



SO, YOU HAVE DECIDED TO RUN FOR TOWN COUNCIL?

Town of Edson, 605-50 Street, PO Box 6300, Edson, AB T7E 1T7

Returning Officer: Kayla Parsons

Phone: 780-723-4401; Email: kaylap@edson.ca

www.edson.ca



CANDIDATE REGISTRATION & FUNDING

Prior to nomination day, you may not take campaign contributions, including your own person funds, without first registering your intention to run with the Town of Edson. To get a Notice of Intention to Run Form, please visit the Town of Edson Office or go to our Town Website to download the form.

If any information within your registration form changes, you have 48-hours following such change to notify the Returning Officer.

Campaign Funding

How will you be funding your campaign? What are the rules?

- Self funding—you may self fund your entire campaign up to and including a maximum of \$10,000, without being required to submit a disclosure statement to Municipal Affairs. Should your campaign exceed this amount, you will be required to file a disclosure statement. Be sure to keep accurate records of your expenditures. Please also notify the Returning Officer that you are self-funding your campaign, otherwise, Municipal Affairs will expect you to file a campaign disclosure statement.
- Should you be accepting campaign contributions, you may be required to open a bank account in your name or in the name of the campaign. Please see section 147.3(1) of the *LAEA* for more information. You will also be required to file a disclosure statement with Municipal Affairs following the election and on or before March 1, for any and all contributions received. Further, you must obtain the name and address of any individual or company contributing an amount exceeding \$100.

You may not accept campaign contributions from any one person or any one company/organization in excess of \$5,000. Additionally, you cannot accept any anonymous contributions. Should you receive an anonymous contribution, you must immediately return it to the contributor (if the identity is known) or pay the total contribution to the Town.

Please continue to next page...

MORE ON EXPENSES & CONTRIBUTIONS

A receipt must be issued for any contribution received AND obtained for any expenditure in relation to the campaign. All records of campaign contributions and/or expenses should be kept for a minimum of two years following the election or a minimum of two years after filing your disclosure statement.

It should be noted that contributions in the form of real property, personal property or goods and services also have a value.

Interesting note: you may not accept campaign contributions from individuals or organizations residing/located outside of Alberta.

For further information with respect to campaign funding or contributions, please see the *Local Authorities Election Act (LAEA)* or visit the Municipal Affairs Website.

What are allowable campaign expenses?

Payments of the following expenses in relation to your election campaign are acceptable under section 118 of the *LAEA*:

- ◆ Your personal expenses;
- ◆ Cost of acquiring premises, accommodations, goods or services used for proper election campaign purposes;
- ◆ Payments for the fair costs of printing and advertising;
- ◆ Reasonable payment to any person for the hire of transportation used by a candidate or speakers in travelling to and from public meetings or by any person in connection with and for the proper purposes of an election.





NOMINATION PROCESS

NOMINATION DAY

Nomination day is **September 18, 2017**. Nomination forms must be filed in person with the Returning Officer at the Town of Edson Office between the hours of 8 a.m. and 12 noon. If you are unable to deliver the forms yourself, you may have someone else deliver them for you. Late Nomination papers WILL NOT be accepted. There are no exceptions to the deadline whatsoever, so please ensure you are on time and that your forms are complete.

Nomination Forms

Nomination forms may be picked up at the Town office or downloaded from our town website. Your nomination paper must be signed by at least five (5) voters eligible to vote in the election, and must include their name, address. (street or legal description) and signature.

You must also ensure to complete the written acceptance form which must be sworn or affirmed by you in front of a Commissioner for Oaths or the Returning Officer.

Please ensure these items are complete; if incomplete, your nomination form will not be accepted for filing.



Withdrawal of Nomination

If for some reason you want to withdraw your nomination, you have 24-hours following the close of nominations to do so. This only applies if more than the required number of nominations are received.

Official Agent

Who can be your official agent?

In accordance with section 68.1 of the *LAEA*, your official agent must be someone who is eligible to vote in the election. Additionally:

- ◆ If, in the past 10 years, they have been convicted of an offence under the *LAEA*, the *Election Act* or the *Canada Elections Act*, they are not eligible to be appointed as your official Agent; and
- ◆ A candidate may not be an official agent for another candidate.

Should you choose to appoint an official agent, you can do so on your nomination form. The Official Agent must then sign a Statement, which can be found on our Town Website. Finally, the official agent must also fill out a Proof of Identity form and sign it in front of the Returning Officer. They must keep this proof of identity form with them at all times when conducting any campaign business.

Should you need to appoint a new agent, you must notify the returning officer immediately, in writing, and include the contact information for the new official agent.

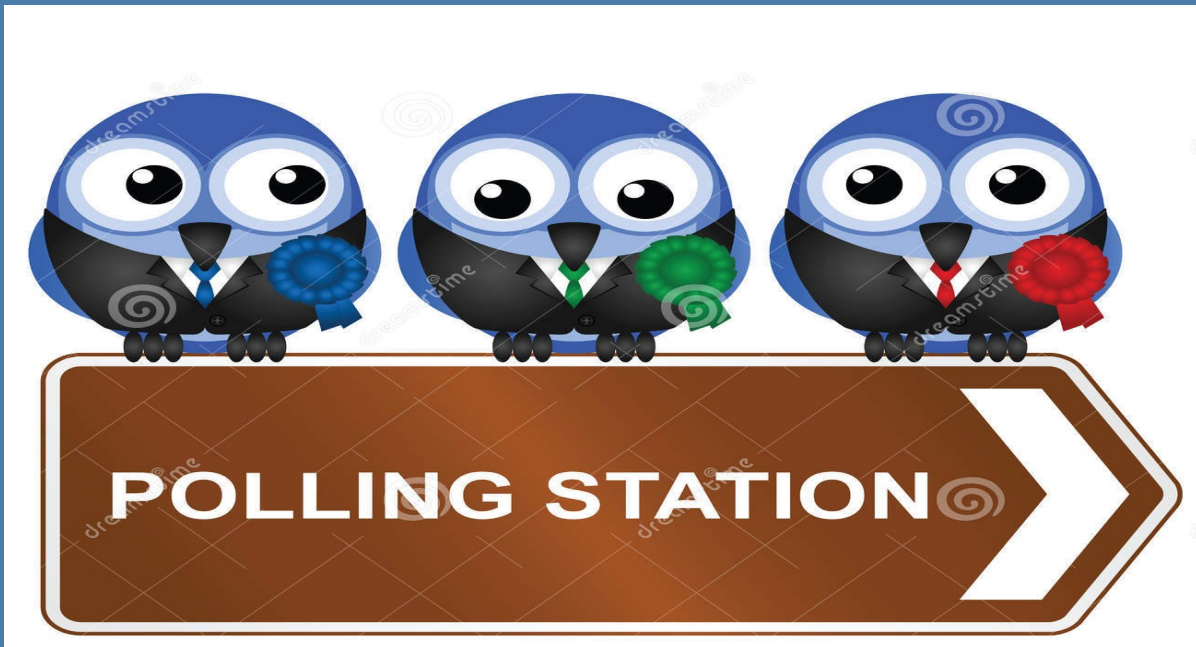


Scrutineer

You may appoint a scrutineer to observe the voting process during the advance vote and election. Your scrutineer must be at least 18 years of age and cannot have a conviction under the *LAEA*, the *Election Act* or the *Canada Elections Act* within the past 10 years .

Should you chose to have a scrutineer, you must provide the Returning Officer with a statement, in writing, appointing them as your scrutineer and indicating that they are to represent you as your scrutineer at the voting station. This statement must be signed by you and acceptable to the Returning Officer.

Before being allowed to observe any process, the scrutineer must also sign a Statement (form located on our Town website) and sign a Proof of Identity form, in the presence of the Returning Officer, containing their full name and address and stating that they will aid and maintain the absolute secrecy of the vote.



Please Note:

Only one of a candidate, official agent or scrutineer may be present at the voting station at a time. It is considered best practice for a candidate to refrain from lingering at the voting station. This area should remain neutral and free from any potential campaigning or undue influence. In any event, only one of a candidate, official agent or scrutineer may be present at the voting station at one time.

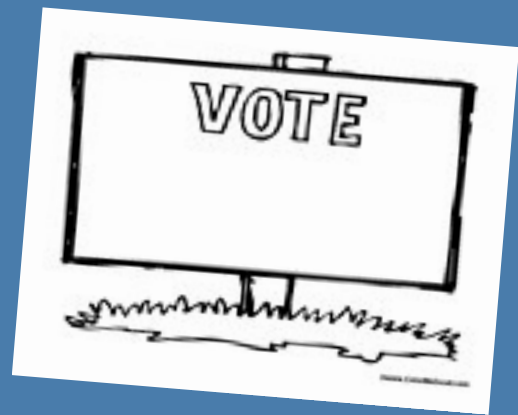
Additionally, only one of a candidate, official agent or scrutineer may observe the counting of the votes at close of election. Please ensure this individual is in the voting station prior to 8 p.m. Late attendees will not be allowed to enter the premises. NO exceptions.

After the count, you have until 4 p.m. on Wednesday, October 18, 2017, to ask for a recount. Should you request a recount, you must demonstrate reasonable grounds to the Returning Officer for such recount.

SIGNAGE

Please DO NOT place your election campaign signs on any Town owned properties, including (but not limited to) the:

- ◆ Town Office—civic centre and public works building
- ◆ Fire Department
- ◆ Museum
- ◆ RCMP Centennial Park (excluding the outer highway boulevard)
- ◆ Repsol Place
- ◆ Library
- ◆ Boys & Girls Club
- ◆ Airport
- ◆ Trail systems



Additionally, signs may not be attached to utility poles.

Any signs found in these areas will be removed and disposed of.

You may place your signs on any private land, providing you receive permission from the legal land owner.

Signs may also be placed along the highway boulevard, but you must ensure they do not block site lines and that they adhere to Alberta Transportations Guidelines.

On election day, you may not have any advertisements/handbills/placards/posters/pamphlets/newspapers/signs at the legion or within site from the legion (section of 152(1) of the *LAEA*). Any signs remaining on election day shall be removed and disposed of.

Following the election, you have 72-hours to remove all signs. You may be subject to fines should your signs not be removed within this time.

REMINDER...

During your four-year term as a councillor, you will be required to attend many meetings and events which can be demanding on your time. These include:

- Regular Town Council meeting, which are held on the first and third Tuesday of every month at 7:30 p.m.
- Regular Committee of the Whole meetings, which are held on the second and fourth Tuesday of every month at 10:00 a.m.
- meetings of other boards and agencies to which you are appointed as a council representative;
- Various other conferences (e.g. AUMA and FCM), conventions, seminars and workshops for training and discussion

A Councillor must also spend time reading the agenda and preparing for the respective meeting, as well as, speaking with members of the public, the Chief Administrative Officer and other parties related to the municipality. There may also be events promoting Edson where Councillors receive invitations to attend.

Please make sure your calendars remain available for the following dates:

Nomination Day:

September 18, 2017

Advance Vote Day:

October 5, 2017

Election day:

October 16, 2017

Elected Official Training with George Cuff:

October 19, 2017

Organizational Meeting, Swearing in Ceremony & Council Meeting:
October 24, 2017

In-House Training & Orientation:

October 26, 2017

AUMA Conference (Calgary):

November 22-24, 2017

Municipal Affairs Municipal
Councillor Training:

December 7 & 8, 2017
(Westlock)

Retreat—Strategic Planning Session:

TBA (2-days in February/March
2018)



You may want to visit the following website to learn more about the Town of Edson and what has been happening lately. It contains many of our town Bylaws and previous Council/Committee of the Whole Meeting Agendas and Minutes: <https://edson.civicweb.net/filepro/documents>.

Need more information? Check-out any of the resources below or contact Kayla Parsons at the Town Office:

Municipal Affairs: <http://www.municipalaffairs.alberta.ca/1909>

MGA: <http://www.qp.alberta.ca/documents/Acts/m26.pdf>

LAEA: <http://www.qp.alberta.ca/documents/Acts/L21.pdf>

We look forward to working with you through this election process!

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