



Candidates Information Package

2021 Municipal Election

Monday October 18, 2021

The material that follows is provided for information only it has no legislative sanction. This summary is not intended to replace the candidate's responsibility for reading and understanding this 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 provincial laws.

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- “A” Nomination Paper and Candidate’s Acceptance (Form 4)
- “B” Release of Candidate and Official Agent Information Forms

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Additional Information:

- i) Council Remuneration Rates Policy No. P-57-2014
<http://westlock.ca/Home/DownloadDocument?docId=6e2b97cd-ed76-46c8-a577-637823260723>
- ii) Council Procedure Bylaw 2014-10
<http://westlock.ca/Home/DownloadDocument?docId=ad3760ad-3649-4e42-afcd-d665dd5e9fa9>
- iii) Pecuniary Interest for Municipal Councillor’s Guideline
http://www.municipalaffairs.alberta.ca/documents/Pecuniary_interest_%202017.pdf
- iv) What Every Councillor Needs to Know!
<https://open.alberta.ca/dataset/99f3a22d-1c4a-4ea0-937f-59277245f23e/resource/a5a1e60c-2ecf-4950-8046-18ea139d19e3/download/what-every-councillor-needs-to-know.pdf>

INTRODUCTION

This handbook has been developed to assist you in your decision to run for the office of Mayor and Councillor in the Town of Westlock and to help candidates in preparing for the **General Municipal Election on October 18, 2021**.

The term of the Election is for four (4) years.

This handbook is intended to provide a GENERAL overview of basic information candidates should know about legislation governing general municipal elections and the election process. It is NOT a substitute for the actual legislation. It is the candidate's responsibility to become familiar with the applicable legislation.

Running for Municipal Office in Alberta; A Candidate's Guide is attached or can be found electronically at www.municipalaffairs.alberta.ca; Municipal Government Tab; Municipal Elections Tab.

Additional questions can also be answered by calling Alberta Municipal Affairs: 310-0000 or toll free 780-427-2225.

2021 MUNICIPAL ELECTION

The Town of Westlock conducts a general municipal election every four (4) years for the following municipal offices:

- Mayor (1) position
- Councillor (6) positions

The Mayor and Councillors are elected "at-large", meaning each person elected represents the Town as a whole and not a particular ward or section of the Town.

All general municipal elections in Alberta are conducted under the authority of the *Local Authorities Election Act*. **You should be aware of the contents of this Act, as there may be severe penalties (including fines, imprisonment and disqualification from elected office) if you are found to be in breach of its provisions.**

As this information is not inclusive of all the information contained within the relevant pieces of legislation, any person wishing a complete copy of the *Local Authorities Election Act*, the *Municipal Government Act*, the *School Act*, or any other piece of legislation should contact:

Alberta Queen's Printer
10611 – 98 Avenue
5th Floor, Park Plaza
Edmonton, Alberta T5K 2P7
Telephone: 780-427-4952
Fax: 780452-0668
Website: www.qp.alberta.ca

If you have any questions respecting this material or the election process, please contact:

Annette Boissonnault, Returning Officer
Town of Westlock
10003 – 106 Street
Westlock, Alberta T7P 2K3
Telephone: 780-350-2101
Fax: 780-349-4436
E-mail: aboissonnault@westlock.ca

Please note that this is an information package only and it has no legislative sanction. For certainty, relevant statutes, bylaws or legal counsel should be consulted.

NOMINATIONS

Nomination Day

Nomination day for the offices of Mayor and of Councillors is Monday, September 20, 2021.

Nomination Form

Every nomination of a candidate, according to Section 27 of the *Local Authorities Election Act*, shall be in the prescribed form and signed by at least 5 electors eligible to vote in that election and resident in the local jurisdiction on the date of signing the nomination. To ensure validity of nominations, a candidate may submit more than the required 5 electors' signatures. **An elector is someone who:**

- is at least 18 years old;
- is a Canadian citizen; and
- resides in Alberta and the person's place of residence is the Town of Westlock on election day.

The nomination shall be accompanied with a written acceptance signed in the prescribed form by the person nominated, stating:

- that the person is eligible to be elected to the office;
- the name, address and telephone number of the person's official agent; and
- that the person will accept the office if elected.

In accordance with Section 151 of the *Local Authorities Election Act* it is an offence for a candidate to sign a candidate's acceptance form that contains a false statement. The offence is subject to a fine of not more than \$1,000.

A Nomination Paper and Candidate's Acceptance (Form 4) has been attached as Appendix "A".

Filing of Nomination – nominations do not require a deposit.

Nominations for the offices of mayor and councilor will be received by the Returning Officer between **January 1, 2021 and 12:00 noon on nomination day Monday, September 20, 2021** at the Municipal Office located at 10003 – 106 Street, Westlock.

While COVID-19 measures are in place, deliver your completed application packages by mail or drop box to the Town Office located at 10003 – 106 Street, Westlock, AB T7P 2K3

Ensure Form 4 Nomination Paper & Candidate's Acceptance is filled out and has been sworn or affirmed by a Commissioner for Oaths or Notary Public to be valid.

The person who is nominated as a **candidate is responsible for ensuring that the nomination filed meets the requirements of the *Local Authorities Election Act*. Facsimiles will not be accepted.** Be sure nomination papers are filed on time.

Any person may file a nomination with the Returning Officer.

After 12:00 noon on nomination day, a person may request to examine the filed nomination papers during regular business hours in the presence of the Returning Officer. Business hours are from 8:30 a.m. until 4:30 p.m. Monday through Friday.

Withdrawal of Nomination

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

Within **24 hours** after the close of the nomination period, a candidate may withdraw their nomination, provided that more than the required number of candidates has been nominated for the office the candidate is seeking. The Returning Office cannot accept a withdrawal if it would result in less than the required number of candidates for that office.

If a candidate wishes to withdraw, a written notice must be provided to the Returning Officer no later than **12:00 noon, Tuesday, September 21, 2021.**

Election by Acclamation

If at the close of nominations, the number of persons nominated for any office is the same as the number required to be elected, the Returning Officer shall declare the persons nominated to be elected to the offices for which they were nominated.

RELEASE OF INFORMATION TO THE PUBLIC

Candidates

Throughout the election campaign, the Returning Officer receives numerous requests for candidates' contact information. These come from the news media, organizers of election forums, and the general public. In addition, the Deputy Minister of Municipal Affairs requires contact information for candidates.

For the Returning Officer to release contact information, candidates are asked to complete a Release of Candidate Information form and, if applicable, a Release of Official Agent Information form (attached as Appendix "B") and provide it to the Returning Officer with their nomination paper.

The contact information provided by candidates on this form will be released to the news media upon request and provided in response to any inquiries.

QUALIFICATION OF A CANDIDATE

Section 21 of the *Local Authorities Election Act* outlines qualification of a candidate. Generally, a person is eligible to be nominated as a candidate if on nomination day the person:

- is eligible to vote in that election;
- has been a resident of the Town of Westlock for the 6 consecutive months immediately preceding nomination day of September 20, 2021; and
- is not otherwise ineligible or disqualified.

The nomination form requires the candidate to make an affidavit saying that the candidate is eligible to be elected, not disqualified from office, that the candidate will accept the office if elected and that relevant sections of the *Local Authorities Election Act* have been read and understood. The candidate must swear or affirm the affidavit before the Returning Officer or a Commissioner for Oaths.

The person who is nominated as a **candidate is responsible for ensuring that the nomination filed meets**

the requirements of the *Local Authorities Election Act*. The Returning Officer is not responsible for reviewing the validity of information contained in nomination papers. The Returning Officer is required to refuse a candidate's nomination form if it has not been signed by the required number of eligible electors. If a nomination is challenged, the courts will assess eligibility.

In accordance with Section 151 of the *Local Authorities Act* it is an offence for a candidate to sign a candidate's acceptance form that contains a false statement. The offence is subject to a fine of not more than \$1,000.

Under the *Criminal Code of Canada*, it is an offence to make a false affidavit and it is punishable by up to two (2) years imprisonment.

Ineligibility for Nomination as a Candidate

Sections 22 and 23 of the *Local Authorities Election Act* detail instances a person is not eligible to be nominated as a candidate in a general municipal election.

A person is not eligible to be nominated as a candidate in any local authority election if on nomination day:

- the person is the auditor for the Town of Westlock;
- the person is an employee of the Town of Westlock, unless on a granted leave of absence;
- the person's property taxes are more than \$50.00 in arrears;
- the person is indebted to the Town of Westlock for any debt exceeding \$500 for more than 90 days; and/or
- the person has, within the previous 10 years, been convicted of an offence under the *Local Authorities Election Act*, the *Election Act* or the *Canada Elections Act* (Canada).

As the foregoing information does not detail all instances of ineligibility, candidates are encouraged to consult the *Local Authorities Election Act*. **It is the candidate's responsibility to ensure the candidate is not in violation of conditions of eligibility.**

CAMPAIGN ADVERTISING

Advertising

In accordance with Section 148(5) of the *Local Authorities Election Act*, candidates are not permitted to use a facsimile or representation of the ballot produced for election day in their advertising. The use of only the candidate's name and an "X" beside it does not constitute a form of the ballot.

Violations under Section 148 of the *Local Authorities Election Act* could result in a fine of not more than \$10,000.00 or to imprisonment for not more than 6 months or to both fine and imprisonment.

Candidate advertising on election day is not permitted inside or on the outside of a voting station. The Returning Officer, Substitute Returning Officer, or Deputy Returning Officer at the voting station will remove advertising, which contravenes Section 152 of the *Local Authorities Election Act*.

Violations under Section 152 of the *Local Authorities Election Act* could result in a fine or not more than \$500.

Placement of Signage

The Town of Westlock has established regulation and guidelines for the placement of election signs.

For further information respecting the placement of election signage, please contact the Town of Westlock Planning Department at 780-349-4444.

Attached is the Election Signage Policy P-49-2013. (Appendix “C”) and “Guidelines for the Installation of Election Signs” requirements of Alberta Transportation. (Appendix “D”)

CAMPAIGN CONTRIBUTIONS

Local Authorities Election Act

Part 5.1 Municipal Election Finance and Contribution Disclosure

Section 147 of the *Local Authorities Election Act* addresses the 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.

The material that follows is provided for information only. This summary is not intended to replace the candidate’s responsibility for reading and understanding this 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 provincial laws.

In accordance with Part 5.1 of the *Local Authorities Election Act*.

Limitations on contributions

147.2 (1) Only an individual ordinarily resident in Alberta may make a contribution to a candidate.

(2) No prohibited organization and no individual ordinarily reside outside Alberta shall make a contribution to a candidate.

(3) Subject to subsection (4), no individual ordinarily resident on Alberta shall contribute in any campaign period an amount that exceeds:

a) \$5000 to any candidate for election as a councillor,

(4) A candidate may contribute an amount of up to \$10,000 that is not reimbursed to the candidate from the candidate’s campaign account by the end of the campaign period to the candidate’s own campaign expenses.

(4.1) Any amount paid by a candidate for campaign expenses from the candidate’s own funds that is not reimbursed to the candidate from the candidate’s campaign account by the end of the campaign period, including an amount referred to in subsection (4), is a contribution to the candidate’s own campaign for the purposes of this Act.

Acceptance of Contributions

147.22(1) No person shall accept a contribution or incur a campaign expense unless the person has been nominated as a candidate.

(2) No candidate and no person acting for a candidate shall accept a contribution except during the campaign period.

(3) Subsections (1) and (2) do not apply to the following:

a) a person who accepts not more than \$5000 in the aggregate per year in contributions outside the campaign period.

- (b) a candidate who makes a contribution of not more than \$10,000 in the aggregate per year to the candidate's own campaign from the candidate's own funds.

Duties of candidate

147.3 (1) A candidate shall ensure that

- (a) a campaign account in the name of the candidate or the candidate's election campaign is opened at a financial institution for the purposes of the election campaign at the time of nomination or as soon as possible after the total amount of contributions first exceeds \$1000 in the aggregate (complete Form 5 Candidate Financial Information, attached as Appendix E, and submit to the Returning Officer).

Campaign disclosure statements

147.4 (1) On or before March 1 immediately following a general election or, in the case of a by-election, within 120 days after the by-election, a candidate shall file with the secretary of the candidate's local jurisdiction a disclosure statement in the prescribed form, which must include

- (a) the total amount of all contributions received during the campaign period that did not exceed \$50 in the aggregate from any single contributor,
- (b) the total amount contributed, together with the contributor's name and address, for each contributor whose contributions during the campaign period exceeded \$50 in the aggregate,
- (c) the total amount of money of all contributions received as referred to in section 147.22(3);
- (d) the total amount from fund-raising functions,
- (e) the total amount of other revenue,
- (f) the total amount of campaign expenses,
- (g) an itemized campaign expense report setting out the campaign expenses incurred by the candidate,
- (h) the total amount paid by the candidate out of the candidate's own funds not reimbursed from the candidate's campaign fund,
- (i) the total amount of any campaign surplus, including any surplus from previous campaigns, and
- (j) the amount of any deficit.

For information purposes only the prescribed form noted above is Form 26; Campaign Disclosure Statement and Financial Statement.

Campaign surplus

147.5(1) If a candidate's disclosure statement shows a surplus, the candidate, within 60 days after filing the disclosure statement with the local jurisdiction,

- a) shall, with respect to any amount that is \$1000 or more, donate an amount to a registered charity that results in the surplus being less than \$1000, and
- b) may, with respect to any amount that is less than \$1000,
 - (i) retain all or any portion of that amount, and
 - (ii) donate all or any portion of that amount to a registered charity.

(2) A candidate who donates an amount to a registered charity in accordance with subsections (1)(a) or (b)(ii) shall, within 30 days after the expiration of the 60-day period referred to in subsection (a), file an amended disclosure statement showing that the surplus has been dealt with in accordance with this section.

(3) This section applies to a candidate whether or not the candidate is elected.

Advance Polls

At the time of publication of this document the date and location of Advance Poll has not yet been determined. Candidates and electors will be notified of date and location via media (Website, Facebook, Newspaper, Radio) once determined.

ELECTION DAY

Election Day

Election Day is **Monday, October 18, 2021**.

Voting

The Voting station will open at 10:00 a.m. and remain open continuously until 8:00 p.m.

When the voting station is declared closed at 8:00 p.m., any elector in the voting station who wishes to vote shall be permitted to do so, but no other person shall be allowed to enter the voting station.

At the time of publication of this document, the location of the polling station on Election Day has not yet been determined.

Institutional Station Location

At the time of publication of this document, locations of institutional voting stations have not yet been confirmed.

Eligibility to Vote

47(1) A person is eligible to vote in an election held pursuant to the *Local Authorities Election Act* if the person

- is at least 18 years old;
- is a Canadian citizen; and
- resides in Alberta and the person's place of residence is located in the local jurisdiction on election day.

An elector is eligible to vote only at the voting station established. Every person who attends a voting station for the purpose of voting shall make a statement, in the prescribed form that the person is eligible to vote as an elector before being given a ballot.

The Town of Westlock does not compile a voters list. Voter identification will be required. An Elector may vote after producing government issued identification containing the elector's photograph, current address and name, or one piece of identification authorized by the Chief Electoral Officer that establishes the elector's name and current address.

OPTION FOR OFFICIAL AGENT

68.1(1) Each person nominated as a candidate may, on the nomination form, appoint an elector to be the candidate's official agent.

(1.1) If it becomes necessary to appoint a new official agent, the candidate shall immediately notify the returning officer in writing of the contact information of the new official agent.

(2) A person who has, within the previous 10 years, been convicted of an offence under the *Local Authorities Election Act*, the *Election Act*, the *Election Finances and Contributions Disclosure Act* or the *Canada Elections Act* (Canada) is not eligible to be appointed as an official agent.

(3) No candidate shall act as an official agent for any other candidate.

(4) The duties of an official agent are those assigned to the official agent by the candidate.

The official agent must present identification (Form 11 Enumerator, Candidate or Official Agent Proof of Identification for Section 52 Access), attached as Appendix “F”, provided by the candidate, and signed by the Returning Officer to the Deputy Returning Officer at each voting station attended.

The Returning Officer will provide the required number of Form 11, if requested by the candidate.

CAMPAIGN WORKER

Section 52 of the *Local Authorities Election Act* states a person to whom an enumerator, a candidate, an official agent or a campaign worker on behalf of a candidate has produced identification in the prescribed form indicating that the person is an enumerator, a candidate, an official agent or a campaign worker shall not

(a) obstruct or interfere with, or

(b) cause or permit the obstruction or interference with

the free access of the enumerator, candidate, official agent or campaign worker to each residence in a building containing 2 or more residences or to each residence in a mobile home park.

The required Campaign Worker Proof of Identification (Form 12) has been attached as Appendix “G”. This form, once completed, must be signed by the candidate.

CANDIDATE’S SCRUTINEER

69(1) If, at any time during voting hours, a person who is at least 18 years old presents to the presiding deputy a written notice, in a form acceptable to the returning officer,

(a) signed by the candidate, and

(b) stating that the person presenting the notice is to represent that candidate as the candidate’s scrutineer at the voting station,

the person presenting the notice shall be recognized by the presiding deputy as the scrutineer of the candidate.

(1.1) A person who has, within the previous 10 years, been convicted of an offence under the *Local Authorities Election Act*, the *Election Act*, the *Election Finances and Contributions Disclosure Act* or the *Canada Elections Act* (Canada) is not eligible to be recognized as a scrutineer.

(2) Before a person is recognized as a scrutineer, the person shall make and subscribe before the presiding deputy at the voting station a statement in the prescribed form (Statement of Scrutineer or Official Agent (Form 16) attached as Appendix “H”).

VOTING STATION ATTENDANCE

Voting Hours

As stated in Section 69(3) of the *Local Authorities Election Act*, the presiding deputy shall not permit a candidate to have an official agent or a scrutineer present while a candidate is present in a voting station during voting hours.

Section 69(3.1) states the presiding deputy shall not permit a candidate to have both an official agent and a scrutineer present at the same time in a voting station during voting hours.

The same official agent or scrutineer does not have to remain at the same voting station during the whole of voting hours. Official agents and scrutineers may change voting stations throughout the day.

Section 69(5) states the presiding deputy may designate the place or places at a voting station where a candidate, official agent or scrutineer of a candidate may observe the election procedure.

The candidate, official agent or scrutineer are not permitted to observe the marking of a ballot by an elector.

A candidate, official agent or scrutineer may make objections to an elector being permitted to vote as per Section 54(1). A deputy shall note in the elector register the reason for the objection and the name of the candidate, official agent or scrutineer making the objection and shall initial the objection; however, the elector is permitted to cast a vote.

In accordance with Section 81; Attendance at an Institutional Vote, official agents and scrutineers are permitted to attend at institutional voting stations. However, they may attend only if the vote is conducted at a fixed location in a public area of the institution and may not attend voting conducted in the room of a resident of the institution. As at voting stations, a candidate, an official agent or a scrutineer cannot be present at the institution at the same time. A candidate may not have both an official agent and a scrutineer attend an institutional vote at the same time.

Ballot Count Attendance

Candidates, agents or scrutineers observing the counting of ballots must be present in the voting station before 8:00 p.m., the close of voting. No one is permitted to enter the voting station after 8:00 p.m.

Candidates, official agents or scrutineers are permitted to observe the process of counting the ballots; however, Section 85(2) stipulates that **only one is permitted to be present at each voting station.**

Candidates, official agents or scrutineers are permitted to make objections to a ballot being counted as valid or a ballot being rejected. The deputy records the objection.

ELECTION RESULTS

Unofficial Election Results

Following the close of voting stations at 8:00 p.m., unofficial election results will be available for the convenience of candidates and the public through the following sources:

- a) posted in the entrance of the Town Office; and
- b) the Town of Westlock website located at: www.westlock.ca.

As it is difficult to determine when the unofficial election results will be available, your patience is requested while the election staff work towards providing the most timely and accurate results possible.

Official Election Results

At **noon on Friday, October 22, 2021** the Returning Officer will post the official election results at the Town Office and on the Town's website.

RECOUNTS

Recounts Before Official Results

Request for Recounts must be made prior to Wednesday, October 20, 2021, 4:00 p.m.

Returning Officer Recount

On Tuesday, following election day, the Returning Officer examines the ballot account from every voting station in conjunction with the unofficial results. If there are sufficient "valid ballots objected to" or "rejected ballots other than those on which no vote has been cast" to affect the result of the election or the Returning Officer is of the opinion that there may have been an administrative or technical error that may cause an error in the count of votes, then the Returning Officer may make a recount. Candidates who may be affected by a recount will receive 12 hours notice of the recount.

Candidate or Agent Recount Request

A candidate, official agent or scrutineer may make application to the Returning Officer within 44 hours (**4:00 p.m. Wednesday, October 20, 2021**) of the close of voting stations and no later. The application must show grounds that the Returning Officer considers reasonable for alleging that the record of the result of the count of votes at any voting station is inaccurate.

If the candidate, official agent or scrutineer feels that a recount should be made under these circumstances, it is requested that contact be made with the Returning Officer as soon as possible.

Candidate Notification on Recount

Candidates who may be affected by a recount will receive 12 hours notice of the recount.

Recounts Procedures

The procedure for a recount is the same as for election day. After completion of the recount, if necessary, the Returning Officer will adjust the ballot account for the voting station.

Judicial Recount

At any time within 19 days after the close of the voting stations on election day, any elector may apply to the Court by notice of motion for a recount. Sections 103 to 110 and Sections 112 to 115 of the *Local Authorities Election Act* outline the recount procedure. It is suggested that legal advice be consulted on these sections if a judicial recount request is considered, as the Town of Westlock will not provide guidance on these sections of the Act.

OFFICE OF MAYOR

Term of Office

The term of office for the Mayor is **four (4) years**.

Duties of a Mayor (Chief Elected Official)

The mayor is the chief elected official of the Town of Westlock and has duties that encompass those of both councillor and chief elected official.

Section 153 of the *Municipal Government Act* outlines general duties of councillors, which are as follows:

- consider and promote the welfare and interests of the Town of Westlock;
- develop and evaluate policies and programs of the Town of Westlock;
- participate in council meetings, council committee meetings and meetings of other bodies as appointed by Council;
- obtain information about the operation of administration of the Town of Westlock from the Chief Administrative Officer;
- keep in confidence matters discussed in private at a council or council committee meeting until discussed at a public meeting; and
- perform any other duty or function imposed on councillors by the *Municipal Government Act*, or any other enactment or by Council.

In addition to performing the duties of a councillor, Section 154 of the *Municipal Government Act* outlines duties the chief elected official must:

- preside when in attendance at a council meeting unless a bylaw provides that another councillor or other person is to preside; and
- perform any other duty imposed on a chief elected official by the *Municipal Government Act* or any other enactment or bylaw.

Remuneration

As of January 1, 2019, remuneration is \$1,382 bi-weekly. Please refer to the Remuneration- Mayor and Council Policy P-57-2014, for further information including expense reimbursement.

DEPUTY MAYOR

Term of Office

The term of office for a Deputy Mayor is **four (4) months** and rotates through the term, in alphabetical order.

Duties of a Deputy Mayor

Section 152 of the Municipal Government Act outlines general duties of the Deputy Chief Elected Official. Generally, in the event the Mayor, through illness, absence or other cause, is unable to perform the duties of the Mayor's office, each member of Council (other than the Mayor) is appointed as the Deputy Mayor for a period of 4 months, rotating in the four-year term. In the absence of the Mayor, the Deputy Mayor chairs Council meetings, attends ceremonies, banquets, speaking engagements and the like. If the Deputy Mayor is not available, another member of Council may be called upon to carry out these public relation duties.

OFFICE OF COUNCILLOR

Term of Office

The term of office for a councillor is **four (4) years**.

Number of Councillors

6 positions are available for the office of councillor.

Duties of a Councillor

Section 153 of the *Municipal Government Act* outlines general duties of councillors, which are as follows:

- consider and promote the welfare and interests of the Town of Westlock;
- develop and evaluate policies and programs of the Town of Westlock;
- participate in council meetings, council committee meetings and meetings of other bodies as appointed by Council;
- obtain information about the operation or administration of the Town of Westlock from the Chief Administrative Officer;
- keep matters discussed in private at a council or council committee meeting confidential until discussed at a public meeting; and
- perform other duties and functions imposed by the *Municipal Government Act*, or any other enactment or by Council.

Remuneration

As of January 1, 2019, remuneration is \$875.61 bi-weekly. Please refer to the Remuneration- Mayor and Council Policy P-57-2014, for further information including expense reimbursement.

Benefits for Elected Officials

Benefits for elected officials of the Town of Westlock are as follows:

- Accidental Death & Dismemberment, and Basic Life are both mandatory; 100% of the premium is paid by the Elected Official.
- Extended Health and Vision Care; 100% of the premium is paid by the Town;
- Dental coverage; 100% of the premium is paid by the Town;
- Dependant Life (if applicable); Elected Official pays 100% of this premium; and
- Employee Assistance Program; 100% of this premium is paid by the Town.

GENERAL INFORMATION FOR ELECTED OFFICE

Time Commitment

The *Municipal Government Act* provides an outline of duties for members of Council; however, the Act does not indicate the number of hours per week members should spend in performing their duties. In fact, the number of hours per week will vary from municipality to municipality and from time to time throughout the year. The amount of time spent varies from one member of Council to another depending on the number of boards, committees and commissions he or she represents and the scope or breadth of work for each one. There are certain minimum duties that need to be performed should a candidate be elected to Council. These include:

Council Orientation Training

In order for the new Council to become fully acquainted with the scope of the Town of Westlock, an orientation will be scheduled. At the time of publication of this document, the exact date and location of Council Orientation is not yet confirmed. Potential candidate will be advised once confirmed.

Section 201 of the *Municipal Government Act* (MGA) states:

201.1(1) A municipality must, in accordance with the regulations, offer orientation training to each councillor, to be held within 90 days after the councillor takes the oath of office.

(2) The following topics must be addressed in orientation training required under subsection (1):

- (a) role of municipalities in Alberta;
- (b) municipal organization and functions;
- (c) key municipal plans, policies and projects;
- (d) roles and responsibilities of council and councillors;
- (e) the municipality's code of conduct;
- (f) roles and responsibilities of the chief administrative officer;
- (g) budgeting and financial administration;
- (h) public participation;
- (i) any other topic prescribed by the regulations.

This is a comprehensive session and is a must attend as it will assist those elected in the decision-making process.

Attendance to Council Meetings

Regular meetings of Council are held every second and fourth Monday of the month commencing at 6:30 p.m. and ending most times by 9:00 – 9:30 p.m. A Committee of the Whole Meeting is held the third Monday of the month, commencing at 6:30 p.m.

In preparation for the meeting, an electronic agenda package is prepared for Council members and is generally available by 4:30 p.m. on the Thursday prior to the meeting to allow time for reading and reviewing the issues.

Reading and reviewing the agenda package beforehand allows members of Council to prepare for discussions of the issues at the meeting. Refer to Bylaw 2014-10 Council Procedure for additional information on council meetings.

The Organizational Meeting of Council will be held on Monday, October 25, 2021.

Attendance at Council Budget Meetings

Each year, in addition to the regular Council meetings, Council meets to review annual financial policies and resources for the upcoming fiscal year and Town department budgets. The schedule for the 2022 budget meetings will be set with the new council. An annual operating budget must be adopted by Council no later than December 31st of the preceding year in which it relates.

As well there will be several budget meetings as we move into the Fall, a Council Planning Retreat will be discussed with Council as a whole.

Attendance at Committee Meetings

Annually, at the organizational meeting, Council makes appointments of members of Council to several boards, committees, and commissions. These boards, committees and commissions may be Council committees (that is, established by Town Council) or external committees (entities which are established externally but to which Council has the authority to make appointments).

Council members are each expected to sit on a number of committees. The time commitment will vary depending on each committee. See Appendix "I, List of Town Committees."

Alberta Urban Municipalities Association (AUMA)

AUMA was founded in 1905 and has a two-pronged mandate: as an advocate for urban Alberta municipalities and as a service provider for its members. The Town of Westlock is a member of AUMA.

The mission of AUMA states that they will provide leadership in advocating local government interests to the provincial government and other organizations.

In order to achieve this mandate, the Association is dedicated to enhancing leadership in municipal governance by developing and maintaining responsive and professional relations with member municipalities, the provincial government and the general public, and by providing services to member municipalities that support and strengthen their contributions to the well-being of urban communities. AUMA represents a unified voice to the provincial government on behalf of urban municipalities.

Every fall an AUMA convention is held that attracts approximately 1,200 delegates from urban councils and administration. The convention held during election years is strongly geared towards newly elected Council

members. For this reason, all successful candidates are strongly encouraged to set aside time to attend this convention.

Depending on the status of the COVID-19 pandemic, the 2021 AUMA Convention is currently scheduled for November 22 – 24, 2021 at the Calgary TELUS Convention Centre. Please mark these dates in your calendar. The costs associated with attending this convention is provided within the budget.

Information from Alberta Municipal Affairs

Also included in this package is a booklet published by Alberta Municipal Affairs. Much of the information has already been provided however it is advisable that this be reviewed as well.

- A Candidate's Guide: Running for Municipal Office in Alberta (Appendix "J")

For more information, visit the following website:

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