



ELECTION 2021

Information for Potential Candidates

For the Office of:
Mayor and Councillor
Compiled December 1, 2020





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Election Trivia

What elections are conducted by the Town of Carstairs?

Mayor – 1

Councillor – 6

What is an Election?

An **election** is a formal decision-making process by which a population chooses an individual(s) to hold public office.

How often are municipal elections held?

Every four years on the third Monday of October.

How many positions are there for each office?

Mayor – 1

Councillor – 6

Does Carstairs have a ward system?

No. The Town of Carstairs is an at-large system. This means that each member of Council represents the town as a whole and not a particular neighbourhood(s).

What makes someone eligible to vote?

Is at least 18 years old;

A Canadian Citizen, and

Resides in Alberta and the person's place of residence is located in the local jurisdiction on election day.



Notice

This information package has been assembled for your assistance. The contents are based on:

Questions most frequently asked by potential candidates, as well as some of the lesser-known facts important to those considering running for public office. **This document has no legislative sanction.**

*****This package may be updated from time to time to accommodate Updates in Legislation.**



Returning Officer Jurisdiction

The Returning Officer and Substitute Returning Officer for The Town of Carstairs are:

Shannon Allison
Returning Officer
Phone: 403-337-3341
Email: shannona@carstairs.ca

Carl McDonnell
Substitute Returning Officer
Phone: 403-337-3341
Email: carlm@carstairs.ca

The Returning Officer is responsible for conducting the Election for the following office:

<i>Office</i>	<i>Jurisdiction</i>	<i>Authority</i>
Mayor	Town of Carstairs	Elections Act Alberta/Town Bylaw
Councillor	Town of Carstairs	Elections Act Alberta/Town Bylaw

Should you wish copies of any Town of Carstairs Bylaw, or if you have questions regarding the 2021 Municipal Election, please do not hesitate to contact the Returning Officer Shannon Allison listed above.

Information Sources

This document is not inclusive of all of the information related to each office, Election Procedures and Election Legislation. General election information as well as the **Election Information Booklet** may be obtained through the Town's website at www.carstairs.ca and the **Running for Municipal Office in Alberta – A Guide for Candidates** may be obtained on the Alberta Municipal Affairs Website www.municipal.affairs.alberta.ca

For detailed information or documentation, the following sources are available to you:

- Copies of Provincial Legislation
Includes the Local Authorities Election Act, Municipal Government Act, and the School Act
Alberta Queen's Printer
Telephone: 780.427.4952 Fax: 780.452.0668
Email: qp@gov.ab.ca
MGA <http://www.qp.alberta.ca/Municipal Government Act>
LAEA <http://www.qp.alberta.ca/Local Authorities Election Act>
- Questions or Information relative to the Election Process or to the Offices of Mayor or Councillor
Contact the Returning Officer (see above)



Purpose, Power and Capacity of Local Jurisdictions

Within Canada there are three levels of government:

- Federal - Elected representatives referred to as Members of Parliament (MPs)
 - Provincial - Elected representatives referred to as Members of the Legislative Assembly (MLAs)
 - Local - Elected representatives referred to as 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 provides the structure for local governments through the following legislation:

Municipal Government Act – Part 1

Section 3 The purposes of a municipality are

- (a) to provide good government,
- (b) to foster the well-being of the environment,
- (c) to provide services, facilities or other things that, in the opinion of council, are necessary or desirable for all or a part of the municipality, and
- (d) to develop and maintain safe and viable communities, and
- (e) to work collaboratively with neighbouring municipalities to plan, deliver and fund intermunicipal services.



Offices of Elected Officials

Mayor

Term of Office: 4 years

Duties of the Mayor (Chief Elected Official)

The Mayor is the chief elected official of the municipality and has duties that encompass those of both Councillor and Chief Elected Official.

Excerpts from the Municipal Government Act

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;
- (b) to promote an integrated and strategic approach to intermunicipal land use planning and service delivery with neighbouring municipalities;
- (c) to participate generally in developing and evaluating the policies and programs of the municipality;
- (d) to participate in council meetings and council committee meetings and meetings of other bodies to which they are appointed by the council;
- (e) 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;
- (f) to keep in confidence matters discussed in private at a council or council committee meeting until discussed at a meeting held in public;
- (g) to adhere to the code of conduct established by the council under section 146.1 (1) of the Municipal Government Act;
- (h) to perform any other duty or function imposed on councillors by this or any other enactment or by the council.

154(1) A chief elected official, in addition to performing the duties of a councillor, must

- (a) preside when in attendance at a council meeting unless a bylaw provides that another councillor or other person is to preside, and



(b) perform any other duty imposed on a chief elected official by this or any other enactment or bylaw.

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

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

201(1) A council is responsible for

(a) developing and evaluating the policies and programs of the municipality;

(b) 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.

Chief Elected Official – Mayor

The chief elected official for the Town is known as the "Mayor" and in addition to the duties in the MGA, the Mayor shall:

- (a) review Council agendas with the Town Manager;
- (b) represent the City at public functions and ceremonies that Council or the Mayor determines appropriate;
- (c) communicate Council policy to the public and seek public input; and
- (d) liaise with elected officials from other municipalities and other levels of government on matters of concern to the Town.

Town of Carstairs Remuneration & Benefits based on the 2021 Rates and Fees Bylaw No. 2005

Salary: \$2,146.67/month for a total of \$25,760.04 per year

Salaries reflect built in costs of travel however, \$0.50km is paid for use of personal vehicle while on town business for courses, conferences and conventions.

Life Insurance

Meeting per Diem - Less than Two Hours \$90.00

Meeting Per Diem - Half Day \$180.00



Meeting Per Diem - Full Day \$360.00

Travel expenses and registration fees, with receipts for approved out-of-town travel will be reimbursed by the Town of Carstairs.

Office Assistance: The Mayor's Office has no official assistant assigned to them; the Executive Assistant will provide support as required.

Additional Information

For general information regarding the Office of the Mayor or Council procedures contact:

Carl McDonnell
Chief Administrative Officer
Town of Carstairs

or

Shannon Allison
Director of Legislative & Corporate Services
Town of Carstairs

Phone: 403.337-3341, Fax: 403.337-3343

Website: www.carstairs.ca



Councillor

Term of Office: 4 Years

Number of Councillors: 6 Positions

Duties of Councillor

The Municipal Government Act provides that every municipality shall have a council, the members of which shall be elected in accordance with the Local Authorities Election Act. The Municipal Government Act provides for a broad spectrum of powers and duties for a council and councillors including:

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;
- (b) to promote an integrated and strategic approach to intermunicipal land use planning and service delivery with neighbouring municipalities;
- (c) to participate generally in developing and evaluating the policies and programs of the municipality;
- (d) to participate in council meetings and council committee meetings and meetings of other bodies to which they are appointed by the council;
- (e) 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;
- (f) to keep in confidence matters discussed in private at a council or council committee meeting until discussed at a meeting held in public;
- (g) to adhere to the code of conduct established by the council under section 146.1 (1) of the Municipal Government Act;
- (h) to perform any other duty or function imposed on councillors by this or any other enactment or by the council.



- 201(1)** A council is responsible for
- (a) developing and evaluating the policies and programs of the municipality;
 - (b) 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.

Town of Carstairs Remuneration & Benefits based on the 2021 Rates and Fees Bylaw No. 2005

Salary: \$1,652.94/month for a total of \$19,835.28 per year

Salaries reflect built in costs of travel however, \$0.50km is paid for use of personal vehicle while on town business for courses, conferences and conventions.

Life Insurance

Meeting per Diem - Less than Two Hours \$90.00

Meeting Per Diem - Half Day \$180.00

Meeting Per Diem - Full Day \$360.00

Travel expenses and registration fees, with receipts for approved out-of-town travel will be reimbursed by the Town of Carstairs.

Office Assistance: Administrative Assistance and research services are provided for the Councilors through the Executive Assistant with the Town office.

Additional Information

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Council & Council Committees

Minimum Expectations

While the amount of time may vary, there are minimum expectations that need to be fulfilled should a Candidate is elected to Council. These include:

Council Meetings: Regular Council meetings will take place on the second and fourth Monday of each month unless Monday is a holiday then the meeting is moved to Tuesday. There will be only one meeting during the months of July, August and December. Regular Council meetings will be held at 7:00 pm in Council Chambers at the Town of Carstairs Administration Building (844 Centre Street).

In preparation for the meeting, an agenda is made available to Council 3 days prior to the meeting in a paperless format to allow time for Council members to review the issues. Councillors will be supplied with an iPad for Council meetings.

Council Committees: The Mayor is an ex-officio member of all Committees of Council, which come under the authority of the Municipal Government Act and has the right to attend any such committee meetings and participate with full voting rights. See "Meeting Schedules for Committees, Commissions and Authorities (page15) that outlines the Council committees, commission, boards, societies and affiliates and the appointments of Councillors to be made at the annual Organizational Meeting of Council.

There are 18 boards, commissions and committees in which Councillors can serve (divided up between Councils). Only those Councillors who are appointed to serve on a committee have the right to vote. See "Meeting Schedules for Committees, Commissions and Authorities (page 15) that outlines the Council committees, commission, boards, societies and affiliates and the appointments of Councillors to be made at the annual Organizational Meeting of Council.

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 committee boards which request or require representation by a Member of Council; e.g. Mountain View Regional Waste Management Commission and Mountain View Regional Water Services Commission.
- Issue Based Committees which are formed by Council for the purpose of reviewing a specific issue or issues; e.g. Carstairs Splash Park.

Boards Created by Town Bylaw or Motion

Council members are appointed to various Management Boards, Advisory Boards, Committees or Commissions in which the Town of Carstairs is involved. Appointments are made annual at Council's Organizational meeting.



Time commitment / workload

Council shall hold as many meetings in each year as are considered necessary to adequately deal with the business of the Town of Carstairs. Council determines this meeting schedule at the annual organization meeting that must be held.

The *Municipal Government Act* provides an outline of duties for members of Council. The Act does not, however, indicate the minimum number of hours per week members should spend performing their duties. This is left to the discretion of each member of Council.

An email survey was conducted of Town of Carstairs Councilors asking questions relative to the amount of time spent fulfilling their duties. Responses received indicated a minimum 25-30 hours per week was required but this may vary depending on the time of year (e.g. emerging issues, attendance at public events, budget meetings; regular Council meetings; Committee meetings). Councilor's indicated that depending on the issues before them, they could receive from 20 to 50 emails per week, 10 to 20 pieces of mail, 10 to 30 phone calls per week, be stopped on the street numerous times to "chat" about an issue, and attend public events such as grand openings, parades, public meetings, etc.

The unique role of the public official's spouse was also recognized as they may accompany their partner to many public events and be stopped on the street with requests that concerns/inquiries/issues be brought to the Councilor's attention.

While the amount of time may vary, there are minimum expectations that need to be fulfilled should a candidate be elected to Council.

Council Mandatory Training Session

The Council mandatory training session is to be held online with the date to be determined.

Council Orientation/Update Tour

In order for the new Council to become fully acquainted with the scope of The Town, at least three days are set aside for an orientation, a governance overview, and a tour of Town facilities. Attendance at these sessions strongly encouraged as they will assist you in your decision-making on Council and when reviewing The Town's Capital and Operating budgets each year. The 2021 Council Orientation Session date is to be determined.

Alberta Urban Municipalities Association (AUMA)

The mission statement of AUMA states: The Alberta Urban Municipalities Association provides leadership in advocating local government interests to all orders of government and other organizations and will provide services that address the needs of its membership. In order to achieve this mandate, the Association, using informed individuals supported by good information, is (1) monitoring the internal and external environments to identify trends and developments that affect member interests; and (2) providing the tools and assistance needed to pursue those interests. AUMA represents a unified voice to the provincial government on behalf of urban communities. Each year in the fall, an AUMA convention is held that attracts over 1000 delegates from urban councils and administration.



The convention that is held during election years is primarily focused on newly elected Council members and those successful candidates are expected to set aside time to attend this event. The first AUMA Convention date is still to be determined. If you are successful you should attend this three-day event.

Federation of Canadian Municipalities (FCM)

The Federation of Canadian Municipalities (FCM) has been the national voice of municipal government since 1901. With more than 1,400 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 18 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 Town of Carstairs is a member of FCM and as such, members of Council may attend the annual conference of FCM. The first FCM conference after the 2021 Election is to be determined.

Strategic Planning Sessions

The Town of Carstairs has a Five-Year Planning Cycle which includes the three major components of our Corporate Planning Process—Strategic Plan and Work Planning and Review. Councillors are expected to attend the workshops included in the Strategic Planning component of our Corporate Planning Process:

- Budget Orientation – **TBD**
- Strategic Plan/Direction – **TBD**
- Council Priorities and Planning – **TBD**

Additional Information

For general information regarding the Office of the Mayor or Council procedures contact:

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Meeting Schedule for Committees & Societies with Council Representation

Committee	# of Members	Day
Carstairs Community Economic & Development Partnership	1 Councillor	Monthly
Carstairs Library Board	1 Councillor	Monthly
Carstairs Subdivision & Development Appeal	4 Councillors	As needed
Central Alberta Economic Partnership	1 Councillor	Quarterly
Legislative and Emergency Services Committee	3 Councillors	Monthly
External Relations Committee	3 Councillors	Monthly
Fire Authority Board	2 Councillors	Quarterly
Inter-Municipal Planning Commission	2 Councillors	Call of the Chair
Medical Facility & Health Advisory Committee	3 Councillors	Call of the Chair
Mountain View Regional Waste Commission	2 Councillors	Monthly
Mountain View Regional Water Commission	2 Councillors	Monthly
Mountain View Seniors' Housing Authority	2 Councillors	Monthly
Municipal Area Partnership	Mayor & C.A.O.	Monthly
Municipal Planning Commission	3 Councillors	Monthly
Parkland Regional Library Board	1 Councillor	Quarterly
Policy & Governance Committee	3 Councillors	Monthly
Strategic Planning & Corporate Affairs Committee	3 Councillors	Monthly
Carstairs Community Development & Economic Partnership	2 Councillors	Monthly

*Dates and times to be set at the Annual Organizational meeting.



Election Information

Nomination Day

25 (1) Nomination day shall be 4 weeks before Election Day.

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

- (a) For a general election, within the period beginning on January 1 in a year in which a general election is to be held and ending at 12 noon on nomination day, and
- (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.

NOMINATION DAY for Councillor is Monday, September 20, 2021.

Form of Nomination

27 (1) 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.
- (1.1)** 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.

**Note: Based on the Municipal Elections Candidates Deposit Bylaw No. 885
The Town of Carstairs requires a \$100.00 deposit.**

Nominations

All Nomination Papers are located on the Town of Carstairs Website.

The returning officer will receive nominations at the Town of Carstairs Administration Building, 844 Centre Street, between **10:00 a.m. and noon on Nomination Day, Monday, September 20, 2021-**

- 28 (1)** Subject to subsection (1.2), nominations shall be submitted at the local jurisdiction office at any time during the nomination period.
- (1.1) An elected authority may, by a bylaw passed prior to December 31 of the year before a year in which a general election is to be held, provide that a returning officer may establish one or more locations, in addition to the local jurisdiction office, where a deputy may receive nominations.
 - (1.2) If an elected authority passes a bylaw referred to in subsection (1.1), nominations shall be submitted to the local jurisdiction office or any location established by the returning officer at any time during the nomination period.
 - (2) The person nominated as a candidate is responsible for ensuring that the nomination filed under this section meets the requirements of section 27.

- (3) Any person may file a nomination described in section 27 in accordance with this section.
- (4) A returning officer shall not accept the following for filing:
 - (a) a nomination that is not completed in the prescribed form;
 - (b) a nomination that is not signed by at least the minimum number of persons required to sign the nomination;
 - (c) a nomination that is not sworn or affirmed by the person nominated;
 - (d) if a bylaw has been passed under section 29(1), a nomination that is not accompanied by the deposit required by the bylaw.
- (5) If the returning officer has not rejected a nomination form under subsection (4), the returning officer must sign the form to indicate that the form has been accepted.
- (6) At any time after the commencement of the nomination period until the term of office to which the filed nomination papers relate has expired, a person may request to examine the filed nomination papers during regular business hours and in the presence of the returning officer, deputy or secretary.
- (7) The returning officer or secretary must retain all the filed nomination papers until the term of office to which the papers relate has expired.
- (8) Twenty-four hours after the close of nominations on nomination day, the returning officer shall, as soon as practicable, forward a signed statement showing the name of each nominated candidate and any information about the candidate that the candidate has consented to being disclosed to the relevant Minister's Deputy Minister.
- (9) A statement referred to in subsection (8) may be forwarded by electronic means, including by fax or e-mail.
- (10) Within 48 hours of the close of nominations on nomination day, the returning officer shall post or cause to be posted at the local jurisdiction office the names of all candidates that have been nominated and the offices for which they were nominated.

Forums

A Forum is the 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 Town is not involved in coordinating these events though they are posted on the Town's website for information.



Advanced Polling

The Advanced Polling date and location is still to be determined and is at the decision of the Returning Officer.

Election Day

Election Day will take place on Monday, October 18, 2021 at the Carstairs Community Hall, at 1100 Lackner Way, Carstairs, AB.

Every Voting Station will open promptly at 10:00 a.m. and will be kept open continuously until 8:00 p.m.

Last Day for a Recount of Ballots

The returning officer may make a recount if a candidate, official agent or a scrutineer shows grounds that the count of votes is inaccurate. The returning officer may also consider the number of rejected ballots, valid ballots objected to, or any administrative or technical errors. If a recount is requested, a recount application must be made by 4:00 p.m. on October 20, 2021. (44 hours)

Any elector may ask for a judicial recount by filing a notice of motion for a recount with the clerk of the Court of Queen's Bench before November 6, 2021. See sections 98 and 103 of the Local Authorities Act.

Official Election Results

Election results are considered official at 12 noon on October 22, 2021. The returning officer may publish unofficial election results. See section 97 of the Local Authorities Election Act. (4th day after)



Election Advertising

Campaign Advertising

Excerpts from the Town of Carstairs Land Use Bylaw 2007:

Special Event / Temporary Signs

A temporary sign is not permanently affixed to a building or other unremovable structure or the ground. A Special Event sign is used for the announcement or advertising of a community, cultural, religious event or for the promotion of a sales event by a local business. A temporary sign is used for the advertising of a lawn sale, garage sale or other special event and includes real estate signs advertising an open house, public viewing and campaign signs for federal, provincial, municipal or school board elections.

- (a) Special Event/Temporary signs shall not display third-party advertising.
- (b) Special Event/Temporary signs shall be located wholly within the property lines of private lands, except where the Town gives permission for the placement of a sign within a road allowance. No temporary sign over 0.9 m (3 ft) in height shall be placed within the corner visibility triangle.
- (c) The owner of the private lands shall be allowed one (1) temporary sign per parcel, except where the Town gives permission for the placement of a community event sign.
- (d) Within any residential district one freestanding temporary sign is permitted per parcel and shall consist of the following:
 - i) a real estate sign or property management sign having a maximum sign area of 2.3 m² (25 ft²);
 - ii) a construction sign having a maximum sign area of 2.3 m² (25 ft²) and a maximum height of 3.05 m (10 ft) with copy relating to the work being carried out, to a maximum of 14 days after the work is completed;
 - iii) A show home sign is permitted to a maximum sign area of 2.97 m² (32 ft²) and a maximum height of 3.05 m (10 ft) for the duration that the site is used for the purposes of promoting the show home and/or builder;
 - iv) The Development Authority may permit a temporary sign to a maximum of 8.92 m² (96 ft²) for the purpose of promoting or marketing the current phase of a residential development which is part of an Outline Plan approved by Council, if the sign is permanently affixed to the ground, up to a maximum duration of two (2) years; and
 - v) A sign with copy pertaining to a garage or yard sale, located on the private land to which the sign relates, for the duration of the sale.
- (e) Within any commercial or industrial district, one freestanding temporary sign is permitted per parcel and shall consist of the following:

- i) A real estate or property management sign;
 - ii) A construction sign having a maximum sign area of 2.97 m² (32 ft²) per side and a maximum height of 3.05 m (10 ft) per side, with copy relating to the work being carried out on the site, to be displayed for the duration of the work being carried out, to a maximum of fourteen (14) days after the work is completed;
 - iii) An A-board sign;
 - iv) A community event sign having a maximum sign area of 2.97 m² (32 ft²) and a maximum height of 3.05 m (10 ft); and
 - v) A commercial advertising sign having a maximum sign area of 2.3 m² (25 ft²) and a maximum height of 3.05 m (10 ft).
- (f) Special Event/Temporary signs must be removed the day after the special event.

BEFORE LOCATING SIGNS ASK PERMISSION.... & Call before you dig! ALBERTA ONE-CALL 1-800-242-3447

Placement of Election Signs/Campaign Advertising

Advertising should be confined to private property, with the exception as noted under the section relating to designated municipal property, and always with the permission of the owner.

Removal of Election Signs/Campaign Advertising

All advertising should be promptly removed following the election.

For safety, and as a courtesy to the landowners, candidates should ensure that the site is cleaned up and that any holes in the ground, created by the placement of signs, be filled with a mixture of soil and grass seed.

****It is an offence to canvass or solicit votes in or immediately adjacent to a voting station. It is also an offence to display or distribute campaign material inside or on the outside of a building used for a voting station. See area highlighted in red.**





Freedom of Information & Protection of Privacy (FOIP)

The Freedom of Information and Protection of Privacy Act was first introduced in Alberta in 1995.

The Act applies to all public bodies, which are directed by government legislation. The Act took effect for school jurisdictions, effective September 1, 1998, and for municipalities on October 1, 1999. The Act addresses two main areas. First of all, it establishes regulations relating to access of information held by a public body. Secondly, the Act 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 you, contact:

The Town of Carstairs 403.337.3341

Box 370, Carstairs, AB T0M 0N

Voter Identification Requirements

Voter Identification and Eligibility for Municipal Elections

Proof of identity and current residence is required to be able to vote in municipal elections.

Any of the following documents that has the Voter's name and address on it will be accepted as valid proof.

- Identification issued by a Canadian government, whether federal, provincial or local, or an agency of that government, that contains a photograph of the elector and their name and current address.
- Bank or credit card statement or personal cheque.
- Government cheque or cheque stub.
- Income or 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 (for example, employment insurance, old-age security, social assistance, disability support or child tax benefit).
- Utility bill (for example, telephone, public utilities, commission, television, hydro, gas or water).
- Vehicle ownership, registration or insurance certificate.

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A letter or form (attestation) confirming that the person lives at the stated address will also be accepted as valid proof. The letter can be signed prior to the vote by any of the following:

- authorized by representative of a commercial property management company;
- authorized representative of a correctional institution;
- authorized representative of a First Nations band or reserve;
- authorized representative of a facility that provides services to the homeless; or
- authorized representative of a supportive living facility or treatment centre.

If a voter's identification shows a post office box number as the address instead of a residential or legal address, it can be accepted as verification of current address if it is in reasonable distance to the voting jurisdiction. The address does not have to be in the voting division or ward.

An elected authority could, by bylaw require additional verification to establish the person's specific current address.

Contact

Alberta Municipal Affairs
Municipal Services Division
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