

RECALL PETITIONS FOR MUNICIPAL OFFICIALS

PROCESS OVERVIEW

This guide is provided for basic informational and guidance purposes only and does not constitute legal advice. Members of the public may consult with legal counsel and may also contact Alberta Municipal Affairs for additional information.



Lac La Biche County
welcoming by nature.

Alberta's *Recall Act* creates a process for Albertans to recall, or remove, elected officials. Recall petitions are permitted between April 18, 2023 and December 31, 2024.

Lac La Biche County acknowledges the Government of Alberta and Elections Calgary as the original sources of the information and sections of wording in this document.

Step 1: Submit notice of recall petition

To submit a recall petition, you must be eligible to vote in the affected ward or municipality, in accordance with Alberta's *Local Authorities Election Act*.

A notice of recall petition must be submitted to the local Chief Administrative Officer and must:

- Identify by name the Member of Council to whom the recall petition relates;
- Identify by name the representative recall petitioner (the individual submitting the notice of recall petition);
- Confirm the municipality may direct any inquiries about the petition to the representative recall petitioner, and indicate the contact information to be used for this purpose.

A notice of recall petition must also be accompanied by a statement signed by the representative recall petitioner that:

- Provides the street address of the representative recall petitioner or the legal description of the land on which the representative recall petitioner lives;
- Provides the representative recall petitioner's mailing address, if different from the above;
- Provides the representative recall petitioner's telephone number or email address, if any;
- Confirms that the representative recall petitioner is an individual eligible to sign the recall petition and consents to the responsibilities of leading the recall petition, gathering signatures and otherwise undertaking the role and performing the duties of a representative recall petitioner;
- Contains a \$500 non-refundable application fee, paid by cash, cheque and/or a bank or postal money order made payable to Lac La Biche County.

You can submit your signed notice of recall petition to the Chief Administrative Officer by mail or in person on the second floor of McArthur Place (10307 100 Street, Lac La Biche).

Lac La Biche County's Associate Chief Administrative Officer, Corporate Services is Melanie McConnell, who may be reached at (780) 623-6806 or melanie.mcconnell@laclabichecounty.com.

Step 2: 60-day signature collection period

Once the notice of recall petition has been deemed compliant by the Chief Administrative Officer (within 7 days of receipt) a copy of the notice is posted on this website, and provided to the named Councillor, the representative recall petitioner and the Minister of Municipal Affairs.

The representative recall petitioner then has 60 days to collect signatures and submit their recall petition. [Please click here for a sample template of a recall petition.](#)

Only an individual who is eligible to vote for the Member of Council the recall petition relates to can sign a recall petition for that Member of Council. An individual can only sign a recall petition once. Each page on which signatures are collected must contain the notice of recall petition.

A petitioner signing a recall petition must provide:

- Their printed surname and printed given names or initials;
- Their signature;
- The street address or the legal description of the land on which they live;
- Their telephone number or email address, if any;
- The date on which they signed the recall petition.

Each signature must be witnessed by a person 18 years of age or older who must:

- Sign opposite to the petitioner's signature;
- Sign an affidavit that, to the best of their knowledge, the signatures witnessed are those of individuals who are eligible to sign the petition.

Personal information contained in a petition must not be disclosed to anyone except the Chief Administrative Officer, and must not be used for any purpose other than validating the petition.

Additional requirements:

All signatures must be original (no duplicates) and no digital or online signatures will be accepted.

For the petition to be successful, the representative recall petitioner must collect signatures from at least 40 per cent of the population within the ward (or the entire County for the recall of a mayor).

WARD	POPULATION	NUMBER OF SIGNATURES NEEDED
1	740	296
2	1,138	455
3	1,355	542
4	929	372
5	893	357
6	792	317
7	2,807	1,123
County-wide	8,654	3,462

Data Source: 2019 Municipal Census - Permanent Populations

Step 3: Petition submission

A completed recall petition must be submitted to the Chief Administrative Officer and must have:

- All completed petition sheets;
- Signed affidavits from adult witnesses.

The representative recall petitioner can submit the petition to the Chief Administrative Officer by mail, by courier or in person, but must obey the following rules:

- Submit the entire recall petition at one time. Late submissions and partial submissions will not be accepted.
- Submit only the original signed petition sheets. Photocopies and faxes of signed petition sheets will not be counted.
- Submit all of the original signed petition sheets, regardless of whether sufficient signatures have been collected.

All petition sheets must be received on the second floor of McArthur Place (10307 100 Street, Lac La Biche) by 4:30 p.m. on the sixtieth (60th) day of the signature collection period.

If the 60th day of the signature collection period falls on a weekend or a non-business day, the final day to submit a completed recall petition will be the next business day.

Step 4: Petition declared sufficient or insufficient

The Chief Administrative Officer will verify the petition within 45 days of it being submitted.

The County's Legislative Services department will first count and verify that signatures total at least 40 per cent of the population in the ward or municipality.

The verification process includes:

- Confirmation that each page of the recall petition contains the notice of recall petition;
- Confirmation that only original signatures have been collected;
- A review of each signature line to ensure that required information has been provided;
- Confirmation that each signature has an accompanying signature from an adult witness, and that the witness(es) have signed the required affidavit(s).

Incomplete or invalid signatures are screened out and are not included in the final count.

The Chief Administrative Officer, at the first meeting after determining whether the recall petition is sufficient or insufficient, will inform Council of the outcome.

Step 5: Actions taken after a sufficient recall petition

If a recall petition is declared to be sufficient, the following will take place:

- The Member of Council named in the notice of recall petition is recalled, and is therefore no longer a member of Lac La Biche County Council or of any Council committee.
- The Chief Administrative Officer will publish a declaration of sufficiency on Lac La Biche County's website.
- The declaration of sufficiency will be provided to Alberta's Minister of Municipal Affairs, the representative recall petitioner and the Member of Council named in the notice of recall petition.

Following a successful recall petition, the named Member of Council's position becomes vacant, and Lac La Biche County must hold a by-election in accordance with Section 162 or Section 163 of the Municipal Government Act.



APPENDICES

1. Sample Recall Petition

2. Sample Affidavit of Witness Signatures

3. Sample Statement of Representative Recall Petitioner



Notes: This sample form is a suggested form only; it has no legislative effect. For certainty, legal advice should be sought when a petition is being considered. Each page of the petition shall contain accurate and identical statements of the purpose and objectives and on personal information privacy. In the absence of a street address, specify the legal description of the property on which the petition resides. Each petitioner shall indicate that they are an eligible elector of the municipality by checking the respective field-A Canadian citizen, over 18 years of age and a resident of the Municipality. Each person witnessing a signature on the petition is required to sign an Affidavit that to the best of their belief, the persons whose signature they witness are electors of the Municipality.

RECALL PETITION

Page _____

(pursuant to the Municipal Government Act and amendments thereto)

To: The Chief Administrative Officer of the (type of municipality) of (name of municipality), in the Province of Alberta.

The undersigned persons, being electors of the (type of municipality) or (Ward Name) of (name of municipality), in the Province of Alberta, hereby petition the council of (name of municipality) or (name of ward of municipality) for/to:

Accurately state purpose and objectives of Petition in this space

EACH PETITIONER, by signing this petition, certifies that he/she is an elector of the (type of municipality) of (name of municipality).

Signature of Petitioner	Printed Name	Street Address or Legal Land Description	Phone Number	Email Address	I am elector of this municipality	Date	Signature of Adult Witness
					<input type="checkbox"/> Yes <input type="checkbox"/> No		
					<input type="checkbox"/> Yes <input type="checkbox"/> No		
					<input type="checkbox"/> Yes <input type="checkbox"/> No		
					<input type="checkbox"/> Yes <input type="checkbox"/> No		
					<input type="checkbox"/> Yes <input type="checkbox"/> No		

The personal information contained in this petition will not be disclosed to anyone except the Chief Administrative Officer and the Chief Administrative Officer's delegates and will not be used for any purpose other than validating the petition.

AFFIDAVIT

I, (name), pursuant to the *Municipal Government Act* and amendments thereto, of the (type of municipality) of (name of municipality), in the Province of Alberta, MAKE OATH AND SAY:

1. THAT I was personally present and did witness those signatures on the attached petition where I have signed my name as an adult person.
2. THAT to the best of my knowledge the person(s) whose signatures I have witnessed on this petition are electors of the (name of municipality).
3. I personally observed each person complete the petition document.

Sworn (or affirmed) before me at

_____)
in the Province of Alberta)

this _____ day of _____, 20__ .)

(Signature of person who
witnessed signatures on the
petition)

A Commissioner for Oaths/Notary Public in
and for the Province of Alberta

*Print or stamp name here.

My appointment expires: _____

*(Must be legibly printed or stamped)

Statement of Representative of Petitioners

(pursuant to the *Municipal Government Act* and amendments thereto)

I, (*name*) _____, of (current address including postal code) _____ in the
(type of municipality) _____ of (*name of municipality*) _____, in the Province of
Alberta, state that I represent the petitioners and am the person to whom the municipal Council
may direct any inquiries with regard to the petition. I may be contacted by phone at
_____ or email at _____.

DATED at the _____ of _____, in the Province of Alberta, this day of _____,
20 _____.

Witness

Signature of Representative

(Printed Name)

Note: Use this as the last page of a Petition.