



Municipal Election 2021

County of Grande Prairie No. 1

Information for Potential Candidates Nomination Package

Visit www.countygp.ab.ca/elections for up-to-date election information

Updated March 2021

Contents

CANDIDATE INFORMATION	1
Elected Positions.....	1
Overview	2
Roles and Responsibilities	2
Time Commitment.....	3
Compensation and Benefits	3
Administration	4
How Else Can You Prepare?	4
NOMINATION PROCESS	5
Before You File.....	5
Filing Your Nomination.....	6
Withdrawing	7
Insufficient Nominations	7
CAMPAIGN INFORMATION	8
Are There Any Restrictions on Campaigning?.....	8
Printing of Campaign Literature	8
Campaign Literature (Election Signs)	9
Location Guidelines.....	10
Advertisement Distribution	11
Interference with Posted Documents	11
Election Finances and Contributions Disclosure.....	12
Accepting Campaign Contributions.....	12
Allowable Campaign Expenses.....	12
Candidate Duties During Campaign.....	13
Candidate Duties After the Election	13
Candidates' Official Agent and Scrutineers.....	14
ELECTION DAY	15
Advance Voting.....	15
Special Ballots.....	15
What Will Happen at Voting Stations on Election Day?	15
2021 Voting Stations	16
When Will Election Results be Released?	16
OFFENCES	16

INTRODUCTION

Information Sources

This guide has been developed to answer questions most frequently asked by candidates prior to Nomination Day. It also contains important information that candidates for councillor should be aware of. It is your responsibility to be familiar with the legislation and we urge you to obtain a copy of the *Local Authorities Election Act* and the *Municipal Government Act* from:

Alberta Queen’s Printer
 7th Floor, Park Plaza
 10611 – 98th Avenue NW
 Edmonton, AB T5 K 2P7
 Phone: (780) 427-4952
 Fax: (780) 452-0668
 Website: www.qp.alberta.ca

Where references are made to legislation, the specific legislation should be referred to for all purposes of interpreting and applying the law.

Election Office

Office location County of Grande Prairie Administration Building
 and mailing address: Attn: Returning Officer
 10001 84 Avenue
 Clairmont, AB T8X 5B2

Website: www.countygp.ab.ca/elections

Email: legislativeservices@countygp.ab.ca

Phone: 780-532-9722

OFFICE	NAME	CONTACT
Returning Officer	Carol Gabriel	cgabriel@countygp.ab.ca 780-532-9722 ext. 1205
Substitute Returning Officer	Tatiana Catana	tcatana@countygp.ab.ca 780-532-9722 ext. 1160
Deputy Returning Officer	Mary Kukulski	mkukulski@countygp.ab.ca 780-532-9722 ext. 1162
Deputy Returning Officer	Megan Beson	mbeson@countygp.ab.ca 780-532-9722 ext. 1258
Deputy Returning Officer	Sabina Mose	smose@countygp.ab.ca

The information in this package is subject to change. Please refer occasionally to our website to view any posted changes, corrections, or updated forms. It is not the duty of the Returning Officer to ensure that candidates receive changes to information outside of the website.

CANDIDATE INFORMATION

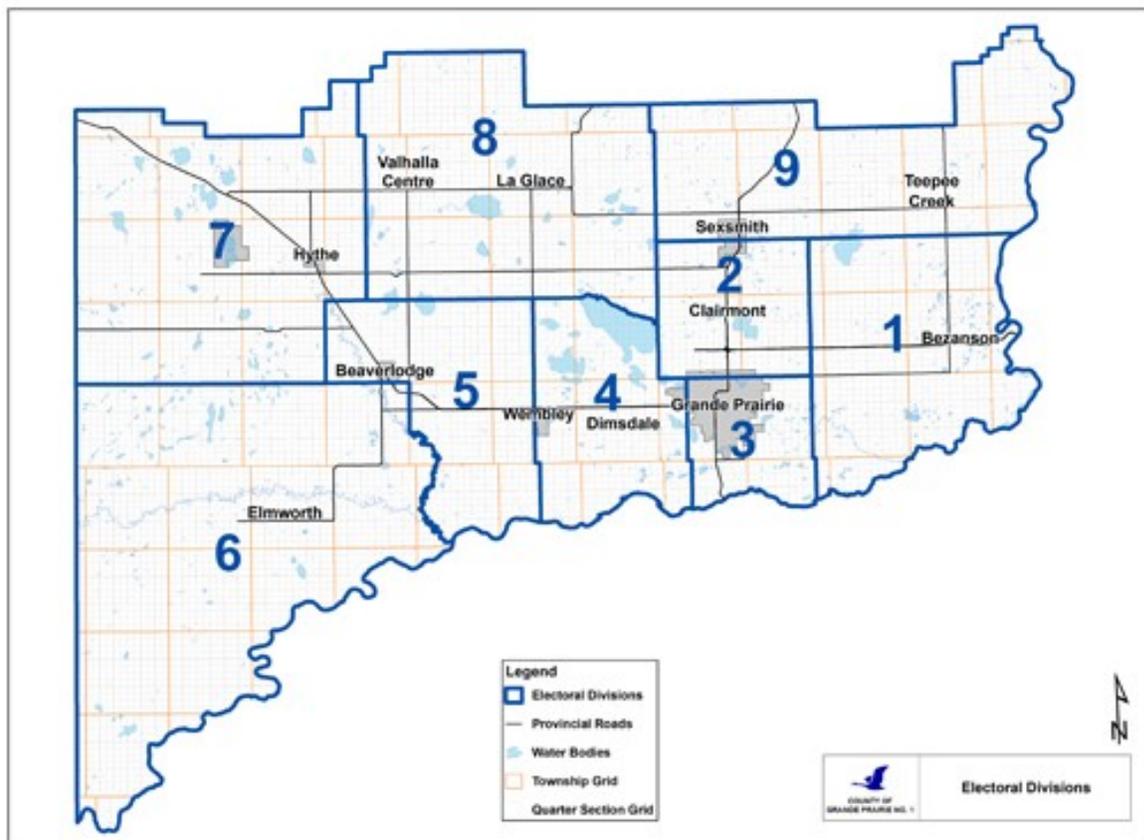
Elected Positions

The County of Grande Prairie No. 1's electoral structure consists of nine (9) electoral divisions where residents in their respective division vote for the local councillor. Each council member serves a four-year term. The elected council elects a Reeve and Deputy Reeve from council on an annual basis.

There are many residents in a community eligible to run for municipal elections, but a question could be, 'who should run and what are some of the qualities most needed?' Municipal councils are traditionally best served by residents who:

- Have a sincere desire to make a positive difference in their community;
- Have a willingness to talk to, listen to and understand the public and their interests;
- Bring energy and enthusiasm to Council and the community;
- Have the time to commit to their responsibilities;
- Are team players who work well with others and accept various opinions; and
- Have passion for the community.

County of Grande Prairie No. 1 Electoral Division Map (separated by blue borders)



For a more detailed map please view our [electoral division map](#) on the County's website.

Overview

As a member of council you will have the opportunity to significantly influence the future of your community. You will assume a leadership role to represent the people in your community or region, and to provide direction on the policies and programs that will lead to better quality services for communities. It is very important to understand that being a council member requires a lot of your time and energy. Being elected as councillor is a four-year commitment to public service. Council members put in significant hours to serve in their roles and meet their responsibilities.

Roles and Responsibilities

A municipality is the “front-line” level of government. The elected council is the governing body of the municipality. Elected officials make decisions by passing resolutions or enacting bylaws. Bylaws are the laws of the municipality.

The councillor’s job is to work with other council members to set the overall direction of the municipality through their role as policy maker. The policies that council sets are the guidelines for administration to follow as it does the job of running the municipality. A councillor will spend time while on council creating new policies and programs or reviewing the current ones to make sure they are working as they should or no longer offer a particular program or service if there is a business case to do so. For more information you can review Policy [B26 – Council Decision Making Framework](#).

As an individual member of council, you will not have the power to commit your municipality to any expenditure or to direct the activities of the municipal employees alone. Any promise you make as part of your election campaign that involves municipal expenditures or the activities of employees can only be carried out if you can obtain the support of your fellow council members in carrying out that promise.

The Councillors

Under the *Municipal Government Act* (S.153), councillors have the following duties:

- (a) To consider the welfare and interests of the municipality as whole, and, to bring to council’s attention anything that would promote the welfare or interests of the municipality;
- (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 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;
- (f) To perform any other duty or function imposed on councillors by this or any other enactment or by the council.

Interests of the Municipality

A councillor is elected to look after the interests of the entire municipality. A councillor who is in a municipality must be careful not to place the interest of the electoral district above the interest of the whole municipality. As tough as it may be at times, the councillor must base any decision on what is best for the entire municipality. Council's effectiveness depends on councillors providing input on their areas while thinking and voting for the whole municipality. Councillors also must make certain that they do not put themselves in a conflict-of-interest situation. They must ensure that decisions made do not benefit them, their immediate family, or their friends.

Time Commitment

During your four-year term as councillor you are required to attend many meetings, conferences, conventions, training workshops, and social events. You will need to spend a considerable amount of time reading and preparing for meetings so you can make informed decisions. You will be expected to attend numerous functions and events as dignitaries, representatives and officials during the day, evening, and occasionally on weekends.

Meetings

County of Grande Prairie Council typically meets twice a month for regular Council meetings. Regular meetings of council are held on Mondays and are usually full-day meetings. In preparation for these meetings, an agenda is prepared and provided to councillors prior to the meeting. You will need to spend time reading the material so that you can make informed decisions.

Each council member will also be appointed by Council to serve as members on various committees and as alternate members on other committees. Committee meetings may or may not be held during day-time hours, and there will be evening meetings to attend as well. Some committees meet more often than others. Further detail regarding committees can be found on the [Boards, Committees and Task Forces page](#) on the County's website.

A sample of the 2021 Council Meetings and conferences is provided as reference in the appendix. Visit the Events Calendar on the County's website or click [here](#).

Serving in elected positions is not easy but being a member of council offers a lot of personal satisfaction. It is a role in which you are always interacting with the community while representing the municipality. The demand on your time is something to seriously consider.

Compensation and Benefits

Council members are remunerated with a base salary (honorarium) and per diems, and are eligible for mileage and reimbursement of expenses incurred for council business as provided by the [Council Honoraria and Travel Expenses Policy F1](#). Please note: this policy is currently under review and subject to change prior to the election.

In addition, council members are eligible for benefits, health and wellness spending reimbursement, and to participate in a registered retirement savings plan as offered by the County's service provider.

Administration

As a member of council, it will be your duty to establish policy for your municipality. It is the job of the administration to implement policy. The County of Grande Prairie has a competent and dedicated senior management team whose support, advice, and assistance will be very beneficial in helping you to be an effective member of council. Their training, experience, and understanding of how and why things have developed as they have will be an important resource for you. [Policy B27 Council/Administration Communication Framework](#) provides more details on tools that help support effective and efficient decision-making processes and foster a respectful working atmosphere.

How Else Can You Prepare?

The best way to find out what the job is all about is to spend some time reading relevant municipal documents and talking to current members of council. You may also wish to:

- Familiarize yourself with local bylaws and municipal legislation;
- Read council agendas and minutes (they can be found on the meeting management tool on the County's website or by clicking [here](#));
- Observe council meetings virtually (this can be done through the meeting management tool on the County's website or by clicking [here](#));
- Talk to municipal staff to find out what other information is available.

Additional information regarding council, council committee procedures, nomination and election matters is available by contacting the Legislative Services Department at 780-532-9722 or by email at legislativeservices@countygp.ab.ca

NOMINATION PROCESS

Before You File

Here are some things you should consider before you file a nomination paper.

Are You Eligible to be a Candidate?

You are eligible to be nominated as a candidate for County of Grande Prairie councillor if, between January 1, 2021 through to Nomination Day (Monday, September 20, 2021), you meet the Local Authorities Election Act requirements set out in sections 21, 22 and section 23, and:

- are at least 18 years of age on nomination day;
- you are a Canadian citizen;
- have been a resident of the electoral division of the County of Grande Prairie for which you intend to run for the six months preceding Nomination Day; and
- are not otherwise ineligible or disqualified.

You would not be eligible to become a candidate under any of the following circumstances:

- if you are the auditor of the municipality;
- if you are an employee, unless granted a leave of absence;
- if your property taxes are more than \$50 in arrears or you are in default, for more than 90 days, on other debt in excess of \$500 to the municipality;
- if, within the previous 10 years, you have been convicted of an offence under the *Local Authorities Election Act*, the *Election Act* or the *Canada Elections Act* (Canada).

Prospective candidates are strongly encouraged to read and understand Part 5.1 of the Local Authorities Election Act as it pertains to Municipal Election and Finance and Contribution Disclosure requirements. Candidates may be required to register with County of Grande Prairie before they accept campaign contributions and report to the County regarding campaign funding and expenses after the election.

All required forms to become a candidate are supplied in the Nomination Package and on our website at www.countygp.ab.ca/elections

IT IS YOUR RESPONSIBILITY TO ENSURE YOU ARE NOT IN VIOLATION OF ANY CONDITIONS OF ELIGIBILITY.

Filing Your Nomination

All candidates are required to complete the following forms and submit to the Returning Officer before 12 noon on Nomination Day (September 20, 2021):

[Form 4 – Nomination Paper and Candidates Acceptance](#)

Persons signing a candidate's nomination paper must be eligible to vote in the election and the forms must include original hand-written signatures. Digital signatures are not accepted. It is advisable to have more than the minimum required number of electors sign the form in case one or more signatures are not eligible to nominate.

A person is eligible to vote in an election if he/she:

- is at least 18 years of age on nomination day;
- is a Canadian citizen; and
- resides in Alberta and is a resident in the area. (Area is defined as the electoral division of the County of Grande Prairie for which the candidate intends to run).

For each elector, the form must include the person's name, address (street address or legal land description of residence of the elector) and signature.

The nomination form states that you are required to make an affidavit saying that you are eligible for nomination, not disqualified from office, and that you will accept the office if you are elected. You must swear or affirm that affidavit before a Commissioner for Oaths or the Returning Officer.

[Form 5 – Candidate Financial Information](#)

This form must be filed and should include campaign banking information, if available. Do not use personal banking information. In accordance with section 147.3 of the Local Authorities Election Act you are required to open a campaign account at a financial institution in your name or your election campaign's name for the purposes of the election campaign when you file your nomination papers *or* as soon as possible after the total amount of contributions you receive first exceeds \$1000 in the aggregate.

[Optional: Authorization for Release of Personal Information Form](#)

The Returning Officer will receive requests for information regarding candidates running for County Councillor in the Municipal Election from organizations, individuals, and the media. By completing the Authorization for Release of Personal Information form and submitting along with the Nomination Papers, the Returning Officer will be able to release, upon request, the following information:

- Candidate's Name;
- Contact Phone Number(s);
- Contact Address; and
- Picture.

Remember: It is your responsibility to ensure that you are fully aware of all the nomination requirements and comply with them. It is not the Returning Officer's responsibility to review the validity of the information contained in your nomination paper. That responsibility lies with the courts if your nomination or election is challenged.

The Nomination Paper can be submitted to the Returning Officer between January 1, 2021 and Nomination Day (September 20, 2021) at the following place:

By Appointment with Returning Officer
Telephone: 780-532-9722
County of Grande Prairie Administration Building
10001 84 Avenue
Clairmont, AB T8X 5B2

You may want to file the form in person; however, anyone can file it on your behalf if it is fully completed. Late submissions will not be accepted. Nominations submitted by fax or email will not be accepted.

At any time after January 1, 2021 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 or designate. Book an appointment with the Returning Officer at 780-532-9722.

Withdrawing

Any candidate, prior to Nomination Day can withdraw their nomination paper and therefore their intent to run in the upcoming election. At noon on Nomination Day, no more candidates will be accepted, and candidates will have a period of 24 hours to consider an opportunity to withdraw their nomination. Candidates will have this option only if the number of nominations exceeds the required positions available. Candidates who withdraw their nomination must inform the Returning Officer in writing. See section 32 of the *Local Authorities Election Act*.

Insufficient Nominations

If the number of nominations filed is less than the number of vacancies, the Returning Officer will be available the next day (and for up to six days) from 10 a.m. until noon to receive further nominations.

If, by noon on any of the days, the number of candidates nominated equals the number of vacancies, nominations will be closed, and the Returning Officer will declare the candidates elected by acclamation. That means the candidates are elected without the necessity of holding an election.

If more than sufficient nominations are received by noon on any of the days, nominations will be closed, and the election will be held as originally planned. See section 31 of the *Local Authorities Election Act*.

CAMPAIGN INFORMATION

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

There are no "standard" or legislative requirements for 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. Candidates have used various strategies, like:

- Door knocking;
- Signage;
- Brochures or posters;
- Participating in local candidate debates or forums;
- Social media pages or websites; and
- Hosting a meet and greet event.

Are There Any Restrictions on Campaigning?

There are a variety of offence provisions included in the Local Authorities Election Act that candidates should review and understand while campaigning. Candidates should seek clarification from the Returning Officer relating to campaign activities to ensure compliance with municipal bylaws. If candidates require additional interpretation or clarification, they should seek independent legal services if required.

There are some restrictions specific to Election Day in as far as they cover activities that are not permitted. These restrictions do not allow you or your agent to:

- Interfere with a voter who is in the process of voting;
- Solicit votes in a voting station;
- Distribute any kind of campaign advertisement, handbill, placard, poster, circular, pamphlet or newspaper within a voting station; or
- Engage in bribery or undue influence.

Printing of Campaign Literature

Excerpts from the Local Authorities Election Act R.S.A. 2000 (Section 148)

(148)

- (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.
- (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 (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 a fine and imprisonment.

Campaign Literature (Election Signs)

Under the regulations passed pursuant to the Safety Codes Act Electrical & Communication Utility System of the Province of Alberta, electrical utility poles and structures shall be kept free of all materials not required for the system. Action may be taken against candidates or their agents who deface utility poles with election campaign literature.

The County of Grande Prairie's Land Use Bylaw permits the erection/placement of temporary political signs without a development permit provided that the sign is not illuminated, does not exceed 1.8 square metres (20 sq. ft.) and is limited to one sign per parcel. Signs may be placed on private or public property with the permission of the landowner / public authority and must adhere to the provisions of federal, provincial and municipal legislation. Signs must not cause a safety concern.

No signs are allowed on the properties where voting stations are located and all election signage must be removed within 48 hours of the closing of voting stations.

The following guidelines for placement of election signs along public roadways or on public property are set by [Alberta Transportation](#) and are to be adhered to by all candidates in the upcoming Municipal election. You do not require a permit to install an election sign along provincial highways. It is recommended that the same guidelines be adhered to for placement of election signs on private property.

1. Maximum sign size in a highway right-of-way (the existing highway limits) is 1.5 square metres.
2. Election signs are temporary and are only permitted from the date the election is called until 48 hours after the election and must meet the eligibility criteria.
3. The following types of signs will not be allowed:
 - a. signs that display an intermittent flashing, rotating or moving light;
 - b. signs that are floodlit which could cause interference to the motoring public;
 - c. signs that have moving or rotating parts;
 - d. signs that imitate the wording of a standard or commonly used highway traffic sign, such as stop, stop ahead or yield;
 - e. signs that imitate or resemble the visual appearance of a traffic control device (i.e. stop sign); and
 - f. signs that include associated yard lights, area lighting and other lights that, in the opinion of Alberta Transportation, are excessively distracting to the public or create a traffic hazard.

If a sign does not comply with these guidelines, a peace officer or a person authorized by Alberta Transportation may, without notice or compensation, remove the sign.

Location Guidelines

In general, election signs shall be placed as far from the shoulder lines as practical, always allowing the traveling public to have an unobstructed view of the roadway.

1. Signs must be placed no closer than 2 metres (6') from the edge of pavement, or, in the case of gravel roads, no closer than 2 metres (6') from the shoulder of the road.
2. During winter conditions, there is a high probability that signs less than 6 metres (18') from the road will be either covered with snow or damaged during snow removal and sanding operations. The County of Grande Prairie or Alberta Transportation is not responsible for any signs damaged for any reason.
3. No election signs will be allowed within the median of a divided provincial highway.
4. No election signs shall be mounted on highway signs or sign posts. These signs will be removed immediately.
5. No election signs shall be placed in or within 500 metres (1500') of construction zones.
6. No election signs shall be placed that obstruct a motorist's view of an intersection in an urban area or within 250 metres (750') of an intersection in a rural area.
7. When the removal of an election sign is necessary due to safety or operational concerns, the County of Grande Prairie will notify the responsible candidate to take the required action to remove/relocate the sign. Failure to respond within the specified time will result in the sign being removed. Signs will be stored at the County of Grande Prairie Administration Office. The candidate will be notified to arrange to have the sign(s) picked up.

Signs that pose an immediate hazard to the public will be removed immediately without notification to the candidate.

Safety Precautions

- Individuals installing election signs should use safety precautions to ensure their safety and prevent driver distraction.
- Reflective vests and bright clothing should be worn when working near a roadway.
- Election signs should be installed during daylight hours only.
- Every effort should be made to minimize the impact to the travelling public when transporting and installing election signs. Vehicles should be parked as far as possible from the travel lanes and four-way hazard warning signals should also be utilized.

Please Note: Call before you dig! ALBERTA ONE-CALL 1-800-242-3447 or www.albertaonecall.com

Advertisement Distribution

On Election Day 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 voting station.

No campaign signs are allowed on the properties where the voting stations are located.

Excerpts from the *Local Authorities Election Act* section 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 within the boundaries of the land on which a building is used for a voting station is located, or
 - (b) distributes within a building used for a voting station or within the boundaries of the land on which the building is 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, store 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.
- (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

Excerpts from the *Local Authorities Election Act* section 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.

Election Finances and Contributions Disclosure

All candidates 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 Contribution 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.

Candidates must declare, by March 1, 2022, their campaign contributions and expenses and the resulting surplus or deficit on Form 26 – Campaign Disclosure Statement and Financial Statement.

Accepting Campaign Contributions

Candidates can self-fund up to \$10,000 per year to their election campaign and can accept up to \$5,000 per year outside the campaign period in a non-election year. In the year of a general election you must become a candidate before accepting any contributions to fund your campaign.

A candidate must open a bank account in the name of the candidate or in the name of the campaign as soon as possible after the amount of contributions from any person(s) exceeds \$1,000 in the aggregate, including any money paid by the candidate out of their own funds. Money in that account must then only be used for the payment of campaign expenses.

Allowable Campaign Expenses

At a basic level, a “campaign expense” is an expense a candidate makes in the course of a campaign to help get elected. Technically, this includes any expense incurred, or non-monetary contribution received, by a candidate to the extent that the property or service that the expense was incurred for, or that was received as a non-monetary contribution, is used to directly promote or oppose a candidate during the campaign period. “Campaign expense” includes an expense incurred for, or a non-monetary contribution, in relation to:

- The production of advertising or promotional material;
- The distribution, broadcast or publication of advertising or promotional material in any media or by any other means during a campaign period, including by the use of a capital asset;
- The payment of remuneration and expenses to or on behalf of a person for the person’s services such as a chief financial officer in any other capacity;
- Securing a meeting place; or
- The conduct of opinion polls, surveys or research during a campaign period.

Candidate Duties During Campaign

During campaigning, candidates must:

- Issue receipts for every contribution. A receipt must include:
 - Date of contribution;
 - Name of individual contributor;
 - Address of individual contributor; and
 - Amount contributed.
- Obtain receipts for every expense;
- Open a campaign account at a financial institution when contributions exceed \$1,000;
- When a campaign account is opened, place all contributions in the account;
- Use money for payment of campaign expenses only;
- Do not accept contributions from people outside of Alberta;
- Do not accept contributions from anonymous contributors;
- Do not accept contributions from corporations or unincorporated organizations;
- Do not accept contributions from trade unions and employee organizations; and
- Do not work with third parties to avoid contribution or expense limits.

All candidates are subject to further requirements and are advised to refer to the *Local Authorities Election Act* for complete details on campaign finances and the full extent of their obligations.

Candidate Duties After the Election

After the election, all candidates are required to follow these rules:

- Keep records of contributions and expenses as outlined in the *Local Authorities Election Act*;
- File a campaign disclosure statement by March 1, 2022;
- If you have expenses or contributions of \$50,000 or more, file a review engagement with the disclosure statement;
- Within 60 days of filing a disclosure statement, candidates can retain surplus amounts under \$1,000. Amounts of \$1,000 and more must be donated to a registered charity;
- Eliminate campaign deficits 60 days after filing a disclosure statement;
- File an amended disclosure statement within 30 days after the 60-day period showing any surplus or deficit has been dealt with according to *Local Authorities Election Act* requirements.

All candidates are subject to further requirements and are advised to refer to the *Local Authorities Election Act* for complete details on campaign finances and the full extent of their obligations.

Candidates' Official Agent and Scrutineers

Agents

A candidate may appoint an elector to be the candidate's official agent. The candidate may appoint one official agent by stating the name, address and telephone number of the person's official agent on (Form 4) Nomination Paper and Candidates Written Acceptance in the Candidate's Acceptance portion. 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.

An official agent is not required to subscribe to an official oath. If an official agent services as a scrutineer, they must have written permissions from the candidate to do so.

Scrutineers

A scrutineer is a person who is at least 18 years old who has written permission from the candidate to represent the candidate as a scrutineer at a particular voting station. Each scrutineer, before performing their duties, must sign the Statement of Scrutineer Form 16 before the Presiding Deputy Returning Officer at the voting station. Agents or candidates may also act as scrutineers.

ELECTION DAY

Advance Voting

Advance Vote dates are permitted as alternative dates for voting. Voters are permitted to vote at the Advance Vote without declaring any special circumstances. As on Election Day, each voter must sign an Elector Register and present the required voter identification. Any person who does not comply with the legislation will not be allowed to vote. You can vote only once at either an Advance Vote or on Election Day. All Advance Votes are counted after the close of the voting stations (8:00 p.m.) on Election Day.

Advance Voting dates and locations will be updated once available.

Special Ballots

Special Ballots allow for an alternative voting method that must be made by Council resolution prior to Nomination Day. The process allows for those electors who meet eligibility, to request a special ballot to vote in the election.

Should Council make a resolution to allow for Special Ballots, the website and candidates will be notified by the Returning Officer. The Returning Officer will advise to the process and requirements to complete a Special Ballot in order to have a valid ballot.

What Will Happen at Voting Stations on Election Day?

The *Local Authorities Election Act* describes the procedures for voting stations on Election Day. The following is a summary of key events:

- At 10:00 a.m. the voting station will open to voters. The station will remain continuously open until 8:00 p.m.
- To receive a Ballot from the Deputy Returning Officer, each voter must first present the required identification and complete/read/sign an Elector Register form. Signing the Voting Register is a requirement under the *Local Authorities Election Act*. Voter Identification requirements can be found on the [Elections](#) page on our website. Any person who does not comply with these requirements will not be allowed to vote. The voter will take his/her prescribed Ballot to the voting booth, mark it, and take the Ballot to the Deputy Returning Officer supervising the Ballot Box, for insertion into the Ballot Box.
- After 8:00 p.m. the Presiding Deputy Returning Officer will announce that the voting station is closed. When all voters have left the voting station, the votes will be tabulated and reported to the Returning Officer.

On Election Day the candidate or the candidate's agent are not permitted to:

- Interfere with a voter who is in the process of voting;
- Solicit votes in a voting station;
- Distribute any kind of campaign advertisement, handbill, placard, poster, circular, pamphlet or newspaper within a voting station; or
- Engage in bribery or undue influence.

2021 Voting Stations

The voting station locations for all divisions will be announced and advertised by the Returning Officer in Spring 2021.

When Will Election Results be Released?

UNOFFICIAL election results of the ballot count will be released as soon as possible after the voting station closes, and displayed on election night on the County of Grande Prairie website at www.countygp.ab.ca/Elections

OFFICIAL results will be posted by the Returning Officer at 12:00 noon on Friday October 22, 2021 in the County of Grande Prairie Administration Building and on the County of Grande Prairie Website.

OFFENCES

It is important that Candidates are aware of offences as they relate to the *Local Authorities Election Act*. Part 6 of the Act deals with offences related to integrity of the vote, a candidate's acceptance, advertisement distribution, campaign activities at a voting station, and interference with posted documents.

It is your responsibility to be familiar with the legislation and we urge you to obtain a copy of the *Local Authorities Election Act*.