a Resolution to revert to a public meeting.

XI. COMMITTEE OF THE WHOLE PROCESS (COMMONLY REFERRED TO AS 'GOVERNANCE AND PIRIORTIES ("G&P") COMMITTEE')

Motion to Resolve into G&P Committee

Any Councillor may move that Council resolve into a G&P Committee to consider any matter.

Chair of the G&P Committee

If the Motion to resolve into a G&P Committee is carried, the presiding officer will leave the chair and call upon the Deputy Mayor, or in his or her absence, the Acting Mayor, or in the absence of both, any other member of Council, to preside over the G&P Committee.

Quorum

Quorum of G&P Committee is majority of Councillors.

Rules of Procedure in a G&P Committee Meeting

Procedures in a G&P Committee meeting only differ from Council's in that:

1. Councillors may speak more than once, provided that all Councillors who wish to speak to the matter have been permitted to speak;

2. The proceedings will not be recoded except the report to Council;

3. The only Motions permitted are:

    a. to adopt reports or recommendations and to recommend amendments;

    b. to amend its own reports or recommendations;

    c. to rise without reporting; or

    d. to rise and report.

Rise and Report

A Motion to rise and report may be made at any time and must be decided upon or will be considered lost.

Rise without Reporting

A Motion to rise without reporting is always in order and takes precedence over any other Motion when Council is in a G&P Committee. Debate is allowed and, if the Motion to rise without reporting is passed by a two-thirds vote, the Motion that was on the floor is lost, the presiding officer will take the chair and the Council meeting will resume.

Subject:	Council Meeting, Agenda & Public Hearing Policy	Sign off:	
Department:	Council		
Approval Date:	January 28, 2015	Review Date:	August 7, 2017; November 6, 2019

Adopting Recommendations

Any Councillor may move to adopt the recommendations of the G&P Committee and debate will only be allowed on any amendment proposed by the G&P Committee.

XII. COUNCIL COMMITTEES

Establishing Committees
Standing Committees of Council will be established and appointed each year at the October Organizational Meeting.

Appointing Special Committees
Council may appoint Special Committees of one (1) or more Councillors to undertake specific tasks.

Appointing Council Committees
Council may appoint Council Committees comprised of Councillors, Town employees, or any other individuals to investigate and report to Council or a Standing Committee about any matter.

Council Responsibilities on Appointing Committees or Task Forces
When a Special Committee or Council Committee is appointed, Council must:

1. name it;
2. establish Terms of Reference;
3. establish the term of appointment, or direct that the Special Committee or Task Force exists at the pleasure of Council;
4. establish requirements for reporting to Council or a Standing Committee; and
5. allocate any necessary budget or other resources.

Membership of Standing Committees
Committees will be as per a Resolution or a Bylaw set by Council.

Membership will rotate among Councillors, except the Mayor, so that during a term of office, each Councillor, except the Mayor, serves for a total of not less than one (1) year on a Committee.

If a Councillor vacates the office of Councillor during the term of office:

1. the person elected as Councillor in a by-election must take the place of the vacating Councillor in the rotation schedule of Committee membership until the next General Municipal Election; or
2. if no by-election is held, Council may appoint another Councillor to fill the vacancy.

Subject:	Council Meeting, Agenda & Public Hearing Policy	Sign off:	
Department:	Council		
Approval Date:	January 28, 2015	Review Date:	August 7, 2017; November 6, 2019

All Councillors may attend any meeting of a Standing or Special Committee and participate in debate, but may not make Motions or vote.

Quorum

Quorum of Committee is a majority of members.

Mayor is Ex Officio Member

The Mayor is a member, by virtue of office, of all Committees unless Council has decided that the Mayor is an actual member of that particular Committee. If the Mayor is a member by virtue of office and is present at a Committee Meeting, the Mayor must be counted to determine quorum and has all of the rights and privileges of the other Committee members, including the right to make Motions and to vote.

Alternate Members for Quorum

If quorum is not possible because of the absence of one (1) or more members of a Standing or Special Committee, any Councillor present at the Standing or Special Committee meeting will become an alternate member of the Committee and will be counted to determine quorum. If more than one (1) Councillor is present, priority for selection as an alternate member will be determined in accordance with the Deputy Mayor rotation schedule, beginning with the Deputy Mayor. Alternate membership will cease when there is a quorum of members regularly appointed under this Policy.

Authority of Standing Committees

Standing Committees have full authority to exercise or perform any power or duty delegated by Resolution or Bylaw.

Direct Reporting to Council

Any Standing Committee may submit its reports directly to Council. Reports will be included in regular Council Agendas for acceptance as information.

Appropriate Funding

Standing Committees must not appropriate, expend or direct the expenditure of any money not provided for in the budget approved by Council or by a special or supplementary budget adjustment approved by Council.

XIII. BYLAWS

Notice of Proposed Bylaw

The Bylaw number and the short title of a proposed Bylaw must be included on the Agenda, and the Town Manager must provide all Councillors with a copy of the proposed Bylaw prior to any Motion for first reading.

First Reading

A proposed Bylaw must be introduced at a Council meeting by a Motion that "Bylaw Number (specify the number assigned by the Town Manager) be given first reading". Council may hear an introduction of the proposed Bylaw from Administration.

Second Reading

After first reading has been given, any Councillor may move that "Bylaw Number (specify the number assigned by the Town Manager) be given second reading".

Third Reading

After second reading has been given, any Councillor may move that "Bylaw Number (specify number assigned by the Town Manager) be given third and final reading".

Number of Readings Allowed at a Meeting

Council may not give a Bylaw more than two (2) readings at a meeting unless all Councillors present at the meeting vote in favour of allowing a third reading at the meeting.

Failure of a Reading

If any reading of a proposed Bylaw fails:

1. any previous readings are rescinded; and

2. first reading of the proposed Bylaw may not be dealt with again except in accordance with the *Municipal Government Act*.

Effective Date

A Bylaw is effective from the beginning of the day it is given third reading and signed, unless the Bylaw or any applicable statute provides for another effective date.

Signing and Sealing Bylaws

The Mayor or presiding officer must sign and the Town Manager, or person acting as Town Manager at the meeting, must sign and seal the Bylaw as soon as reasonably possible after third reading is given.

Subject:	Council Meeting, Agenda & Public Hearing Policy	Sign off:	
Department:	Council		
Approval Date:	January 28, 2015	Review Date:	August 7, 2017; November 6, 2019

Amendment and Repeal

Once a Bylaw has been passed, it may only be amended or repealed by another Bylaw made in the same way as the original Bylaw, unless another method is specifically authorized by statute.

XIV. STATUTORY AND NON-STATUTORY HEARINGS

Non-Statutory Hearings

Persons Wishing to Address Council

If a person or an organization wishes to speak to Council or a Committee on any matter for which a Public Hearing is not required by statute, that person must notify the Town Manager in writing and must state the reason for the request to speak.

Referral by Town Manager

After receiving the request to speak, the Town Manager must:

1. refer the request to Administration for a report; and

2. arrange for the request to be considered in conjunction with the appropriate Agenda item.

Council Consideration of Request

Council may:

1. refer the matter to a Committee for a Hearing; or

2. determine whether to hear the person or an individual authorized to speak on behalf of an organization.

Committee Consideration of Request

A Committee must hear any person referred to it by Council. A Committee may refuse to hear a person making a direct request to be heard by that Committee.

Procedural Rules for Non-Statutory Hearings

After a Motion on a matter has been made and stated by the Chair, the following procedures will apply to non-statutory Hearings before Council or any Committee:

1. Administration will introduce the matter;

2. any Councillor may move that "(name of person) be heard";

3. if the Motion to hear the person is passed, that person will be allowed five (5) minutes to speak to the matter;

4. if more than one (1) person is to be heard, those in favour will speak first, followed by those opposed;

5. after a person has spoken, any Councillor may ask the speaker relevant questions; and

6. any Councillor may ask Administration relevant questions after all persons granted permission to speak have spoken.

Statutory Hearings

Statutory Hearings Which May be Delegated by Council

When Council is permitted to delegate a hearing by statute, Council may delegate the responsibility to hold the Hearing to any Committee.

Time for a Statutory Hearing on a Bylaw

The Statutory Hearing on any proposed Bylaw or Resolution must be held before the Chair has put the Motion for second reading.

Rules for Statutory Hearings

Following the opening of a Statutory Hearing, the Chair must ask if anyone is present to speak to the proposed Bylaw or Resolution, and call for comments from the floor.

When No Speaker Present

If no one is present to speak to a proposed Bylaw which requires a Statutory Hearing, Council may see or hear any written submissions received by Administration. The Chair shall then declare the Statutory Hearing closed.

After the close of the Statutory Hearing, upon a Motion regarding the issue being made, Council may debate the proposed Bylaw or Resolution and may:

1. pass the Bylaw or Resolution;

2. make any necessary amendments to the Bylaw or Resolution and pass it without further advertisement or Hearing;

3. table the Bylaw or Resolution for decision at a future meeting; or

4. refuse the Bylaw or Resolution.

Abstention

A Councillor who was absent for all of a public Statutory Hearing on a proposed Bylaw or Resolution must not vote; a Councillor who was absent for a portion of a Statutory Hearing may choose not to vote. If a Councillor does not vote, the abstention must be recorded.

Representatives

Written Authorization to Speak for Another

If a person is unable to attend a Hearing, that person may authorize an individual to speak on his or her behalf. The authorization must:

1. be in writing;
2. name the individual authorized to speak;
3. indicate the proposed Bylaw to be spoken to; and
4. be signed by the person giving authorization.

Statement of Authorization

The authorized speaker must state the name of the person that the speaker represents and must present the written authorization to the Town Manager.

XV. COMMUNICATIONS

Requirements for Written Communication

Any written communication intended for Council or a Committee, which reaches the Town Manager must:

1. be legible and coherent;
2. be signed by at least one person who provides a printed name and address;
3. be on paper; and
4. not be libelous, impertinent or improper.

Town Management to Process Communications

The Town Manager shall:

1. refer the communication to Administration for a report or a direct response, and inform the Councillors;
2. if it relates to an item already on an Agenda, deliver a copy of the communication to Councillors with the Agenda or at the meeting;
3. send a copy of the communication or a summary of it to all Councillors; or
4. take any other appropriate action on the communication.

Advise Communicator

The Town Manager must make reasonable efforts to respond to the person sending the communication and to advise that person of any action taken on the subject of the communication.

Debate on Communications

Council may:

1. direct that any communication being withheld be forwarded to Council;
2. refer any communication to Administration for a report; or
3. give other instructions on the communication;

but they may not debate the subject of a communication without a two-thirds vote in favour of debate or without prior notice.

Petitions

Any matter required to be brought to Council by way of a Petition must be supported by a Petition that complies with the *Municipal Government Act* or other applicable legislation.

Councillor's Communications

Councillors may present in writing:

1. Notices of Motion; and

2. Reports on any meetings attended or matters dealt with at the request of Council;

for inclusion on the Agenda, but they may not present any other written communications prepared by them or on their behalf.

Subject:	Council Meeting, Agenda & Public Hearing Policy	Sign off:	
Department:	Council		
Approval Date:	January 28, 2015	Review Date:	August 7, 2017; November 6, 2019

Definitions:

Within this Policy the following definitions shall apply:

1. *Administration* includes any and all individuals appointed as department managers or supervisors for the Town of Drayton Valley;

2. *Council* means the Council of the Town of Drayton Valley

3. *Executive Assistant* means the individual appointed to provide administrative support to the office of the Town Manager;

4. *Orders of the Day* means the order of business and time schedule for a Meeting of Council or a Standing Committee.
   Example:
   Call to Order
   Adopt Agenda
   Adopt Minutes
   Urgent Matters – Protocol Items
   Scheduled Delegations
   Unfinished Business – Protocol Items
   Unfinished Business
   New Business
   Decision Items
   Notices of Motion
   Administrative Reports
   Responses to and Status Report on Administrative Reports
   Councillor/Committee Reports
   Adjournment

5. *Notice of Motion* means written notice required for the following motions or items of business to be presented by a Councillor:
   a. motions for leave to present a Bylaw;

   b. motions for the appointment of a committee;

   c. motions for concurrence in committee reports;

   d. motions of instruction to committees;

   e. items to be considered during Committee of the Whole or in-camera sessions; and

f. motions dealing with the conduct of the Mayor, Council(lors) or the Town Manager.

6. *Point (or question) of Privilege* means a request made to the Chair or Council on a matter related to the rights and privileges of Council or individual Councillors which include:

   a. organization or existence of Council;

   b. comfort of Councillors;

   c. conduct of Town officials, employees or members of the public in attendance at the meeting;

   d. accuracy of the reports of Council's proceedings; and

   e. reputation of Councillors or Council.

7. *Rise or Motion to Rise* means, in respect to any standing Committee or special Committee, to cease functioning as a Committee, preparatory to making its final report to Council and go out of existence; In relation to Committee of the Whole (or Governance and Priorities Committee) the word *rise* applies to the Committee returning to the status of a Council meeting, whether that is anticipated to be temporary or permanent.

8. *Town Manager* means the individual appointed by Council to the position of Chief Administrative Officer for the Town of Drayton Valley or his or her appointed designate.

Mayor

Subject:	Appointment of Deputy Mayor Policy	Policy No.:	C-03-14
Department:	Council		
Approval Date:	January 28, 2015	Review Date:	June 28, 2017
Associated Policies:			

Appointment of Deputy Mayor Policy

Purpose

Under the requirements of the *Municipal Government Act*, Council is required to appoint a Deputy Mayor to handle the Mayor's duties during his or her absence. It has been determined that the position of Deputy Mayor be rotated between Councillors, and that each Councillor shall be provided with the opportunity to experience the position of Deputy Mayor throughout the term.

General Policy

1. The position of Deputy Mayor shall be held by Councillors on a rotating eight (8) month term. The order of Councillors being appointed to the position of Deputy Mayor shall be on the basis of the number of recorded election votes received by each Councillor, with the Councillor receiving the highest number of votes being duly appointed to serve the first term.

2. Council may choose to change the order of appointments, with the consent of the affected Councillors, and for a specific reason.

3. Prior to the expiration of each appointment, a resolution will be presented to Council for ratification of the next Deputy Mayor appointment.

Responsibilities

4. In addition to fulfilling the duties of a Councillor as defined within the *Municipal Government Act*, the Deputy Mayor shall act in the place of the Mayor in the event that the Mayor is unable to do so. Duties of the Deputy Mayor include but are not limited to:

    a. acting as the main spokesperson for the municipality;

    b. chairing meetings of Council;

    c. seeking consensus amongst members of council;

    d. liaising with senior staff;

    e. acting as advisor to Council;

    f. acting as ex officio member on various boards and committees;

    g. acting as key representative with regard to ceremonial responsibilities;

    h. liaison with other levels of government; and

    i. providing advice with regard to Policy development.

5. The Deputy Mayor may be tasked with additional responsibilities; this is viewed as capacity building within the elected framework, and includes such activities as:

    a. reviewing and authorizing expense claims for Council;

    b. reviewing and approving or recommending changes to proposed Council and Governance and Priorities meeting agendas;

    c. chairing Governance and Priorities meetings;

    d. meeting delegations and acting, jointly with the Mayor, as representative of the Town;

    e. attending, with the Mayor, ministerial and intergovernmental meetings;

f. reporting back to Council on content of meetings and discussions attended with the Mayor;

g. advising the Mayor on topical issues; and

h. acting as lead on projects or initiatives on matters for Council consideration or decision.

Mayor

June 28, 2017
Approval Date

Adopted by Council January 28, 2015
By Resolution #037/15

TOWN OF DRAYTON VALLEY

Subject:	Governance and Priorities Committee Policy	Policy:	C-04-14
Department:	Council		
Approval Date:	January 28, 2015	Review Date:	
Associated Policies:	Council Meeting, Agenda & Public Hearing Policy		

Governance and Priorities Committee Policy

Purpose

The Governance and Priorities Committee (hereinafter referred to as "G&P") is established and will conduct business in accordance with the *Municipal Government Act*. Meetings of G&P are open to the public, and are designed to provide a setting for frank, open and free discussions between Councillors and senior staff on monthly activities and those items which are conceptual or deliberative in nature.

General Policy

1. G&P is comprised of all Councillors, the Mayor, senior Town staff and any resource people they wish to include.

2. The Councillor appointed as Deputy Mayor shall chair these meetings.

3. G&P has no power to make decisions, direct work or commit funds; this power rests with Council.

4. No formal minutes are kept of the proceedings, however notes are kept for reference purposes.

5. The operation of G&P is purposely kept informal to encourage an exchange of information and ideas.

6. The Town Manager, in conjunction with the Mayor and Deputy Mayor, sets the G&P agenda. Those individual must ensure that items coming before G&P fit the purpose of the meeting.

Subject:	Governance and Priorities Committee Policy	Sign off:	
Department:	Council		
Approval Date:		Review Date:	

This Policy, upon approval by Town Council, shall repeal and replace Policy C-01-97.

_____

Mayor

Adopted by Council January 28, 2015
By Resolution #038/15

TOWN OF DRAYTON VALLEY

Subject:	Boards and Committees to Council Policy	Policy:	C-05-14
Department:	Council		
Approval Date:	January 28, 2015	Review Date:	
Associated Policies:	Council Meeting, Agenda and Public Hearings Policy		

Boards and Committees to Council Policy

Purpose

The purpose of this Policy is to provide guidance to Council and Administration regarding the operation of Committees, Boards and Commissions of the Town of Drayton Valley.

General Policy

1. All Boards, Committees and Commissions are considered to be advisory to Town Council unless otherwise stated in the Bylaw or Resolution governing that Board, Committee or Commission.

2. The Minutes of all Standing Committees are to be recorded by the senior staff present, or his or her designate, and shall be forwarded to the Town Manager to be considered at the next Council Meeting for action or information. The Chair of the Committee shall be given the first opportunity to speak to the items covered by the Minutes.

3. It is expected that the Councillor appointed to the Board, Committee or Commission shall ensure that the Minutes and Agenda of each Meeting are forwarded to all members of the Board, Committee or Commission and to Town Council. Any Councillor unable to attend a schedule Meeting of a Board, Committee or Commission to which he or she is appointed shall contact his or her alternate; in the absence or unavailability of the alternate, the appointed Councillor shall contact either the Mayor or the Town Manager to request assistance in designating an alternate member.

4. No member of Council shall give specific direction to any staff member at any Board, Committee or Commission Meeting. The responsibility for giving specific direction to staff shall rest with the full Council at a duly assembled Council meeting, unless otherwise delegated to the Town Manager.

Subject:	Boards and Committees to Council Policy	Sign off:	
Department:	Council		
Approval Date:		Review Date:	

5. Board, Committee or Commission Meetings shall be recorded in sufficient detail (including a listing of alternatives considered and costs for any action item) to enable Council members to be reasonably conversant with the action required.

6. All action items included in Board, Committee or Commission Meetings shall be referred to the Town Manager (and through him to the senior management team) for Administrative review prior to consideration by Council.

This Policy, upon approval by Town Council, shall repeal and replace Policy C-05-97.

_____

Mayor

REMOVING CAMPAIGN SIGNS

All campaign signs must be removed within one day after the election. The removal shall include the sign panel, supporting structure and any tie wiring used to install and support the sign.

When the removal of the campaign sign is necessary due to safety or operational concerns, the Town will notify the responsible campaign office to take the required action. Failure to responded within the specified time will result in the sign being removed and disposed of by the Town.

Signs that pose immediate hazard to the public will be removed by the Town without notification.

The Town is not responsible for any signs damaged during the removal process.

The campaign office and/or nominee is responsible for installing and removing campaign signs.

WHERE TO GO IF YOU HAVE FURTHER QUESTIONS:

Town of Drayton Valley
Box 6837, 5120 – 52 Street
Drayton Valley, Alberta T7A 1A1
Attention: Returning Officer

HOURS OF OPERATION

Monday to Friday
8:30 a.m. to 5:00 p.m.
Saturday & Sunday
Closed

PHONE & FAX

Telephone: 514-2200
Facsimile: 542-5753

The Town of Drayton Valley is proud of its appearance and enthusiastically greets all those who wish to contribute to the growth of the community. The Town encourages a high degree of participation to best accommodate the interest of both the private landowners and the public interest.

USING CAMPAIGN SIGNS

Some important information to remember...

CAMPAIGN SIGN GUIDELINES

Those installing campaign signs on Alberta highways and/or municipal roadways need to follow these guidelines:

1. For signs located within highway rights-of-way, the maximum sign size will be one and a half square metres. There is no size restriction for signs located on private property.
2. Election signs are temporary signs and are only permitted from the date the election is called until three days after the election.
3. Signs of the following types will not be allowed
   - Signs that display an intermittent flashing, rotating or moving light
   - Signs that are floodlit which could cause interference to the motoring public
   - Signs that have any moving or rotating parts
   - Signs that imitate the wording of a standard or commonly used roadway traffic sign (such as "stop", "stop ahead" or "yield").

If a sign is in contravention of these guidelines, a peace officer or a person authorized by the Town may, without notice or compensation, remove the sign, and may enter onto privately owned land to do so.

CAMPAIGN SIGN GUIDELINES

As with all signage within the Town of Drayton Valley, campaign signs are permitted only on municipally-owned lands which are designated by Council. Otherwise, signs may only be placed on privately owned lands.

The following shall be considered when placing campaign signs:

- Signs must be placed no closer than 2 metres from the edge of pavement (in the case of gravel roads, no closer than 2 metres from the shoulder of the road).
- No campaign signs will be allowed within the median of a divided roadway.
- No campaign signs shall be mounted on roadway signs or sign posts.
- No campaign signs shall be placed within 500 metres of a construction zone.
- No campaign signs shall be placed that obstruct a motorist's view of an intersection.

SAFETY PRECAUTIONS

Those installing campaign signs must use precautions to ensure their safety and to prevent driver distraction.

All persons working near roadways should wear reflective vests and bright clothing.

Vehicles being used for transporting campaign signs must be parked so as to minimize the impact to the travelling public, as far as possible from the traffic lanes and shall have four-way hazard warning signals operating at all times.

No, you do not need a permit for putting out campaign signs, but you must follow these guidelines.

A Candidate's Guide:

Running for Municipal Office in Alberta

Alberta

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

© 2020 Government of Alberta.

This publication is issued under the Open Government Licence – Alberta (http://open.alberta.ca/licence).

Table of Contents

Introduction **5**
Local Authorities Election Act 5
Municipal Government Act 5
Before Filing Nomination Papers **6**
Accepting Contributions or Incurring Expenses 6
Are you qualified to become a candidate? 6
Qualification Requirements in a Ward System 6
Qualification Requirements in a City with a Ward System 7
Qualification Requirements in a Summer Village 7
When is Nomination Day? 7
Ineligibility for Nomination 8
Other Considerations 9
Time Commitment 9
Remuneration 9
Roles and Responsibilities of an Elected Official 9
Administration of a Municipality 10
How else can I prepare? 11
Form of Nomination 12
What is included in the Form of Nomination? 12
Nomination Period **14**
Filing the Nomination Form 14
How do I file my Nomination Form? 14
Do I have to file my Nomination Form in person? 14
Do I have to pay a deposit to file my Nomination Form? 15
Will I get my deposit back? 15

Withdrawing Nominations 15
Insufficient Nominations 16
Acclamations 16
Requirement for Election 16
Summer Villages 16
Late Filing of Nominations 16
Candidate Contributions & Expenses 18
Contributions and Expenses 18
What are allowable campaign expenses? 18
Can I self-fund my campaign? 18
Contributions to Candidates 19
Contributions Not Belonging to Contributor 20
Anonymous and Ineligible Contributions 20
Fund-raising Functions 20
Loans 21
Campaign Expense Limits 21
Elections Alberta/Election Commissioner 21
Campaigning 22
How Do I Campaign? 22
Is there anything I cannot do during a Campaign? 22
Bribery 23
Undue Influence 23
Canvassing on Election Day 23
Is there a voters' list? 23

Introduction

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.

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.

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.

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)

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.

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
    - 18 years or older,
    - a Canadian citizen, and
    - 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.**

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).

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 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.

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.

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 that you check with the municipality to determine the number of signatures that 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;

- 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.

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 my 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

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*.

LAEA s.29

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 or
- money order.

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).

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.

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.

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

Contributions to Candidates

LAEA s.147.2

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.

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.

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

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.

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.

It 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.