

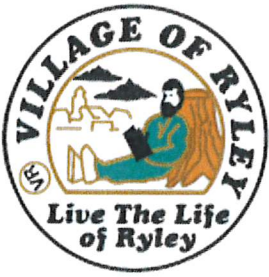


**2021 ELECTION**  
**INFORMATION FOR**  
**POTENTIAL CANDIDATES**  
**FOR THE OFFICE OF:**  
**COUNCILLOR**

**NOMINATION DAY:**  
**SEPTEMBER 20, 2021**

**ELECTION DAY:**  
**OCTOBER 18, 2021**

**[WWW.RYLEY.CA](http://WWW.RYLEY.CA)**



"Come live the life of Ryley"

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January 1, 2021

To: Prospective Candidates  
Ryley, AB

**Re: 2021 Ryley Municipal Election**

Dear Candidates:

If you are considering running as a councillor in Ryley, please let me say congratulations! Local Government in Alberta is an honourable institution with a considerable history that dates back to 1883.

The following guide gives an overview of what you can expect as a councillor: Nomination and election procedures, duties and responsibilities of councillors, frequently asked questions, and information that you may require as you prepare to embark on this journey.

Nominations must be delivered in person, accompanied by a \$100 nomination fee and accepted/signed by the Municipal Retuning Officer no later than 12:00 noon on September 20, 2021 at the Ryley Municipal Office. No nominations can be accepted after that time so please submit your papers and payment as soon as you can to avoid this deadline. Nomination forms are included in this package for your convenience. Also included are relevant excerpts from the Alberta Municipal Government Act Legislation, which you are required to acknowledge having read as part of the nomination process.

If you have any further questions, please do not hesitate to contact me.

Once again, welcome and good luck!

Sincerely,

Glen Hamilton-Brown  
Chief Administration Officer  
Village of Ryley



## INTRODUCTION

This information package is for your assistance and has no legislative sanction.

It contains:

- (a) important facts candidates should be aware of;
- (b) answers to the most frequently asked questions regarding election procedures.
- (c) Overview of what you can expect if elected and your responsibilities as an elected official.
- (d) A Candidates Guide – Running for Municipal Office in Alberta
- (e) Pecuniary Interest for Municipal Councillors
- (f) Forms

This package provides information on the following elected offices:

### Councillors

The positions of Councillors are at-large elections, meaning each person elected represents the Village as a whole.

### Returning Officer Jurisdiction

The Returning Officer and Deputy Returning Officer for the Village of Ryley are:

Jessica Whamond  
Returning Officer  
780-663-3653  
email: cao@ryley.ca

Angel Matyachuk  
Deputy Returning Officer  
780-663-3653  
email: angel@ryley.ca

## INFORMATION SOURCES

This document is not inclusive of all the information related to each office, election procedures and election legislation.

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

- ❑ Provincial Legislation includes the *Local Authorities Election Act and the Municipal Government Act*.

Copies may be obtained from:

The Queens Printer  
10611 98 NW, Avenue  
Edmonton, AB T5G 2Y5  
Telephone: 780-427-4952  
Fax: 780-452-0068  
Email: [qp@gov.ab.ca](mailto:qp@gov.ab.ca) or  
Online: [www.qp.alberta.ca](http://www.qp.alberta.ca)

- ❑ Any questions relative to the Election Process or relative to the Offices of the Councillors, please contact the Deputy Returning Officer.

## PURPOSE, POWER, AND CAPACITY OF LOCAL JURISDICTION

*Excerpts from Sections 3 and 201 of the Municipal Government Act, RSA 2000, Chapter M-26*

### **Section 3 Municipal Purposes**

The purpose of a Municipality is;

- (a) to provide good government,
  - (a.1) to foster the well-being of the environment,
- (b) to provide services, facilities, or other things that, in the opinion of council, are necessary or desirable for all or part of the municipality, and
- (c) to develop and maintain a safe and viable community.
- (d) to work collaboratively with neighbouring municipalities to plan, deliver and fund intermunicipal services.

### **Section 201 Council's Principal Role in Municipal Organization**

- (1) A Council is responsible for
  - (a) developing and evaluating the policies and programs of the municipality;
  - (b) repealed 2015 c8 s20;
  - (c) carrying out the powers, duties and functions expressly given to it under this or any other enactment.
- (2) A council must not exercise a power or function or perform a duty that is by this or another enactment or bylaw specifically assigned to the Chief Administrative Officer (CAO) or a designated officer.

## TAKING OF OATH

*Excerpts from Sections 156 of the Municipal Government Act, RSA 2000, Chapter M-26*

### **Section 156 Taking of oath**

- 156** A councillor, a chief elected official and a deputy and acting chief elected official may not carry out any power, duty or function until that person has taken the official oath prescribed by the *Oaths of Office Act*.

## **THE OFFICE OF COUNCILLOR**

**TERM OF OFFICE:** Four Years

**NUMBER OF COUNCILLORS:** Five positions

*Excerpts from Sections 153 and 154 of the Municipal Government Act, RSA 2000, Chapter M-26*

### **Section 153 General duties of councillors**

**153** Councillors have the following duties:

- (a) to consider the welfare and interests of the municipality as a whole and to bring to council's attention anything that would promote the welfare or interests of the municipality;
  - (a.1) to promote an integrated and strategic approach to intermunicipal land use planning and service delivery with neighbouring municipalities;
- (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 a 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;
  - (e.1) to adhere to the code of conduct established by the council under section 146.1(1);
- (f) to perform any other duty or function imposed on councillors by this or any other enactment or by the council.

**Chief Elected Official (Mayor):** In the Village of Ryley, the Chief Elected Official, or Mayor, is nominated annually from one of the 5 elected councillors.

### **154 General duties of chief elected official**

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

- (a) preside when in attendance at a council meeting unless a bylaw provides that another councillor or other person is to preside, and
  - (b) perform any other duty imposed on a chief elected official by this or any other enactment or bylaw.
- (2)** The chief elected official is a member of all council committees and all bodies to which council has the right to appoint members under this Act, unless the council provides otherwise.
- (3)** Despite subsection (2), the chief elected official may be a member of a board, commission, subdivision authority or development authority established under Part 17 only if the chief elected official is appointed in the chief elected official's personal name.

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

## **COUNCILLOR- REMUNERATION**

### **Per Diem:**

For each Regular Council or Committee meeting, the Councillor shall receive \$100.00/Meeting which shall be considered taxable for income tax purposes.

### **Daily Rate:**

For meetings or conventions exceeding 4 hours in length, Mayor and councillors shall be paid \$185.00/day, which shall be considered taxable for income tax purposes.

### **Transportation:**

Mileage allowance for use of a personal vehicle while on Village Business pursuant to the Village of Ryley Council Remuneration Policy.

### **Expense Allowance:**

Expenses while on Village Business pursuant to the Village of Ryley Council Remuneration Policy.

**NOTE: All remuneration outlined above is pursuant to terms of the Village of Ryley Council Remuneration Policy.**

## **COUNCIL AND COMMITTEES**

### **Council Meetings:**

First and third Tuesday of each month commencing at 6:45 p.m.

### **Committee Meetings:**

As per their own scheduled meeting dates.

**All Councillors should have the flexibility to attend some daytime meetings.**

## **THE OFFICE OF MAYOR**

**TERM OF OFFICE:** Nominated annually at organizational meeting.

### **Mayor:**

A councillor acts as Mayor in accordance with a nomination and selection process, which occurs at the Organizational Meeting held after the election during an election year, and annually at the organizational meeting held in non-election years.

## **MAYOR- REMUNERATION**

### **Per Diem:**

For each Regular Council or Committee meeting, the Mayor shall receive \$120.00/Meeting which shall be considered taxable for income tax purposes.

### **Daily Rate:**

For meetings or conventions exceeding 4 hours in length, Mayor and councillors shall be paid \$185.00/day, which shall be considered taxable for income tax purposes.

**Transportation:**

Mileage allowance for use of a personal vehicle while on Village Business pursuant to the Village of Ryley Council Remuneration Policy.

**Expense Allowance:**

Expenses while on Village Business pursuant to the Village of Ryley Council Remuneration Policy.

**NOTE: All remuneration outlined above is pursuant to terms of the Village of Ryley Council Remuneration Policy.**

**COUNCIL AND COMMITTEES****Council Meetings:**

First and third Tuesday of each month commencing at 6:45 p.m.

**Time Commitment:**

The position of Mayor is a part-time commitment averaging between 15 – 20 hours per week. In addition to performing duties during the weekdays, the Mayor is expected to attend meetings, public functions, ceremonies and other events, which may occur during evening hours and on weekends.

**The Mayor should have the flexibility to attend daytime commitments.**

**Deputy Mayor:**

A councillor acts as Deputy Mayor in accordance with a nomination and selection process, which occurs at the Organizational Meeting held after the election during an election year, and annually at the organizational meeting held in non-election years.

**Deputy Mayor Responsibilities**

A Councillor is appointed as the Deputy Mayor for a period of one year at the annual Organizational Meeting in October. The Deputy Mayor, in the absence of the Mayor, performs such functions as: Chairing of Council Meetings, participating in Council agenda preparation, attending ceremonies, banquets, speaking engagements, etc. If the Deputy Mayor is not available, another councillor may be called upon to carry out these public relation duties.

**The Councillor appointed as the Deputy should have the flexibility to attend daytime commitments.**

**Committees/Boards/Commissions**

Only those appointed to serve on a committee/commission/board have the right to vote. Councillors serve on various committees/commissions/boards as appointed by Council such as:

- ❑ Committees/Boards established by Council under the Municipal Government Act. e.g. Family & Community Support Services
- ❑ Boards established under other legislation e.g. Libraries Act, Senior Housing
- ❑ Outside committees, boards, etc which request or require representation by a member of Council; e.g. Waste Management, Battle River Alliance for Economic Development; Beaver Emergency Services Commission

Where applicable, it is recommended that a Councillor appointed to these Committees, Boards and Commissions attempt to be a member of the executive.

Appointment to these Committees/Boards/Commissions will be made at the annual Organizational Meeting of Council in October.

### **Time Commitment**

The Municipal Government Act provides an outline of duties for the members of Council. The Act does not, however, indicate the minimum number of hours per week members should spend in performing their duties. The amount of time spent is left to the discretion of each member of Council; however, there are certain minimum duties that need to be performed should a candidate be elected to Council and these include, but are not limited to:

### **Attendance at Council Meetings**

Council meetings are held each month commencing at 6:45 p.m. All Councillors will be supplied with a laptop, which is the property of the Village of Ryley. After preparation of the agenda by the Chief Administrative Officer and Mayor, Councillors will be sent an electronic version of the agenda. If there is an item that a Councillor wishes to have on the agenda, it should be submitted to the CAO by Thursday prior to the meeting.

### **Alberta Urban Municipalities Association (AUMA)**

The mission statement of AUMA states that AUMA provides leadership in advocating local government interests to the provincial government and other organizations. In order to achieve this mandate, the Association is dedicated to enhancing leadership in municipal governance by developing and maintaining responsive and professional relations with member municipalities, the provincial government, and the general public; and by providing services to member municipalities that support and strengthen their contributions to the well-being of urban communities. AUMA represents a unified voice to the provincial government on behalf of urban communities.

Each fall the AUMA holds its Annual Convention where locally elected officials, senior municipal staff, business leaders, provincially and federally elected officials and other stakeholders come together to network, learn, debate resolutions, and elect a new Board of Directors. Over 1,200 delegates attend this important three-day event which also includes the AMSC tradeshow.

The convention that is held during election years is strongly geared toward newly elected Council members and for these reasons those successful candidates are encouraged to set aside time to attend this event.

The 2021 AUMA Convention date and location is still to be determined. Updates on the convention can be found at [www.auma.ca/events](http://www.auma.ca/events) Please mark these dates on your calendar. An allowance to attend this conference is provided for within the annual budget.



# Nomination Paper and Candidate's Acceptance

*Local Authorities Election Act*  
(Sections 12, 21, 22, 23, 27, 28, 47,  
68.1, 151, Part 5.1)  
*Education Act* (Sections 4(4), 74)

**Note:** The personal information on this form is being collected to support the administrative requirements of the local authorities election process and is authorized under sections 21 and 27 of the *Local Authorities Election Act* and section 33(c) of the *Freedom of Information and Protection of Privacy Act*. The personal information will be managed in compliance with the privacy provisions of the *Freedom of Information and Protection of Privacy Act*. If you have any questions concerning the collection of this personal information, please contact

\_\_\_\_\_  
Title of the Responsible Official

\_\_\_\_\_  
Business Phone Number

LOCAL JURISDICTION: \_\_\_\_\_, PROVINCE OF ALBERTA

We, the undersigned electors of \_\_\_\_\_, nominate  
Name of Local Jurisdiction and Ward (if applicable)

\_\_\_\_\_  
Candidate Surname  
\_\_\_\_\_  
Given Names  
of

\_\_\_\_\_  
Complete Address and postal code  
as a candidate at the election

about to be held for the office of \_\_\_\_\_  
Office Nominated for

of \_\_\_\_\_  
Name of Local Jurisdiction

Signatures of at least **5 ELECTORS ELIGIBLE TO VOTE** in this election in accordance with sections 27 and 47 of the *Local Authorities Election Act* and sections 4(4) and 74 of the *Education Act* (if applicable). If a city or a board of trustees under the *Education Act* passes a bylaw under section 27(2) of the *Local Authorities Election Act*, then the signatures of up to 100 electors eligible to vote may be required.

Printed Name of Elector	Complete Address and Postal Code of Elector	Signature of Elector

## Candidate's Acceptance

I, the above named candidate, solemnly swear (affirm)

- THAT I am eligible under sections 21 and 47 (and section 12, in the case of summer villages) of the *Local Authorities Election Act* and sections 4(4) and 74 of the *Education Act* (if applicable) to be elected to the office;
- THAT I am not otherwise disqualified under section 22 or 23 of the *Local Authorities Election Act*;
- THAT I will accept the office if elected;
- THAT I have read sections 12, 21, 22, 23, 27, 28, 47, 68.1, and 151 and Part 5.1 of the *Local Authorities Election Act* and sections 4(4) and 74 of the *Education Act* (if applicable) and understand their contents;
- THAT I am appointing

\_\_\_\_\_  
Name, Contact Information or Complete Address and Postal Code and Telephone Number of Official Agent (if applicable)

as my official agent.

- THAT I will read and abide by the municipality's code of conduct if elected (if applicable); and
- THAT the electors who have signed this nomination paper are eligible to vote in accordance with the *Local Authorities Election Act* and the *Education Act* and resident in the local jurisdiction on the date of signing the nomination.

Print name as it should appear on the ballot

\_\_\_\_\_  
Candidate's Surname

\_\_\_\_\_  
Given Names (may include nicknames, but not titles, i.e., Mr., Ms., Dr.)

SWORN (AFFIRMED) before me

at the \_\_\_\_\_ of \_\_\_\_\_ ,

in the Province of Alberta,

this \_\_\_\_\_ day of \_\_\_\_\_ , 20 \_\_\_\_\_ .



\_\_\_\_\_  
Candidate's Signature

\_\_\_\_\_  
Signature of Returning Officer or Commissioner for Oaths  
or Notary Public in and for Alberta  
(Also include printed or stamped name and expiry date)

Commissioner for Oaths Stamp

## RETURNING OFFICER'S ACCEPTANCE

Returning Officer signals acceptance by signing this form:

\_\_\_\_\_  
Signature of Returning Officer

**IT IS AN OFFENCE TO SIGN A FALSE AFFIDAVIT OR A FORM THAT  
CONTAINS A FALSE STATEMENT**

**Note:** The personal information on this form is being collected to support the administrative requirements of the local authorities election process and is authorized under section 27 of the *Local Authorities Election Act* and section 33(c) of the *Freedom of Information and Protection of Privacy Act*. The personal information will be managed in compliance with the privacy provisions of the *Freedom of Information and Protection of Privacy Act*. If you have any questions concerning the collection of this personal information, please contact

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Title of the Responsible Official

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Business Phone Number

Candidate's Full Name

Candidate's Address and Postal Code

Address(es) of Place(s) where Candidate Records are Maintained

Name(s) and Address(es) of Financial Institutions where Campaign Contributions will be Deposited (if applicable)

Name(s) of Signing Authorities for each Depository Listed Above (if applicable)

Where there is any change in the above mentioned information, the candidate shall notify the local jurisdiction in writing within 48 hours of such changes by submitting a completed information form.

## Statement of Scrutineer or Official Agent

*Local Authorities Election Act*  
(Sections 16(2), 68.1, 69, 70)  
*Alberta Senate Election Act*  
(Section 37)  
*Referendum Act*  
(Section 7)

**Note:** The personal information on this form is being collected to support the administrative requirements of the local authorities election process and is authorized under sections 16(2), 68.1, 69 and 70 of the *Local Authorities Election Act* and section 33(c) of the *Freedom of Information and Protection of Privacy Act*. The personal information will be managed in compliance with the privacy provisions of the *Freedom of Information and Protection of Privacy Act*. If you have any questions concerning the collection of this personal information, please contact:

\_\_\_\_\_  
Title of the Responsible Official

\_\_\_\_\_  
Business Phone Number

LOCAL JURISDICTION: \_\_\_\_\_, PROVINCE OF ALBERTA

ELECTION DATE (OR VOTE ON A BYLAW OR QUESTION): \_\_\_\_\_

I, \_\_\_\_\_,  
Name of Scrutineer or Official Agent

of \_\_\_\_\_  
Complete Address and Postal Code

in the Province of \_\_\_\_\_, am at least 18 years of age and,  
Name of Province

(a) For the purposes of an election, will act as scrutineer on behalf of \_\_\_\_\_  
Name of Candidate  
for the office of \_\_\_\_\_  
Office for which Candidate was Nominated

**OR**

(b) For the purposes of a vote on a bylaw, will act as scrutineer for those persons who are interested in  
(Select One) ☐ promoting the passing of Bylaw No. \_\_\_\_\_  
☐ opposing the passing of Bylaw No. \_\_\_\_\_

**OR**

(c) For the purposes of a vote on a question, will act as scrutineer on behalf of those persons who are interested in  
(Select One) ☐ voting in the **positive** on the question set out  
☐ voting in the **negative** on the question set out

**OR**

(d) For the purposes of a senate nominee election, will act as scrutineer on behalf of  
\_\_\_\_\_ for the office Senate nominee  
Name of Candidate

**OR**

(e) For the purposes of a vote on a referendum question, will act as scrutineer on behalf of those persons who are interested in  
(Select One) ☐ voting in the **positive** on the question(s) set out  
☐ voting in the **negative** on the question(s) set out

AND I will in all respects maintain and aid in maintaining the absolute secrecy of the vote.

\_\_\_\_\_  
Signature of Scrutineer or Official Agent

**IT IS AN OFFENCE TO SIGN A FALSE STATEMENT**

# Village of Ryley

# Release of Candidates Information Form

RELEASE OF CANDIDATE INFORMATION Village of Ryley General Election 2021 Note: The personal information that is being collected under the authority of the Local Authorities Election Act will be used for the purpose of providing candidates with election information and providing contact information about candidates to members of the public and the media during the 2021 municipal election. The personal information will be managed in compliance with the privacy provisions of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection, please contact the Chief Administrative Officer, Glen Hamilton-Brown at 780-663-3653.

## LOCAL JURISDICTION: VILLAGE OF RYLEY, PROVINCE OF ALBERTA

I, hereby grant consent to the Village of Ryley to release the following personal information about me to the Province of Alberta, any interested person, organization, or media source, from the date the Release is signed until the completion of the 2021 municipal election.

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBERS:

Home

Cell

Business

Other

EMAIL: \_\_\_\_\_

WEBSITE: \_\_\_\_\_

## CANDIDATE'S CONSENT

\_\_\_\_\_  
Signature of Candidate

\_\_\_\_\_  
Date

# Village of Ryley

# Release of Official Agent Information Form

RELEASE OF OFFICIAL AGENT INFORMATION Village of Ryley General Election 2021 Note: The personal information that is being collected under the authority of the Local Authorities Election Act will be used for the purpose of providing candidates with election information and providing contact information about candidates to members of the public and the media during the 2021 municipal election. The personal information will be managed in compliance with the privacy provisions of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection, please contact the Chief Administrative Officer, Glen Hamilton-Brown at 780-663-3653.

I, \_\_\_\_\_, Official Agent for \_\_\_\_\_  
(Official Agent name) (Candidate)

for the office of Councillor hereby grant consent to the Village of Ryley to release the following personal information about me to the Province of Alberta, any interested person, organization, or source of media, from the date the Release is signed until the completion of the 2021 municipal election.

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBERS:

Home

Cell

Business

Other

EMAIL: \_\_\_\_\_

## OFFICIAL AGENT'S CONSENT

\_\_\_\_\_  
Signature of Official Agent

\_\_\_\_\_  
Date