LETHBRIDGE COUNTY

2021 NOMINATION PACKAGE



MUNICIPAL ELECTION

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Lethbridge County
#100, 905 – 4 Ave. South
Lethbridge, Alberta
T1J 4E4

Dear Potential Candidates:

Thank you for your interest in running for Lethbridge County Council. Council members have an important responsibility effectively representing their constituents and an important privilege to provide direction for the community's future. Running for council is a noble goal and your desire to do so is to be commended.

However, many of those who wish to become a council member may not have a full understanding of what that role requires. To help you better understand, we have prepared this information package. In the package, you will find information on:

- Who may run for Council
- The Powers and Privileges of Councillors
- The Requirements of a Councillor

By reading this information package, we hope that you will be able to make a more informed decision on whether or not to run for office. If you decide to run, we wish you the best of luck in your campaign. If you decide that running for council is not for you, we hope that you will consider becoming involved in our community by exploring other opportunities.

I trust that you will find this information package helpful. If you have further questions, contact Ann Mitchell - Chief Administrative Officer or Larry Randle - Director of Community Services at 403-328-5525.

Regards,

A. Mitchell

Ann Mitchell
Chief Administrative Officer

About Lethbridge County

Lethbridge County is located in the heart of Southern Alberta among golden fields and impressive river valleys. Two irrigation districts serve the area, providing a stable water supply for the intensive agricultural operations that are the basis of the local economy. The future is bright here, making it a great place for business and investment.

The population of Lethbridge County is 10,353 (2016 Federal Census), with residents living in rural areas as well as the small communities, villages, and hamlets located within the County (Diamond City, Iron Springs, Kipp, Monarch, Turin, and Shaughnessy). The people who reside here are hard-working and community-minded, and take pride in making Lethbridge County an excellent place to live, work, and play.

Lethbridge County encompasses seven (7) electoral divisions in its jurisdiction. Every four (4) years, municipal elections bring together a diverse group of people to serve as council members and provide leadership and direction for the municipality. Drawing from their experiences and perspectives, these individuals come together to work as a unit in the interest of the municipality as a whole. The ability to compromise and reach a consensus about difficult issues is important, particularly when there are conflicting interests that must be reconciled. Since the County's establishment in 1964, the men and women who have served on Council have persevered in trying to identify the best course of action to serve the interests of the County.



Important Dates

Nomination Period is from January 1, 2021 to September 20, 2021 at 12:00 pm at the Lethbridge County Administration Building.

Nomination Withdrawal Deadline is September 21, 2021, no later than 12:00 pm at the Lethbridge County Administration Building.

Advance Voting Day to be determined.

Election Day is Monday, October 18, 2021, from 10:00 am to 8:00 pm.

Official Election Results will be announced on October 22, 2021 at 12:00 pm.

Last Day for Recount Request is November 5, 2021.

Nomination Period

Nomination papers are to be received by the Returning Officer between 8:30 a.m. on January 4, 2021 and 12:00 pm (noon) on September 20, 2021 at the Lethbridge County Administration Building (100, 905 – 4th Avenue South, Lethbridge).

Nomination papers will only be accepted in person. However, you may have someone drop them off on your behalf.

Nomination papers may be examined by any person in the presence of the Returning Officer, Deputy or Secretary at any time after the commencement of the nomination period until the term of office to which the filed nomination papers relate has expired. The examination of nomination papers must be done during regular business hours (8:30 am – 4:30 pm, Monday – Friday).

Nomination forms can be picked up at the Lethbridge County Administration Building.

Advance Voting Day

Advance Voting Day to be determined.

All eligible voters can vote on advance voting day.

Election Day

The election will be held on Monday, October 18, 2021 between 10:00 am and 8:00 pm.

All eligible voters must show valid identification.

Candidate Eligibility

According to Section 21 of the *Local Authorities Election Act,* an individual is eligible to be nominated is the person is:

- Is at least 18 years old
- Is a Canadian Citizen
- Has been a resident of the local jurisdiction (Division) for the six months immediately preceding Nomination Day
- Are not otherwise ineligible or disqualified

According to Section 22 of the *Local Authorities Election Act,* an individual is not eligible to be nominated as a candidate if the person:

- Is the auditor of the municipality
- Is an employee of the local jurisdiction unless granted a leave of absence
- Is indebted to the municipality for property taxes exceeding $50
- Is indebted to the municipality for any other debt exceeding $500 and in default for more than 90 days
- Has within the previous 10 years been convicted of an offence under the *Local Authorities Election Act, Election Finances and Contributions Disclosure Act* or the *Canada Elections Act (Canada).*

Candidate Campaign Disclosure Statement

On or before March 1 immediately following a general election, a candidate shall file with the secretary of the candidate's local jurisdiction a disclosure statement in the prescribed form. Campaign contributions by any person, corporation, trade union or employee organization to a candidate shall not exceed $5,000 in any year. Money paid by a candidate out of the candidates own funds to the candidate's election campaign shall not exceed $10,000 in any campaign period.

A campaign contribution means any money, personal property, real property, or service that is provided to or for the benefit of a candidate without fair market value compensation but does not include volunteer services provided to the campaign.

Lethbridge County is responsible to ensure that the disclosure statements filed are available to the public during regular business hours for a period of four years after the election.

If a candidate becomes aware that any of the information reported in the disclosure statement has changed or has not been completely or accurately disclosed, the candidate shall, within 30 days, submit a supplementary statement to Lethbridge County.

Campaigning

Once you have filed your nomination form and your candidate's acceptance, there are several things to remember as you campaign to Election Day.

How do I Campaign?

There is no "standard" in campaigning when it comes to municipal elections. A candidate's campaign style will want to match the uniqueness of the municipality to the candidate's personality and available resources.

The purpose of campaigning is to convince the electors that you are the best candidate for the position in the municipality. Candidates have used various strategies including but not limited to:

- Door-knocking;
- Signage;
- Brochures or posters;
- Social media pages (Facebook, Twitter, Instagram) or websites; and
- Host a meet and greet event.

Is There Anything I Cannot Do During a Campaign?
There are a variety of offence provisions included in the *Local Authorities Election Act*; it is encouraged that candidates review and understand all offence provisions in the Act.

In addition to the offence provisions, it is essential that candidates seek additional clarification from municipal returning officers relating to campaign activities. Municipalities may have local bylaws that may address campaign activities including but not limited to the use and placement of campaign signage throughout the municipality.

If candidates require additional interpretation or clarification, they are encouraged to seek independent legal services if required.

Voter Eligibility

According to Section 47 of the *Local Authorities Election Act,* a person is eligible to vote in an election held pursuant to this Act if the person:

- Is at least 18 years old
- Is a Canadian Citizen
- Has resided in Alberta for the 6 consecutive months immediately preceding election day and the person's place of residence is located in the area on election day.

Notes

1) Research

Are you wondering what it means to be the Reeve or a Councillor for Municipal Government? If you are deciding whether running for office is right for you, consider a variety of research, such as:

- Read the Alberta Municipal Affairs document Running for Office located at http://www.municipalaffairs.alberta.ca/documents/Running%20for%20Municipal%20Office%20in%20Alberta%20-%20A%20Candidate%27s%20Guide.pdf
- Visit County Council Meetings (1st and 3rd Thursday of each month)
- Speak with existing or past County Councillors
- Speak with the Returning Officer at 403-328-5525
- Speak with the residents of Lethbridge County
- Speak with CAO/County Manager

2) Public Forum

Lethbridge County does not organize or participate in public forums for candidates.

3) Signage

- No signage is permitted:
  - To be stapled or taped to telephone or power poles.
  - On public property, such as churches, parks or community facilities.
  - At any voting station.
- Signs are permitted on boulevards only with permission of the property owner on whose residence the signage is located.
- Signs must be removed from all sites within 24 hours of the election. If the signs are not removed, the County crew will be instructed to remove and dispose of them.

4) Voting Station

- Voting Stations to be determined and will include all facilities which share the same building, grounds, parking lot and public sidewalk around the facility.
- On Election Day, no candidate or either their agent or scrutineer is permitted to greet voters at the voting station. However, a designated area will be available for all candidates and either their agent or scrutineer, to observe the election process.

- An agent must be designated in advance on the authorized form.
- The candidate or agent may be present during the counting of the ballots. Only one (1) representative for each candidate may be present.

The Role of Reeve and Councillor

Lethbridge County Council is comprised of seven (7) Councillors elected for a term of four (4) years.

Each year an Organizational Meeting is held in October where the seven members of Council elect a Reeve. This position still serves as Councillor for their Division but has added duties which involves a higher public profile and commitment of time and availability.

Council's role is to set policies and provide a vision which form the guidelines for the daily operations of the County. Council has only one employee – the Chief Administrative Officer (CAO). The CAO is directly responsible for ensuring operations are conducted in a manner that follow and support Council's policies and vision. Council is not responsible for how the day-to-day operations of the municipality are conducted.

How Council is Governed

The Province provides the structure for local governments through legislation known as the *Municipal Government Act*. https://www.qp.alberta.ca

Time Commitment

Council Meetings: Two Council Meetings are scheduled per month, the first and third Thursdays starting at 9:30 am. Additional meetings may be called to address emergent matters. Meeting preparation, including reviewing agenda materials, reports, and other related communications, is expected.

Council Committees: Councillors are appointed to serve on Committees of Council annually at the Organizational Meeting on the basis of individuals' interest in committees, as well as maintaining a balance and commitment of time. Committee

schedules vary, depending on the committee. Some committees meet more frequently than others, and are scheduled at different times, some during day, some during the evening.

Council Orientation and Training: Newly elected officials are now mandated to take Elected Official Training within 90 days of taking oath of office. The Elected Officials Education Program (EOEP) has developed Munis 101: The Essentials of Municipal Governance. This is a two-day course that will provide new and returning councillors with everything they need to not only meet mandatory training requirements but also succeed in their roles moving forward.

Conferences & Conventions: Rural Municipalities of Alberta (RMA) holds two annual conventions in the Spring and Fall. RMA plays a key role in representing municipal interests to the Provincial Government. In an election year, the convention will focus on educating new Reeves and Councillors. For this reason, newly Elected Officials should be prepared to attend this conference. There may be other conferences throughout the year.

Public Appearances: At time, Councillors are expected to represent Lethbridge County at public events. Due to the position, the Reeve will typically attend more public appearances.

Communication: It is imperative that Councillors read and respond to communication on a timely basis.

Councillor Remuneration

As per Administration Policy #183 – Council Remuneration, Council's Base Rate is budgeted annually.

The 2020 Annual Base Rate for Council was as follows:

Reeve	$62,000
Councillor	$37,150

Some advice from former Councillors

- *Be prepared to dedicate extra time to serve on committees. It is a big part of the job.*

- *Realize what you are committing to. Talk to past and/or current Council members to realize how much time this takes and what the impact will be on your current commitments.*

- *Make sure you are fully aware of the commitment which includes working during the day, evening and weekends.*

- *Personal agendas are not acceptable on the public stage; keep your mind open and fair.*

- *There will be situations where your decisions are not favourable even to your friends and neighbours.*

- *Being on Council is not a personality contest.*

- *Discuss your interests with your family. You will need their understanding and support.*

- *First and foremost, if you don't have your family's support and understanding that they will be sharing you with the entire community, this will be a very hard 4 years.*

- *You will be a member of Council and will no longer be seen to have an opinion as a resident. All groups will hear your words as a Council member first, no exceptions.*

- *Councillors can spend many hours per week in their role so be prepared to attend more meetings than Regular Council and Committee meetings.*

- *Some of your friends may lose faith in you – it's not your fault.*

Resources

Local Authorities Election Act (LAEA)

The *LAEA* is the primary legislation that guides the conduct of a municipal or school board election or by-election. All definitions, procedures and processes outlined in this guide are from the *LAEA*. It is recommended that this document be reviewed in detail. Should you require further clarification on any definitions, procedures, or processes, you are encouraged to review and consult the *LAEA*, ask the Returning Officer, call a Municipal Advisor, or seek an independent legal opinion. https://www.qp.alberta.ca/

***Municipal Government Act* (MGA)**

The *MGA* is the primary legislation that governs municipalities. Available online at https://www.qp.alberta.ca/

Government of Alberta Municipal Affairs

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

Alberta Municipal Affairs – A Guide for Candidates Running for Municipal Office

http://www.municipalaffairs.alberta.ca/documents/Running%20for%20Municipal%20Office%20in%20Alberta%20-%20A%20Candidate%27s%20Guide.pdf

Rural Municipalities of Alberta

https://rmalberta.com/

Elected Officials Education Program

https://eoep.ca/

Lethbridge County

Lethbridge County Administration Building
#100, 905 – 4th Avenue South
Lethbridge, Alberta T1J 4E4
Telephone: (403) 328-5525
Website: www.lethcounty.ca
Returning Officer:
Email: mailbox@lethcounty.ca
(403) 328-5525

FORM 4 Nomination Paper and Candidate's Acceptance

Local Authorities Election Act (Sections 12, 21, 22, 23, 27, 28, 47, 68.1, 151, Part 5.1)
Education Act (Sections 4(4), 74

Note: The personal information on this form is being collected to support the administrative requirements of the local authorities election process and is authorized under sections 21 and 27 of the Local Authorities Election Act and section 33(c) of the Freedom of Information and Protection of Privacy Act. The personal information will be managed in compliance with the privacy provisions of the Freedom of Information and Protection of Privacy Act.

If you have any questions concerning the collection of this personal information, please contact

_____ _____
Title of the Responsible Official Business Phone Number

LOCAL JURISDICTION: _____, PROVINCE OF ALBERTA

We, the undersigned electors of _____, nominate
Name of Local Jurisdiction and Ward (if applicable)

_____ of
Candidate Surname Given Names

_____ as a candidate at the election
Complete Address and postal code

about to be held for the office of _____
Office Nominated for

of _____
Name of Local Jurisdiction

Signatures of at least 5 ELECTORS ELIGIBLE TO VOTE in this election in accordance with sections 27 and 47 of the Local Authorities Election Act and sections 4(4) and 74 of the Education Act (if applicable). If a city or a board of trustees under the Education Act passes a bylaw under section 27(2) of the Local Authorities Election Act, then the signatures of up to 100 electors eligible to vote may be required.

Printed Name of Elector	Complete Address and Postal Code of Elector	Signature of Elector

Candidate's Acceptance

I, the above named candidate, solemnly swear (affirm)

- THAT I am eligible under sections 21 and 47 (and section 12, in the case of summer villages) of the Local Authorities Election Act and sections 4(4) and 74 of the Education Act (if applicable) to be elected to the office.
- THAT I am not otherwise disqualified under section 22 or 23 of the Local Authorities Election Act;
- THAT I will accept the office if elected;
- THAT I have read sections 12, 21, 22, 23, 27, 28, 47, 68.1, and 151 and Part 5.1 of the Local Authorities Election Act and sections 4(4) and 74 of the Education Act (if applicable) and understand their contents;
- THAT I am appointing
- THAT I will read and abide by the municipality's code of conduct if elected (if applicable); and
- THAT the electors who have signed this nomination paper are eligible to vote in accordance with the Local Authorities Election Act and the Education Act and resident in the local jurisdiction on the date of signing the nomination.

_____

Name, Contact Information or Complete Address and Postal Code and Telephone Number of Official Agent (if applicable)

as my official agent.

Print name as it should appear on the ballot

_____

Candidate's Surname Given Names (may include nicknames, but not titles, i e-, Mr., Ms., Dr.))

SWORN (AFFIRMED) before me

at the _____ of _____ ,

n the Province of Alberta,

this _____ day of _____ , 20____ .

_____

Candidate's Signature

at th

Commissioner for Oaths Stamp

_____

Signature of Returning Officer or Commissioner for Oaths

IT IS AN OFFENCE TO SIGN A FALSE AFFIDAVIT OR A FORM THAT CONTAINS A FALSE STATEMENT

FORM 5

Candidate Information

Local Authorities Election Act
(Section 27)

Note: The personal information on this form is being collected to support the administrative requirements of the local authorities election process and is authorized under sections 16(2), 68.1, 69 and 70 of the Local Authorities Election Act and section 33(c) of the Freedom of Information and Protection of Privacy Act The personal information will be managed in compliance with the privacy provisions of the Freedom of Information and Protection of Privacy Act. If you have any questions concerning the collection of this personal information, please contact

_____

Title of the Responsible Official Business Phone Number

Candidate's Full Name _____

Candidate's Address and Postal Code _____

_____

Address of place(s) where candidate records are maintained _____

_____

_____

Name(s) and address(es) of financial institutions where campaign contributions will be deposited (if applicable) _____

_____

_____

Name(s) of signing authorities for each depository listed above (if applicable) _____

_____

_____

Where there is any change in the above mentioned information, the candidate shall notify the local jurisdiction in writing within 48 hours of such changes by submitting a completed information form.

FORM 16 Statement of Scrutineer or Official Agent

Local Authorities Election Act
(Sections 16(2), 68.1, 69, 70)

Note: The personal information on this form is being collected to support the administrative requirements of the local authorities election process and is authorized under sections 16(2), 68.1, 69 and 70 of the Local Authorities Election Act and section 33(c) of the Freedom of Information and Protection of Privacy Act The personal information will be managed in compliance with the privacy provisions of the Freedom of Information and Protection of Privacy Act. If you have any questions concerning the collection of this personal information, please contact

_____

Title of the Responsible Official Business Phone Number

LOCAL JURISDICTION: _____, PROVINCE OF ALBERTA

ELECTION DATE (OR VOTE ON A BYLAW OR QUESTION): _____

I, _____
(Name of Scrutineer or Official Agent)
of

_____
(Complete Address and Postal Code)

in the Province of Alberta, am at least 18 years of age and,

(a) For the purposes of an election, will act as scrutineer on behalf of _____
Name of Candidate

for the office of _____
Office for which Candidate was Nominated

OR

(b) For the purposes of a vote on a bylaw, will act as scrutineer for those persons who are interested in

(Check [V] One) ☐ promoting the passing of Bylaw No. _____

☐ opposing the passing of Bylaw No. _____

OR

(c) For the purposes of a vote on a question, will act as scrutineer on behalf of those persons who are interested in

(Check [V] One) ☐ voting in the positive on the question set out.

☐ voting in the negative on the question set out.

AND I will in all respects maintain and aid in maintaining the absolute secrecy of the vote.

_____
Signature of Scrutineer or Official Agent

IT IS AN OFFENCE TO SIGN A FALSE STATEMENT

FORM 26 Campaign Disclosure Statement and Financial Statement

Local Authorities Election Act (Sections 147.3, 147.4)

MUNICIPALITY _____, PROVINCE OF ALBERTA

Full Name of Candidate _____

Candidate's Mailing Address _____

NOTE: If a candidate's entire election campaign is funded exclusively out of the candidate's own funds and the candidate's funds are not more than $10,000, under Section 147.11 of the *Local Authorities Election Act*, the candidate is not required to file this document or open and deposit the funds into a campaign account.

This form, including any contributor information from line 2, is a public document.

Pre-Campaign Period Report

CAMPAIGN CONTRIBUTIONS:

1. Pre-Campaign Period Contributions (up to a limit of $2,000) $ _____
2. Pre-Campaign Period Expenses (up to a limit of $2,000) $ _____

Campaign Period Revenue

CAMPAIGN CONTRIBUTIONS:

1. Total amount of contributions of $50.00 or less $ _____
2. Total amount of all contributions of $50.01 and greater, together with the contributor's name and address (attach listing and amount) $ _____

NOTE: For lines 1 and 2, include all money and valued personal property, real property or service contributions.

3. Deduct total amount of contributions returned $ _____
4. NET CONTRIBUTIONS (line 1 + 2 - 3) $ _____

OTHER SOURCES:

5. Total amount contributed out of candidate's own funds $ _____
6. Total net amount received from fund-raising functions $ _____
7. Transfer of any surplus or deficit from a candidate's previous election campaign $ _____
8. Total amount of other revenue $ _____
9. TOTAL OTHER SOURCES (add line 5, 6, 7 and 8) $ _____
10. Total Campaign Period Revenue (add lines 4 and 9) $ _____

Campaign Period Expenditures

1 1. Total Campaign Period ExpensesPaid $_____ Unpaid $_____ TOTAL $ _____

Campaign Period Surplus (Deficit)
(deduct line 1 1 from line 10) $ _____

ATTESTATION OF CANDIDATE

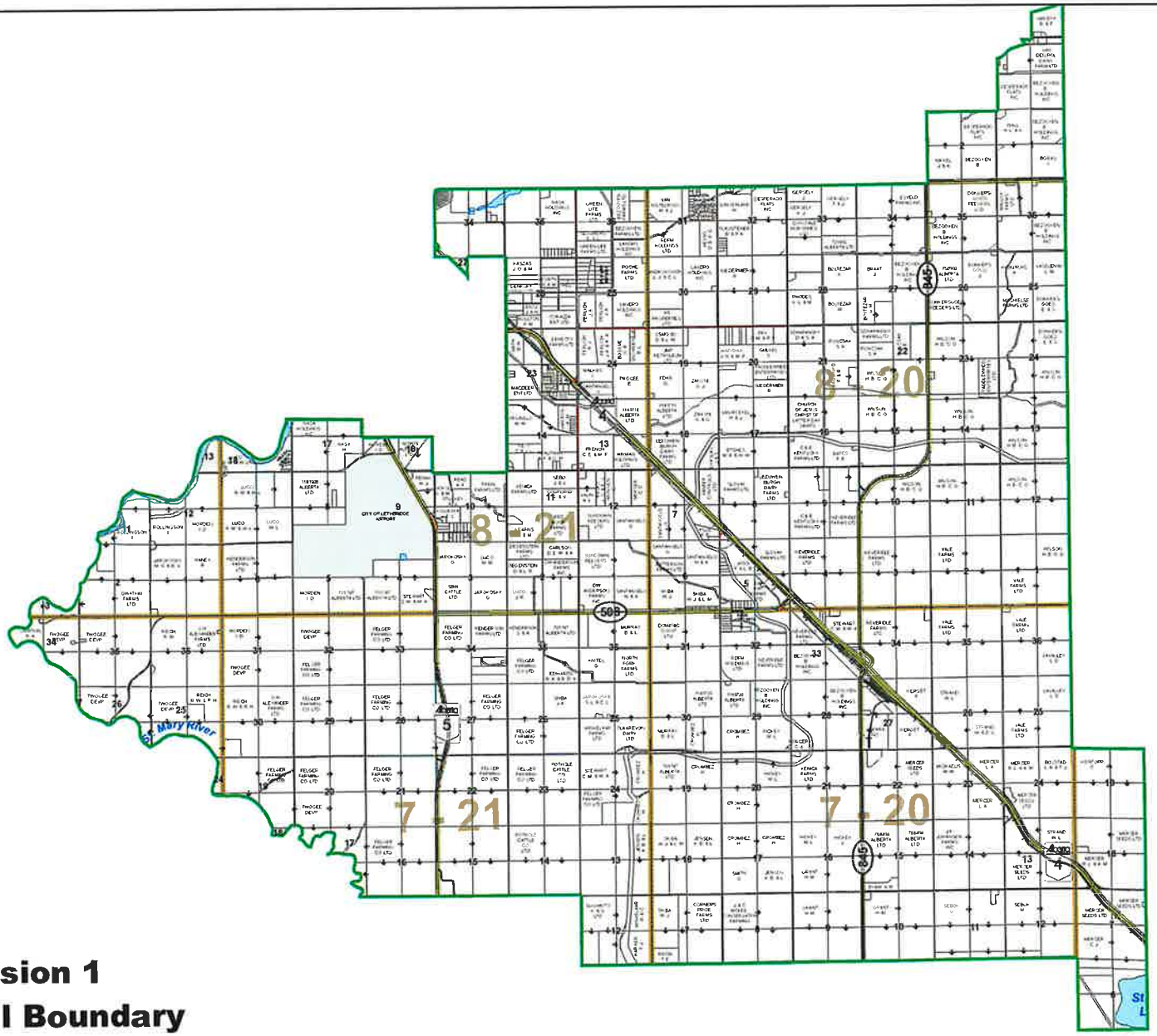
This is to certify that to the best of my knowledge this document and all attachments accurately reflect the information required under section 147.4 of the Local Authorities Election Act.

_____ _____

Signature of Candidate Date

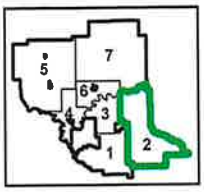
Forward the signed original of this document to the address of the local jurisdiction in which the candidate was nominated for election

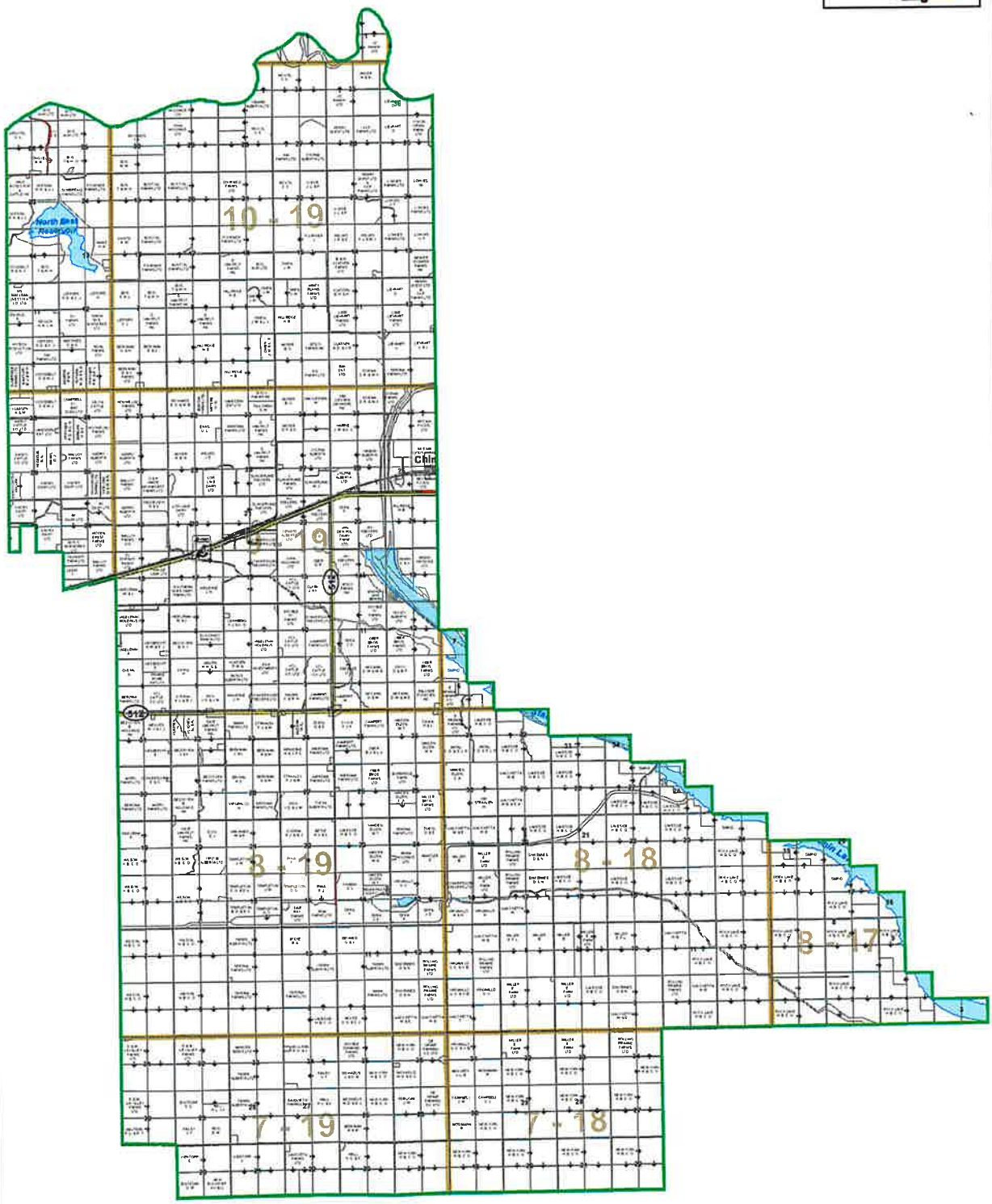
IT IS AN OFFENCE TO SIGN A FALSE STATEMENT



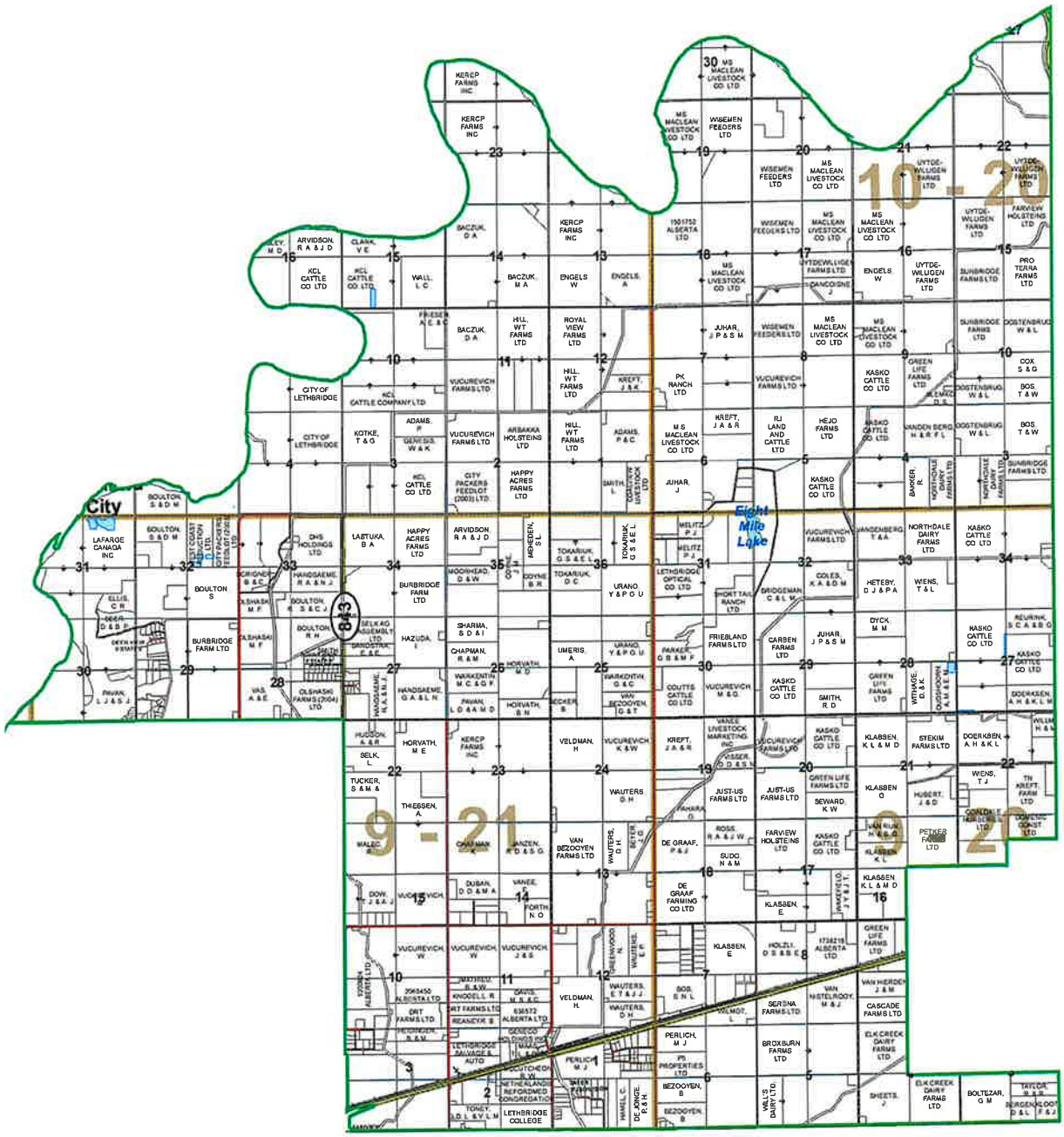
Division 1
Electoral Boundary

LETHBRIDGE COUNTY

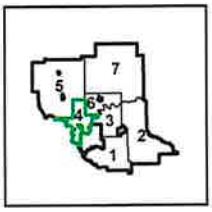


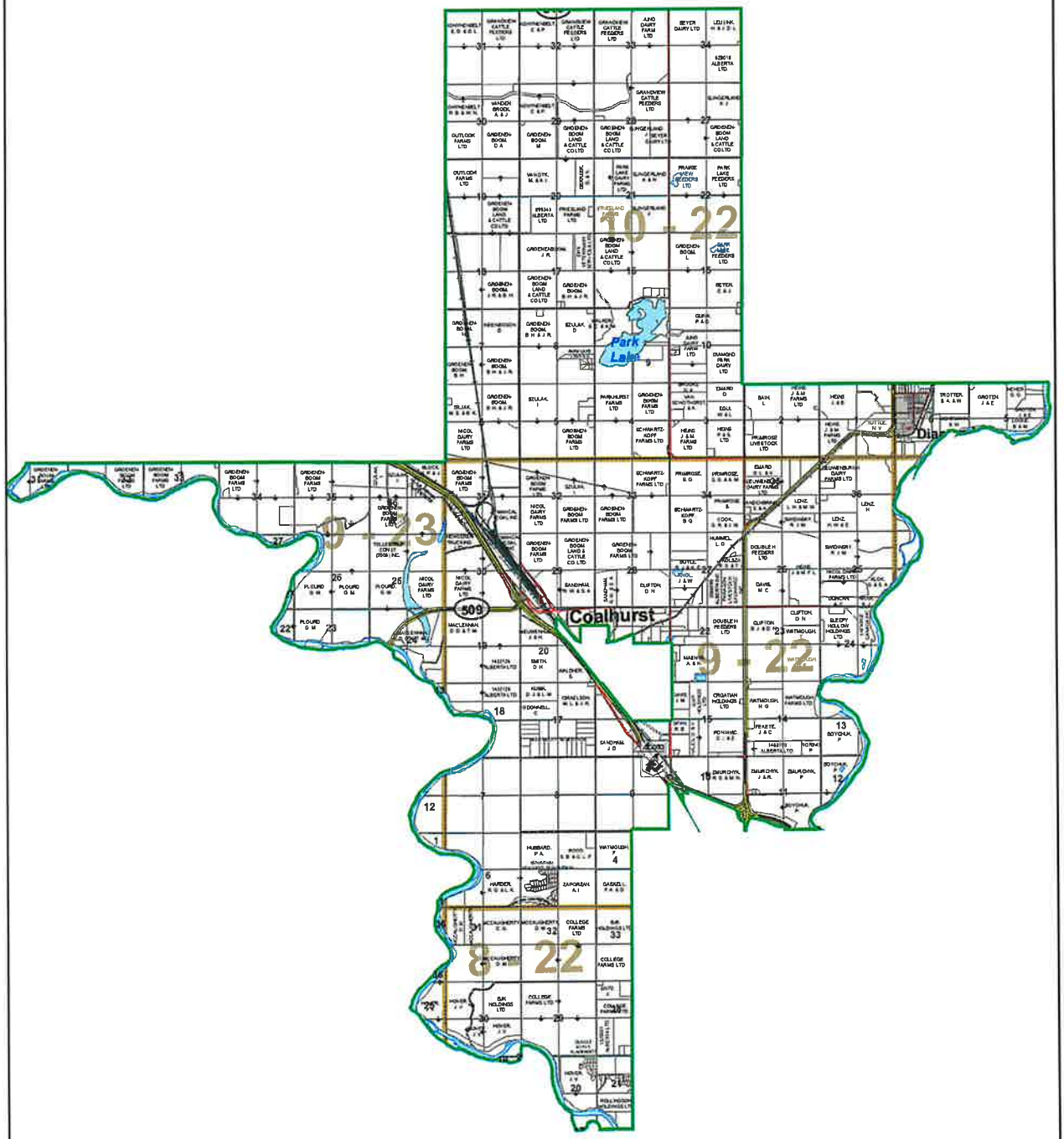


Division 2
Electoral Boundary



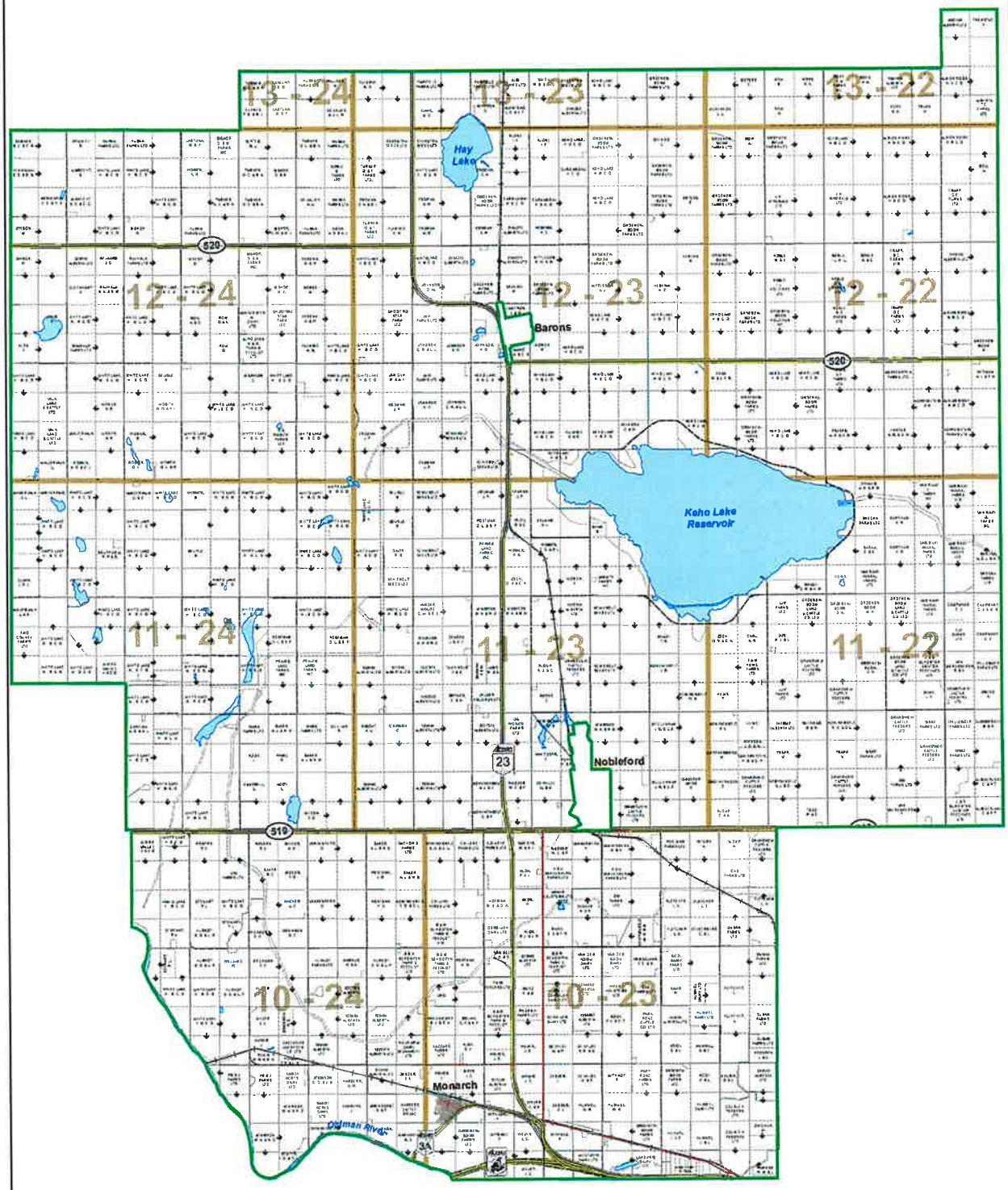
Division 3
Electoral Boundary





Division 4
Electoral Boundary

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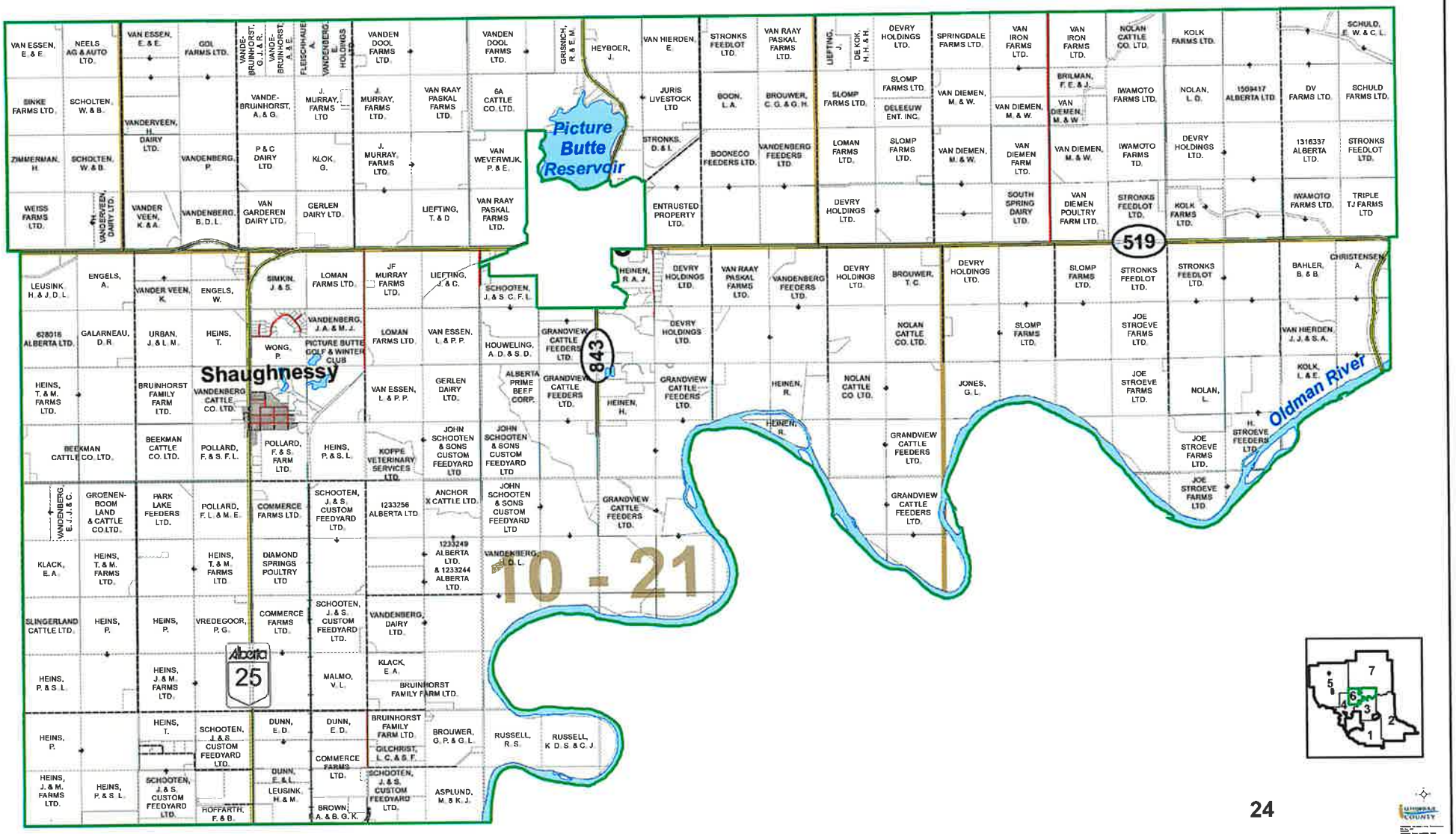




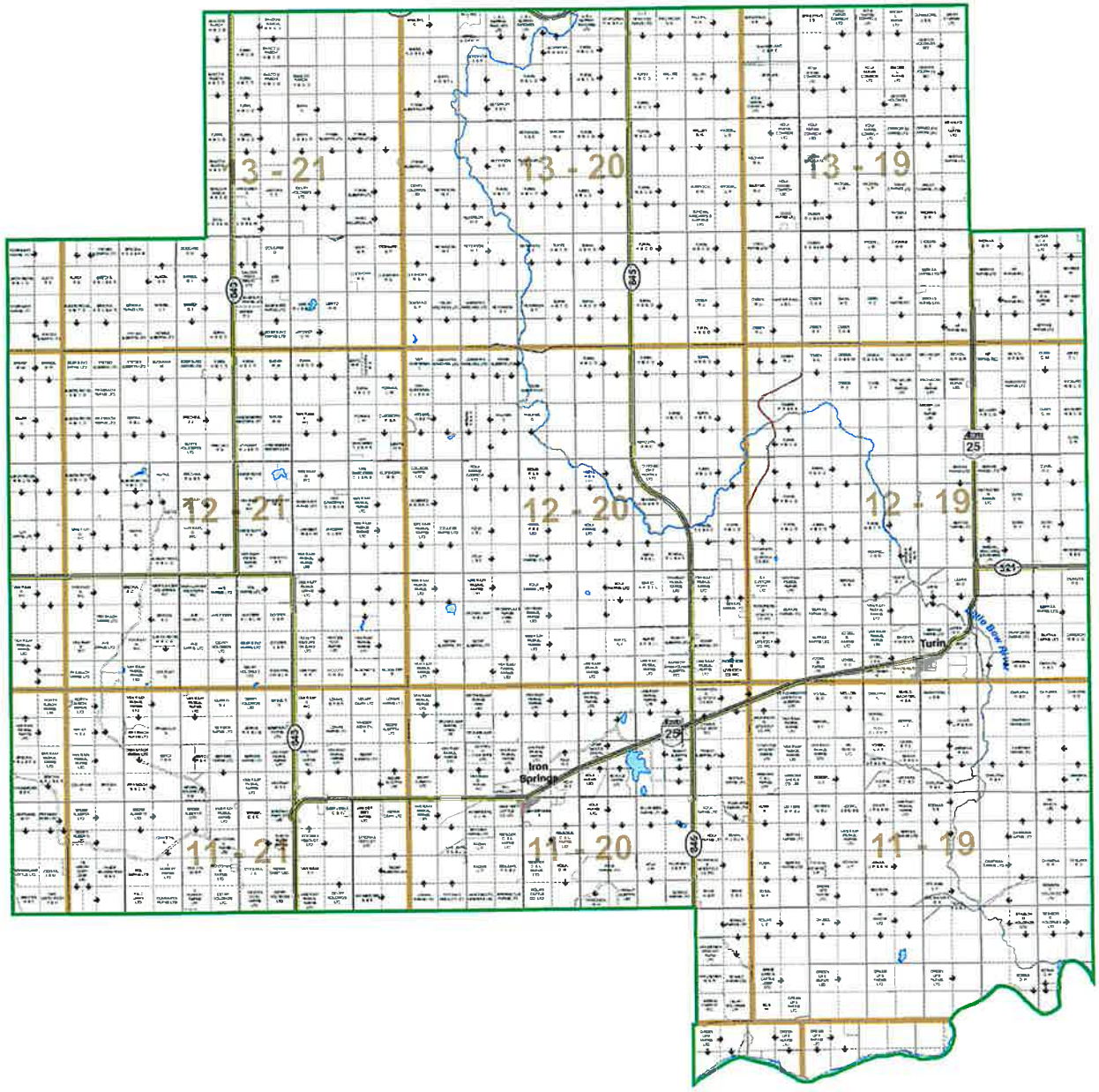
Division 5
Electoral Boundary

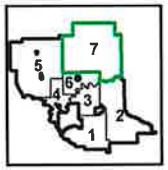
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LETHBRIDGE COUNTY



Division 6
Electoral Boundary





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Division 7
Electoral Boundary