

CANDIDATE GUIDE TO MUNICIPAL ELECTIONS

Regional Municipality of Wood Buffalo

General Election October 18, 2021



Revised: December 2020

Candidates are responsible for reading and understanding all legislation to ensure compliance.

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2021 GENERAL ELECTION

Introduction

Thank you for your interest in serving the residents of the Regional Municipality of Wood Buffalo!

The *Local Authorities Election Act* (LAEA) which governs all aspects of municipal and school board elections was amended on January 1, 2019 and September 1, 2020. The Nomination Period for the October 18, 2021 election is from January 4, 2021 to 12 noon on September 20, 2021. All candidates running for municipal council and school boards are subject to the same Campaign Disclosure and Finance requirements, and third-party advertising is also regulated under the LAEA.

This guide is intended to assist potential candidates for the October 18, 2021 election, has no legislative sanction and is not inclusive of all the information related to the office of Mayor and Councillor, election procedures and election legislation. It is not a substitute for legal advice. It is recommended that you obtain a copy of the *Local Authorities Election Act* and other relevant legislation.

It is the candidate's responsibility to read and understand all legislation concerning elections and to seek legal and accounting advice from professionals or to contact Municipal Affairs regarding requirements under provincial legislation.

General election information is available at www.rmwb.ca/elections or on the Municipal Affairs website at <https://www.alberta.ca/municipal-elections.aspx>.

Information on the websites about running for municipal office may change. It is your responsibility to stay up to date with any new information. If you do not have regular access to the internet, please provide your contact information and you will be notified when updates occur.

Darlene Soucy
Returning Officer

Candidates are responsible for reading and understanding all legislation to ensure compliance.

Contact Information

Questions or information relative to the Office of Mayor and/or Councillor, contact:

Darlene Soucy, Returning Officer
Regional Municipality of Wood Buffalo
9909 Franklin Avenue
Fort McMurray, AB T9H 2K4
Tel: (780) 743-7001
elections@rmwb.ca
www.rmwb.ca/elections

Questions or information relative to the Office of Public School Trustee, contact:

Fort McMurray Public School District No. 2833
231 Hardin Street
Fort McMurray, AB T9H 2G2
Tel: (780) 799-7900
www.fmppsdschools.ca

Questions or information relative to the Office of Roman Catholic Separate School Trustee, contact:

Fort McMurray Roman Catholic Separate School Division
9809 Main Street
Fort McMurray, AB T9H 1T7
Tel: (780) 799-5700
www.fmcschools.ca

Copies of Provincial Legislation, including the *Local Authorities Election Act* (LAEA) and the *Municipal Government Act* (MGA) and the *Education Act*, contact:

Queen's Printer
5th Floor Park Plaza Building
10611 - 98 Avenue
Edmonton, AB T5K 2P7
Telephone: (780) 427-4952 Fax: (780) 452-0668
qp@gov.ab.ca
www.qp.alberta.ca/Laws_Online.cfm

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Key Election Dates

<u>Date</u>	<u>Event</u>
January 4, 2021 – September 20, 2021 During regular business hours.	Nomination Period Nominations are filed during this period during regular business hours until 12 noon on September 20, 2021.
Monday, September 20, 2021 12:00 noon	Election Signs Election signs may be installed starting at 12:00 noon.
Tuesday, September 21, 2021 12:00 noon	Deadline for Withdrawal of Nomination Nominations may be withdrawn by written notification to the Returning Officer by 12:00 noon.
October 2021	Advance Vote Days Details on Advance Voting will be released in September 2021.
Monday, October 18, 2021 9:00 a.m. to 8:00 p.m.	Election Day Unofficial results will be released as they become available after the voting stations close.
Thursday, October 21, 2021 8:00 p.m.	Removal of Election Signs Removal of election signs, including all supporting structures, must be completed by 8:00 p.m.
Friday, October 22, 2021 12:00 noon	Official Election Results Returning Officer will post the official election results and declare the candidate (s) who received the highest number of votes to be elected.
Thursday March 1, 2022 4:30 p.m.	Deadline for Filing of Campaign Disclosure Statements Candidates for the 2021 Municipal Election shall file Campaign Disclosure Statements on or before March 1, 2022.

Candidate Information Sessions

Candidate Information Sessions may be offered by the Regional Municipality of Wood Buffalo prior to Nomination Day and details would be posted at www.rmwb.ca/elections.

Candidate Orientation Training Sessions may be offered through Municipal Affairs and would be announced at a later date. Further information relative to municipal elections can be obtained at <https://www.alberta.ca/municipal-elections.aspx>.

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OFFICES OF MAYOR AND COUNCILLOR

Term of Office: 4 Years (until the next general election in October 2025)

Positions on Council

There are 11 positions on Council: the Mayor, who is elected at large, and 10 Councillors, who are elected under a ward system as follows:

Ward 1 (Fort McMurray)	6 Councillors
Ward 2 (Fort Chipewyan, Fort Fitzgerald, Fort McKay)	2 Councillors
Ward 3 (Draper, Sapræe Creek Estates)	1 Councillor
Ward 4 (Anzac, Conklin, Gregoire Lake Estates, Janvier)	1 Councillor

All 11 positions are to fulfill the duties of a member of Council.

Duties of a Member of Council

The *Municipal Government Act* (MGA) outlines the following general duties and principles for Mayor and Councillors:

- Consider and promote the welfare and interests of the municipality;
- Promote an integrated and strategic approach to intermunicipal land use planning and service delivery with neighbouring municipalities;
- Participate generally in developing and evaluating municipal policies and programs;
- Participate in council meetings, council committee meetings, and meetings of other bodies to which they have been appointed by council;
- Obtain information about the operation or administration of the municipality from the chief administrative officer (CAO);
- Keep in confidence matters discussed in private at a council or council committee meeting until discussed at a public meeting;
- Adhere to the code of conduct established by Council under the MGA;
- Perform any other duty or function imposed on council members by the MGA, any other enactment or by council;

The Mayor is the chief elected official of the municipality and has duties that encompass those of both councillor and chief elected official. In addition to performing the duties of a member of council, the MGA requires the chief elected official (Mayor) to:

- Preside at council meetings; and
- Perform other duties imposed on the Mayor by the MGA or any other enactment or bylaw.

Deputy and Acting Mayor Duties and Responsibilities

In the absence of the Mayor, the Deputy Mayor will perform the Mayor's role as required. The Mayor's position is a full-time position; therefore, the Deputy Mayor is expected to remain in the community during the Mayor's scheduled absences and be readily available, sometimes on short notice, to perform the necessary duties. If the Deputy Mayor is not available, the Acting Mayor is required to act on behalf of the Mayor. Council determines the schedule for the Deputy Mayor and Acting Mayor at its annual organizational meeting and these appointments are for periods of 2 months each.

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Time Commitment

The position of Mayor is a full-time commitment and requires a regular presence in the office during business hours. The Mayor's time is spent working closely with Council, senior administration and community representatives to develop plans and strategies important to the Municipality's business and to help resolve issues which arise in the community

There are a number of Committees established by Council, which require Council representation. The Mayor is an ex-officio member of all Committees of Council that come under the authority of the MGA and has the right to attend any such committee meeting and participate with full voting rights.

The position of Councillor is considered to be part-time; however, in addition to Council Meetings, Councillors may be appointed to any number of Committees, which often hold their meetings in the evenings. Councillors may also be invited to multiple community events throughout their term, which are not mandatory to attend but will add to the time commitment depending on the number invitations and type of events that are accepted by the Councillor. The recent events and economic conditions within the Municipality have resulted in an increase in business activity. It is anticipated that during the term of office 2021–2025, the following is the minimum time commitment required of Councillors:

Evening Meetings:	2 meetings monthly (approximately 4:00 - 10:00 p.m.)
Daytime Meetings:	2 full days per quarter (8:00 a.m. - 5:00 p.m.)
Weekend Meetings:	1 full day per quarter (8:00 a.m. - 5:00 p.m.)
Meeting Preparation:	3-6 hours per week (depending on agendas)

Minimum Average Weekly Time Commitment: 20 – 25 hours

Note: There are multiple commitments for elected Council Members immediately following the election that include the Organizational Meeting, orientation, governance training, 2022 budget meetings, and attendance at conferences in addition to Council and Committee meetings.

Council and Other Meetings

Council Meetings: Currently held the 2nd and 4th Tuesdays of the month at 4:00 p.m., excluding statutory holidays and any scheduled recess periods. (Council attendance is required by 3:00 p.m. or earlier). Where possible and practical, Council meetings may be held in rural communities to deal with matters of significant importance or impact to the community.

Committee Participation: There are a number of external committees which request Council representation. Meetings are typically held in the evening to accommodate appointed members' schedules.

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- Council Orientation:** Under the MGA, the Municipality is required to offer orientation training within 90 days after Council takes the Oath of Office. This orientation typically takes place over several days and provides an overview of multiple topics such as Council's role, responsibilities and duties, key municipal plans, bylaws and policies, budgeting and financial administration, strategic planning, etc.
- Corporate Planning:** Council holds a number of working sessions throughout the year for corporate planning initiatives, such as strategic and business planning, orientation sessions, and team building. All Elected Officials are expected to commit a minimum of two full weekdays, plus one full Saturday per quarter for these types of initiatives.
- Budget Meetings:** An average of three to four working days is required annually, typically in November, to review Operating and Capital Budgets.
- Other Initiatives:** Council may need to schedule additional meetings to accommodate other initiatives, such as meetings with federal and provincial representatives. These meetings typically occur during the day.
- Community Events:** Council Members are often invited to community events throughout the region. These events are not mandatory to attend and it is up to each individual Council Member the number of events they chose to participate in.

Authorities / Not-for Profits / Part 9 Corporations

For further information on Council appointed Boards and Committees, please visit:

<https://www.rmwb.ca/en/mayor-council-and-administration/boards-and-committees.aspx>

Committee	Description
Appointer Representatives – Fort McMurray Airport Authority (FMAA)	Appointers Meeting is held annually in the spring. Representation: 1 Councillor Mandate: Appointing and sending representatives to the annual Appointers Meetings is not only a statutory obligation but the key means by which the Municipality can ensure the FMAA is meeting its purposes pursuant to the <i>Regional Airports Authorities Act</i> . At the Appointers Meeting, the FMAA must provide its annual financial statements together with the auditor's report on them; its annual report for the previous fiscal year; and a statement of its operational goals for the current fiscal year.

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Committee	Description
Regional Recreation Corporation	Meetings are held at 6:00 p.m. on the last Monday of each month. Time Commitment: 3-4 hours/meeting, a total of 12-18 hours per month including review and preparation time. Representation: 2 Council Members (minimum 1 rural) Mandate: Directors are fully informed on organizational matters and participate in deliberations and decisions in matters of policy, finance, programs, personnel, and advocacy.
Wood Buffalo Housing & Development Corporation	Meetings are held at 5:30 p.m. on the 3 rd Wednesday of the month. Time Commitment: 10+ hours/month Representation: 1 Councillor Mandate: Develop governance functions geared towards guiding an organized, effective and cohesive Board and participate in deliberations and decisions in matters of policy, finance, programs, personnel, and advocacy.

Internal Committees Requiring Council Representation

Committee	Description
Advisory Committee on Aging	Meetings are held at 1:00 p.m. on the 2 nd Thursday of every month. Time Commitment: 3 hours/meeting once per month Representation: 1 Councillor Mandate: To provide a forum for stakeholder input on strategies and service delivery issues affecting seniors; to deal with matters referred to it by Council; and to make recommendations to Council.
Communities In Bloom Committee	Meetings are held at 6:00 p.m. on the 4 th Thursday of each month. Time Commitment: 2-4 hours/month Representation: 1 Council Member (non-voting Council liaison) Mandate: To organize, implement, evaluate and actively participate in the Communities in Bloom program and to foster an increased sense of community pride and ownership by providing support, and guidance through active involvement in the program.
Community Identification Committee	Meetings are typically held during the day on an as needed basis. Time Commitment: 1-2 hours every two months as needed. Representation: 2 Council Members Mandate: Make recommendations to Council with respect to the naming of communities, subdivisions, public facilities, streets and multi-family projects within the Municipality, and the appropriate address of lots as per the Community Identification System Policy.
Public Art Committee	Meetings are held on the 2 nd Wednesday of every month at 6:00 p.m. Time Commitment: 2-4 hours every month as needed Representation: 1 Councillor (non-voting Council liaison) Mandate: To make recommendations on the content, promote and serve as an education resource of the Municipal Public Art Program. As well as provide expert guidance and advice with respect to creation, acquisition and installation of public art to various groups. Review and approve a conservation plan and deaccession protocols for maintenance of the Municipality's Public Art collection.

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Committee	Description
Regional Advisory Committee on Inclusion, Diversity & Equality	Meetings are held on the 4 th Wednesday of every month at 5:30 p.m. Time Commitment: 2 hours/meeting Representation: 1 Council Member (non-voting Council liaison) Mandate: To advise Council and engage the community on policies, programs and activities aimed at promoting inclusion, diversity and equality; and to ensure the contributions, interests and needs of all sectors of the Municipality's diverse population are reflected in the Municipality's mission, operations and service delivery.
Wood Buffalo Development Advisory Committee	Meetings are held on the 1 st Wednesday of every month at 9:00 a.m. Additional meetings may be required during key critical path development. Time Commitment: 2 hours/meeting Representation: 1 Council Member (non-voting Council liaison) Mandate: To advise municipal administration and Council on local development initiatives, including development and construction issues, community-based issues, public engagement activities and region-wide economic priorities, and to deal with all matters referred to it by Council and on its own initiative, deal with matters that are within its mandate.
Wood Buffalo Downtown Revitalization Advisory Committee	Meetings are held on the 1 st Wednesday of every month at 5:00 p.m. Additional meetings may be required during key critical path development. Time Commitment: 2 hours/meeting Representation: 2 Council Members (non-voting Council liaison) Mandate: To make recommendations to Council on matters pertaining to Downtown Revitalization and to provide a timely and considered response to Council to all downtown revitalization matters referred to it by Council.
Wood Buffalo Waterfront Advisory Committee	Meetings are held on the 3 rd Wednesday of every month at 5:00 p.m. Additional meetings may be required during key critical path development. Time Commitment: 2 hours/meeting. Representation: 2 Council Members (non-voting Council liaison) Purpose: To make recommendations Council on matters pertaining to waterfront revitalization and to provide a timely and considered response to Council to all waterfront revitalization matters referred to it by Council.

External Committees Requesting Council Representation

Committee	Description
ICFSP – Inter-City Forum on Social Policy	Meetings are held at least twice each year. Time Commitment: Meetings are first and last quarter of the year. Representation: 1 Council Member Purpose: For information-sharing, networking and advocacy for Alberta cities and other major urban areas, and the people who live in them, in an inter-governmental context. Its purpose is to address social policy, program and service issues that are of concern to urban municipalities.

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2021 Meeting Calendar

The 2021 Council meeting calendar is current as of November 1, 2020; please visit for the most current schedule:

<https://www.rmwb.ca/en/mayor-council-and-administration/council.aspx>

2021 Meetings

January '21							February '21							March '21						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
					1	2		1	2	3	4	5	6		1	2	3	4	5	6
3	4	5	6	7	8	9	7	8	9	10	11	12	13	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28							28	29	30	31			
31																				

April '21							May '21							June '21						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
					1	2	3						1			1	2	3	4	5
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30			
							30	31												

July '21							August '21							September '21							
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	
					1	2	3	1	2	3	4	5	6	7				1	2	3	4
4	5	6	7	8	9	10	8	9	10	11	12	13	14	5	6	7	8	9	10	11	
11	12	13	14	15	16	17	15	16	17	18	19	20	21	12	13	14	15	16	17	18	
18	19	20	21	22	23	24	22	23	24	25	26	27	28	19	20	21	22	23	24	25	
25	26	27	28	29	30	31	29	30	31					26	27	28	29	30			

October '21							November '21							December '21						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
					1	2		1	2	3	4	5	6				1	2	3	4
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31	
31																				

LEGEND

	Statutory Holiday - Municipal Offices Closed
	Regular Council Meetings
	Recess Periods
	Nomination Day - September 20, 2021
	Election Day - October 18, 2021

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Conferences and Conventions

Federation of Canadian Municipalities (FCM)

The FCM represents the interests of municipalities on policy and program matters that fall within federal jurisdiction, and is dedicated to improving the quality of life in all communities by promoting strong, effective and accountable municipal government. For more information please visit: www.fcm.ca.

The Municipality is a member of FCM. The FCM holds an annual conference at various locations across Canada and the first FCM conference after the 2021 election is scheduled for June 2 – 5, 2022.

Alberta Urban Municipalities Association (AUMA)

The AUMA represents urban municipalities and advocates the interest of all members to the provincial and federal governments to develop a strong partnership between all three levels of government. For more information, please visit: www.auma.ca.

The convention that is held during election years is strongly geared toward newly elected Council members. The 2021 AUMA convention is scheduled for November 17 – 19, 2021.

Rural Municipalities of Alberta (RMA)

The RMA is a progressive association of elected rural councils, representing the interests of rural Albertans, and committed to excellence in meeting the diverse and changing needs of its memberships. For more information, please visit: www.rmAlberta.com.

The RMA holds an annual spring convention as well as an annual fall convention. The fall 2021 Convention is scheduled for November 22 – 25, 2021, and the spring 2022 Convention is scheduled for March 14 – 16, 2022.

Elected Officials Compensation

2020 Remuneration:

Mayor: \$165,790* annually; Councillors: \$46,200* annually

*Salary is subject to annual adjustment as per the Elected Official Compensation, Travel and Expenses Policy.

Benefits:

Elected Officials are eligible to participate in the employee benefits program, with the exception of pension plans, short-term and long-term disability.

RRSP:

Elected Officials are eligible to receive a matching contribution to a registered retirement savings plan (RRSP) of their choosing. The Municipality will match contributions up to 7.5% of the Elected Officials' eligible remuneration.

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Transition Allowance:

At the conclusion of service, Elected Officials are entitled to a transition allowance, which recognizes service with the Municipality and provides some funding for retirement or transition purposes. The transition allowance is payable only at the conclusion of service as an Elected Official, at the rate of two weeks salary for each full year of service and a pro-rated amount where an Elected Official served for part of a year.

Transportation Allowance:

The Mayor may choose one of the following alternatives:

1. a monthly transportation allowance of \$1,000 for the use of a personal vehicle to conduct Council business plus mileage for trips totaling more than 20 kilometres. The allowance is intended to offset vehicle repair and maintenance costs, maintaining appropriate levels of business insurance, and round trips totaling less than 20 kilometres in distance; or
2. a vehicle leased by the Municipality with the cumulative monthly costs for leasing and all operating costs, including fuel, maintenance and insurance, not to exceed \$1,200, with the option to purchase the vehicle at the normal residual value at the end of the lease term, or upon leaving office; or
3. a municipal fleet vehicle and gas card for use while conducting Council business.

Councillors are paid a taxable monthly allowance of \$275 for the use of a personal vehicle to conduct Council business. The allowance is intended to offset vehicle repair and maintenance costs, maintaining appropriate levels of business insurance, and round trips totaling less than 20 kilometres in distance. Mileage exceeding 20 km/round trip is reimbursable based on the maximum non-taxable rate permitted by the Canada Revenue Agency (\$0.59 per km for the first 5,000 km and \$0.53 per km thereafter as at August 2020).

Technology:

Each Elected Official will be provided office technology as required for their individual needs (e.g. laptop, printer, tablet, cell phone). Elected Officials are paid a monthly taxable technology allowance of \$100 to maintain a high-speed internet connection at their place of residence. Elected officials who chose to use a personal cell phone / mobile device for municipal purposes will receive an additional monthly taxable technology allowance of \$150 to cover the cost of the device, data plan and maintenance costs.

QUALIFICATIONS OF CANDIDATES

Qualifications

The *Local Authorities Election Act* (LAEA) Section 21 legislates the qualifications of candidates, including rules of residence. A person is eligible to be nominated as a candidate if on nomination day the person:

- is at least 18 years old;
- is a Canadian citizen
- has lived in the Regional Municipality of Wood Buffalo and the ward they are running in for at least 6 consecutive months immediately preceding nomination day; and
- is not otherwise ineligible or disqualified.

Candidates are responsible for reading and understanding all legislation to ensure compliance.

A candidate must swear or affirm an affidavit (Form 4 – Nomination Paper and Candidate’s Acceptance and complete Form 5 – Candidate Information) before the Returning Officer or a Commissioner for Oaths confirming that they have reviewed the legislation and are eligible to be elected.

Ineligibility

The LAEA Sections 22 and 23 legislate who is ineligible to be nominated as a candidate, such as:

- The person is an auditor of the municipality or school board;
- The person is an employee of the municipality or school board, unless the person takes a leave of absence;
- The person is in tax arrears for more than \$50 (except current taxes or arrears for which a consolidation agreement is in place and not in default);
- The person is in arrears to the municipality for any amount exceeding \$500 for more than 90 days;
- The person has been convicted of an offence within the previous 10 years under the *Local Authorities Election Act*, the *Election Act*, the *Election Finances and Contributions Disclosure Act* or the *Canada Elections Act*;
- The person has not met the campaign disclosure requirements from a previous election.

The above information is not inclusive of all reasons for ineligibility. It is the candidate’s responsibility to ensure they read and understand the legislation and ensure they are eligible to be nominated.

NOMINATION PERIOD

NOMINATION PERIOD for Mayor, Councillors, Fort McMurray Public School Trustees, and Fort McMurray Roman Catholic Separate School Trustees is during regular business hours (8:30 a.m. to 4:30 p.m.) from **Monday, January 4 to 12 noon on Monday, September 20, 2021**. The dates and times for accepting nomination forms is legislated and **cannot** be changed or extended.

Obtaining Nomination Forms

Please visit www.rmwb.ca/elections for the Candidate Nomination Package containing the required forms in printable PDF format or visit Municipal Affairs at http://www.municipalaffairs.alberta.ca/mc_elections for all downloadable and fillable election forms and related candidate information.

Nomination forms for Mayor and Councillors and the Fort McMurray Public School Trustees may also be obtained by calling 780-743-7001 or emailing elections@rmwb.ca.

Nomination forms for the Fort McMurray Roman Catholic Separate School Trustees may be obtained by calling 780-799-5700 and for the Fort McMurray Public School Trustees may be obtained by calling 780-799-7900.

Candidates are responsible for reading and understanding all legislation to ensure compliance.

Filing of Nomination Papers

All candidates running for Mayor or Councillor must submit the completed Nomination Paper and Candidate's Acceptance (Form 4) and must submit the Candidate Financial Information (Form 5) as soon as they are required to open a bank account. The Nomination Paper must be signed by a minimum of five (5) eligible electors and accompanied by the required deposit of \$250 for the position of Mayor or \$100 for the position of Councillor. The required deposit must be paid by cash, certified cheque, money order, debit card or credit card. To ensure the validity of their Nomination Papers, a Candidate is encouraged to submit more than the required five (5) electors' signatures.

The Returning Officer **cannot** accept a nomination that is:

- not completed in the prescribed form;
- not signed by at least five (5) eligible electors;
- not sworn or affirmed by the person nominated;
- not accompanied by the required deposit.

The Returning Officer does not have the authority to challenge the validity of the information provided on the Nomination Paper and Candidate's Acceptance Form or the Candidate Information Form. This is the responsibility of the electors of the Municipality and may be challenged through the Court.

Nominations for Mayor and Councillors, and the Fort McMurray Public School Trustees will accepted during regular business hours (8:30 a.m. to 4:30 p.m.) from **Monday, January 4 to 12 noon on Monday, September 20, 2021**. To make an appointment to file your Nomination, please call 780-743-7001 or email elections@rmwb.ca.

Nominations for the Fort McMurray Roman Catholic Separate School Trustees will be accepted from **Monday, January 4 to 12 noon on Monday, September 20, 2021**. To make arrangements to file your Nomination, please call 780-799-5700.

NOTE: Faxed or electronically submitted Nomination forms will not be accepted. The Nomination Paper and Candidate Acceptance Form and the Candidate Information Form are legislated forms and must not be modified in any way.

A candidate who signs a Nomination Paper and Candidate Acceptance Form that contains a false statement is guilty of an offence and liable to a fine of not more than \$10,000, or to imprisonment for not more than 6 months or to both fine and imprisonment.

Candidates are responsible for reading and understanding all legislation to ensure compliance.

Qualifications of Electors Who Sign Nomination Forms

The *Local Authorities Election Act* Section 27 requires that a person who signs a candidate's nomination forms be eligible to vote in that election and be a resident of the ward for which a candidate is being nominated on the date of signing the nomination.

An elector (voter) is eligible to sign nomination forms for a candidate if on the date of signing the nomination:

- is at least 18 years old;
- is a Canadian citizen;
- resides in Alberta; and
- lives in the Regional Municipality of Wood Buffalo and is a resident of the ward for which the candidate is being nominated on the date they sign the nomination papers.

Withdrawal of Nomination

A candidate may withdraw their nomination in writing any time during the nomination period up to within 24 hours after the close of nominations at 12 noon on Monday, September 20, 2021. The legislated deadline for withdrawals is 12 noon on Tuesday, September 21, 2021. The Returning Officer cannot accept a withdrawal if it results in the less than the required number of candidates to fill that office.

Official Agent and Scrutineers

When filing a Nomination, a candidate may appoint an eligible elector to be their Official Agent, who:

- Must not have been convicted of an offence within the previous 10 years under the *Local Authorities Election Act*, the *Election Act*, the *Election Finances and Disclosure Contributions Act* or the *Canada Elections Act*;
- Is not a candidate in the same election; and
- Performs the duties assigned by the candidate.

If it becomes necessary to appoint a new official agent, the candidate must immediately provide in writing to the Returning Officer the name and contact information of the new official agent.

Each candidate may appoint scrutineers to observe the voting process during the advance votes and on election day. To be a scrutineer, the person must:

- be at least 18 years of age;
- not have been convicted of an offence within the previous 10 years under the *Local Authorities Election Act*, the *Election Act*, the *Election Finances and Disclosure Contributions Act* or the *Canada Elections Act*;

Candidates are responsible for reading and understanding all legislation to ensure compliance.

- present to the presiding deputy returning officer with a written notice signed by the candidate appointing the person to represent that candidate as scrutineer at the voting station;
- must make a statement at each voting station in the prescribed form that they act on behalf of the candidate and will maintain the secrecy of the vote; and

Only one of the candidate, official agent or scrutineer is permitted to be present in the voting station at a time.

Candidates are responsible for reading and understanding all legislation to ensure compliance.

CAMPAIGN CONTRIBUTION AND EXPENSE DISCLOSURE

The *Local Authorities Election Act* (LAEA) Part 5.1 requires campaign finance and contribution disclosure for all candidates running for municipal and school board office and governs contributions, expenses, fund-raising, accounting obligations, surpluses, and deficits.

It is the candidate's responsibility to read and understand the legislation or to seek appropriate legal or accounting advice from professionals as required. The candidate is responsible for ensuring that his or her campaign complies with all legislation. If you have additional questions, please contact the Municipal Services Branch of Municipal Affairs at (780-427-2225), toll-free in Alberta by dialing 310-0000 first, and ask to speak with a Municipal Advisor, who can assist you with your questions or direct you to the appropriate contact.

Limitations on Contributions

A contribution means any money, personal property, real property or service that is provided to or for the benefit of a candidate's election campaign without fair market value compensation from the candidate. It does not include a service provided by an individual who voluntarily performs the services and receives no compensation in relation to the services or time spent providing the services.

Only an individual who is ordinarily a resident in Alberta may make a contribution to a candidate and the maximum individual campaign contribution is \$5,000 per candidate during the campaign period of January 1 to December 31 in the year of a general election. There is no limit on the number of candidates that an individual can contribute to. Outside the campaign period, a candidate may accept up to \$5,000 in aggregate, per year. The maximum amount of money paid out of a candidate's own funds to their election campaign is \$10,000 during the campaign period and \$10,000 per year outside the campaign period.

The donation portion of fundraising contributions are now subject to contribution limits and disclosure requirements.

Contributions are not permitted from individuals normally a resident outside Alberta or prohibited organizations, including corporations, trade unions and employee organizations.

Allowable Election Expenses

The following election campaign expenses are permitted under provincial legislation in relation to:

- the production and distribution of advertising or promotional material;
- the payment of remuneration and expenses for a person's services as a chief financial officer or in any other capacity;
- securing a meeting place;
- the conduct of surveys or research during the campaign period; or
- the production of a review engagement required under the LAEA.

Candidates are responsible for reading and understanding all legislation to ensure compliance.

Duties of a Candidate

A candidate is required under the *Local Authorities Election Act* to:

- Open a campaign account at a financial institution in the name of the candidate or the candidate's election campaign as soon as possible after the total amount of campaign contributions reaches \$1000, including any monies contributed by the candidate for their campaign and ensure all contributions of money are deposited into that account.
- Use the money in the above account only for the payment of campaign expenses.
- Value contributions of real property, personal property and services.
- Issue receipts for every contribution and obtain receipts for every expense.
- Keep records of contributions and expenses for 3 years from the date the disclosure statement was required to be filed.
- Give proper direction to any person authorized to accept or solicit campaign contributions or incur expenses.
- Return any contribution received in contravention of the legislation to the contributor.
- Remit to the Municipality any anonymous contribution that cannot be returned.
- File disclosure statements by the deadline of March 1, 2022.

Campaign Disclosure Statements

If a candidate has received campaign contributions, has self-funded their campaign, or has funded their campaign with a combination of self-funding and campaign contributions, the candidate is required to file a disclosure statement with the Municipality on or before March 1, 2022. The campaign disclosure statement must include:

- The total amount of all campaign contributions that did not exceed \$50 in total from any single contributor;
- The contributor's name and address, if the amount received from that contributor exceeds \$50 in total;
- The total amount of all contributions received outside the campaign period, including those of the candidate;
- The total amount from fund-raising functions;
- The total amount of other revenue;
- The total amount of campaign expenses;
- An itemized campaign expense report;
- The total amount of money paid by the candidate;
- The total amount of any campaign surplus, including any surplus from previous campaigns; and
- The amount of any deficit.

A candidate who has incurred campaign expenses or received campaign contributions of \$50,000 or more must file a review engagement with their disclosure statement.

A candidate who withdraws their nomination at any time during the nomination period is required to file their disclosure statement by the deadline of March 1, 2022.

Candidates are responsible for reading and understanding all legislation to ensure compliance.

If the candidate's disclosure statement shows a surplus, the candidate must donate any surplus amount that is \$1000 or more to a registered charity within 60 days after filing their disclosure statement and may retain any surplus amount that is under \$1000.

If the candidate's disclosure statement shows a deficit, the candidate must eliminate any deficit within 60 days after filing their disclosure statement.

If a candidate becomes aware of any information reported in the disclosure statement or the review engagement has changed or has not been completely or accurately disclosed, the candidate must submit a supplementary statement within 30 days.

A candidate who does not file the disclosure statement by the legislated deadline will be ineligible for nomination for any municipal election for a period of up to 10 years. Elected council members would be disqualified from council.

All disclosure statements and supporting documents are available for public viewing during regular business hours for a period of 4 years after the election.

THIRD PARTY ADVERTISING

The *Local Authorities Election Act* (LAEA) Part 8 regulates third party advertising during the election advertising period commencing May 1, 2021 until the end of the election day, October 18, 2021. Third party advertisers are required to know who is eligible to make a contribution, registration requirements and all reporting requirements to the municipality.

Third party advertisers are required to register with the Municipality, unless they are registered with the Provincial Registrar.

Third party advertiser are required to submit an election advertising return on or before March 1, 2022, which must include:

- A financial statement;
- A list of all advertising contributions received during the election advertising period;
- An election advertising expense limit report;
- The time and place of broadcast or publication of the advertisements;
- Any support information and documents relating to the election advertising return; and
- A list of contributors who contributed more than \$250 including the date and amount of each advertising contribution and their name and address.

If requested, the chief financial officer must provide the original of any bill, vouch or receive for an election advertising expenses of more than \$50.

It is the third party advertiser's responsibility to read and understand all legislation concerning elections and to seek legal and accounting advice from professionals or to contact Municipal Affairs regarding requirements under provincial legislation.

Candidates are responsible for reading and understanding all legislation to ensure compliance.

CAMPAIGN ADVERTISING

The *Local Authorities Election Act* (LAEA) prohibits the use of a representation or facsimile of the ballot used on Election Day in any advertising, except by a returning officer. Using the candidate's name with an "x" beside is not considered a representation of the ballot.

Advertising, including election signs, is not permitted to be displayed or distributed within a voting station or within the boundaries of the land on which a building used for a voting station is located. A person is not permitted to canvas or solicit votes at a voting station nor is a person permitted to communicate with a person for the purpose of influencing that persons vote in a voting station or within the boundaries of the land on which a building used for a voting station is located. Any such campaigning will be removed or stopped and those obstructing the voting process or taking part in campaign activities will be required to leave the property. Any person who violates the advertising requirements of the LAEA is guilty of an offence and liable to a fine.

Election Signs

The Election Sign Provisions fall under the Regional Municipality of Wood Buffalo Land Use Bylaw No. 99/059 (LUB). Under the current provisions, election signs are permitted in all districts; development permits are not required provided the sign complies with the LUB; and the time periods that election signs may be displayed are regulated. Election signs must comply with any relevant federal or provincial legislation and any other relevant municipal bylaws.

- The LUB defines an Election Sign as a sign connected with a municipal, school board, provincial or federal election or any election held pursuant to the *Local Authorities Election Act*, including, but not limited to, signs describing or promoting the election process or a candidate or party seeking election.
- Prior to placing any election sign, every municipal and school board candidate must, provide the Municipality with the name and contact information of the person responsible for the signs.
- Election signs placed on private property must have prior approval of the property owner.
- Election signs for the October 18, 2021 municipal and school board elections may only be displayed or placed from 12:00 noon on Nomination Day, September 20, 2021, and 8:00 p.m. on October 21, 2021 (72 hours after the close of polls on Election Day). All supporting structures for the signs must also be removed.
- If an election sign poses a risk to public safety, has material structure damage, or has been vandalized, the person responsible for the sign will be directed to remove or repair the sign. Any election sign that poses an immediate and substantial public safety risk, or has not been removed or repaired as directed, will be immediately removed without notice.

Candidates are responsible for reading and understanding all legislation to ensure compliance.

Highways 63, 69 and 881 fall under Alberta Transportation jurisdiction. For election sign placement on provincial highway rights of way, please contact Alberta Transportation Fort McMurray District Office at 780-743-7376 or visit: <https://www.alberta.ca/election-signs.aspx>.

Recommended Safety Precautions

Before placing signs, ask permission and click before you dig
Alberta One Call: www.albertaonecall.com

Election signs must not:

- Obstruct or interfere with the orderly and safe movement of traffic or the sight lines required by vehicular or pedestrian traffic;
- Obstruct or interfere with the visibility or interpretation of any traffic signal, sign or device;
- Display lights that may be mistaken for the flashing lights customarily associated with police, fire, ambulance, and any other emergency vehicle or with danger.
- Imitate the wording of standard or commonly used traffic signs (i.e. stop, yield), symbols or characters which may interfere with, mislead or confuse traffic.

Prior to placing election signs, the following safety precautions are recommended:

- Individuals installing election signs should use precautions to prevent driver distraction.
- Reflective vests and bright clothing should be worn when placing election signs.
- Election signs should be installed during daylight hours.
- Every effort should be made to minimize the impact to the travelling public when transporting and installing election signs. Vehicles should be parked as far as possible from the travel lanes and four-way hazard warning signals should also be utilized at all times.

Candidates are responsible for reading and understanding all legislation to ensure compliance.

VOTER INFORMATION

Election Day is Monday, October 18, 2021

Eligibility to Vote and Voter Identification

A person is eligible to vote in the October 18, 2021 election, if ALL the following apply:

- At least 18 years of age;
- A Canadian citizen;
- Lives in Alberta;
- Resides in the Regional Municipality of Wood Buffalo and the ward for which they are voting in on election day; and
- Produces proper identification for inspection.

In order to vote, every person must make a statement that the person is eligible to vote (Form 13 – Elector Register), which also includes providing the elector's current address. Every elector must also provide one piece of government issued identification containing the elector's current address and name or one piece of identification from the authorized identification lists prior to voting. The piece of identification must establish the elector's name and the elector's current address.

A voter who has shown valid identification, and who makes and signs the appropriate declaration, may now vouch for a voter who does not have acceptable identification. An elector cannot vouch for another person if that elector was vouched for or if that elector has already vouched for a person. A elector may only vouch for more than one person if every person the elector vouches for shares the same place of residence.

The advance vote dates, voting station locations, authorized voter identification lists and other relevant information for voters will be available prior to the election at: www.rmwb.ca/elections.

NOTE: The Regional Municipality of Wood Buffalo does not compile a voter's list.

Candidates are responsible for reading and understanding all legislation to ensure compliance.

Rules of Residence

For the purposes of voting under the *Local Authorities Election Act* (LAEA) Section 48, a person's place of residence is governed by the following rules:

- A person may be a resident of only one place at a time for purposes of voting under the LAEA;
- If a person has more than one residence in Alberta, they must designate one place of residence as their permanent residence;
- A residence is the place the person lives and sleeps, and where they intend to return to after an absence;
- A person does not lose their residence by leaving their home for a temporary purpose;
- A student who attends an educational institution within or outside Alberta, temporarily rents accommodation for the purpose of attending an educational institution, and has family members who are residents in Alberta and with whom the student ordinarily resides when not attending an educational institution is deemed to reside with those family members;
- A person loses their place of residence if the person leaves the area without the intent of returning to the residence in the Municipality.

To determine / designate a person's place of residency, the following factors shall be used in order of priority:

- the address shown on the person's driver's licence issued by or on behalf of the Government of Alberta or an identification card issued by or on behalf of the Government of Alberta;
- the address to which the person's income tax correspondence is addressed and delivered;
- the address to which the person's mail is addressed and delivered.

Voting Time for Employees

An employee who is an eligible elector must have three (3) consecutive hours for the purposes of voting while the voting stations are open on Election Day, October 18, 2021. If the employee's hours of employment do not allow for three (3) consecutive hours, then the employer must provide the employee any additional time as necessary for voting. The additional time is at the convenience of the employer; however, the employer cannot make any deduction from the pay of the employee and cannot impose any penalty on the employee when absent from work during the three (3) consecutive hours or any part of it.

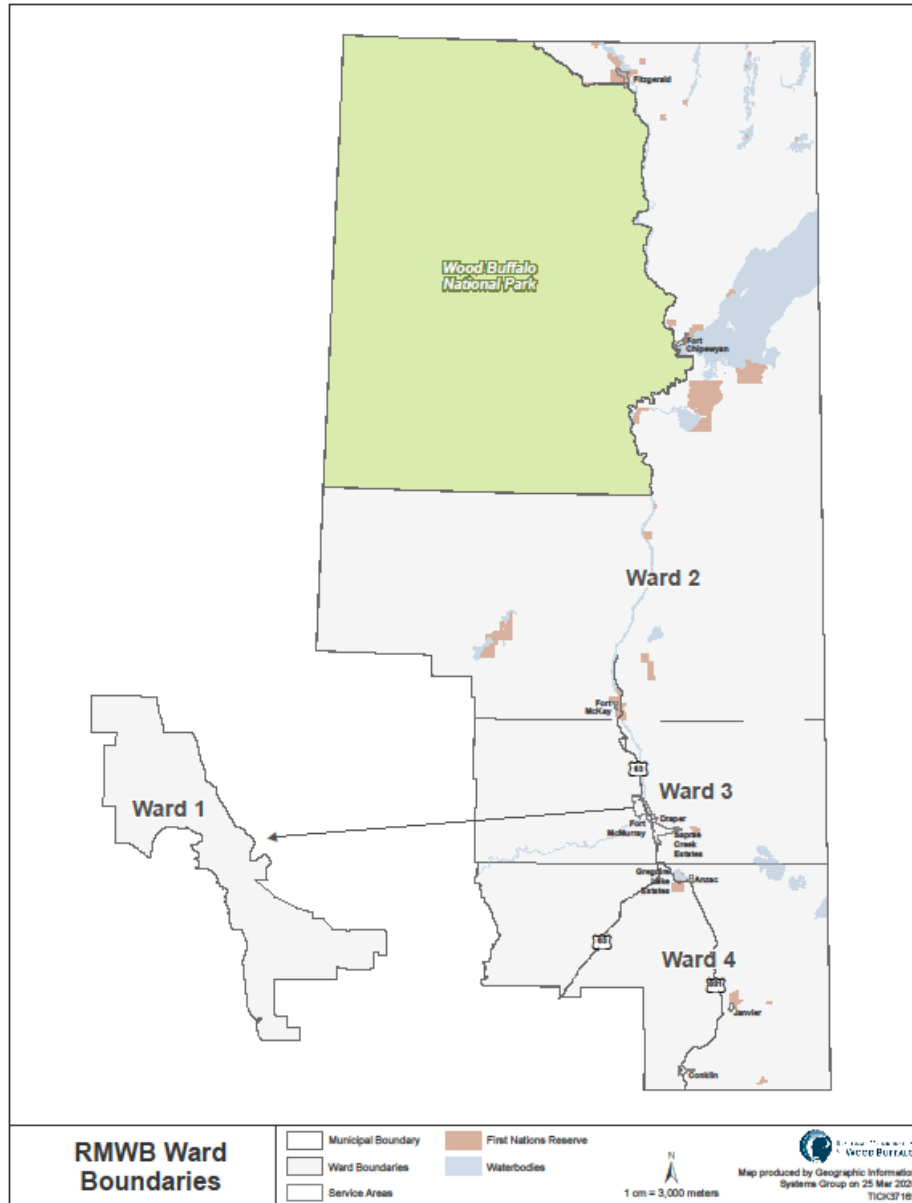
The requirement to provide three (3) consecutive hours to an employee for voting under the *Local Authorities Election Act* Section 58 does not apply if the employer provides for an employee who is an elector to attend a voting station while it is open during the hours of the employee's employment. The employer cannot make any deduction from the employee's pay and cannot impose any penalty on the employee when such arrangements are made.

Candidates are responsible for reading and understanding all legislation to ensure compliance.

Voting Stations

The locations of voting stations, the times they will be open and other relevant information for voters will be available prior to the election at: www.rmwb.ca/elections.

Ward Boundary Map



Candidates are responsible for reading and understanding all legislation to ensure compliance.