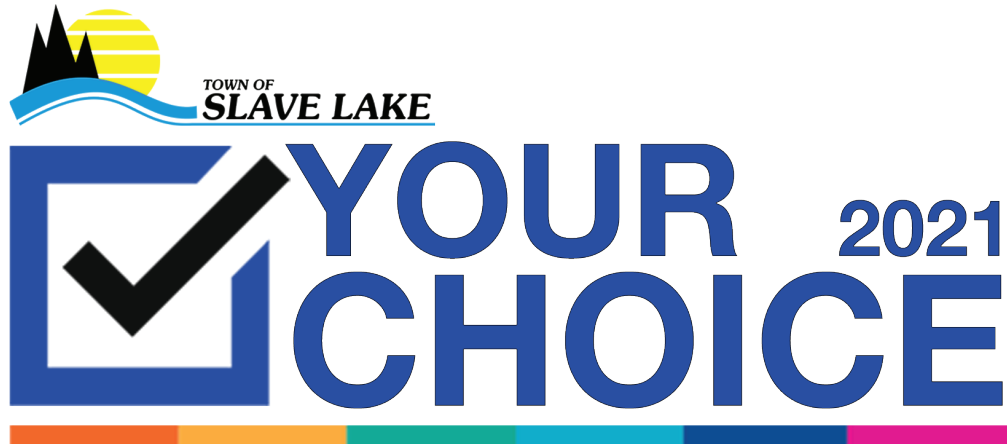
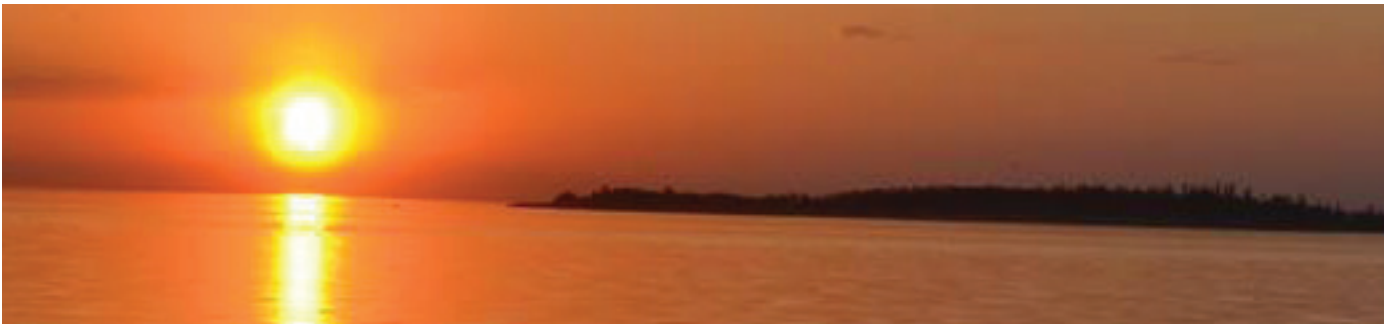


Candidates Guide to the Election



www.slavelake.ca/vote21



Joanna Raymond - Returning Officer
10 Main Street S.W
P.O Box 1030, Slave Lake Alberta T0G 2A0
780-849-8006

2021 Municipal General Election
Monday, October 18, 2021
Prospective Candidate Information Package

For the Office(s) of:

- Mayor (x1)
- Councillor (x6)

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

Introduction

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

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

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

Town of Slave Lake
Johanna Raymond, Returning Officer
10 Main Street S.W,
Slave Lake AB

Phone: (780-849-8006
Email: executive.assistant@slavelake.ca

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

Alberta Queen's Printer

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

Alberta Municipal Affairs – Municipal Elections Overview

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

Municipal Advisory Services / AB Municipal Affairs

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

Candidates Checklist

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

- Visit the Town of Slave Lake website www.slavelake.ca/vote21 to acquire more election information
- Complete Form 4 and Form 5 and submit to the Returning Officer or designate, before noon on Monday, September 20, 2021
- Provide Release of Candidate Information form to the Returning Officer or designate, on or before noon on Nomination Day
- List your official agent, if applicable

Provide all your designated scrutineers with a signed appointment of scrutineer form for use on Election Day

- Remove all Election Signs within 72 hours after election
- Complete and submit Financial Disclosure Statement, Form 26 to the Returning Officer or designate, by Monday, March 1, 2022

Nominations for the general election will be open from Monday, January 4, 2021, and remain open until noon on Monday, September 20, 2021. Nomination forms will be accepted during regular business hours Monday to Friday from 9:00 am to 4:00 pm.

During the COVID-19 Restrictions please contact the Returning Officer at 780-849-8006 to arrange a time to drop off your nomination papers.

Key Dates

Nomination period	January 4, 2021 to September 17, 2021
Nomination day	September 20, 2021 (8:30 am to noon)
Withdrawal Period	September 20-21, 2021 (noon to noon)
Advance Votes	October 8, 2021 (4 pm to 8 pm) October 9, 2021 (10 am to 2 pm)
Election Day	October 18, 2021 (8 am to 8 pm)
Official Results Released	October 22, 2021
Swearing In Ceremony & Organizational Meeting	October 25, 2021 at 6 pm
Campaign Disclosure filing date	March 1, 2022

Office for Election

Office of the Mayor

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

Number of Positions: 1

Term of Office: 4 Years

Please review Sections 153 and 154 of the MGA:

Section 153:

Councillors have the following duties:

- a) to consider the welfare and interests of the municipality as a whole and to bring to council's attention anything that would promote the welfare or interest 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 or a person designated by the chief administrative officer;
- e) to keep in confidence matters discussed in private at a council or council committee meeting until discussed at a meeting held in public;
- f) to perform any other duty or function imposed on councillors by this or any other enactment or by the council.

Section 154

(1) A chief elected official, in addition to performing the duties of a councillor, must:

- a) preside when in attendance at a council meeting unless a bylaw provides that another councillor or other person is to preside; and
- b) perform any other duty imposed on a chief elected official by this or any other enactment or bylaw

(2) The chief elected official is a member of all council committees and all bodies to which council has the right to appoint members under this Act, unless the council provides otherwise.

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

Office for Election

Office of Councillor

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

Number of positions: 6

Term of Office: 4 years

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

Section 153:

Councillors have the following duties:

- a) to consider the welfare and interests of the municipality as a whole and to bring to council's attention anything that would promote the welfare or interest 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 or a person designated by the chief administrative officer;
- e) to keep in confidence matters discussed in private at a council or council committee meeting until discussed at a meeting held in public;
- f) to perform any other duty or function imposed on councillors by this or any other enactment or by the council.

In addition to duties as a member of Council, each Councillor serves as Deputy Mayor throughout their term, which will be set at the first meeting of council On October 25th, 2021.

Role of Deputy Mayor

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

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

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

Council Committees

As an elected councillor, you will be sitting on boards that meet in Slave Lake and around the Slave Lake Region. At the first Organizational Meeting of Council you will put forward the committees that you want to sit on. The following are a break down of committees and boards that you can sit on. Councillors can sit on up to 5 boards each.

Inter-municipal Committee

Joint meeting of Town and MD of Lesser Slave River Councils

Meetings scheduled by committee held at alternate municipalities at 1 pm. Usually bi-monthly.

Slave Lake Chamber of Commerce

Mayor and CAO attend

Meets monthly on the 4th Monday

Municipal Planning Commission (MPC)

The Commission advises and assists Council to ensure that any proposed development is in accordance with the purpose, scope or intent of the Land Use By-Law.

Meetings held the first Monday of each month at 5:00 pm

Subdivision and Development Appeal Board (SDAB)

Meets when a permit or subdivision by the Municipal Planning Commission or Development Officer is refused.

Hearings held as requested. 2:00 pm in afternoon.

Lesser Slave Regional Waste Management Commission

Joint Board with the MD of Lesser Slave River

Meetings scheduled by committee usually in the afternoons on a Wednesday.

Slave Lake Regional Library Board

An ongoing committee responsible for reviewing and recommending plans and policies to ensure the effective running of the library.

Meetings held the third Wednesday of each month at 7:00 PM.

Peace Library System

Oversees of Slave Lake Rotary Club library

Meetings scheduled by group – usually daytime, usually quarterly

Council Committees

Community Futures Board

Meetings fourth Tuesday of each month at 12:30 pm in different locations.

Naming Advisory Committee

Committee's purpose is to advise Council on the matter of naming of areas, roads, parks, and Municipal facilities.

Meets on an as needed basis – time and place set by members.

Lesser Slave Lake Regional Housing Authority

Responsible for the operation of community housing units, private landlord rent supplement units, self-contained seniors units and the Vanderwell Heritage Place Lodge.

Meetings held the third Wednesday of each month at 9:30am

Children's Resource Council

Economic Development for the Tri-Council partners – Sawridge First Nations, MD Lesser Slave River and Town of Slave Lake

Meets 2nd Tuesday of the month, during the day time.

Slave Lake Airport Commission

Oversees FireSmart education, fuel management, Legislation, Development of Guidelines, Planning, Training and Inter-agency Cooperation

Meets on a monthly basis usually, daytime.

Wildfire Legacy Corporation

Is the management body for the operations of the Wildfire Legacy Building.

Monthly Meetings at the Legacy Centre, usually at 4:00 PM

Protective Services

Update Protective services on current issues and activities.

Meetings are held Quarterly, usually meets mid-day at different locations.

Community Education Committee

Ensures that local residents have access to education and training suitable to their needs and goals.

Meetings are monthly and are scheduled by group – usually daytime.

Council Committees

Tri-Council Health Sub - Committee

Advocates for solutions to health related issues and concerns, to other levels of government, health care service deliverers, agencies and advisory bodies

Meetings scheduled by committee held bi-monthly at 5:00 PM

Lesser Slave Watershed Council

Joint meeting with Towns, MD's and Aboriginal organizations to plan projects and conduct research to protect the quality of the watershed surrounding Lesser Slave Lake.

Council sets meeting dates - usually held 7:00 PM in Kinuso at Seniors Centre

All Council Committees

On top of the five boards selected above, All Councillors will represent the Town of Slave Lake on the following two boards:

Tri-Council

Consists of all Council members of the Town of Slave Lake, MD of Lesser Slave River and Sawridge First Nation. Provides direction on regional interest

Meets quarterly from 4 to 8 pm, in the Town of Slave Lake Council Chambers

Disaster Services Committee

Responsible for overseeing the Emergency Operations Plan and actions that will be initiated in the event of an emergency

Meetings are Annual, and as set but Committee Chair.

There may be other sub-committees that arise from the listed committees. Council may be asked to appoint members for the above and/or new committees from time to time or at its annual Organizational Meeting.

Nominations:

Nomination Period: January 4, 2021 to September 17, 2021

Monday to Friday 9 am to 4 pm

Nomination Day: 9 am until noon on Monday, September 20, 2021

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

Candidate Eligibility

A candidate must be:

Eligible to vote;

A resident of the jurisdiction; and

Not ineligible under Section 22, 23 or 24 of the LAEA, or disqualified under Section 174 of the MGA.

Please Note:

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

Nominator Eligibility

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

Candidates must be:

At least 18 years old;

A Canadian Citizen;

A resident of Alberta and of the local jurisdiction on the date of signing the Nomination Paper and on election day; and

Not otherwise ineligible or disqualified (Refer to S. 221(1) of the LAEA).

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

Filing of Nomination Papers

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

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

FAX transmissions cannot be accepted.

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

Nomination forms are available from on the Town of Slave Lake website, and also on the Alberta Provincial Government website.

Candidates Acceptance

As a candidate you must swear or affirm that:

- 1) You are eligible to be nominated and elected.
 - a. You are not disqualified from office;
 - b. You will accept the office if you are elected; and
 - c. You have not been convicted of an offence under the LAEA, the Election Act and the Canada Election Act within the 10 previous years.
- 2) All portions of your Nomination Paper must be completed and the candidate’s acceptance must be sworn or affirmed before a Commissioner for Oaths.

Release of Candidate Information

During the election campaign period, and nomination period the Returning Officer will post candidates name and contact information on the Town of Slave Lake Website at www.slavelake.ca/candidates.

Minister of Municipal Affairs requires contact information for candidates.

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

Withdrawal of Nomination

Subject to section 32(2) of the LAEA, a candidate may withdraw their nomination by filing the withdrawal, writing, with the Returning Officer before 12:00 noon on Wednesday, September 8, 2021. After that time, the candidate’s name must appear on the ballot. A fax transmission cannot be accepted for withdrawal of nomination. If after one or more candidates have withdrawn the number of remaining candidates does not exceed the number of vacancies to be filled, the Returning Officer shall refuse to accept further withdrawals.

Insufficient Nominations

The LAEA states; if the required number of nominations for a particular office are not received at the close of Nomination Day, the Returning Officer will continue to receive nominations in the same manner until the required number of nominations have been received, or for a period of six days, including Nomination Day, but excluding Saturday and Sunday, has elapsed.

Election by Acclamation

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

Campaign Contributions and Expense Disclosure

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

Notice of Intent to Run

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

Election Campaign Contributions & Expense

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

More References

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

Local Authorities Election Act (LAEA)

Municipal Government Act (MGA)

Election Finances and Contributions Disclosure Act

Alberta Election Act

Please see www.slavelake.ca/vote21 for the following:

Town of Slave Lake 2021 Election Bylaw

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

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

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

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

Town of Slave Lake – www.slavelake.ca



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