



2024 Municipal By-Election

CANDIDATE INFORMATION PACKAGE

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General Information

This is an information package only and has no legislative sanction. For certainty, the Local Authorities Election Act and other relevant statutes and regulations should be consulted. The material that follows is Greenview's understanding of the legislation. This summary is not intended to replace the candidate's responsibility for reading and understanding this legislation, nor to seek appropriate legal or accounting advice from professionals, as required. The candidate is responsible for ensuring their campaign complies with all provincial laws.

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[Greenview Website](#)

Frequently Cited Reference Materials:

[Alberta Municipal Affairs](#)

[Local Authorities Election Act](#)

[Municipal Government Act](#)

Freedom of Information and Protection of Privacy Act:

The personal information that is being collected under the authority of the Local Authorities Election Act will be used for the purposes under that Act. It is protected by the privacy provision of the Freedom of Information and Protection of Privacy Act.

Running for Council for the Municipal District of Greenview No. 16

Introduction

The Municipal Government Act and the Local Authorities Election Act are the key pieces of legislation that guide elections and municipal councils in Alberta. This guide is for informational purposes only and has no legislative sanction. It contains some important information, but it is not all-inclusive and prospective candidates should consult both the Municipal Government Act and Local Authorities Election Act. This guide serves as an additional resource.

The Municipal Government Act establishes the purpose of municipalities:

- To provide good government; to foster the well-being of the environment;
- To provide services, facilities or other things that, in the opinion of Council are desirable for all or a part of the municipality;
- To develop and maintain safe and viable communities; and
- To work collaboratively with neighbouring municipalities to plan, deliver and fund intermunicipal services.

Council for the M.D. of Greenview will consist of 11 members beginning with the 2021 Election. The M.D. of Greenview has undergone significant changes in the last number of years. The dissolution of Grande Cache in 2019 added two additional representatives to Council. In 2020, the Council of the M.D. of Greenview Council decided to add an additional representative in Ward 8: Grovedale beginning with the 2021 General Election.

Greenview Council consists of:

Ward 1: Grande Cache Cooperatives and Enterprises – 1 Councillor

Ward 2: Little Smoky – 1 Councillor

Ward 3: Valleyview – 1 Councillor

Ward 4: Sunset House & Sweathouse – 1 Councillor

Ward 5: New Fish Creek – 1 Councillor

Ward 6: DeBolt & Puskwaskau – 1 Councillor

Ward 7: Crooked Creek & Ridgevalley – 1 Councillor

Ward 8: Grovedale – 2 Councillors

Ward 9: Hamlet of Grande Cache – 2 Councillors

What should I know about the role of a Councillor?

Council is responsible for:

- Developing and evaluating the policies and programs of the Municipality;
- Making sure that the powers, duties and functions of the Municipality are appropriately carried out;
- Carrying out the powers, duties and functions expressly given to it under the Municipal Government Act or any other enactment.
- 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 (CAO) or a designated office

Duties of a Councillor

In accordance with the Municipal Government Act, a Councillors duty include:

- 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 and interests of the municipality;
- To promote an integrated and strategic approach to intermunicipal land use planning and service delivery with neighbouring municipalities;
- To participate generally in developing and evaluating the policies and programs of the municipality;
- To participate in Council meetings and Council Committee meetings and meetings of other bodies to which they are appointed by Council;
- To obtain information about the operation or administration of the municipality from the Chief Administrative Officer (CAO), or a person designated by the CAO.
- To keep in confidence matters discussed in private at a Council or Council Committee meeting until discussed at a meeting held in public;
- To adhere to the Code of Conduct established by Council in [Bylaw 21-893 Council Code of Conduct](#); and
- To perform any other duty or function imposed on Councillors by the Municipal Government Act or any other enactment, or by Council.

(Section 153 Municipal Government Act.)

Duties of the Reeve

The Reeve of the M.D. of Greenview is appointed by Council from among the Councillors. They run for the office of Councillor for the Election and Council appoints a member to be Reeve at the annual Organizational Meeting. In addition to performing the duties of a Councillor, the Reeve must:

- Preside when in attendance at a Council meeting unless a bylaw provides that other Councillors or another person is to preside, and
- Perform any other duty imposed on a Reeve under the Municipal Government Act or any other enactment or bylaw.

- The reeve is a member of all Council Committees and all bodies to which Council has the right to appoint members under the Municipal Government Act, unless Council provides otherwise.

(Section 154 Municipal Government Act)

Councillors and Reeve are:

- Elected for a four (4) year term, concluding October 2025.
- In accordance with [Policy 1008 Council and Board Remuneration](#), Councillors are paid a monthly flat-rate of \$2,340.00.
- In accordance with [Policy 1008 Council and Board Remuneration](#), the Reeve is paid a flat rate of \$3,681.00
- Eligible for life, dependants, accidental death and dismemberment insurance, extended health benefit, Municipal health and wellness fund.
- Claims for travel expenses that occur from conducting Greenview business may be made in accordance with the [Policy 1002 Travel and Subsistence](#).

[For more information, refer to Municipal Affairs – “Running for Municipal Office in Alberta - A Guide for Candidates”](#)

Councillors are also paid per meeting (called a “per diem”)

- \$257.00 for 4 hours or under;
- \$302.00 for over 4 hours up to and including 8 hours
- \$438.00 for over 8 hours up to and including 12 hours
- \$500.00 for over 12 hours

** In accordance with Canada Revenue Agency, Municipal Officials no longer receive 1/3 of their total allowances and honoraria as tax-free income. Honoraria received by Municipal Officials is therefore subject to income taxation and considered as earnings.*

The **Local Authorities Election Act** outlines the term of office and the **Municipal Government Act** outlines Council’s responsibilities and other duties.

(Section 10, Local Authorities Election Act and Sections 150, 151, 152, 153, and 201 of Municipal Government Act)

Council Boards and Committees

There are a number of Council Boards and Committees that Member’s of Council are appointed to annually at the organizational meeting in October. The appointments are shared amongst Council based on location, interest and experience. These Boards and Committees include:

Agricultural services board
 Alberta Care
 Audit Committee
 AWN Elder Committee
 Canfor F.M.A. Advisory Committee
 Cemetery Committee/Co-ops & Enterprises
 Cemetery Committee/Grovedale
 Cemetery Committee/Little Smoky
 Cemetery Committee/New Fish Creek
 Cemetery Committee/Sunset House
 Cemetery Committee/Valleyview
 Community Education Committee
 Community Futures Grande Prairie & Region
 Community Futures West Yellowhead Board
 Crooked Creek Recreation Board
 East Smoky Recreation Board
 Emergency Management Committee
 Evergreens Foundations
 Foothills Forest Products Advisory Committee
 Fox Creek Area Synergy Group
 Fox Creek Library Board
 Fox Creek Recreation Board
 Golden Triangle Consortium
 Grande Prairie Hospital Foundation
 Grande Prairie Regional Recreation Committee
 Grande Prairie Tourism Board
 Grande Spirit Foundation
 Green View Family & Community Services
 Greenview Industrial Gateway Committee
 Greenview Regional Multiplex Advisory Board
 Grovedale/South Wapiti Recreation Board
 Heart River Foundation

High Prairie Resources Advisory Council
 Intermunicipal Collaboration Committee - Big Lakes
 Intermunicipal Collaboration Committee - Birch Hills
 Intermunicipal Collaboration Committee - GP County
 Intermunicipal Collaboration Committee - Fox Creek
 Intermunicipal Collaboration Committee - Smoky River
 Intermunicipal Collaboration Committee - Valleyview
 Intermunicipal Collaboration Committee - Woodlands
 Intermunicipal Collaboration Committee – Yellowhead
 International Paper Committee
 Joint Valleyview/MD Greenview Committee
 Little Smoky Ski Hill Committee
 MD Greenview Library Board
 Millar Western Public Advisory Committee
 Municipal Planning Commission (MPC)
 Nitehawk Ski Recreation Board
 Norboard Environmental Committee
 Northern Transportation Advocacy Bureau
 PACE Board of Directors
 Peace Library System Board
 Peace Region Economic Development Alliance
 Philip J. Currie Dinosaur Museum
 Smoky Applied Research & Demonstration Assoc.
 Policy Review Committee
 South Peace Regional Archives
 Valleyview & District Medical Clinic
 Valleyview & District Recreation Board
 Valleyview Seed Cleaning Plant
 Veterinary Services Incorporated
 Wapiti River Management Plan Committee
 Water North Coalition
 Weyerhaeuser Advisory Committee

Administration of a Municipality

Council's role is to establish policy for the municipality. It is the job of Administration to implement the policy direction. Alberta municipalities have competent and dedicated administrators. The Chief Administrative Officer (CAO) is the only employee of Council, and Council relies on the support, advice, and assistance of the CAO to be an effective Council. The CAOs training, experience, and understanding of how and why things have developed the way they have is an important resource for Council.

Time Commitment

The time commitment required on Council business varies significantly depending on the number of training opportunities, committees and boards a Councillor is appointed to serve on or attend.

Councillors are required to be available for frequent intermittent periods of time throughout each week during business and evening hours.

Councillors will attend Regular Council Meetings, which are held every second and fourth Tuesday of the month, and a monthly Committee of the Whole meeting. Councillors are also required to attend various Committee, board meetings, and Special Council meetings (see list on page 7).

Greenview – Procedural Bylaw 21-876

Municipalities are required to offer orientation training to be held within 90 days after each Councillor takes the Oath of Office. All Councillors are required to take Councillor Orientation following a municipal election. For new Councillors, this training provides an overview of Council roles and responsibilities, as well as an overview of Greenview's departments and operations and the role of Administration. For returning Councillors, this is an opportunity for a refresher. The training must be offered within three months of the election, and will either be conducted internally by Greenview, or in conjunction with other municipalities.

Will I be required to use a computer?

Yes. Greenview utilizes an electronic agenda process, which eliminates paper copies for all meeting agendas. In accordance with [Policy 1019 Issuance of Digital Communication Tools](#), Greenview will supply each Councillor with a laptop or tablet to use during their tenure. Administration will contact each member of Council to schedule attendance at meetings and/or events via e-mail. If a hard-copy of the agenda package is required then Councillors will need to request this through the Chief Administrative Officer (CAO).

Am I eligible to run for Council?

Generally, you are eligible to be nominated as a candidate, if on Nomination Day (January 24, 2024) you are:

- At least 18 years of age by Election Day, and
- A Canadian citizen, and
- A resident of the Ward for six (6) consecutive months preceding nomination day, and not otherwise ineligible or disqualified. For example, Section 22 of the *Local Authorities Election Act* states a person is ineligible to be nominated as a candidate if:
 - They are an auditor of Greenview.
 - They are an employee of Greenview, unless granted a leave of absence.
 - Their property taxes are more than \$50.00 in arrears or they are in default, of any other debt to Greenview in excess of \$500.00 and for more than 90 days.
 - They have, within the previous 10 years, been convicted of an offence under the *Local Authorities Election Act*, the *Election Act*, the *Elections Finances and Contributions Disclosure Act*, or the *Canada Elections Act (Canada)*.

(Sections 21, 22 and 23, Local Authorities Election Act)

How do I become nominated for Municipal Council?

To become nominated, you must:

- Complete and submit the Nomination Paper and Candidate's Acceptance document (Form 4) attached to this package,
- Have your Nomination Form signed by at least five (5) eligible voters who are electors and residents of the Ward,
 - You may submit more than five (5) electors by using the reverse side of the Nomination Form.
 - Include the printed name of each elector, the legal land description of their residence for each elector and the signature of each elector.
 - Only an elector of the Ward for which a candidate is being nominated may sign the nomination form.
- Complete and swear (or affirm) the candidate's acceptance on the Nomination Form in the presence of a Deputy Returning Officer or a Commissioner for Oaths, and
- Submit the nomination papers (**in person only**) to the Returning Officer or a designated Deputy Returning Officer between November 28, 2023 and January 24, 2024 (Nomination Day) before 12:00 pm (noon) - at the location below:

Municipal District of Greenview

– **Grande Cache Public Services Building** – 10002 Shand Avenue, Grande Cache, AB

- You may arrange for someone other than yourself to submit the nomination paper if you are unavailable, however, if you do so, you will have to sign your nomination paper in the presence of a Commissioner for Oaths ahead of time. ***(Please note that due to multiple drop off locations, the Returning Officer will NOT be available to sign forms on Nomination Day).***
- **DO NOT** fax, mail or email nomination papers – they will not be accepted.
- A candidate may appoint an official agent as part of the nomination process.
- Nominated Candidates are responsible for ensuring the nomination filed meets the legislated requirements of the Local Authorities Election Act. The Returning Officer will not accept incomplete nominations. Nomination forms will **NOT** be accepted after 12:00 pm (noon) on January 24, 2023.

(Sections 27, 28, 68.1 and 151, Local Authorities Election Act)

Can I withdraw my nomination?

To withdraw your nomination, you:

- May do so at any time between November 28, 2023 and January 23, 2024.
- After on or after January 24, 2024, may do so only if more than the required number of Candidates are nominated; and

- You must do so within 24 hours of the close of nominations, that is, before 12:00 pm (noon) on January 25, 2024.; and
- You must submit your notice of withdrawal in writing, to the Returning Officer and drop off at one of the location below:

Municipal District of Greenview

– **Grande Cache Public Services Building** – 10002 Shand Avenue, Grande Cache, AB

(Section 32, Local Authorities Election Act)

What should I know about campaigning, campaign material and signs?

When developing and designing campaign material and signs, you:

- Cannot print material or signs that show a ballot marked for a candidate.
- Cannot use the Greenview crest, symbol or brand.

(Section 148, Local Authorities Election Act)

When you distribute campaign material or signs, you:

- Must get consent from the property owner before placing any signs.
- Cannot display or distribute campaign material or signs at a voting station on Election Day or on the property of a voting station.

(Section 152, Local Authorities Election Act)

Election signs are a permitted use in all districts and no development permit is required, provided that the election signs:

- Are only posted after 12:00 pm on January 24, 2023 (Nomination Day) and are removed 24 hours after the closing of the polls, being 8:00 pm on January 25, 2023.
- Are not placed or erected where they would obstruct or impair vision or traffic.
- Do not exceed 5.0 m² (53.8 sq. ft.) in sign area or exceed 2.5 m (8.2 ft.) in height.
- Are not attached to fences, trees, or utility poles.
- Are not posted on or within any municipally-owned or occupied facility, or on or within any site upon which a municipally-owned facility is situated.

(Section 18, Bylaw 799 Land Use Bylaw – Grande Cache)

If a Candidate, official agent or a campaign worker is obstructed from accessing a building containing two (2) or more residences or to each residence in a mobile home park, the Candidate, official agent or campaign worker may obtain identification from the Returning Officer.

(Section 52, Local Authorities Election Act)

What should I know about Election Day?

Each Ward requiring an election will have a designated voting station.

A person is eligible to vote on Election Day, if the person:

- Is at least 18 years old; and
- Is a Canadian citizen; and
- Is a resident of the M.D. of Greenview on election day;
- Lives in the Ward their voting station serves; and
- Has not previously voted in the by-election.
- Produces one (1) piece of identification at the voting station.

(Section 53 Local Authorities Election Act)

In order to have a Candidate's Scrutineer represent you at the Voting Station, you must:

- Complete a written notice stating that the scrutineer, who must be at least 18 years old, is their representative at a specific voting station.
- Have no more than one (1) scrutineer representing them at any one (1) time at a specific voting station.
- Ensure your scrutineer does not interfere with the voting process.
- Ensure your scrutineer follows the instructions of the Presiding Deputy Returning Officer in charge of the voting station.
- Inform your scrutineer that they will be required to make an official oath and sign a Statement of Scrutineer.
- A scrutineer must not have, within the previous 10 years, been convicted of an offence under the *Local Authorities Election Act*, the *Election Act* or the *Canada Elections Act (Canada)*.

(Sections 16, 69, 150 Local Authorities Election Act)

When will I know if I have been elected?

Unofficial results may be made available following the counting. The official results are announced at 12:00 (noon) on the fourth day after the election – February 25, 2024.

(Section 97, Local Authorities Election Act)

Can I Request a Recount?

Who can request a recount?

The Returning Officer may call for a recount of the votes cast at one or more of the voting stations, if:

- A Candidate or official agent or scrutineer shows grounds that the Returning Officer considers reasonable for alleging that the record of the count at any voting station is inaccurate;

- The Returning Officer considered that the number of valid ballots objected to or rejected ballots other than those on which no vote was cast, was sufficient to affect the result of the election; or
- The Returning Officer is of the opinion that there may have been an administrative or technical error that may have caused an error in the count of votes.

(Section 98, Local Authorities Election Act)

When can a recount happen?

- An application for a recount may be made within 44 hours immediately following the closing of the voting stations on Election Day. No applications for a recount will be accepted by the Returning Officer after the prescribed 44 hours has passed.

(Section 98, Local Authorities Election Act)

How will I know if a recount is happening?

- If the Returning Officer calls for a recount, they must within 12 hours before the recount, notify any candidates who may be affected and those election officers that the Returning Officer deems necessary to conduct the recount.

(Section 98, Local Authorities Election Act)

Campaign Financing and Disclosure Statements

Where do I put campaign contributions?

Candidates must ensure that a campaign account in the name of the candidate or the candidate's election campaign is opened at a financial institution for the purposes of the election campaign at the time of nomination or as soon as possible after the total amount of contributions first exceeds \$1000.00 in the aggregate.

Duties of the candidate in relation to this account include:

- All contributions should be deposited into this campaign account,
- Money in the campaign account shall only be used for the payment of campaign expenses,
- Contributions of real property, personal property and services are valued,
- Receipts are issued for every contribution and obtained for every expense,
- Records are kept of contributions and campaign expenses and are retained by the candidate for a period of 3 years following the date on which the disclosure statements were required to be filed, and
- Proper direction is given to the candidates' official agent and any other person who is authorized to incur campaign expenses and accept or solicit contributions on behalf of the candidate.

(Section 147.3, Local Authorities Election Act)

Who can make a campaign Contribution?

Only an individual resident of Alberta may make a contribution to a candidate. No prohibited organization and no individual that resides outside of Alberta may make a contribution.

(Sections 147.1 and 147.2, Local Authorities Election Act)

How much can an individual contribute?

The maximum an individual can contribute is \$5,000.00 to a candidate, but they can contribute to the campaigns of as many candidates as they wish.

(Section 147.2, Local Authorities Election Act)

How much can I contribute to my own campaign?

A candidate may contribute an amount up to \$10,000.00 that is not reimbursed to the candidate from the candidate's campaign account by the end of the campaign period to the candidate's own campaign expenses.

(Section 147.22, Local Authorities Election Act)

Deadline to file campaign disclosure statement:

A Candidate must file a disclosure statement regarding campaign contributions and expenses in the prescribed form (Form 26) before June 20, 2024, with the Returning Officer or the municipality. All candidates must file a campaign disclosure statement whether or not they are elected, or if they withdraw their nomination.

(Section 147.4, Local Authorities Election Act)

What is included in the disclosure?

The contribution disclosure must include all information outlined in Section 147.4 of the Local Authorities Election Act, including:

- The total amount of all contributions received during the campaign period that did not exceed \$50.00 in the aggregate from any single contributor,
- The total amount contributed, together with the contributor's name and address, for each contributor whose contributions exceed \$50.00 in the aggregate,
- The total amount of all contributions received as referred to in section 147.22(3), regarding funds received outside the campaign period;

- The total amount from fund-raising functions,
- The total amount of other revenue,
- The total amount of campaign expenses,
- An itemized campaign expense report setting out the campaign expenses incurred by the candidate,
- The total amount paid by the candidate out of the candidate's own funds not reimbursed from the candidate's campaign fund,
- The total number of any campaign surplus, including any surplus from previous campaigns, and
- The amount of any deficit.
- A candidate who has incurred campaign expenses or received contributions of \$50,000.00 or more shall file a review engagement with the disclosure statement.

(Section 147.4, Local Authorities Election Act)

Campaign surplus

If the candidate's disclosure statement shows a surplus, the candidate, within 60 days after filing the disclosure statement:

- Shall donate any amount \$1,000.00 or more to a registered charity so that the surplus is reduced to less than \$1,000.00.
- May retain all or a portion of a surplus less than \$1,000.00 or donate all or a portion of the surplus to a registered charity.

(Sections 147.5 and 147.51, Local Authorities Election Act)

Campaign deficit

If a candidate's disclosure statement shows a deficit, the candidate shall eliminate the deficit within 60 days after filing the disclosure statement with the local jurisdiction.

(Section 147.52, Local Authorities Election Act)

Late filing of disclosure statements and effect of non-compliance

A campaign disclosure statement is late if it is not submitted by June 20, 2024. A candidate who does not file by the deadline must pay a late filing fee of \$500.00.

Greenview shall report to Council of all candidates in non-compliance of disclosure statement regulations 10 days following the filing deadline. Council shall upon receipt make the report public.

If the late filing fee is not paid within 30 days after the fee is payable, Greenview will send a notice to the candidate indicating the late filing fee that is required to be paid.

(Sections 147.7 and 147.8, Local Authorities Election Act)

Additional Reference Material

Greenview Policies and Bylaws

1. Travel & Subsistence – Policy 1002
2. Issuance of Digital Communications Tools – Policy 1019
3. Council and Board Remuneration – Policy 1008
4. Appointments to Board and Committees – Policy 1040
5. Procedural Bylaw – Bylaws 21-876
6. Council Code of Conduct – Bylaw 21-893
7. Municipal Elections – Bylaw 20-862

Bylaws and Policies are available for review at <https://mdgreenview.ab.ca/government/policies-bylaws/>

Appendix

- MD of Greenview Ward 9 Map – Hamlet of Grande Cache.