



2017 MUNICIPAL ELECTION

CANDIDATES INFORMATION GUIDE

Candidates Information Guide 2017

This candidate information guide contains information on pertinent legislation, elected official positions, candidate eligibility, nomination procedures, campaigning, and voting procedures.

The information is not a replacement for consulting the actual legislation or obtaining legal advice.

There may be severe penalties, including fines and disqualification from elected office, if you are found to be in breach of any provisions.

If you would like complete copies of the Local Authorities Election Act (LOCAL AUTHORITIES ELECTIONS ACT) or the Municipal Government Act (MGA), please contact:

Alberta Queen's Printer:
7th Floor, Park Plaza
10611 - 98 Avenue
Edmonton, AB T5K 2P7
Phone: 780-427-4952
Fax: 780-452-0668
Email: qpecom@gov.ab.ca
Website: www.qp.alberta.ca

For your reference, excerpts from the Local Authorities Election Act have been attached to the end of this document as Appendix 9.

All forms are provided in Appendix 6 of this package. If you require more information on election-related matters, please refer directly to the legislation. You may also contact the Returning Office if you have any questions.

The Returning Officer is appointed for the purposes of conducting elections under the Local Authorities Election Act. Town of Strathmore's Returning Officer for 2017 General Election is:

Jennifer Sawatzky
Strathmore Town Office
680 Westchester Road
Strathmore, Alberta T1P 1K5
Phone: 403-934-3133
Fax: 403-934-4713

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ELECTED OFFICIALS DUTIES & RESPONSIBILITIES

GENERAL DUTIES OF COUNCIL

Municipalities provide good local governance, funding services, facilities or other things necessary or desirable for all or part of the municipality. Municipalities develop and maintain safe and viable communities. Town of Strathmore and other municipalities operate under the rules of a piece of provincial legislation called the Municipal Government Act.

Council is an elected governing body that is responsible for developing and evaluating the policies and programs of the municipality; for making sure that the powers, duties, and functions of the municipality are appropriately carried out; and for making responsible use of the powers, duties, and functions expressly given under legislation.

Town of Strathmore Council consists of seven members, including a Mayor. The duties and responsibilities of the Mayor, Deputy Mayor, and Councillors are outlined in section 152 to 156 of the Municipal Government Act.

In general, members of Council are expected to participate in setting policies and governance planning for the municipality. Each member is required to participate and vote (unless exemptions apply) on issues before them. In addition to regular duties, members of Council serve on several boards and committees that are comprised of community members, Council members, and administrative staff.

For more information on serving as an elected official, please review the Municipal Affairs publication **Now That You've Been Elected**, included as Appendix 1 in this guide. Also included is the Municipal Affairs publication **Running for Municipal Office in Alberta**.

TIME COMMITMENTS

The Local Authorities Election Act specifies that members elected in the 2017 general election will serve a four-year term.

The time commitment for members of Council depends on their position and appointments. Generally, the Mayor is a full-time responsibility and Councillors are part-time. Members of Council elect the Deputy Mayor annually from among councillors.

Council meets as a whole several times a month for regular, committee of the whole and special meetings on a variety of topics. Council also schedules annual strategic sessions to set priorities for Council. Currently, the established monthly meeting schedule is as follows:

Regular Council Meeting	First and Third Wednesday at 7:00 pm
Committee of the Whole Meeting	Second Wednesday at 7:00 pm

Council Committee Meetings only involve the members of Council that have been assigned to them.

BOARDS AND COMMITTEES

Members are appointed to several boards and committees. These boards and committees can be internal (that is, created by Council for specific reason), or external. Members of Council represent the interests of the municipality while serving on these boards and committees, and report back to the rest of Council on committee initiatives. Council currently has 12 internal boards and committees that serve advisory, ad-hoc, statutory, and quasi-judicial functions. Meeting frequency and the number of Council appointees depend on the committee's terms of reference. Generally, the Mayor serves ex-officio (appointed by position) on all Town boards and committees. Most internal committee meetings happen in the Town of Strathmore.

Council also participates on a number external boards and committees. Like internal committees, the time commitment and number of appointees depends on the terms of reference. External boards and committees have various meeting locations. A complete list of Town of Strathmore boards and committees is listed in Appendix 4.

PROVINCIAL ASSOCIATIONS AND CONFERENCES

The Town has a membership with the Alberta Urban Municipalities Association (AUMA). This association serves as an advocate for their members and has group purchasing programs.

The AUMA hosts one conference per year, rotating between Edmonton and Calgary.

The Town is also a member of the Federation of Canadian Municipalities (FCM) at the national level. The FCM hosts a national conference annually, and upcoming locations include Halifax (2018) and Quebec City (2019).

Beyond these advocacy groups, Council members participate in other events and functions based on their board and committee appointments. These might include economic development symposiums, Calgary Regional Partnership meetings, or Tourism Development meetings. Many of these events occur throughout Alberta, requiring occasional travel.

WORKLOAD

In addition to attending Council and board and committee meetings, conferences, and events, being elected requires members to read and review agenda packages, respond to citizen inquiries, and liaise with Town administration. This results in an 'on-call' environment that, though rewarding, can be very demanding. Councillors represent the Town of Strathmore by attending community events like fundraisers, grand openings, and parades.

REMUNERATION AND BENEFITS

Elected officials are paid to perform their duties. Currently, remuneration includes a base honorarium (annual salary), and meeting per diems in some instances. Members are also provided with a communication allowance (for cell phones) and reimbursed for registration fees, travel, meals, and accommodations.

In accordance with the Municipal Government Act, one-third of a councillor's salary is a non-taxable allowance. The 2017 federal budget proposes to end this allowance prior to January 1, 2019. Compensation varies depending on a councillor's position and attendance at meetings or events.

In coordination with the annual budget, the remuneration of elected officials is guided by the Councillor Remuneration Policy. A copy of the current remuneration policy, along with the benefit and pension summary, is in Appendix 5. It is important to note that this policy will be reviewed and could be amended prior to the election.

ORIENTATION PROGRAM

The Town of Strathmore will provide mandatory orientation sessions for the Mayor and Councillors after the election in accordance with the Municipal Government Act. Details will be available at a later date.

ELECTED OFFICIALS EDUCATION PROGRAM

The Elected Officials Education Program is a joint venture of AAMDC and AUMA. This program helps municipal elected officials broaden their knowledge of and skills in municipal governance.

The program offers courses on strategy and business acumen, effective governance and decision making, community building, and communication skills. The Town of Strathmore funds voluntary Councillor attendance. You can find more information about the program by visiting eoep.ca/home.

ADDITIONAL INFORMATION

You'll find more information on municipalities and elected officials' general duties on the following websites:

- Alberta Municipal Affairs – www.municipalaffairs.alberta.ca
- AAMDC – www.aamdc.com
- AUMA – www.auma.ca
- Town of Strathmore – www.strathmore.ca

2017 GENERAL ELECTION NOMINATION PROCESS

NOMINATION PAPERS

The Nomination Paper and Candidate's Acceptance Form is attached in Appendix 8 of this guide. Copies of this form are also available at the Town of Strathmore office located at 680 Westchester Road.

To be nominated, you must:

1. Complete and file the Nomination Paper (Form 3);
2. Swear (or affirm) the Candidates Acceptance before a Commissioner for Oaths or the Returning Officer; and
3. Pay the \$250 nomination deposit (Cash, Certified Cheque or Money Order Only)

COMPLETING NOMINATION PAPERS

(s.27, Local Authorities Election Act)

The Nomination Paper and Candidates Acceptance Form is valid if signed by at least five eligible voters.

An eligible voter:

- is at least 18 years of age;
- is a Canadian citizen; and
- has resided in Alberta for the 6 consecutive months immediately preceding election day, and the person's place of residence is located in the Town of Strathmore on election day.

It's recommended that candidates obtain more than the required number of signatures.

The Candidate's Acceptance portion of the form requires you to swear or affirm that:

- you are eligible to be elected under sections 21 and 47 of the Local Authorities Election Act;
- you are not disqualified under section 22 or 23 of the Local Authorities Election Act;
- you have read and understand sections 12, 21, 22, 23, 27, 47, 68.1, 157.11, 147.2, 147.21 and 151 of the Local Authorities Election Act; and
- if elected, you will accept the office for which you are a candidate.

You'll also be asked to specify your official agent, if applicable.

The Nomination Paper and Candidate's Acceptance Form must be completed in full.

The Candidate's Acceptance must be sworn or affirmed before a Commissioner for Oaths or the Returning Officer. **(DO NOT SIGN THE FORM UNTIL YOU BRING IT TO A COMMISSIONER FOR OATHS!)**

The candidate is responsible for understanding and complying with the nomination requirements. The Returning Officer cannot rule on the validity of the information on the form. However, the Returning Officer must refuse forms that do not contain the required number of nominating signatures.

FILING NOMINATION PAPERS

(s. 28, Local Authorities Election Act)

Nomination Papers, including the \$250 deposit, must be filed with the Returning Officer on Nomination Day at the following place and time:

Monday, September 18, 2017

10:00 am – 12:00 pm

Town of Strathmore Municipal Building

680 Westchester Road

Strathmore, Alberta

Please note that:

- You, or someone acting on your behalf, must file the nomination papers in-person with the Returning Officer. If someone is filing on your behalf, you are responsible for ensuring that the nomination papers are complete and sworn or affirmed before filing.
- Mailed or faxed nomination papers will not be accepted.
- Late nominations or nomination forms with the required number of signatures will not be accepted. It is not the Returning Officer's responsibility to review the validity of the information in your Nomination Paper. The \$250 deposit is to be provided in cash, certified cheque or by money order (payable to the Town of Strathmore). Your deposit will be returned to you if you are elected, if you withdraw in accordance with section 32 of the Local Authorities Election Act, or if you receive at least one-half the number of votes of the winning candidate.

EXAMINATION OF NOMINATION PAPERS

(s. 28, Local Authorities Election Act)

At any time after 12:00 pm on Nomination Day, a person may request to examine the filed nomination papers during regular business hours and in the presence of the Returning Officer or a designate.

WITHDRAWAL

(s. 32, Local Authorities Election Act)

If more than the required number of candidates for any particular office are nominated, within 24 hours after the close of Nomination Day, you may withdraw your nomination by filing with the Returning Officer a withdrawal in writing. A faxed or emailed withdrawal cannot be accepted. The Returning Officer cannot accept a withdrawal if it would result in less than the required number of candidates, or after the 24-hour withdrawal period has closed.

INSUFFICIENT NOMINATIONS

(s. 31, Local Authorities Election Act)

If the required number of nominations for a particular office are not received at the close of Nomination Day, the Returning Officer will continue to receive nominations in the same manner until the required number of nominations have been received, or for a period of six days, including Nomination Day, but excluding Saturday and Sunday, has elapsed.

ELECTION BY ACCLAMATION

(s. 34, Local Authorities Election Act)

If the number of nominations for a particular office received does not exceed the number of positions available, the candidate nominated for the position will be declared elected by acclamation by the Returning Officer.

CONTACT INFORMATION

After Nomination Day, the Town often receives requests from the media for candidate contact information and photographs. The Town may also decide to post this information on its website. To authorize the Town to release this information for publication, you are asked to fill out and sign the Candidate Information Disclosure Form to be submitted on Nomination Day. A copy of the form is attached in Appendix 6. You may submit a photo or a photo can be taken following filing of nomination papers.

CANDIDATES

QUALIFICATION OF CANDIDATES

(s.21, Local Authorities Elections Act)

A person may be nominated as a candidate if, on Nomination Day, the person:

1. is eligible to vote in that election;
2. has been a resident of the local jurisdiction and the ward, if any, for the six consecutive months immediately preceding nomination day; and
3. is not otherwise ineligible or disqualified.

INELIGIBILITY

(s. 22 & 23, Local Authorities Election Act)

A person is not eligible to be nominated as a candidate if on Nomination Day:

- the person is an auditor of the Town of Strathmore;
- the person is an employee of the Town of Strathmore, unless the person takes a leave of absence;
- the person is indebted to the Town of Strathmore for taxes in default exceeding \$50;
- the person is indebted to the Town of Strathmore for any debt exceeding \$500 for more than 90 days; and
- the person has, within the 10 previous years, been convicted of an offence under the Local Authorities Elections Act, the Election Act or the Canada Elections Act.

The above represents a summary of sections 22 and 23. Refer to these sections of the Local Authorities Election Act for the complete listing of ineligibility. It is the candidate's responsibility to ensure that they are eligible to be nominated. Candidates may only be nominated for one office at a time. This means that you can only be nominated for the Office of Mayor or Councillor, but not both.

TOWN OF STRATHMORE EMPLOYEES (APPLYING FOR A LEAVE OF ABSENCE WITHOUT PAY)

(s. 22, Local Authorities Election Act)

Town of Strathmore employees who wish to be nominated must notify his or her employer on or after July 1, but before the employee's last working day prior to nomination day that the employee is taking a leave of absence without pay. Every employee who notifies his or her employer is entitled to a leave of absence without pay.

TERM OF OFFICE

(s. 9,10, Local Authorities Election Act)

Municipal elected officials serve a four-year term commencing at the beginning of the organizational meeting, which will be held no later than October 30, 2017.

CAMPAIGNING

CONTACT INFORMATION

(s.21, Local Authorities Election Act)

As noted in the Nomination Process: Contact Information section of this guide, the Town often receives inquiries for candidate contact information. Candidates may provide their contact information on or after Nomination Day to the Town for distribution to the media and public.

CONTRAVENTIONS

- Town of Strathmore logos (including, but not limited to, the corporate logo, Bold Center logo, and election logo) shall not be used by candidates on campaign materials or for other purposes. Candidates are encouraged to use original photographs, images, and slogans to which they own the rights.
- No person shall print or distribute (or have anyone else print or distribute) campaign materials that show a form of a ballot to be marked for any candidate (s. 148, Local Authorities Elections Act). This means that campaign materials cannot include an image of a ballot (including candidate names) indicating the selection of a candidate. However, the use of a single candidate's name and an 'X' beside it does not constitute the form of a ballot.
- No person shall display or distribute campaign materials at voting stations (s. 150, Local Authorities Elections Act). This includes the exterior property of the voting station. Should this occur, materials will be removed by an election official at the voting station.

- No person shall canvass or solicit votes in a building where the voting station is located (s. 150, Local Authorities Elections Act).
- No person shall make any communication to an elector in a voting station about the election (s. 150, Local Authorities Elections Act).

SIGNAGE

Candidates must comply with provincial and municipal requirements with respect to election signage. Town of Strathmore's Land Use Bylaw (Bylaw 14-11) states that election signage must be removed within 7 days following the election.

On provincial highways, all election signs must be removed within three days following the election. The Alberta Transportation recommended practices and guidelines for the installation of election signs are included in Appendix 7.

All signs must follow legislation and guidelines, and must not cause a safety concern. Remember, click before you dig. Visit Alberta One-Call's website for more information: www.albertaonecall.com.

CAMPAIGN PERSONNEL

OFFICIAL AGENT

(s. 68.1, Local Authorities Election Act)

Candidates may, when filing nomination papers, appoint an official agent. The duties of the official agent are those assigned by the candidate. No candidate may act as an official agent for any other candidate. A person who, within the previous 10 years, has been convicted of an offence under the Local Authorities Election Act, the Election Act, or the Canada Elections Act is not eligible to be appointed as an official agent. Should it become 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.

CAMPAIGN WORKER

(s. 52, Local Authorities Election Act)

The Campaign Worker Proof of Identification form (7B) can be completed by the candidate and provided to campaign staff as identification. Copies of this form are included in Appendix 6. Completed forms are not required to be filed with the Returning Officer.

CANDIDATE'S SCRUTINEER

(s. 69, Local Authorities Election Act)

Candidates may appoint a scrutineer for the advance vote and election day to observe the processes at the voting stations. The appointment of a scrutineer is as follows:

- the candidate completes the Candidate's Scrutineer Notice (LLBC02) (included in Appendix 6) and provides the completed form to the scrutineer;

- upon arrival at the voting stations, the scrutinizer will present the signed appointment form to the Deputy Returning Officer; and
- the Deputy Returning Officer will provide the scrutinizer with a statement that must be signed before beginning scrutineer duties.

ACCESS FOR CAMPAIGNERS

(s. 52, Local Authorities Election Act)

Candidates and campaign personnel that require access to residences in a building containing two or more residences or to each residence in a mobile home park require identification. Completion of Form 7A, including the Returning Officer's signature, meets identification requirements. Form 7A is included in Appendix 6. Please contact the Returning Officer for more information.

FORUMS

Forums are often held and hosted by local organizations. The forum is a facilitated debate that allows candidates to make opening and closing remarks and answer questions from a moderator or the public. More information on the candidate forum date, location, and time will be available closer to Election Day from the hosting organizations.

CAMPAIGN CONTRIBUTIONS

Candidates are responsible for ensuring that their campaign complies with the Local Authorities Election Act. This information is not a replacement for consulting the actual legislation, or for obtaining legal advice.

CAMPAIGN CONTRIBUTION

(s. 147.1(1)(a), Local Authorities Elections Act)

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

CAMPAIGN PERIOD

(s. 147.1(1)(i), Local Authorities Elections Act)

Campaign period for a general election means the period of time from January 1 immediately following a general election to December 31 immediately following the next general election.

SELF-FUNDED CAMPAIGNS

(s. 147.11, Local Authorities Elections Act)

Candidates that choose to self-fund his or her campaign to the maximum amount of \$10,000 during the campaign period are not required to open and deposit the funds in a campaign account; and file a disclosure statement with the municipality.

To avoid uncertainty, if you run a self-funded campaign to the maximum amount of \$10,000, please complete the Self-Funded Campaign Statement form (included in

Appendix 8) and forward to the Manager of Legislative Services of the Town of Strathmore on or before March 1, 2018.

LIMITATIONS ON CONTRIBUTIONS

(s. 147.2(1)(2), Local Authorities Elections Act)

Campaign contributions by any person, corporation, trade union, or employee organization to a candidate shall not exceed \$5,000 in any year. Money paid by a candidate out of the candidate's own funds to the candidate's election campaign shall not exceed \$10,000 in any campaign period.

PROHIBITED CONTRIBUTIONS

(s. 147.2(3), 147.1(1)(g), Local Authorities Elections Act)

No prohibited organization, person normally residing outside Alberta, or trade union or employee (other than a trade union or employee organization defined in Part 5.1 of the Local Authorities Election Act) shall make any campaign contributions to a candidate.

Prohibited organizations include:

- Municipalities;
- a corporation controlled by a municipality;
- a non-profit organization that has received since the last general election grants, real property, or personal property from the municipality;
- a provincial corporation as defined in the Financial Administration Act, including the management body of a housing authority, as defined in the Alberta Housing Act;
- a Métis settlement;
- a school board;
- a post-secondary institution; or
- any corporation that does not carry on business in Alberta.

CANDIDATE DUTIES

(s.147.3, Local Authorities Elections Act)

Candidates are responsible for:

- opening a campaign account for the purposes of the election campaign as soon as possible following acceptance of funds from any person, corporation, trade union, or employee organization;
- depositing all funds accepted in the campaign account;
- only using money in the campaign account for the purposes of campaign expenses;
- assigning a value to all contributions of real property, personal property, and services;
- issuing receipts for every contribution;
- obtaining receipts for each expense;
- filing disclosure statements in accordance with section 147.4 of the Local Authorities Election Act;
- maintaining records of campaign contributions and expenses for 2 years following the date the disclosure statements are required to be filed;

- ensuring proper direction is given to the official agent and others authorized to solicit contributions or incur expenses;
- returning contributions that are in contravention of the Local Authorities Act; and
- return anonymous contributions to the contributor, or if the contribution cannot be returned, pay the anonymous contribution to the Town.

CAMPAIGN DISCLOSURE STATEMENTS

(s. 147.4, Local Authorities Elections Act)

A campaign disclosure statement is required if:

- a candidate's election is funded exclusively from campaign contributions from any person, corporation, trade union, or employee organization; or
- a candidate's election campaign is funded from a combination of money paid by the candidate and contributions from any person, corporation, trade union, or employee organization.
- The Campaign Disclosure Statement & Financial Statement form must be filed or before March 1, 2018, and must include:
 - the total amount of an all campaign contributions received during the campaign period that did not exceed \$100 (aggregate) from any single contributor;
 - the total amount contributed, together with the contributor's name and address, for each contributor whose contributions exceed \$100 (aggregate);
 - the total amount paid by the candidate;
 - the total amount of any campaign surplus, including previous campaign surpluses; and
 - a financial statement setting out the total amount of revenue and expenses.
 - a Campaign Disclosure Statement & Financial Statement form (Form 21) is attached in Appendix 8. All disclosure statements will be made available to the public once filed with the Town.

VOTING & ELECTION DAY

IDENTIFICATION

(s. 53, Local Authorities Elections Act)

All voters are required to produce one piece of identification to verify the voter's name and current address.

The types of identification are attached in Appendix 10. Note that the Local Authorities Election Act refers to one piece of identification authorized by the provincial Chief Electoral Officer. They authorize the type of identification allowed, and not the number of pieces of identification. Therefore, only a single piece of voter ID verifying the voter's name and address is required for the Town's municipal election.

ELIGIBILITY TO VOTE

(s. 47, Local Authorities Elections Act)

A person is eligible to vote in Strathmore if the person is:

- at least 18 years old;
- is a Canadian citizen; and
- has resided in Alberta for the six consecutive months immediately preceding Election Day and the person's place of residence is within the Town of Strathmore on Election Day.
- Electors can only vote for the candidates in the ward in which the elector resides.

RULES OF RESIDENCE

(s. 48, Local Authorities Elections Act)

In accordance with the Local Authorities Election Act, the place of residence is governed by the following rules:

- a person may be a resident of only one place at a time;
- if a person has more than one residence in Alberta, that person shall designate one place of residence for the purposes of voting as follows, in order of priority:
 - the address shown on the person's driver's license or motor vehicle operator's license;
 - the address to which the person's income tax correspondence is mailed;
 - the address to which the person's mail is addressed and delivered.
- the residence of a person is the place where the person lives and sleeps and to which, when the person is absent, they intend to return;
- a person does not lose the person's residence by leaving the person's home for a temporary purpose;
- a student who attends an educational institution, temporarily rents accommodations, and has family members who are residents of Alberta, and whom the student ordinarily resides with when not attending the educational institution is deemed to reside with those family members;
- if a person leaves the area with the intent of making their residence elsewhere, the person loses their residence in the area.

ELIGIBLE VOTERS

The Town of Strathmore does not prepare a list of electors or a voters list.

ADVANCE VOTE

(s. 73, 74 & 75, Local Authorities Elections Act)

Town of Strathmore eligible voters have the option to vote in the advance vote. Dates and Locations for Advance voting will be announced and advertised closer to Election Day.

Voting times will be advertised in accordance with the Local Authorities Election Act. Counting of the advance vote ballots will take place at the respective voting stations in Town of Strathmore Civic Centre following the close of voting stations on Election Day.

SPECIAL BALLOTS

(s. 77.1, Local Authorities Elections Act)

An elector unable to vote in the advance vote or at a voting station on Election Day because of physical incapacity or absence from the Town may vote by special ballot. Electors can request a special ballot from the Returning Officer by any of the following methods:

- In writing: 680 Westchester Road, Strathmore, AB T1P 1J1
- In person: 680 Westchester Road, Strathmore, AB T1P 1J1 between 8:30 am and 4:30 pm, Monday to Friday.

All completed special ballots must be received by the Returning Officer no later than 4:30 p.m. on Election Day. Counting of the special ballots will take place in Strathmore following the close of voting stations on Election Day.

INSTITUTIONAL VOTE

(s. 80, Local Authorities Elections Act)

The Town of Strathmore provides for institutional voting at the hospital and seniors' accommodations within the Town. Only residents of these facilities can vote at the institution. Candidates will be notified of the institutional voting times and locations closer to Election Day.

Counting of the institutional vote ballots will take place in the Town of Strathmore Civic Centre following the close of voting stations on Election Day.

VOTING ON ELECTION DAY

Strathmore residents can vote at the Civic Centre 130 Brent Blvd.

VOTING STATIONS ON ELECTION DAY

Voting stations will be open from 7 am to 8 pm on October 16, 2017.

Only one scrutiner, the official agent, or the candidate can be present at a voting station. Designated areas and identification will be assigned for them to observe the voting process.

UNOFFICIAL AND OFFICIAL RESULTS

(s. 97, Local Authorities Elections Act)

At the close of voting on Election Day, unofficial election results will be posted on the Town's webpage as the results are compiled at the voting station.

Once all results are received, unofficial results will be posted on the Town's website, at the Town Office, 680 Westchester Road, and made available to the media.

Election results become official at noon on Friday, October 20, 2017. Official results will be posted at 680 Westchester Road and on the Town's website.

RECOUNTS

(s.98, Local Authorities Elections Act)

A candidate, official agent, or a scrutiner may request the Returning Officer to conduct a recount within 44 hours of the close of voting stations on Election Day. The individual

requesting the recount shall present the Returning Officer with reasonable grounds for doing so. The Returning Officer will determine if it is suitable to conduct a recount. Outside of being requested to conduct a recount, the Returning Officer may determine that a recount is warranted due to an administrative or technical error. Should the Returning Officer conduct a recount, notification will be provided 12 hours before conducting the recount.

CONTACT WITH THE RETURNING OFFICER

On occasion, the Returning Officer receives inquiries from candidates. When an inquiry is received from one candidate, the Returning Officer will provide a response to all candidates affected by the inquiry. Responses to candidate inquiries will be provided via email. Please ensure that you submit your email address on the Candidate Information Disclosure Form.

COMMENCEMENT OF DUTIES

If elected, your term of office will commence once you take the Oath of Office. Specific dates and times of the Council orientation sessions have not been confirmed at the time of this guide's publication.