

**DON'T
JUST
SPEAK UP,
VOTE ✓**

BY-ELECTION 2024

**INFORMATION FOR
CANDIDATES**

FOR THE POSITION OF COUNCILLOR



elections.reddeer.ca



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RESOURCES

This information package is for your assistance and is provided for convenience only. It contains answers to the most frequently asked questions regarding a local authorities election, election procedures, and important facts which candidates should be aware of. Please be advised that this handbook is being updated from time to time. Kindly check www.elections.reddeer.ca for the latest version.

The information provided in this document or in linked or referenced third party materials does not constitute legal advice and may not be entirely up-to-date or error-free. Readers are advised to obtain advice from a lawyer with respect to any particular legal matter.

This document is not inclusive of all of the information related to each office, election procedures and election legislation. For detailed information and documentation, the following sources are available to you:

- *Municipal Government Act:* <https://kings-printer.alberta.ca/documents/acts/m26.pdf>
- *Local Authorities Elections Act:* <https://kings-printer.alberta.ca/documents/Acts/L21.pdf>
- *Education Act:* <https://kings-printer.alberta.ca/documents/Acts/e00p3.pdf>

For questions or information regarding the Offices of Mayor or Councillor for City of Red Deer, contact:

Jessica Robinson
Returning Officer/City Clerk
Phone: 403.342.8132
Fax: 403-346-6195
Email: elections@reddeer.ca

PURPOSE, POWER & CAPACITY OF LOCAL JURISDICTIONS

In Canada there are three levels of government:

- 1 Federal:
Elected representatives referred to as Members of Parliament (MP)
- 2 Provincial:
Elected representatives referred to as Members of the Legislative Assembly (MLA)
- 3 Local:
Elected representatives referred to as (Chief Elected Official (or Mayor), Councillors and Trustees



Individuals elected to the Federal and Provincial governments typically represent a particular political party with the party having the most representatives elected forming the government.

The Province of Alberta provides the structure for local governments through the following legislation:

- City Council: *Municipal Government Act*
- School Divisions: *Education Act*

The Returning Officer is responsible for conducting a by-election in case of vacancy in the position of councillor which occurs 18 months before the next general election.

Jurisdiction	Office	By-Election Position
City of Red Deer	Councillor	I

BY-ELECTION 2024

VOTE ✓



OFFICES OF ELECTED OFFICIALS FOR CITY OF RED DEER

The City of Red Deer elections are conducted at-large. Each person elected for the Office of the Councillor represent the city as a whole and not a particular ward or section of the city.

The Office of Councillor: 1 vacant position

For general information and questions regarding the Office of the Mayor or Councillor, contact:

Jessica Robinson
Returning Officer/City Clerk
Phone: 403.342.8132
Fax: 403-346-6195
Email: elections@reddeer.ca

THE OFFICE OF COUNCILLOR

Term of Office:	Until the 2025 General Election
Number of Councillors:	1 vacant position
Duties of Councillors:	The <i>Municipal Government Act</i> provides that every municipality shall have a council, the members of which shall be elected in accordance with the <i>Local Authorities Election Act</i> . The <i>Municipal Government Act</i> provides for a broad spectrum of powers and duties for a council and councillors.

Excerpts from the *Municipal Government Act*

General duties of councillors

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 interests of the municipality;
- (a.1) to promote an integrated and strategic approach to intermunicipal land use planning and service delivery with neighbouring municipalities;
- (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;
- (e.1) to adhere to the code of conduct established by the council under section 146.1(1);
- (f) to perform any other duty or function imposed on councillors by this or any other enactment or by the council.

Council's principal role in municipal organization

201(1)A council is responsible for

- (a) developing and evaluating the policies and programs of the municipality;
- (b) repealed 2015 c8 s20;
- (c) carrying out the powers, duties and functions expressly given to it under this or any other enactment.

(2) A council must not exercise a power or function or perform a duty that is by this or another enactment or bylaw specifically assigned to the chief administrative officer or a designated officer.

THE OFFICE OF COUNCILLOR

Rewards and Challenges of sitting on Council

While the *Municipal Government Act* outlines duties for members of Council, legislation does not delve into the rewards and challenges inherent with the role. A survey of past Council members gathered these findings:

Rewards:

Community relations: Councillors noted some of the largest rewards of sitting on Council was the opportunity to meet with residents and organizations, listen to their challenges and help work toward a solution. City councillors described enjoying the opportunity to attend community events as a City representative and to engage residents in municipal government. Councillors appreciated getting to meet, know, serve and connect with outstanding, committed people in our community and gave examples such as City staff and management, business leaders and employees, local volunteers and citizens, and other political colleagues throughout the Province and country.

Building Red Deer's future: Councillors shared their enjoyment of watching community amenities like parks and skating rinks grow and evolve, as well as working with community partners to address challenges and build plans for the future. Councillors noted they enjoyed contributing to Red Deer's policies and plans for growth, being an active part of change and the vision for our community.

Representing the needs of our community: Councillors expressed appreciation for the opportunity to represent residents, not only acting as a policy maker and monitor but as a liaison between the public and The City. Advocacy played a key role for Council as they represented the needs of Red Deerians to improve our city, both advocating to higher levels of government and within the community.

Personal growth: Councillors cited continuous learning and personal growth with support from Administration as well as their Council colleagues. They expressed immense value in the collective learning and growth experience.

Challenges:

Finding balance for the community: Councillors noted challenges in finding balance for the community when making decisions, citing the need to balance social and economic drivers and working within challenging budgets to provide excellent levels of service to our community. Challenges were also noted in the need to make decisions when highly charged or polarizing issues come to Council. Councillors described difficulties when contentious issues cause people to choose sides, and the inability to find a solution suitable across the community.

Relying on support and recognition from other orders of government: Councillors noted challenges in relying on significant funding from higher levels of government, which can be unstable and unpredictable and create restrictions on planned programs and projects. Councillors also noted the role and values of municipal government is not fully understood or appreciated by other orders of government.

Working in the spotlight: Councillors noted difficulties working under the spotlight and facing criticism by residents and the media. Councillors also noted workloads to ensure they can keep up with City and resident emails and correspondence, as well as social media.

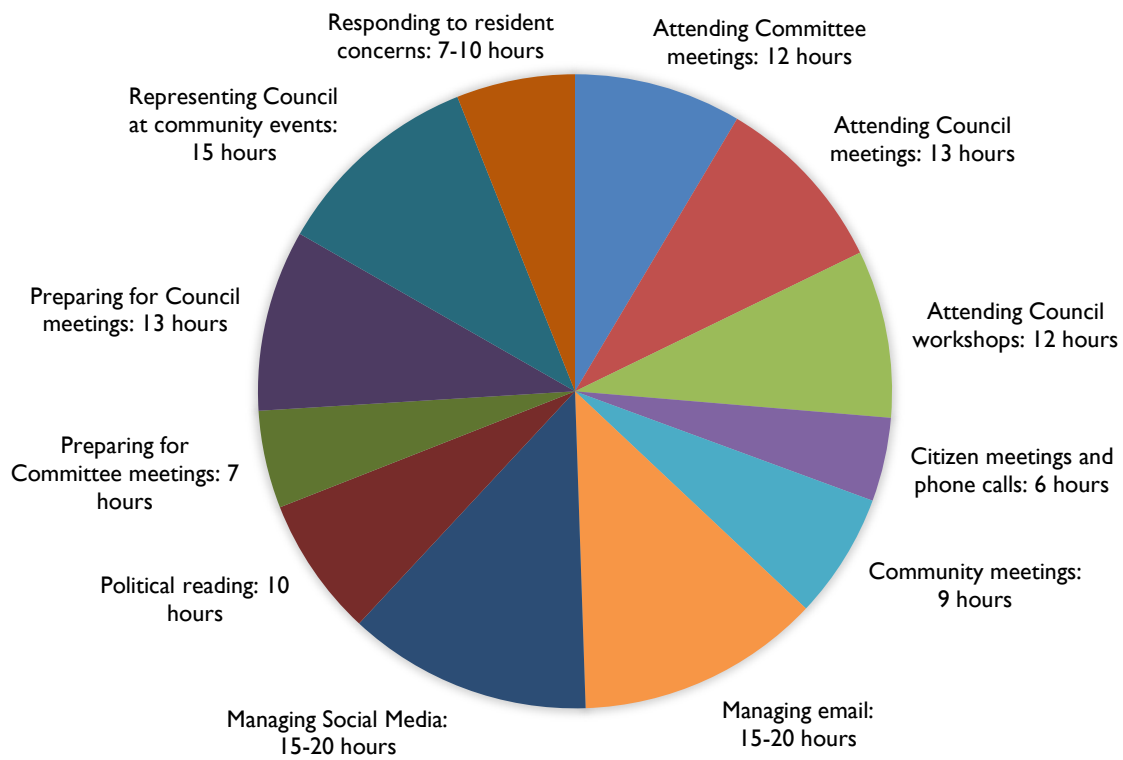
A steep learning curve: Councillors cited a steep learning curve relating to the many skills and competencies required in the role. This included but was not limited to learning the organizational complexities of the City, the roles and relationships with other levels of government, Robert's Rules of Order (proper rules and decorum for hosting and participating in formal meetings), community advocacy and public speaking.

THE OFFICE OF COUNCILLOR

Time Commitment & Workload

The *Municipal Government Act* does not indicate the minimum number of hours per week members should spend in performing their duties. However, a 2020 survey indicated that a 30 hour per week minimum was required to fulfil the duties of Council, while also noting hours may increase substantially depending on the time of year and any supplementary commitments. In the survey, Councillors noted the following breakdown of their time spent fulfilling Council duties:

Councillors' Monthly Time Commitments



In addition to their regular duties, Councillors also noted the following commitments:

- Acting as Deputy Mayor: 10 hours every eight months
- Advocacy efforts: 18 hours per year
- Attending Budget Meetings: 55 hours per year

- Preparing for Budget Meetings: 45 hours per year
- Professional development: 70 hours per year
- Touring facilities: 10 hours per year

Additional details relating to the regular duties of Council are offered below:

- *Council Orientation/Update Tour*

In order for new Council members to become fully acquainted with the scope of their roles, and in accordance with the *Municipal Government Act*, Council must participate in an orientation following each election. Elements include a review of their Code of Conduct, the roles of the Mayor, Council members and the City Manager, as well as topics such as a financial/budget overview, governance and strategic planning. Approximately 6+ days are spent completing mandatory orientation activities.

- *Council Meetings*

Council meetings are held every second Monday commencing at 1:30 p.m. and ending between 8:00 and 10:00 p.m. In preparation for the meeting, an agenda ranging from 100 to 1,000 pages (plus supporting materials) is delivered to Council members prior to the Council meeting to allow time for reading and reviewing the issues. It is estimated that prep for meetings is almost equivalent to the time spent in meetings so candidates can expect to invest approximately 8 hours weekly on these activities.

- *Deputy Mayor Responsibilities*

Each Councillor is appointed as the Deputy Mayor for a period of one month. Councillors act as Deputy Mayor on a monthly rotation in accordance with the schedule adopted by Council at its annual Organizational Meeting. Based on eight Councillors, this duty would come up once every eight months. The Deputy Mayor, in the absence of the Mayor, performs functions such as Chairing of Council meetings, Council agenda preparation, attending ceremonies (ribbon cutting), banquets and speaking engagements. If the Deputy Mayor is not available, another Councillor may be called upon to carry out these public relations duties.

- *Council Workshops and Retreats*

Council Workshops, if scheduled, are held once a month on a Tuesday the week between Council Meetings. Members are encouraged to attend to keep up to date with Council business. These dates are pre-determined and are provided in advance. In addition to Council Workshops, Council retreats are scheduled once every quarter throughout the year.

- *Council Budget Meetings*

In late November/early December of each year, Council meets to review The City's Multi-year budget. Council adopts a three year budget and in year one, five days are set aside whereas in subsequent years only two days are required to review and adopt the budget.

- *Committee Meetings*

Each Council member is expected to sit on four or five committees. Council members indicate that prepping for and attending these meetings takes approximately 10 – 15 hours per month.

Mayor is an ex-officio member of all Committees of Council and has the right to attend any such committee meeting.

There are several types of committee appointments:

- Committees established by Council under the *Municipal Government Act*.
- Committees established under other legislation; e.g. *Societies Act*, *Libraries Act*.
- Outside committees, boards, etc. which request or require representation by a Member of Council; e.g. Downtown Business Association of Red Deer, Piper Creek Foundation, Central Alberta Economic Partnership.
- Ad Hoc Committees, which are formed by Council for the purpose of reviewing a specific issue or issues.

See the [Committee Meeting Schedule with Council Representation](#) which outlines the Council committees, commissions, boards, societies and affiliates and the appointments of Councillors to be made at the Organizational Meeting of Council.

- [Alberta Municipalities](#)

The City of Red Deer is a member of Alberta Municipalities. Alberta Municipalities is the voice of urban municipalities and they provides visionary leadership, solutions-based advocacy, and service excellence.” Each year in the fall, the Alberta Municipalities convention attracts over 1,000 delegates from urban councils and administration, and conventions held during election years have specific sessions for newly elected Council members. Membership in and attendance at Alberta Municipalities events is seen as a priority by Council.

- [Federation of Canadian Municipalities \(FCM\)](#)

FCM has been the national voice for Canada’s local governments since 1901. With over 2,000 members, FCM represents the interests of municipalities on policy and program matters that fall within federal jurisdiction. Members include Canada's largest cities, small urban and rural communities, and 20 provincial and territorial municipal associations. FCM is dedicated to improving the quality of life in all communities by promoting strong, effective and accountable municipal government. Along with its policy interests, FCM remains a professional association serving elected municipal officials. The City of Red Deer is a member of FCM and attendance at FCM events is seen as a priority by Council.

THE OFFICE OF COUNCILLOR

Remuneration & Benefits

- Salary:** \$69,066 annually (throughout Council term 2021-2025)
- Benefits:**
- Mandatory Group Life - 2 x annual salary (100% paid by The City)
 - Accidental death and dismemberment coverage (premiums 100% paid by The City)
 - Optional coverage for dependent life insurance (premiums 100% paid by the Councillor)
 - Optional Alberta Blue Cross (100% paid by The City)
 - Extended Medical
 - Prescription Drugs
 - Outside Canada coverage
 - Optional participation in the Elected Officials' Registered Retirement Savings Plan
 - Municipality to contribute 7.5% of earnings
 - Councillor to contribute a minimum of 7.5% of earnings but may choose a larger contribution
 - Spending Accounts:
 - Health - \$750 annually
 - Lifestyle - \$750 annually
- Extra Responsibility Pay:** Councillors are compensated for participation on some external boards they have been formally appointed to by Council
- Expenses:**
- Councillors are entitled to reimbursement of vouchered expenses while on City business concerning matters for which they have been appointed and/or authorized by Council to attend
 - Mileage will provided for use of a personal vehicle while on City business
 - Each Councillor is allocated \$9,487 annually to pay for attendance at City related conferences, seminars, training, etc.
- Office Support:** Provided by Council Executive & Research Assistant to Council as a whole



**COMMITTEE MEETING SCHEDULE
WITH COUNCIL REPRESENTATION**

**External Appointments:
Provincial / Federal Boards and Committees**

Council members will frequently be appointed to external boards and committees where the number of appointees and the meeting schedules may vary significantly. These include:

- Alberta Municipalities - Board
- Alberta Municipalities - Committees
- Inter City Forum on Social Policy
- Federation of Canadian Municipalities (FCM) - Board
- Federation of Canadian Municipalities (FCM) - Committees

IMPORTANT DATES

Nominations

If you are running as a candidate in the 2024 election, your nomination forms must be received by the Returning Officer during the nomination period starting Wednesday, January 23, 2024 and no later than 12 p.m. on Monday, March 25, 2024.

For more information on Nomination Day, see [Step 4: File your Nomination Papers](#).



CANDIDATE INFORMATION REQUESTS

Election candidates (or potential candidates) frequently pose questions to The City with specific questions that may inform their campaigns or their understanding of the local jurisdiction.

The Returning Officer, to ensure equitable sharing of information to candidates, responds to all election information requests and ensures that all candidates receive the response provided. This handbook is updated each time a candidate inquiry is received. Responses provided relate to information that is deemed to be routinely releasable.

Information requests that relate to non-routinely releasable information or that would require more than two hours in research and response development will be forwarded to the Access & Privacy Coordinator and applicable fees for the retrieval of such information will apply. Responses handled by the Access & Privacy Coordinator will only be provided to the individual who requested the information and paid the applicable fees.

If you wish to opt out of this type of communication, please contact the Legislative Services at 403-342-8132 or email elections@reddeer.ca.

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STEPS TO BECOME A CANDIDATE

You can become a candidate for:

- Office of Councillor for The City of Red Deer



**STEP 1:
CHECK ELIGIBILITY**

All candidates must be eligible to vote in the election and must be:

- at least 18 years old,
- a Canadian citizen,
- be a resident of the local jurisdiction and the ward, if any, for the six consecutive months immediately preceding nomination day;
- not otherwise ineligible or disqualified.

Candidates are subject to further requirements outlined in the *Local Authorities Election Act*. Candidates are advised to refer to the *Local Authorities Election Act* and, if required, obtain legal advice regarding the full extent of their obligations.

Excerpts from the *Local Authorities Election Act*

Qualification of candidates

21(1) A person may be nominated as a candidate in any election under this Act if on nomination day the person

- (a) is eligible to vote in that election,
- (b) has been a resident of the local jurisdiction and the ward, if any, for the 6 consecutive months immediately preceding nomination day, and
- (c) is not otherwise ineligible or disqualified.

(2) Notwithstanding subsection (1), in the case of a city, a candidate for councillor is not required to be a resident of the ward in either a general election or a by-election, but must be a resident of the city.

(3) Notwithstanding subsection (1), a candidate for trustee of a board of a school division that is wholly or partly within the boundaries of a city is not required to be a resident of the ward in either a general election or a by-election, but must be a resident of the school division.

(4) If the boundaries of a local jurisdiction are altered by the addition of land, a person who has been a resident of the added land for at least the 6 months immediately preceding nomination day is deemed, for the purposes of this section, to have been a resident, during that time, of the local jurisdiction to which the land was added.

Ineligibility

22(1) A person is not eligible to be nominated as a candidate in any election under this Act if on nomination day

- (a) the person is the auditor of the local jurisdiction for which the election is to be held;
- (b) subject to subsection (4), the person is an employee of the local jurisdiction for which the election is to be held unless the person takes a leave of absence under this section;
- (c) the person is indebted to the municipality of which the person is an elector for taxes in default exceeding \$50, excluding from that amount
 - (i) any indebtedness for current taxes, and
 - (ii) any indebtedness for arrears of taxes for which the person has entered into a consolidation agreement with the municipality, unless the person is in default in the payment of any money due under the agreement;
- (d) the person is indebted to the local jurisdiction for which the election is to be held for any debt exceeding \$500 and in default for more than 90 days;
- (d.1) the person has, within the previous 10 years, been convicted of an offence under this Act, the *Election Act*, the *Election Finances and Contributions Disclosure Act* or the *Canada Elections Act* (Canada).
- (e),(f) repealed 2006 c22 s13.

(1.1) A person is not eligible to be nominated as a candidate for election as a trustee of a board of a school division if on nomination day the person is employed by

- (a) a school division,
- (b) a charter school, or
- (c) a private school,

in Alberta unless the person takes a leave of absence under this section.

(1.2) A person is not eligible to be nominated as a candidate for election as a councillor or a school board trustee if

- (a) a report was transmitted under section 147.8(1) in respect of the person,
- (b) the Court did not dispense with, or extend the time for, compliance with section 147.4 by an order under section 147.8(3), and
- (c) subject to subsection (1)(d.1), nomination day for the election occurs within
 - (i) the 8-year period following the day on which the secretary transmitted the report to council or the school board, or
 - (ii) where the disclosure statement required by section 147.4 has been filed with the secretary, the 3-year period following the day of filing,whichever period expires first.

(1.3) Subsection (1.2) applies

- (a) with respect to a candidate for election as a councillor, if a report has been transmitted under section 147.8(1)(a) respecting a campaign period beginning on or after January 1, 2014, and
- (b) with respect to a candidate for election as a school board trustee, if a report has been transmitted under section 147.8(1)(b) respecting a campaign period beginning on or after January 1, 2019.

(2) Repealed 2006 c22 s13.

(3) Subsection (1)(b) to (d) do not apply to a candidate for election as a trustee of a board of a school division.

(4) Subsection (1)(b) does not apply to a person by reason only

- (a) - (f) repealed 2018 c23 s11;
- (g) that the person is appointed to a position under the *Emergency Management Act*;
- (h) repealed 2018 c23 s11;
- (i) that the person has received a gratuity or allowance for services on a committee or board appointed by or responsible to the local jurisdiction;
- (j) - (l) repealed 2018 c23 s11;
- (m) that the person is a volunteer chief, officer or member of a fire, ambulance or emergency measures organization established by a local jurisdiction or that the person is a volunteer for another purpose who performs duties under the direction of the local jurisdiction.

(5) A person who is an employee of a municipality and who wishes to be nominated as a candidate in an election to be held for that municipality may notify that person's employer on or after July 1 in the year of a general election or on or after the day the council passes a resolution to hold a by-election but before the person's last working day prior to nomination day that the person is taking a leave of absence without pay under this section.

(5.1) A person employed by an entity referred to in subsection (1.1) who wishes to be nominated as a candidate for election as a trustee of a board of a school division may notify that person's employer on or after July 1 in the year of an election but before the person's last working day prior to nomination day that the person is taking a leave of absence without pay under this section.

(6) Notwithstanding any bylaw, resolution or agreement of a local jurisdiction, every person who notifies an employer in accordance with subsection (5) or (5.1) is entitled to a leave of absence without pay.

(6.1) Repealed 2012 c5 s107.

(7) An employee who takes a leave of absence under this section is subject to the same conditions that apply to taking a leave of absence without pay for any other purpose.

(8) If an employee who takes a leave of absence under this section is not elected, the employee may return to work, in the position the employee had before the leave commenced, on the 5th day after election day or, if the 5th day is not a working day, on the first working day after the 5th day.

(9) If an employee who takes a leave of absence under this section is declared elected, the employee is deemed to have resigned that position as an employee the day the employee takes the official oath of office as an elected official.

(10) If an employee who takes a leave of absence under this section is declared elected but, after a recount under Part 4, is declared not to be elected, the employee may return to work on the first working day after the declaration is made, and subsections (7) and (8) apply.

(11) Subject to subsection (12), an employee who takes a leave of absence under this section and is declared elected continues to be deemed to have resigned that position as an employee if the employee subsequently forfeits the elected office or if the employee's election is adjudged invalid.

(12) If, through no act or omission of the employee, an employee forfeits the elected office or the employee's election is adjudged invalid, the employee may return to work on the first working day after the office is forfeited or the election is adjudged invalid, and subsections (7) and (8) apply.

Ineligibility for nomination

23(1) A person is not eligible to be nominated for more than one office of the same elected authority.

(2) A member who holds office on an elected authority is not eligible to be nominated for or elected to the same or any other office on the elected authority

(a) unless the member's term of office is expiring, or

(b) if the member's term of office is not expiring, unless the member has resigned that office effective 18 days or more before nomination day.

See the *Municipal Government Act*

Division 7 Disqualification of Councillors - Reasons for disqualification

174(1) A councillor is disqualified from council if

- (a) when the councillor was nominated, the councillor was not eligible for nomination as a candidate under the *Local Authorities Election Act*;
- (b) the councillor ceases to be eligible for nomination as a candidate under the *Local Authorities Election Act*;
- (b.1) the councillor
 - (i) fails to file a disclosure statement as required under section 147.4 of the *Local Authorities Election Act* before the end of the time period referred to in section 147.7 of the *Local Authorities Election Act*, and
 - (ii) has not been relieved from the obligation to file a disclosure statement by a court order under section 147.8 of the *Local Authorities Election Act*;
- (c) the councillor becomes a judge of a court or a member of the Senate or House of Commons of Canada or of the Legislative Assembly of Alberta;
- (d) the councillor is absent from all regular council meetings held during any period of 8 consecutive weeks, starting with the date that the first meeting is missed, unless subsection (2) applies;
- (e) the councillor is convicted
 - (i) of an offence punishable by imprisonment for 5 or more years, or
 - (ii) of an offence under section 123, 124 or 125 of the *Criminal Code* (Canada);
- (f) the councillor does not vote on a matter at a council meeting at which the councillor is present, unless the councillor is required or is permitted to abstain from voting under this or any other enactment;
- (g) the councillor contravenes section 172;
- (h) the councillor has a pecuniary interest in an agreement that is not binding on the municipality under section 173;
- (i) the councillor uses information obtained through being on council to gain a pecuniary benefit in respect of any matter;
- (j) the councillor becomes an employee of the municipality;
- (k) the councillor is liable to the municipality under section 249.

(2) A councillor is not disqualified by being absent from regular council meetings under subsection (1)(d) if

- (a) the absence is authorized by a resolution of council passed at any time
 - (i) before the end of the last regular meeting of the council in the 8-week period, or

- (ii) if there is no other regular meeting of the council during the 8-week period, before the end of the next regular meeting of the council,

or

- (b) the absence is in accordance with a bylaw under section 144.1.

(3) For the purposes of this section, a councillor is not considered to be absent from a council meeting if the councillor is absent on council business at the direction of council.

(4) A councillor who is disqualified under this section is eligible to be elected at the next general election in the municipality if the person is eligible for nomination under the *Local Authorities Election Act*.

**STEP 2:
LEARN ABOUT THE OFFICE**

Familiarize yourself with the Office you are interested in running for by reviewing resource materials which can be found at elections.reddeer.ca, throughout this candidate handbook, and in related legislation for Councillors.

Office of Councillor for The City of Red Deer

Resources include but are not limited to:

- **City of Red Deer Website:**
About Red Deer, City Government, Mayor and Council, Council Policies, Council Committees, Council Meetings, etc.
- *Municipal Government Act*
- **Alberta Government: A candidate's guide: running for municipal office in Alberta**



**STEP 3:
COMPLETE DOCUMENTATION**

All candidates are required to complete Form 4 – Nomination Paper and Candidate’s Acceptance and Form 5 – Candidate Financial Information. Forms are available at elections.reddeer.ca. If you require printed copies, please contact us 403.342.8132 or email elections@reddeer.ca.

Forms must be filed with the Returning Officer during the nomination period (January 23, 2024 until 12 noon on Nomination Day, March 25, 2024).

Form 4 - Nomination Paper and Candidate’s Acceptance

Persons signing a candidate’s nomination paper must be eligible elector and the form must include original hand-written signatures. Digital signatures are not accepted. It is recommended that candidates obtain more than the minimum required number of electors to sign the form in case one or more electors are not eligible to nominate.

This form must be signed by a Commissioner for Oaths in and for Alberta or the Returning Officer. Returning Officer or delegate are available in person, by appointment only.

It is imperative that a person who signs nomination forms is eligible to vote.

To ensure that the person signing your nomination forms is eligible to vote, review “eligibility to vote” and “rules of residence”

Form 5 – Candidate Financial Information

This form must also be filed during the nomination period and must include candidate’s information, address of where candidate records are maintained and, if applicable, should include financial institution information where campaign contributions are kept at. Do not use personal banking information.

Candidate Profiles

Candidate profiles are optional; however, your profile will be posted on elections.reddeer.ca to provide the voters the reasons why you are running for office, what you hope to accomplish when in office and the qualities that make you the best candidate.

A form will be provided to all candidates to collect their candidate profile. You may prepare the following information in advance:

- Biography / About me (500 characters, approximately 90 – 100 words)
- Platform description / Top priorities (250 characters)
- Website address, social media accounts links and contact information (e.g. campaign email and telephone number).

**STEP 4:
FILE YOUR NOMINATION PAPERS**

**DEADLINE TO FILE YOUR NOMINATIONS
IS NOON ON MONDAY, MARCH 25, 2024**

A person may file a nomination to become a candidate for a general election within the nomination period. The nomination period is January 23, 2024, until 12 p.m. on March 25, 2024. Late nominations will not be accepted.

All candidates must file with Returning Officer the following forms by 12 p.m. on Nomination Day (March 25, 2024):

- **Form 4 - Nomination Paper and Candidate’s Acceptance;** and
- **Form 5 – Candidate Financial Information.**

A candidate may submit their nomination form in one of the following ways:

Mail/ Courier	24-Hour Drop Box	Appointment
Returning Officer Legal & Legislative Services The City of Red Deer Box 5008 Red Deer, AB T4N 3T4	Returning Officer Legal & Legislative Services City Hall 4914 48 Ave, Red Deer	Phone: 403.342.8132 Email: elections@reddeer.ca
<p>IF THE CANDIDATE IS SUBMITTING THEIR NOMINATION FORMS BY MAIL, COURIER OR 24-HOUR DROP BOX, THE CANDIDATE MUST ENSURE THAT THEIR NOMINATION FORM HAS BEEN COMMISSIONED BY A COMMISSIONER FOR OATHS IN AND FOR ALBERTA.</p>		

Excerpts from the *Local Authorities Election Act*

Nomination day

25 (2) A person may file a nomination to become a candidate

- (b) for a by-election, within the period beginning on the day after the resolution or bylaw is passed to set election day for the by-election and ending at 12 noon on nomination day.

Form of nomination

27(I) Every nomination of a candidate must

- (a) be in the prescribed form,
 - (b) be signed by at least 5 persons who are electors eligible to vote in that election and resident in the local jurisdiction on the date of signing the nomination,
 - (c) be accompanied with a written acceptance sworn or affirmed in the prescribed form by the person nominated, stating
 - (i) that the person is eligible to be elected to the office,
 - (ii) the name, address and telephone number of the person's official agent, if one has been appointed,
 - (iii) that the person will accept the office if elected,
 - (iv) that the person will read and comply with the municipality's code of conduct if elected, and
 - (v) that the persons who have signed the nomination are electors who are eligible to vote in that election and resident in the local jurisdiction on the date of signing the nomination,
- and
- (d) if required by bylaw, be accompanied with a deposit in the required amount.

(I.1) A person who files a nomination shall also submit, in the prescribed form, the following information to the returning officer:

- (a) the full name and contact information of the candidate;
- (b) the address of the place or places where records of the candidate are maintained and of the place to which communications may be addressed;
- (c) the name and address of the financial institutions to be used by or on behalf of the candidate for the candidate's campaign account, if applicable;
- (d) the names of the signing authorities for each account referred to in clause (c), if applicable.

(1.2) When there is any change in the information required to be provided under subsection (1.1), the candidate shall notify the local jurisdiction in writing within 48 hours after the change, and on receipt of the notice the local jurisdiction shall update the information accordingly.

(1.3) Notice under subsection (1.2) may be sent by fax or e-mail.

(2) Notwithstanding subsection (1), a city that is a local jurisdiction with a population of at least 10 000 or a board of trustees under the *Education Act* of a local jurisdiction with a population of at least 10 000 may, by a bylaw passed prior to December 31 of the year before a year in which a general election is to be held, specify the minimum number of electors required to sign the nomination of a candidate for an office, but that number must be at least 5 and not more than 100.

(3) Notwithstanding subsection (1), if a system of wards is in effect, only an elector who is a resident of the ward for which a candidate for election is being nominated may sign the nomination of the candidate.

(4) Repealed 2018 c23 s13.

Withdrawal of nomination

32(1) A person nominated as a candidate may withdraw as a candidate at any time during the nomination period.

(2) Subject to subsection (3), at any time within 24 hours after the close of the nomination period, if more than the required number of candidates for any particular office are nominated, any person so nominated may withdraw as a candidate for the office for which the candidate was nominated by filing with the returning officer a withdrawal in writing.

(3) If, after one or more candidates have withdrawn in accordance with subsection (2), the number of remaining candidates does not exceed the number of vacancies to be filled, the returning officer shall refuse to accept further withdrawals.



CAMPAIGN DISCLOSURE STATEMENT AND FINANCIAL STATEMENT

All candidates (Mayor, Councillor or School Trustee) are responsible for reviewing the relevant sections of the *Local Authorities Election Act* to ensure they are compliant with all requirements.

Part 5.1 Election Finances and Contributions Disclosure of the *Local Authorities Election Act* outlines the requirements for contributions, limitations and acceptance of contributions, anonymous and unauthorized contributions, duties of candidates, fund-raising functions, expense limits, disclosure statements, campaign surplus, late filing, and offences.

All candidates must declare, by August 20, 2024, campaign contributions and expenses and the resulting surplus or deficit by using the **Form 26 - Campaign Disclosure Statement and Financial Statement** form which are available at elections.reddeer.ca.

If you require printed copies, please contact us at 403.342.8132 or email elections@reddeer.ca.

Excerpts from the *Local Authorities Election Act*

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 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.

(2) A candidate who has incurred campaign expenses or received contributions of \$50 000 or more shall file a review engagement with the disclosure statement referred to in subsection (1).

(3), (4) Repealed 2020 c22 s17.

(5) With respect to the period during which a candidate is nominated, this section applies to a candidate who withdraws as a candidate.

(6) If a candidate becomes aware that any of the information reported in the disclosure statement required under subsection (1) or the review engagement required under subsection (2) has changed or has not been completely or accurately disclosed, the candidate shall, within 30 days, submit a supplementary statement in the prescribed form to the local jurisdiction.

(7) The local jurisdiction must ensure that all documents filed under this section are available to the public during regular business hours for a period of 4 years after the election.

(8) to (10) Repealed 2020 c22 s17.

Late filing

147.7(1) In this section, “filing deadline” means the day by which a disclosure statement referred to in section 147.4 is required to be filed with a local jurisdiction.

(2) A candidate who is required to file a disclosure statement under section 147.4 and fails to file that document by the filing deadline must pay a late filing fee of \$500 to the relevant local jurisdiction.

(3) A local jurisdiction shall not transmit a report in relation to a candidate under section 147.8 if the return is filed no later than 10 days after the filing deadline.

(4) If the late filing fee is not paid within 30 days after the date the fee was payable, the local jurisdiction shall send a notice to the candidate, indicating the amount of the late filing fee that is required to be paid.

(5) If a candidate who is sent a notice by the local jurisdiction under subsection (4) fails to pay the late filing fee set out in the notice, the local jurisdiction may file a copy of the notice with the clerk of the Court of Queen’s Bench, and, on being filed, the notice has the same force and effect and may be enforced as if it were a judgment of the Court.



CAMPAIGN CONTRIBUTIONS & ADVERTISING

The *Local Authorities Election Act* does not speak directly to forms of advertising and campaigning guidelines; however, it does provide regulations with respect to campaign contributions and limitations on advertising at a voting station.

Campaign Contributions

In the 2024 By-Election, only candidates who have filed their nomination papers can accept contributions during the campaign period which is January 23, 2024 to June 21, 2024. Part 5.1 of the *Local Authorities Election Act* outlines regulations with respect to contributions. As a candidate you are required to review regulations outlined in the *Local Authorities Election Act* and, if required, you may also obtain legal advice for full obligations and responsibilities under the Act.

Campaign Advertising

Candidates can choose to undertake any campaign activities during the campaign period (January 23, 2024 to June 21, 2024) other than those regulated under the *Local Authorities Election Act*, *Land Use Bylaw* and *Community Standards Bylaw*. This may include: putting up posters within a private business, private property, leaving take away cards, etc. (provided that the business owner/property owner provide permission), word of mouth, door-to-door campaigning, paid advertising, elections signs, and media interviews: how you choose to market your campaign is entirely up to you. Below are the some of the commonly used promotion methods:

- **Information Distribution**

Since 2004, the Red Deer Public Library has provided a unique service to election candidates. Acting as an "election information clearinghouse" the Library will use its website to profile candidate biographies and platforms, and provide space within the library for candidates to display promotional information. Additionally, the Library offers its services to assist candidates with their online presence (Facebook, Twitter, etc.). For information on how the Red Deer Public Library can work with you, contact 403.346.4576 or www.rdpl.org.

- **Forums**

A Forum is an opportunity for the public to hear from individuals running for office. A Forum may involve candidates being asked to present their platforms or may be conducted in a question/answer format whereby members of the public can ask questions to which the candidates respond. Forums are hosted by business/special interest groups and are not a part of the legislated election process. The City is not involved in coordinating these events, though they will be posted on elections.reddeer.ca for information.


- **Social Media Platforms**

Candidates are able to use their own social media platforms (for example, Facebook, Twitter, or YouTube) and present their platforms. The City is not involved in coordinating or managing candidate's social media platforms. Candidates may choose to share links to their social media pages through their Candidate Profile posted on elections.reddeer.ca.

**ELECTION SIGNS, LITERATURE,
BALLOTS & OFFENCES**

You do not need a City permit to post election signs on private property, or on public property, provided your signs comply with certain requirements. These requirements can be found in the Election Sign Placement Guide which are available on the City's website at www.reddeer.ca. The City of Red Deer has a number of designated locations on municipal land where election signs can be placed. You can only place signs on these locations or private property where the owner has given permission. A list of the locations can be found in this guide.

For the 2024 By-Election, election signs are only permitted between Nomination Day (March 25, 2024) and Election Day (April 22, 2024).



**Be sure to ask permission
before putting signs on private
property and call Alberta One Call
at 1-800-242-3447 before you dig.**

Candidates are responsible for removing the signs within 48 hours after the voting stations close on Election Day (8 p.m. on April 22, 2024).

Candidates will be liable for the cost of removal for any signs that have not been taken down 48 hours after the voting stations close on Election Day.

Excerpts from The City of Red Deer Land Use Bylaw 3357/2006

The City of Red Deer Land Use Bylaw 3357/2006 Sign Regulations sets out the regulations for the posting of election signs.

Temporary sign is a sign that is not intended to be permanent and is allowed for a limited time by the applicable development standards. Temporary signs must not display dynamic or electronic messages. Election sign is a temporary sign and is used to promote a candidate, position, or party during a municipal, school board, provincial or federal election or a referendum or plebiscite.

11.3 Signs That Do Not Require a Development Permit

(1) The following signs do not require a Development Permit if they comply with this bylaw. Signs that do not comply with these development standards require a Development Permit with a variance:

(q) Election signs only during the following time frames and provided that they comply with this bylaw:

- (i) between nomination day of an election year and the date of the election, in the case of an election under the Local Authorities Election Act;
- (ii) between the date the election is officially called and the date of the election, in the case of elections for Federal and Provincial public office;

11.17.3 Election Sign Development Standards

(1) Election signs may be placed on private or public property (with the approval of the owner/public authority).

- (a) Election signs are permitted on municipal property only as designated by The City Council.
- (b) Election signs must be located at least 3.0 m from the back of sidewalk or if there is no sidewalk, the back of curb.
- (c) Election signs on public property may not exceed 3.0 m² in size nor 3.6 m in height.
- (d) Only one election sign per candidate, per designated sign location approved by Council resolution, is permitted.
- (e) If a candidate fails to remove his or her election signs within 48 hours after the voting stations close on election day, the Designated Officers may remove them and the candidate shall be liable for the cost of removal.



- (f) When an election sign interferes with work being carried out by City work crews or contractors doing work on behalf of The City, the crews may remove and dispose of such signs.
- (g) Designated Officers employed by The City may remove any election signs which have been erected, affixed, posted or placed on any City property in contravention of this bylaw.
- (h) A candidate whose name appears on an election sign which is in contravention of this bylaw shall be guilty of an offence under this bylaw.

Excerpts from The City of Red Deer Community Standards Bylaw 3669/2021

Definitions

2 In this Bylaw, the following definitions shall apply:

- (c) “**Graffiti**” means words, figures, letters, drawings or stickers applied, scribbled, scratched, etched, sprayed, drawn or attached on or to the surface of any Property, other than a vehicle;
- (e) “**Nuisance**” includes any activity or condition which:
 - (i) unreasonably interferes with the use and enjoyment of any highway, park or other public area;
 - (ii) unreasonably interferes with the use and enjoyment of private property;
 - (iii) causes injury to the health, comfort or convenience of an occupier of land; or
 - (iv) contravenes the Nuisance prohibition provisions of Part 2 of this bylaw;

and without limiting the generality of the foregoing includes unreasonable noise, littering, unreasonable odour, fighting, the accumulation of water or other liquids on a Property, or the presence of an unsanitary conditions on a Property.

Nuisance Prohibition

13 No person shall cause or permit a Nuisance on Property they own or occupy.

14 A person who causes a Nuisance, or permits Property he or she owns or occupies to be used so as to cause a Nuisance, shall abate the Nuisance and cause to be abated the activity which causes the Nuisance.

15 For greater certainty, a Nuisance in respect of land, includes land or any portion thereof, that shows signs of a serious disregard for general maintenance and upkeep, whether or not it is detrimental to the surrounding area, some examples of which include:

- (k) the posting or exhibiting of posters, signs, billboards, placards, writings or pictures upon any fence or wall on any Property, where the same are accumulated and become in a dilapidated and unsightly condition.

16 For greater certainty, a Nuisance, in respect of a building or structure, includes a building or structure or any portion thereof, that shows signs of a serious disregard for general maintenance and upkeep, whether or not it is detrimental to the surrounding area, some examples of which include:

- (b) any graffiti displayed on the building or structure that is visible from any surrounding Property;

17 For greater certainty, a Nuisance, in respect of human behaviour, includes any activity which substantially and unreasonably interferes with another person's use and enjoyment of a highway, park or other public area or of land a person owns or occupies, or which causes

injury to the health, comfort or convenience of an occupier of land, and without limiting the generality of the foregoing, includes an activity such as a noisy party, a group of people making noise, loud music, car racing, revving engines, yelling, shouting, screaming, or fighting.

Graffiti

25 No person shall apply Graffiti on any Property, unless the Graffiti is not in public view and the person who owns or occupies the Property to which the Graffiti has been applied has consented to its application.

26 Every owner or occupier of Property shall ensure that Graffiti placed on their Property is removed, painted over, or otherwise blocked from public view.

Flyers, Placards, Posters

48 No person shall place, deposit or throw or cause to be placed, deposited or thrown upon or into any motor vehicle, which is parked on any street, lane, parking lot or other Public Place, any leaflet, pamphlet, poster, handbill, flyer or any paper containing printed or written matter, whether advertising or not, with the exception of any violation ticket or summons issued pursuant to lawful authority.

49 No person shall deposit any unsolicited written material, including a leaflet, flyer, pamphlet or other printed matter, at or on a Property that is a dwelling unit where a sign or notice is posted which clearly indicates that such Flyers are not wanted. This section does not apply to election advertising materials or information produced and distributed by a federal, provincial or municipal government, or an agent or elected member of same.

50 A Peace Officer is authorized to remove and destroy anything placed, posted or otherwise maintained contrary to Section 25 or Section 48.

**ELECTION SIGNS ARE ONLY PERMITTED BETWEEN
NOMINATION DAY AND ELECTION DAY.**

January 23, 2024, to April 22, 2024

**CANDIDATES ARE RESPONSIBLE FOR REMOVING
THE SIGNS WITHIN 48 HOURS
AFTER THE VOTING STATIONS CLOSE ON ELECTION DAY.**

The City of Red Deer has a number of designated locations on municipal land where election signs can be placed. A list of the locations can be found in the [Election Sign Placement Guide](#).

Excerpts from the *Local Authorities Election Act*

Prohibitions

148(1) No person shall

- (a) without authority supply a ballot to any person,
- (b) fraudulently put into a ballot box any paper other than a ballot that the person is authorized by this Act to deposit,
- (c) fraudulently take a ballot out of the voting station,
- (d) without authority destroy, take, open or otherwise interfere with any ballot box or packet of ballots then in use for the purpose of an election.

(2) No person shall

- (a) request a ballot in the name of some other person, whether the name is that of a person living or dead or of a fictitious person, or
- (b) having voted once, request at the same election a ballot in the person's own name.

(3) No person shall vote knowing that the person has no right to do so.

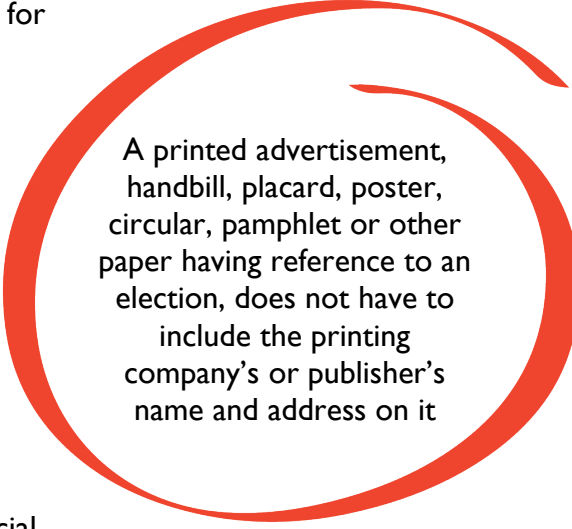
(3.1) No person shall obstruct any person carrying out an inquiry, investigation or examination under this Act or withhold from that person or conceal or destroy any books, papers, documents or things relevant to the subject-matter of the investigation or examination.

(4) No person shall make or sign a false statement for any purpose related to an election or vote held or to be held under this Act.

(5) No person shall print or distribute or cause to be printed or distributed in any advertisement, handbill, placard, poster, circular, pamphlet, newspaper or other paper a form of ballot printed by the returning officer, indicating or showing it to be marked for any candidate or candidates. (For example: posting pictures of completed ballots on social media)

(6) Notwithstanding anything in this section, the returning officer may at any time after nomination day cause a facsimile of the ballot for chief elected official, member of an elected authority, bylaw or question to be published as often as the returning officer considers necessary in a newspaper circulating in the area, for the information of the electors.

(7) A person who contravenes subsection (1), (2), (3), (3.1), (4) or (5) 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.



A printed advertisement, handbill, placard, poster, circular, pamphlet or other paper having reference to an election, does not have to include the printing company's or publisher's name and address on it

Offences — integrity of the vote

150(1) Every returning officer, deputy, candidate, constable, official agent and scrutineer in attendance at a voting station shall maintain and aid in maintaining the secrecy of the voting at the voting station.

(2) No person shall interfere with or attempt to interfere with an elector when the elector is marking the elector's ballot, or shall otherwise attempt to obtain at the voting station information as to which candidate or candidates any elector at that voting station is about to vote or has voted for.

(3) No person shall

- (a)** during the hours when a voting station is open, canvass or solicit votes in a building where the voting station is located, or
- (b)** make any communication to an elector in a voting station respecting the election otherwise than through the deputy.

(4) When a voting station is located in a building containing a complex of interlocking offices, stores or other facilities, the prohibition in subsection (3) applies only to the store, office or facility comprising the area used as a voting station.

(5) No person shall display at the voting station or distribute or post in it a specimen ballot paper marked for a candidate or any other material purporting to explain to the electors how to vote or leave or post a ballot or other material in a voting compartment other than the material that is required to be posted in accordance with this Act.

(6) No person shall communicate at any time to any person any information obtained at a voting station as to which candidate any elector at that voting station is about to vote or has voted for.

(7) No returning officer, deputy, official agent or scrutineer in attendance at the counting of the votes shall communicate or attempt to communicate any information obtained at that counting as to which candidate or candidates any vote is given for.

(8) No person shall directly or indirectly induce an elector to display the elector's ballot, after the elector has marked it, so as to make known to any person the name of any candidate for whom the elector has or has not marked the elector's ballot.

(9) A person who contravenes this section is guilty of an offence and liable to a fine of not more than \$5000 or to imprisonment for a term not exceeding 2 years or to both fine and imprisonment.

Offence — candidate's acceptance

151 A candidate for elective office who signs a candidate's acceptance form that contains a false statement is guilty of an offence and liable to a fine of not more than \$1000.

Advertisement distribution

152(1) Subject to subsection (2), a person who, at an advance vote or on election day,

- (a) displays within a building used for a voting station or on the property on which a building used for a voting station is located, or
- (b) distributes within a building used for a voting station or on the property on which the building used for a voting station is located,

an advertisement, handbill, placard, poster, circular, pamphlet, newspaper or other paper except those posted by the deputy in accordance with this Act is guilty of an offence and liable to a fine of not more than \$500.

(2) When a voting station is located in a building containing a complex of interlocking offices, stores or other facilities, the prohibition in subsection (1) applies only to the store, office or facility comprising the area used as a voting station.

(3) Repealed 2018 c23 s53.

(4) Where a person displays an advertisement, handbill, placard, poster, circular, pamphlet, newspaper or other paper contrary to subsection (1), the deputy may cause it to be removed, and neither the deputy nor any person acting under the deputy's instructions is liable for trespass or damages resulting from or caused by the removal.

Interference with posted documents

153 A person who, without authorization, takes down, covers up, mutilates, defaces or alters any notice or other document required to be posted under this Act is guilty of an offence and liable

- (a) if the person is an officer, to a fine of not more than \$1000, and
- (b) in any other case, to a fine of not more than \$200.



IDENTIFICATION OF CANDIDATES, CAMPAIGN WORKERS, CANDIDATE'S OFFICIAL AGENTS & SCRUTINEERS

If a candidate's campaign will be supported by campaign workers, an official agent or scrutineers, the candidate must obtain the proper documentation from the Returning Officer.

Campaign Workers

Campaign workers help candidates get elected by calling voters, sending out flyers, advertising (radio, social media, etc.) and they educate the public on candidate's priorities, what the candidate hopes to accomplish when in office and the qualities that make you the best candidate.

Official Agent

Candidates may appoint an official agent when they submit their nomination papers. Candidates are not required to appoint an official agent. An official agent must be an elector who is eligible to vote in the local jurisdiction on election day. The duties of an official agent are those assigned by the candidate.

Candidate's Scrutineers

Candidates can appoint scrutineers to observe the election procedures. Scrutineers are permitted to observe all parts of the election and may attend more than one voting station. Scrutineers are not permitted to view or interfere with the process of an elector marking a ballot. Candidates or their official agents can also observe the election process, but a candidate can only be represented by one person per voting station.

Contact Legislative Services at 403.342.8132 or email elections@reddeer.ca to obtain proper documentation for campaign workers, official agent and/or scrutineers.

Excerpts from the *Local Authorities Election Act*

Oath, statement

16(2) Every deputy, enumerator, scrutineer and constable before performing the duties of that office must subscribe to a statement in the prescribed form.

Access for enumerators and campaigners

52(1) 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.

(2) A municipality may issue photo identification to an enumerator and that photo identification is deemed to be identification of that enumerator in the prescribed form for the purposes of subsection (1).

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 this 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.

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 a 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 this 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.

(3) The presiding deputy shall not permit a candidate to have an official agent or a scrutineer present while the candidate is present in a voting station during voting hours.

(3.1) 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.

(4) A candidate or official agent personally may

- (a) undertake the duties that the candidate's scrutineer may undertake, and
- (b) attend any place that the candidate's scrutineer is authorized by this Act to attend.

(5) The presiding deputy may designate the place or places at a voting station where a candidate, an official agent or a scrutineer of a candidate may observe the election procedure, and in designating the place or places, the presiding deputy shall ensure that the candidate, official agent or scrutineer can observe any person making a statement under section 53(1)(b) or (2) or 78.

(6) When, in the provisions of this Act that relate to the election of a member of an elected authority, expressions are used requiring or authorizing an act or thing to be done or implying that an act or thing is to be done in the presence of an official agent, a scrutineer or a candidate, the expression is deemed to refer to the presence of those an official agents and scrutineers

- (a) that are authorized to attend, and
- (b) that have in fact attended at the time and place where that act or thing is being done,

and if the act or thing is otherwise properly done, the non-attendance of an official agent or a scrutineer at that time and place does not invalidate it.

THIRD PARTY ADVERTISING

A third-party advertiser is an individual, corporation or group who advertises to promote or oppose a registered political participant, including taking a position on an issue with which a candidate or a council is associated.

Register as a Third Party

Third parties interested in advertising during a municipal and/or school board election or to oppose or promote a candidate, will be required to register with the municipality or school board they intend to advertise in if they have incurred or plan to incur expenses of at least \$1,000 for election advertising, or have accepted or plan to accept at least \$1,000 in election advertising contributions.

If a third-party advertiser intends on advertising in ten or more municipalities, they can register with Municipal Affairs instead of registering in each individual municipality. For more information contact:

Municipal Affairs

Phone: 780.427.2225

Email: ma.lgsmail@gov.ab.ca

Third Party Advertising Contribution Statement

Third-party advertisers are required to file disclosure statements detailing advertisements, expenses, and contributions received. Third-party advertisers are required to know who is eligible to make a contribution, expense limits and all reporting requirements to the municipality.

Registration of a Third Party and Third Party Advertising Contribution Statement forms will be available at elections.reddeer.ca.

If you require printed copies, please contact Legislative Services at 403.342.8132 or email elections@reddeer.ca.

The information on this page is provided for convenience and reference only. Third-party advertisers are subject to further requirements as outlined in the *Local Authorities Election Act*. It is recommended that third-party advertisers refer to the *Local Authorities Election Act* and obtain legal advice, if required, regarding the full extent of their obligations.

DON'T JUST SPEAK UP, VOTE ✓

BY-ELECTION 2024

REQUIREMENTS TO VOTE

Find out the eligibility to vote requirements, rules of residence, and authorized identification that is required to vote.



ELIGIBILITY TO VOTE

Excerpts from the *Local Authorities Election Act*

Eligibility to vote

47(1) A person is eligible to vote in an election held pursuant to this Act if the person

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

(2) Subject to subsection (3) and sections 75, 77.1, 79, 81 and 83, an elector is eligible to vote only at the voting station for the voting subdivision in which the elector's place of residence is located on election day.

(3) If a local authority establishes a voting station at a work site, the local authority may direct that those workers who are electors who wish to vote and who are required to work at the site during the hours for which the voting station is open shall vote at that voting station, notwithstanding that those workers do not reside in the voting subdivision in which that voting station is located.

(4) Repealed 2018 c23 s19.

Rules of residence

48(1) For the purposes of this Act, the place of residence is governed by the following rules:

- (a) a person may be a resident of only one place at a time for the purposes of voting under this Act;
- (a.1) if a person has more than one residence in Alberta, that person shall, in accordance with subsection (1.1), designate one place of residence as the person's place of residence for the purposes of this Act;
- (b) the residence of a person is the place where the person lives and sleeps and to which, when the person is absent, the person intends to return;
- (c) a person does not lose the person's residence by leaving the person's home for a temporary purpose;
- (d) subject to clause (e), a student who
 - (i) attends an educational institution within or outside Alberta,
 - (ii) temporarily rents accommodation for the purpose of attending an educational institution, and

- (iii) has family members who are resident in Alberta and with whom the student ordinarily resides when not attending an educational institution is deemed to reside with those family members;
 - (e) if a person leaves the area with the intention of making the person's residence elsewhere, the person loses the person's residence within the area.
- (1.1)** For the purposes of subsection (1)(a.1), a person shall designate the person's place of residence in accordance with the following factors in the following order of priority:
- (a) the address shown on the person's driver's licence or motor vehicle operator'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;
 - (b) the address to which the person's income tax correspondence is addressed and delivered;
 - (c) the address to which the person's mail is addressed and delivered.
- (2)** A person who is a resident of a public school division or of a separate school division under the *Education Act* is deemed to be a resident of that public school division or that separate school division, as the case may be, under this Act.
- (3)** Repealed 2012 cE-0.3 s276.

Proof of elector eligibility

53(1) Every person who attends at a voting station for the purpose of voting must be permitted to vote if

- (a) the person's name appears on the list of electors, if any, or
 - (b) the person
 - (i) makes a statement that the person is eligible to vote as an elector in the presence of an officer at the voting station, in the prescribed form,
 - (ii) validates the person's identity and address of the person's residence in accordance with subsection (3), and
 - (iii) where required by a bylaw passed under section 53.01, produces the number and types of identification permitted by the bylaw to verify the person's age.
- (2)** A statement referred to in subsection (1)(b)(i) must include the address of the person's residence.
- (3)** A person may validate the person's identity and the address of the person's residence for the purpose of subsection (1)(b)(ii)
- (a) if a bylaw has been passed under section 53.01, by producing the number and types of identification required by the bylaw, or
 - (b) by producing one of the following:
 - (i) one piece of identification issued by a Canadian government, whether federal, provincial or local, or an agency of that government, that contains

a photograph of the person, the person's name and the address of the person's residence;

- (ii) one piece of identification authorized by the Chief Electoral Officer under the *Election Act* for the purposes of section 95(1)(a)(ii) of that Act that establishes the person's name and current address;
- (iii) one piece of other acceptable identification referred to in section 53.02.

(4) Notwithstanding subsection (1)(b)(ii) and (iii), a person may validate the person's identity, the address of the person's residence and, if applicable, the person's age if the person is accompanied by an elector who

- (a) validates the elector's identity and the address of the elector's residence in accordance with subsection (3) and, if applicable, verifies the elector's age in accordance with subsection (1)(b)(iii), and
- (b) vouches for the person in accordance with subsection (7).

(5) A scrutineer shall not vouch for a person under subsection (4)(b).

(6) An elector shall not vouch for a person if any of the following circumstances apply:

- (a) the elector has relied on the process described in subsection (4) to validate the elector's identity, address and, if applicable, age;
- (b) subject to subsection (6.1), the elector has already vouched for another person.

(6.1) An elector may vouch for more than one person if every person the elector vouches for shares the same place of residence.

(7) For the purposes of subsection (4)(b), an elector who vouches for a person must make a statement, in the prescribed form, that

- (a) the elector knows the person,
- (b) the elector knows that the person resides at the address indicated in the person's statement, and
- (c) the elector has not relied on the process described in subsection (4) to validate the elector's identity, address and, if applicable, age.

(8) A person who attends at a voting station shall not be permitted to vote unless that person meets the requirements of this section.

Voting time for employees

58(1) An employee who is an elector shall, while the voting stations are open on election day, have 3 consecutive hours for the purpose of casting the employee's vote.

(2) If the hours of the employee's employment do not allow for 3 consecutive hours, the employee's employer shall allow the employee any additional time for voting that is necessary to provide the employee the 3 consecutive hours, but the additional time for voting is to be granted at the convenience of the employer.

(3) No employer shall make any deduction from the pay of an employee nor impose on the employee or exact from the employee any penalty by reason of the employee's absence from the employee's work during the 3 consecutive hours or part of it.

(4) Subsections (1), (2) and (3) do not apply if the employer provides for the attendance of an employee who is an elector at a voting station while it is open during the hours of the employee's employment with no deduction from the employee's pay and without exacting any penalty.

AUTHORIZED IDENTIFICATION

All voters will be asked to produce identification that shows their name and current address prior to voting. Voters can provide government issued identification (either municipal, provincial or federal), any one piece of identification approved by the Chief Electoral Officer of Alberta, or any other type of identification allowed for by the Minister of Municipal Affairs or the Minister of Education. A voter without appropriate identification can still vote but will require someone to vouch for them.

Option 1: Show one of these pieces of ID

Electors may vote after producing government issued identification containing the elector's photograph, current address and name.

EXAMPLES GOVERNMENT ISSUED IDENTIFICATION

- Driver's License
- Alberta Identification Card
- any other card issued by a Canadian government (federal, provincial/territorial or local) with your photo, name and current address

Electors who are unable to produce government issued identification, must produce one piece of identification as approved by Chief Electoral Commissioner under the *Election Act* that establishes a person name and current address.

EXAMPLES OF AUTHORIZED IDENTIFICATION WITH ELECTOR'S NAME AND CURRENT ADDRESS

- Bank/credit card statement or personal cheque
- Correspondence issued by a school, college or university
- Government cheque or cheque stub
- Income/property tax assessment notice
- Insurance policy or coverage card
- Letter from a public curator, public guardian or public trustee
- Pension Plan statement of benefits, contributions or participation
- Residential lease or mortgage statement
- Statement of government benefits: Employment insurance, old-age security, social assistance, disability support, or child tax benefit
- Utility bill: Telephone, public utilities commission, cable, power, gas or water
- Vehicle ownership, registration or insurance certificate
- Where to vote card
- Attestation of Identity and Ordinary Residence for:
 - tenant elector issued by an authorized representative of a property manager

- incarcerated elector issued by the authorized representative of a correctional institution
- issued by the authorized representative of a first nations band or reserve
- post-secondary student elector in residence issued by the authorized representative of a post-secondary institution
- homeless elector issued by the authorized representative of a facility that provides services to the homeless
- elector in long term care or supportive living facility issued by the authorized representative of a supportive living facility or treatment centre

Option 2: If you don't have ID

You can still vote if you declare your identity and address in the prescribed form and have someone who knows you vouch for you.

The person who vouches for you must also be an elector (eligible to vote) and will be asked to state that they know you and know that you live where you say you live.

VOTE ✓ ELECTION DAY



Every voting station will be open promptly at 10 a.m.
and will be kept open continuously until 8 p.m.



**CITY OF RED DEER
ELECTION DAY VOTING STATIONS**

The City of Red Deer's Election Day voting stations are as follows:

**APRIL 22, 2024
10:00 am to 8:00 pm**

Eligible voters may vote at any one of the following locations:
List and voting stations map to be updated.

FREEDOM OF INFORMATION & PROTECTION OF PRIVACY ACT

Personal information that is being collected during an election is to support the administrative requirements of the local authorities election process. It is authorized under section 33(c) of the *Freedom of Information and Protection of Privacy Act* and the personal information is managed in compliance with the privacy provisions of the Act.

Freedom of Information and Protection of Privacy Act addresses two main areas:

1. It establishes regulations relating to access of information held by a public body; and
2. It sets out regulations relating to the collection, use, protection and disclosure of personal information.

The five principles of the Act are as follows:

1. To allow a right of access to any person to the records in the custody or control of a public body subject only to limited and specific exceptions.
2. To control the manner in which a public body may collect personal information and to control the use the public body may make of the information; and to control the disclosure by a public body of that information.
3. To allow individuals, subject to limited and specific exceptions, the right to have access to information about themselves which is held by the public body.
4. To allow individuals the right to request corrections to information about themselves held by a public body.
5. To provide an independent review of decisions made by a public body under the legislation.

For more information regarding FOIP and how it relates to the election, contact:

The City of Red Deer
Box 5008
Red Deer, AB T4N 3T4
Phone: 403.342.8132
Email: foip@reddeer.ca

VOTE ✓ ELECTION DAY



Every voting station will be open promptly at 10 a.m.
and will be kept open continuously until 8 p.m.