



## **CANDIDATE HANDBOOK**

for Municipal / School Board Elections  
October 18, 2021

[www.morinville.ca/election](http://www.morinville.ca/election)

This handbook is intended as general information only to supplement the *Municipal Government Act (MGA)*, the *Local Authorities Election Act (LAEA)*, the *School Act*, and applicable Morinville bylaws and has no legal sanction. Please refer to specific legislation when references are made to legislation in this handbook.

Morinville bylaws and policies and school board policies are amended from time to time. For updated information, please refer to the applicable websites.

**Each candidate is responsible for ensuring his or her compliance with the laws governing elections and for obtaining any necessary legal advice.**

For questions regarding the **Offices of Mayor or Councillor**, or questions regarding general election procedures, please contact:

Melodie Steele, Returning Officer  
Phone: (780) 939-4361  
Fax: (780) 939-5633  
Email: [elections@morinville.ca](mailto:elections@morinville.ca)

For questions regarding **Catholic School Trustees**, please contact:

Iva Paulik, CPA, CA, MBA, CSBO  
Greater St. Albert Roman Catholic Schools  
6 St. Vital Avenue, St. Albert, AB T8N 1K2  
Phone: (780) 459-7711  
Email: [ipaulik@gsacrd.ab.ca](mailto:ipaulik@gsacrd.ab.ca)

For questions regarding **Public School Trustees**, please contact:

Liliana LeVesconte, CPA, CMA, MBA Candidate  
Secretary-Treasurer, Sturgeon Public Schools  
9820 – 104 Street, Morinville, AB T8R 1L8  
Phone: (780) 939-4341  
Email: [liliana.levesconte@sturgeon.ab.ca](mailto:liliana.levesconte@sturgeon.ab.ca)

Any person wanting a complete copy of the *Municipal Government Act (MGA)*, *Local Authorities Election Act (LAEA)*, the *School Act* or any other piece of legislation should contact:

Alberta Queen's Printer  
10611 – 98 Avenue; 5th Floor Park Plaza  
Edmonton AB T5K 2P7  
780-427-4952  
[www.qp.alberta.ca](http://www.qp.alberta.ca)

Municipal Advisory Services / AB Municipal Affairs  
10155 – 102 Street; 17th Floor Commerce Place  
Edmonton AB T5J 4L4  
780-427-2225 / 310-0000 (Toll free; AB only)  
[www.municipalaffairs.gov.ab.ca](http://www.municipalaffairs.gov.ab.ca)

General Candidate Information:

Alberta Municipal Affairs – Candidates Handbook  
<https://open.alberta.ca/publications/candidates-guide-running-for-municipal-office-in-alberta>

# CANDIDATE HANDBOOK

for Municipal / School Board Elections

## TABLE OF CONTENTS

|  |    |
|--|----|
| <b>INTRODUCTION</b>  | 1  |
| Items of Note  | 1  |
| Candidates Checklist   | 1  |
| <b>OFFICES FOR ELECTION</b>  | 2  |
| Office of Mayor  | 2  |
| Office of Councillor   | 3  |
| Council / Council Committees and External Boards                               | 5  |
| Council Calendar   | 10 |
| Office of the School Trustee - Catholic  | 11 |
| Office of the School Trustee - Public  | 11 |
| <b>NOMINATIONS</b>   | 12 |
| Candidate Eligibility  | 12 |
| Nominator Eligibility  | 12 |
| Filing of Nomination Papers  | 12 |
| Nomination Deposit   | 12 |
| Candidates Acceptance  | 12 |
| Release of Candidate Information   | 13 |
| Withdrawal of Nomination   | 13 |
| Viewing of Filed Nomination Papers   | 13 |
| <b>OFFICIAL AGENT AND SCRUTINEERS</b>  | 14 |
| Voting Stations  | 14 |
| Identification of Candidates and Campaign Workers                              | 14 |
| <b>VOTING</b>  | 15 |
| Rules of Residence   | 15 |
| Types of Polls   | 15 |
| Special Ballots  | 15 |
| Advance Vote   | 15 |
| Institutional Vote   | 15 |
| Election Day Voting Station  | 16 |
| <b>What You Should Know About Election Day</b>                                 | 16 |
| Election Results   | 16 |
| <b>CAMPAIGN LITERATURE AND SIGNAGE GUIDELINES</b>                              | 17 |
| Printing   | 17 |
| Campaign Material in Voting Stations   | 17 |
| Literature Quantities  | 17 |
| Campaign Signage   | 17 |
| <b>CAMPAIGN CONTRIBUTIONS &amp; EXPENSE DISCLOSURE</b>                         | 18 |
| <b>APPENDIX A</b>  | 19 |
| 2021 Town of Morinville Council Orientation and Training Plan                  | 19 |
| <b>APPENDIX B</b>  | 24 |
| Information for Prospective Candidates: Election Campaign Activities and Signs | 24 |



Local elections in the Province of Alberta are governed by the Alberta *Local Authorities Election Act (LAEA)*, and various election-related regulations. Through this legislation, Morinville and our local School Boards are required to hold an election every **four years**. In doing so, the election must follow these legal requirements closely, as well as the regulations set forth in Morinville's election bylaw and resolutions.

The following positions will be up for Morinville's Municipal election:

- One Mayor – elected at large
- Six Councillors – elected at large

Morinville intends to collaborate with Greater St. Albert Roman Catholic Separate School District and Sturgeon School Division to conduct their elections.

- Two Catholic School Board Trustees will be elected from Morinville.
- One Public School Board Trustee will be elected from Morinville.

Candidates should be aware of the contents of the *LAEA* as there may be severe penalties (including fines, imprisonment and disqualification from elected office) if you are found to be in breach of its provisions.

## Items of Note

For the 2021 Election, legislative requirements are put in place to help deliver the election efficiently and effectively.

- Morinville will conduct this election based on the legislation in force, and the specific need of our community. Morinville is not specifically required to follow the election processes used by any other municipality.
- Recent amendments to the *LAEA* made significant changes to campaign finance and contribution disclosure provisions for candidates. Candidates are encouraged to become familiar and comply with the legislated requirements.
- The Nomination Period begins on January 1, 2021, and extends until 12:00pm (noon) on September 20, 2021.
- The Returning Officer will refuse a candidate's nomination form if it has not been signed by the required number of eligible electors, is not accompanied by the nomination deposit or is not sworn/affirmed by the candidate.
- To be eligible to vote, an elector must be 18 years old, a Canadian Citizen, resident in Alberta, and the elector's place of residence must be located in the local jurisdiction on election day. The previous six-month residency requirement has been removed.

- Note that any attempt to contravene a local authorities election is treated very seriously – including a potential fine of \$10,000 and possible imprisonment for a period of 6 months (*LAEA* S. 148). Candidates, scrutineers and the public monitor polling stations to watch for any election irregularities. Morinville has enjoyed a clean election record for many years.
- Special mail-in ballots are available again for the 2021 Election further extending the franchise to those who may not otherwise have the opportunity to vote.

## Candidates Checklist

Learn as much as possible about the office you are interested in running for:

- Visit the Morinville website at [www.morinville.ca/election](http://www.morinville.ca/election) to acquire more election information.
- Complete your Nomination Paper before September 20, 2021.
- Schedule an appointment with the Returning Officer to submit your Nomination Paper.
- Provide Release of Candidate Information Form to the Returning Officer on Nomination Day.
- List your Official Agent information if applicable.
- Provide all your designated Scrutineers with a signed Appointment of Scrutineer Form for use on Election Day.
- Remove all election signs within 24 hours of election (Refer to Campaign Literature and Signage Guidelines as well as Morinville's Traffic Safety Bylaw).
- Nomination deposit of \$100 to accompany Nomination Paper in the form of cash, certified cheque, or money order. With COVID-19 public health measures in place, Ministerial Order MSD: 103/20 temporarily allows candidates to submit their nomination deposit via credit or debit card at the municipal office.
- 5 signatures (Refer to Nominator Eligibility).
- Attend Council meetings.

<https://calendar.morinville.ca/Meetings>

This checklist is intended to address some common questions raised during previous election campaign preparations. It has no legal validity and is by no means exhaustive. Please use the *LAEA* to understand your duties & responsibilities.

# OFFICES FOR ELECTION

## Office of Mayor

The Mayor is the chief elected official (CEO) of Morinville and has duties that encompass those of both a Councillor and CEO.

Number of Positions: 1

Term of Office: 4 Years

Excerpts from Section 153 and 154 of the MGA:

*Section 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 interest 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.*

*Section 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.*

In addition to duties as a member of council, the Mayor:

- Reviews council agendas;

- Represents Morinville at all public functions and ceremonies which council or the Mayor determine appropriate;
- Communicates council policy to the media and the public;
- Liaises with elected officials from other municipalities and other levels of government regarding Municipal concerns;
- Seeks input from the public into Morinville policies and initiates corporate policy changes;
- Signs all bylaws, policies, and minutes of council meetings;
- Signs all cheques and other negotiable instruments and agreements; and
- Is required to attend meetings, public functions, ceremonies and other events which occur during evening hours and on weekends.

## Remuneration

Remuneration will be in accordance with Morinville's Council Remuneration Policy.

### Salary - Mayor

\$65,667.09 per annum

### Benefits

Basic Life Insurance

- Non-union staff and elected officials - 3 times annual salary (honorarium)

Accidental Death & Dismemberment

- Non-union staff and elected officials - 3 times annual salary (honorarium)

Dependent Life Insurance

- \$5,000 for spouse; \$2,000 per child

Extended Health (prescriptions; paramedical health services)

Vision care (\$500 flat benefit)

- Adults per 24 months (excluding examination charge)
- Children per 12 months (excluding examination charge)

Dental

- Basic and Diagnostic (100%), Dentures (50%), Major Restorative (50%): \$1,500 combined maximum per person per year
- Orthodontic (50%; dependent children only): \$1,500 per lifetime

Employee Assistance Plan (EAP)

- Confidential professional assistance to the Mayor and dependent family members.

### Per Diem

Members of Council shall be paid per diem in accordance with Morinville's Council Remuneration Policy.

\$300 per diem – +8 (over 8 hours including travel time with a starting point in Morinville)

\$200 per diem – +4–8 (over 4 and up to 8 hours including travel time with a starting point in Morinville)

\$200 per diem – Conference Rates (attendance at FCM, AUMA, etc.)

\$100 per diem – +2–4 (over 2 and up to 4 hours including travel time with a starting point in Morinville)

\$50 per diem – 0–2 (up to 2 hours including travel time with a starting point in Morinville)

### Expenses (Travel, Meal, etc.)

Expense reimbursement will be applied in accordance with Council Remuneration Policy.

### Office Support

Mayor and Council is staffed by one Executive Assistant. Mayor and Councillors are provided with a laptop or up to \$2,000 reimbursement for a laptop / tablet. The Mayor receives a cell phone and digital package to carry out his/her duties.

### Time Commitment and Workload

The position of the Mayor is a large commitment. The Mayor's time is spent working closely with Council, senior Administration and community representatives to develop plans, policies and strategies important to Morinville's business and to help resolve issues which arise in the community.

To meet the expectations of the position, the Mayor may be required to maintain a regular presence in the office during business hours. In addition to performing these duties, the Mayor is the key public representative of Morinville and is called on to represent Morinville and community at meetings, public functions, ceremonies and other events. Frequent evening hours and weekend work may be required. The Mayor is also the chief spokesperson for Morinville in discussions with elected officials in other municipalities or the provincial or federal governments. Often this involves initiating and building important relationships with decision makers outside of the community.

### Council Orientation and Training

Section 201.1 of the MGA directs municipalities to offer orientation training to every Member of Council. Section 13 of Morinville's Council Code of Conduct Bylaw states that every Member of Council must attend the orientation training offered by the municipality.

Morinville has developed a robust orientation and training plan for the 2021-2025 elected officials. Candidates are encouraged to review the approved plan in Appendix A on page 19 of this handbook.

### Elected Officials Education Program

The Elected Officials Education Program (EOEP) offers a wide selection of online professional development for Elected Officials, appointed members of municipal agencies, boards and committees, municipal administration and the general public.

A learning stream of interest has been created for individuals interested in running for office in a municipal election. Visit the Elected Officials Education Program website at [www.eoep.ca](http://www.eoep.ca) for further information.

### Office of Councillor

A Councillor is a member of the duly elected Council of Morinville.

Number of positions: 6  
Term of Office: 4 years

Excerpt from Section 153 of the MGA:

*Section 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 interest 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.*

In addition to his or her duties as a member of Council, each Councillor serves as Deputy Mayor throughout their term for an 8-month period. The Deputy Mayor chairs Committee of the Whole meetings.

## The Deputy Mayor

In the absence of the Mayor, performs such functions as:

- Chairing council meetings;
- Reviewing council agendas; and
- Attending various public relations functions such as ceremonies, banquets and speaking engagements.

In addition, each Councillor may be called upon to perform various duties of the Mayor or the Deputy Mayor in the absence of these individuals.

## Remuneration

Remuneration will be in accordance with Morinville's Council Remuneration Policy.

Key highlights include:

### Salary - Councillor

\$35,285.88 per annum

\* Remuneration reflects Deputy Mayor duties.

### Benefits

Basic Life Insurance

- Non-union staff and elected officials - 3 times annual salary (honorarium)

Accidental Death & Dismemberment

- Non-union staff and elected officials - 3 times annual salary (honorarium)

Dependent Life Insurance

- \$5,000 for spouse; \$2,000 per child

Extended Health (prescriptions; paramedical health services)

Vision care (\$500 flat benefit)

- Adults per 24 months (excluding examination charge)
- Children per 12 months (excluding examination charge)

Dental

- Basic and Diagnostic (100%), Dentures (50%), Major Restorative (50%): \$1,500 combined maximum per person per year
- Orthodontic (50%; dependent children only): \$1,500 per lifetime

Employee Assistance Plan (EAP)

- Confidential professional assistance to Councillors including dependent family members

### Per Diem

Members of Council shall be paid per diem in accordance with Morinville's Council Remuneration Policy.

\$300 per diem – +8 (over 8 hours including travel time with a starting point in Morinville)

\$200 per diem – +4–8 (over 4 and up to 8 hours including travel time with a starting point in Morinville)

\$200 per diem – Conference Rates (attendance at FCM, AUMA, etc.)

\$100 per diem – +2–4 (over 2 and up to 4 hours including travel time with a starting point in Morinville)

\$50 per diem – 0–2 (up to 2 hours including travel time with a starting point in Morinville)

### Expenses (Travel, Meal, etc.)

Expense reimbursement will be applied in accordance with Council Remuneration Policy.

### Office Support

Mayor and Council is staffed by one Executive Assistant. Mayor and Councillors are provided with a laptop or up to \$2,000 reimbursement for a laptop / tablet.

## Time Commitment and Workload

The position of Councillor is a part-time commitment. Typically, Councillors can expect to commit 20-30 hours per week in performing their duties (this varies according to time of year, emerging issues, meetings, etc.). A Councillor may spend considerable time with Administration when doing research, undertaking training, meeting with the public, attending public events and attending a variety of meetings. It is often said that Councillors may have a part-time job but that they are "on call" full time which frequently impacts their personal and family time and their ability to work without interruption.

## Council Orientation and Training

Section 201.1 of the *MGA* directs municipalities to offer orientation training to every Member of Council. Section 13 of Morinville's Council Code of Conduct Bylaw states that every Member of Council must attend the orientation training offered by the municipality.

Morinville has developed a robust orientation and training plan for the 2021-2025 elected officials. Candidates are encouraged to review the approved plan in Appendix A on page 19 of this handbook.

## Elected Officials Education Program

The Elected Officials Education Program (EOEP) offers a wide selection of online professional development for Elected Officials, appointed members of municipal agencies, boards and committees, municipal administration and the general public.

A learning stream of interest has been created for individuals interested in running for office in a municipal election. Visit the Elected Officials Education Program website at [www.eoep.ca](http://www.eoep.ca) for further information.

## Council / Council Committees and External Boards

Council is comprised of the Mayor and six Councillors. The current council has recommended that regular council meetings be held on the 2nd and 4th Tuesdays of the month commencing at 4:00 pm. In addition to the Regular Meetings of Council, Committee of the Whole is held on the 3rd Tuesday of the month commencing at 4:00 pm. These dates and times are set at the annual Organizational Meeting of Council in October of each year. However, when all of Council is in attendance, a 2/3 majority of Council may, by resolution, set or amend meeting dates and times. In addition to the scheduled Council meetings, special meetings are called from time to time to consider important business.

There are 3 types of committee appointments:

- Legislated Committees under the *MGA*
- Committees of Council (*MGA* S. 145)
- External boards which request or require representation by a member of Council.

The Mayor is an ex-officio member of all committees of Council, with the exception of the Assessment Review Board and Subdivision and Development Appeal Board, unless otherwise appointed under the authority of the *MGA*. As a result, the Mayor has the right to attend any Committees of Council which Council has the right to appoint members under the *MGA* and participate with full voting rights, but is not obligated to do so.

**All Council Members participate in the following:**

| Meetings of Council<br>Regular Council | Meets                            | Role  |
|--|----------------------------------|---|
| Regular Council                        | 2nd and 4th Tuesday<br>(4:00 pm) | In addition to the 2 regularly scheduled Council meetings, special meetings are called from time to time. |
| Committee of the Whole                 | 3rd Tuesday<br>(4:00 pm)         | All members of Council serve on this less formal committee.   |

Council typically observes a summer break with few scheduled meetings. Similarly, the meeting which would fall on the 4th Tuesday of December is typically not scheduled due to holiday observances.

Council Members also serve on the following Council Committees & Advisory Boards:

| <b>Committee of Council</b>  |  |                |              |   |
|--|--|----------------|--------------|---|
| Committee  | Elected Officials                        | Public Members | Meets        | Role  |
| Morinville / Sturgeon County Intermunicipal Affairs Committee                  | All members of Council<br>Mayor - Chair  |                |              | To facilitate intermunicipal communication and information sharing with Sturgeon County Council. Bylaw 23/2015  |
| Morinville / Sturgeon County Intermunicipal Collaboration Framework Task Force | 3  |                | As necessary | 3 Sturgeon Councillors / Administration from both Morinville and Sturgeon County  |
| Sturgeon Regional Emergency Management Partnership                             | 3  |                | As necessary | To advise all Councils of the Sturgeon Region on the development of Regional emergency plans and programs. Members from each Sturgeon Region Council. Bylaw 12/2019                 |
| Municipal Emergency Management Committee                                       | All members of Council;<br>Mayor - Chair |                |              | Advise Council on the development of emergency plans and programs for Morinville.   |
| CAO Performance Evaluation Committee   | 3  |                |              | Advise Council on the policy and procedure for CAO Performance Evaluation.  |
| Community Services Advisory Committee  | 2  |                |              | Advisory capacity to Council on matters pertaining to the social well-being of our residents in sport and recreation, family and community support services and culture and events. |

*Continued on next page.*

| <b>Committee of Council</b>                        |  |                       |              |  |
|--|--|-----------------------|--------------|--|
| <b>Committee</b>                                   | <b>Elected Officials</b>                 | <b>Public Members</b> | <b>Meets</b> | <b>Role</b>  |
| Sturgeon Regional Emergency Management Partnership | 3  |                       | As necessary | To advise all Councils of the Sturgeon Region on the development of Regional emergency plans and programs. Members from each Sturgeon Region Council.<br>Bylaw 12/2019 |
| Municipal Emergency Management Committee           | All members of Council;<br>Mayor - Chair |                       |              | Advise Council on the development of emergency plans and programs for Morinville.  |

| <b>Committees with Council Representation Requested</b>  |                          |                       |              |  |
|--|--------------------------|-----------------------|--------------|--|
| <b>Committee</b>   | <b>Elected Officials</b> | <b>Public Members</b> | <b>Meets</b> | <b>Role</b>  |
| Alberta Capital Region Waste Water Commission  | 1                        |                       |              | ACRWC mission is to provide safe, reliable, cost-efficient and environmentally responsible wastewater transmission & treatment service.  |
| Edmonton Global Shareholder Group  | 2                        |                       |              | A regional economic development corporation working to create local, regional, provincial, national, and global partnerships. Morinville is a member municipality until December, 2022.  |
| Edmonton Metropolitan Region Board Executive Committee   | 2                        |                       |              | Committed to ensuring long term economic prosperity and quality of life for all citizens of the Edmonton Metropolitan Region.  |
| Edmonton Metropolitan Region Board Regional Agriculture Master Plan Task Force (RAMP)                | 2                        |                       |              | Committed to ensuring the wise management of prime agricultural resources within the Edmonton region.  |
| Edmonton Metropolitan Region Board Shared Investment for Shared Benefit (SISB)                       | 2                        |                       |              | SISB will offer a transformational approach to regional cooperation with potential to create measurable cost savings, process efficiencies, leverage economies of scale, and provide value to regional citizens.   |
| Edmonton Metropolitan Region Board Integrated Regional Transportation Master Plan Task Force (IRTMP) | 2                        |                       |              | Committed to work together as one region towards a diverse transportation system that will enable a transportation mode shift, consider the future of regional transportation, and integrate our regional transportation systems for our growing population. |

Continued from previous page.

| Committees with Council Representation Requested                                       |                   |                         |              |  |
|--|-------------------|-------------------------|--------------|--|
| Committee  | Elected Officials | Public Members          | Meets        | Role   |
| Edmonton Metropolitan Region Board Servicing Plan – Solid Waste Regional Collaborative | 1                 |                         |              | The role of the collaborative is: <ul style="list-style-type: none"> <li>• to lead in the regional discussions for each service area centered around the defined action plan;</li> <li>• develop a framework to identify additional areas deemed to be of regional significance and opportunities for regional leadership and collaboration for service initiatives and advance coordinated planning and investment, to realize cost efficiencies; and</li> <li>• report to and provide guidance to the MRSP Standing Committee.</li> </ul>      |
| Edmonton Region Waste Advisory Committee   | 2                 |                         |              | A forum for information sharing and to assume a leadership role in bringing together stakeholders in cooperative, collaborative efforts to facilitate joint waste minimization strategies and solutions.   |
| Homeland Housing   | 2                 |                         | As Necessary | Homeland Housing is a non-profit management body established in 1962 by Ministerial Order to provide subsidized housing for seniors. The Foundation is governed by a Board of Directors which consists of representatives from each supporting municipality.   |
| Morinville & District Chamber of Commerce  | 2                 |                         | As necessary | The Morinville and District Chamber of Commerce is the voice of business – a vehicle that promotes local businesses and generates networking opportunities for business owners and employees. In addition, the Chamber monitors local government, and champions managed growth of the local economy.   |
| Northern Lights Library System   | 1                 | 1 (Library Board Chair) |              | The Northern Lights Library System (NLLS) is one part of the seven regional library systems across Alberta, helping deliver comprehensive, efficient library services to all Albertans, regardless of where they live. Working together, NLLS libraries in northeast Alberta are able to accomplish more than any single library could alone. Our member libraries make their own decisions on building their collections, staffing, budgeting, and setting policies.  |
| Sturgeon River Watershed Alliance  | 2                 |                         |              | The Sturgeon River Watershed Alliance Steering Committee has two primary objectives: <ul style="list-style-type: none"> <li>• To build on the findings of the Sturgeon River State of the Watershed Report by overseeing the development of a management plan for the Sturgeon River Watershed.</li> <li>• To work together collaboratively on an ongoing basis to implement the management plan recommendations. These recommendations will be provided to all municipalities within the watershed and to the Government of Alberta.</li> </ul> |

Continued on next page.

### Committees with Council Representation Requested

| Committee                                       | Elected Officials                       | Public Members | Meets                          | Role   |
|---|---|----------------|--------------------------------|--|
| Traffic Advisory Committee                      | 2                                       |                | Bi-monthly                     | An advisory body to Town Administration in reviewing, assessing and recommending technical solutions to traffic related concerns as well as the safe and efficient movement of vehicles, pedestrians and cyclists within the Town  |
| Villeneuve Landing Network                      | 2                                       |                |                                | Sub-regional partnership that promotes economic growth around the Villeneuve Airport.  |
| Agriculture Pest Act                            | All members of Council<br>Mayor - Chair |                | As necessary                   | To hear and make a decision on an appeal concerning a notice issued against the land, property, or livestock that contains or is likely to contain a pest or should be protected against a pest.   |
| Assessment Review Board                         | 2                                       | 2              |                                | The Assessment Review Board handles appeals with respect to assessments conducted on property in Morinville. The Local Assessment Review Board (LARB) hears appeals on assessment notices for residential property with 3 or fewer dwelling units or farm land. The Composite Assessment Review Board (CARB) hears appeals on assessment notices for residential property with 4 or more dwelling units and non-residential (commercial & industrial) and machine & equipment. |
| Morinville Public Library Board                 | 2                                       |                |                                | Carries out direction as stated in the Library Act. Organizes, promotes and maintains comprehensive and efficient library services.  |
| Rosieridge Waste Management Services Commission | 2                                       |                |                                | Providing an environmentally safe facility for the economical disposal of waste for our participating communities, their constituents, and future generations.   |
| Subdivision & Development Appeal Board          | 2                                       | 3              | Dependent on appeals received. | The Subdivision and Development Appeal Board hears appeals arising from the Development Officer, in connection with the Administration and interpretation of the Municipal Development Plan and Land Use Bylaw. The Board's decisions may be appealed to the Court of Appeal of Alberta.   |
| Weed Control Act Appeal Committee               | All members of Council<br>Mayor - Chair |                | As necessary                   | To hear and make a decision on an appeal concerning a notice issued against any land and / or personal property for the destruction or control of the named weed.  |

# COUNCIL CALENDAR

The following section includes a calendar depicting Council events that are tentatively scheduled for October 2021 – **note that additional events will likely be scheduled.**

Refer to the Morinville Council Orientation and Training Plan in Appendix A on page 19 of this handbook.

| October 2021 (tentative, current as at January 28, 2021) |   |  |           |  |  |          |
|--|---|--|-----------|--|--|----------|
| Sunday   | Monday                                  | Tuesday  | Wednesday | Thursday                                   | Friday                                     | Saturday |
|  |   |  |           |  | 1  | 2        |
| 3  | 4                                       | 5  | 6         | 7  | 8  | 9        |
| 10   | 11<br>Thanksgiving                      | 12   | 13        | 14   | 15   | 16       |
| 17   | 18<br>Election Day<br>MCCC<br>8am – 8pm | 19<br>Remove<br>Election Signs   | 20        | 21   | 22<br>Election<br>Results are<br>Declared  | 23       |
| 24<br>31   | 25                                      | 26<br>Inaugural<br>Council<br>Meeting 4pm<br>Photos &<br>Reception to follow | 27        | 28<br>Council<br>Orientation<br>Activities | 29<br>Council<br>Orientation<br>Activities | 30       |

## Important Dates to Remember

**Advance Poll Dates:** To Be Confirmed  
 Tentative Schedule: October 9, 2021, 9 a.m.–3 p.m.,  
 October 14, 2021, 4–8 p.m., October 15, 2021, 4–8 p.m.,  
 October 16, 2021, 9 a.m.–3 p.m.

**Candidate Information Session(s):**  
 May 19, 2021, 6–8 p.m.  
 Hosted by: Town of Morinville  
 Location: Hosted virtually via Microsoft Teams  
 To Register: Email elections@morinville.ca  
*Fall 2021 Session - To be announced*

**Nomination Day:**  
 September 20 - Nomination Period closes at 12 noon  
 Location: Council Chambers, St. Germain Plaza, 10125 100 Avenue  
 After noon, the Nomination Papers are available for viewing.  
 24 hours after the close of the nomination period, Nomination  
 Papers can be withdrawn (subject to exceptions as noted  
 in the LAEA).

## Office of the School Trustee - Catholic

Candidates for the Office of School Trustee – Catholic are encouraged to visit <https://www.gsacrd.ab.ca/trustees/election2021> for information.

## Office of the School Trustee - Public

Candidates for the Office of School Trustee – Public are encouraged to visit <https://www.sturgeon.ab.ca/2021%20School%20Trustee%20Election.php>.

**For additional information, please check the following links:**

*The Education Act*

<https://www.qp.alberta.ca/documents/Acts/e00p3.pdf>

*The Local Authorities Election Act*

[www.qp.alberta.ca/1266.cfm?page=L21.cfm&leg\\_type=Acts&isbncln=9780779769339](http://www.qp.alberta.ca/1266.cfm?page=L21.cfm&leg_type=Acts&isbncln=9780779769339)

# NOMINATIONS

---

**Nomination Period Begins: January, 1, 2021**

**Nomination Day (Close of Nomination Period):  
Monday, September 20, 2021**

## Candidate Eligibility

A candidate must be:

- Eligible to vote;
- A resident of the jurisdiction (i.e. Morinville) for the six consecutive months immediately preceding **nomination day**; and
- Not ineligible under Section 22, 23 or 24 of the *LAEA*, or disqualified under Section 174 of the *MGA* or Section 82 of the School Act.

*Please Note:*

*It is the candidate's responsibility to ensure they are fully aware of all nomination requirements and to comply with them. It is not the Returning Officer's responsibility to review the validity of the information contained in the candidate's nomination paper. That responsibility lies with the Courts if the candidate's nomination or election is challenged. Under the Criminal Code, it is an offense to make a false affidavit, punishable by up to 14 years imprisonment. Candidates are advised to obtain legal advice if necessary.*

## Nominator Eligibility

For the candidate's nomination to be valid, the candidate must complete the prescribed Nomination Paper and have 5 eligible voters (Refer to Voting for definition of eligible voter) sign his or her Nomination Paper. The candidate is encouraged; however, to seek more than 5 in case a nominator becomes disqualified. Candidates must be:

- At least 18 years old;
- A Canadian Citizen;
- A resident of Alberta for the six consecutive months prior to **election day** (as of April 19, 2021);
- A resident of the local jurisdiction on the date of signing the Nomination Paper and on election day; and
- Not otherwise ineligible or disqualified

***If a nomination is not signed by at least the minimum number of electors required to sign the nomination the Returning Officer shall not accept it.***

## Filing of Nomination Papers

Due to the COVID-19 Pandemic public health measures, **Nomination papers for the 2021 Municipal General Election will be accepted by appointment only.** Contact the Returning Officer to schedule your appointment.

The Returning Officer will receive each candidate's originally signed Nomination Paper, by appointment during municipal office hours between January 1, 2021, and until 12:00 p.m. (noon) on Monday, September 20, 2021, at:

Town of Morinville  
Office of the Returning Officer  
2nd Floor, Civic Plaza  
10125 – 100 Avenue, Morinville, Alberta

Any representative may file nomination papers for a Candidate; however, each candidate is encouraged to file his or her Nomination Papers in person on or before Nomination Day (Monday, September 20, 2021), to provide an opportunity to amend the document if required. ***FAX transmissions cannot be accepted.***

In the event that a candidate is unable to file in person, the "Candidate's Acceptance" portion of the Nomination Paper must be sworn (or affirmed) before a Commissioner for Oaths. A representative may file the Nomination Paper on the candidate's behalf on Nomination Day.

Nomination forms are available from Legislative Services, 2<sup>nd</sup> Floor, Civic Plaza, and also on Alberta Municipal Affairs' website at <https://www.alberta.ca/municipal-election-forms.aspx>.

## Nomination Deposit

A nomination deposit is required in the amount of \$100; the deposit must accompany the Nomination Paper pursuant to the Election Bylaw to be paid with cash, money order or certified cheque. With COVID-19 public health measures in place, Ministerial Order MSD: 103/20 temporarily allows candidates to submit their nomination deposit via credit or debit card at the municipal office. This change is reflected in [Election Bylaw Amendment 26/2020](#), a bylaw to amend [Election Bylaw 4/2017](#).

## Candidates Acceptance

As a candidate you must swear or affirm that:

- 1) You are eligible to be nominated and elected.
  - a. You are not disqualified from office;
  - b. You will accept the office if you are elected; and
  - c. You have not been convicted of an offence under the *LAEA*, the Election Act and the Canada Election Act within the 10 previous years.
- 2) All portions of your Nomination Paper must be completed and the candidate's acceptance must be sworn or affirmed before a Commissioner for Oaths.

## Release of Candidate Information

During the election campaign period, the Returning Officer receives requests for candidate's contact information. The requests come from media, organizers of election forums and the general public as well the Minister of Municipal Affairs requires contact information for candidates. In order to release the information, candidates will be asked to complete a Release of Candidate Information form and provide it to the Returning Officer with their Nomination Paper.

## Withdrawal of Nomination

Subject to section 32(2) of the *LAEA*, a candidate may withdraw his or her nomination by filing the withdrawal, in writing, with the Returning Officer before 12:00 p.m. on Tuesday, September 21, 2021. After that time, the candidate's name must appear on the ballot. *A fax transmission cannot be accepted for withdrawal of nomination.*

If a candidate has been nominated during the nomination period, they may withdraw at any time during the period. If at the close of nominations, there are more candidates than vacancies for any particular office, a candidate may withdraw within 24 hours of the close of the nomination period.

If at any time after the close of the nomination period, the number of candidates remaining does not exceed the number of vacancies to be filled, the returning officer shall refuse to accept further withdrawals.

## Viewing of Filed Nomination Papers

At anytime after commencement of the nomination period and until the term to which the filed nomination papers relate has expired, a person may request to examine the filed nomination papers, during regular business hours and in the presence of the Returning Officer, Deputy or Secretary. Copies of Nomination Papers will be available for viewing by appointment with Legislative Services, 2<sup>nd</sup> Floor, Civic Plaza.

# OFFICIAL AGENT AND SCRUTINEERS

---

## Appointment of Official Agent and Scrutineers (not mandatory)

A candidate may appoint an “Official Agent” by noting this on his or her Nomination Form (candidates are advised to ensure that the official agent is eligible). This position is not mandatory. No candidate shall act as an official agent for any other candidate.



Official Agents may complete and submit a Release of Official Agent Information form to allow the Returning Officer to share the information with the public. During the campaign period, if a candidate needs to appoint a new official agent, they must immediately notify the Returning Officer in writing of the contact information of the new official agent.

The official agent must present identification (Form 7A) provided by the candidate and signed by the Returning Officer to each voting station attended.

A candidate may also appoint other scrutineers to observe the conduct of the vote at each voting station. Scrutineers must be at least 18 years old and must provide a signed “Statement of Scrutineer” form to the Returning Officer at a voting station.



Only a Candidate **OR** an Official Agent for that Candidate **OR** a Scrutineer for that Candidate may be in the voting station at the same time.

## Voting Stations

Voting stations will be open from 8:00 am to 8:00 pm on Election Day. An area will be designated within each voting station from which the candidate or the official agent or one scrutineer may view the election procedure and note an objection to a voter by informing the Deputy Returning Officer at the polling booth.

Candidates, official agents and scrutineers are not allowed to speak to voters or interfere with the voting process – they are simply there to observe and must stay where the Returning Officer directs them. No campaign materials may be worn or displayed while inside the Voting station (buttons, etc.). Also note that scrutineers are not permitted to accompany a Deputy Returning Officer on a “bed to bed” institutional vote.

## Identification of Candidates and Campaign Workers

To access a multi-residence building or a mobile home park candidates and official agents require official identification. This will be issued after Nomination Day by contacting the Returning Officer.

Please note that candidates are responsible for providing proof of identification / authorization for their campaign workers to access a multi-residence building or a mobile home park. Please note that the proof of identification form is not a requirement for single-family residences.

## Eligibility to Vote

When a voter arrives to cast a vote, he or she will be asked to swear or affirm that he or she:

- Is at least 18 years of age on or before election day (October 18, 2021);
- Is a Canadian Citizen;
- Is resident in Alberta;
- Has a primary place of residence located in the local jurisdiction on election day; and
- Has not already voted in the election.

Every person who attends at a voting station for the purpose of voting shall make a statement, in the prescribed form that the person is eligible to vote as an elector before being given a ballot.



Voter identification will be required for municipal elections where a list of electors is not prepared.

The identification requirement sets a uniform standard of one piece of picture identification or one piece of identification authorized by the Chief Electoral Officer under the Election Act as indicated for the purposes of Section 95(1)(a)(ii) of that Act that establishes the elector's name and current physical address.

## Rules of Residence

For the purposes of the *LAEA*, the place of residence is governed by the following rules:

- a) A person may have only one place of residence at a time for the purposes of voting under this Act;
  - a.1) If a person has more than one residence in Alberta, that person shall, in accordance with Section 48(1.1), designate one place of residence as the person's place of residence for the purposes for the purposes of this Act;
- b) The residence of a person is the place where the person lives and sleeps and to which, when the person is absent, intends to return;
- c) A person does not lose the person's residence by leaving the person's home for a temporary purpose;
- d) Subject to clause (e), a student who
  - i. Attends an educational institution within or outside Alberta;
  - ii. Temporarily rents accommodation for the purpose of attending an educational institution, and
  - iii. Has family members who are residents in Alberta and with whom the student ordinarily resides when not attending an educational institution is deemed to reside with those family members;
- e) If a person leaves the area with the intention of making the person's residence elsewhere, the person loses the person's residence within the area.

## Types of Polls

### Special Ballots

Morinville offers special ballots to residents who are away from Morinville during the Advance and Election Day votes. These are "mail-in" ballots and may be useful to "snowbirds", the armed forces and other travelling residents.

Municipal Affairs has indicated they are reviewing the legislation and related regulations relating to Special Ballots in light of COVID-19 Pandemic considerations. If/when more information becomes available, this handbook will be updated accordingly.

An elector who is unable to vote at an advance vote or at the voting station on Election Day because of:

- (a) Physical incapacity;
- (b) Absence from the local jurisdiction; or
- (c) Being a returning officer, deputy returning officer, constable, candidate, official agent or scrutineer who may be located on Election Day at a voting station other than that for the elector's place of residence; may apply to vote by special ballot.

Application for special ballot may be made in writing, by telephone, fax, in person or by email to the Returning Officer. Special ballot forms will be issued to eligible applicants upon confirmation and must be completed with adherence to a detailed legislated process. For more information please contact the Returning Officer.

### Advance Vote

Morinville will establish advance voting opportunities to allow individuals increased voting flexibility. The dates and time for the Advance Vote will be published when confirmed.

The Advance Vote will be held at the Morinville Community Cultural Centre, 9502 100 Avenue, Morinville.

### Institutional Vote

The votes of the electors residing in the following seniors' accommodation facilities will be taken on Election Day.

Aspen House  
 Monday, October 18, 2021  
 Times to be determined

Heritage Lodge  
 Monday, October 18, 2021  
 Times to be determined

(Please check Morinville's Election website ([www.morinville.ca/election](http://www.morinville.ca/election)) in September to confirm the times of the institutional vote.)

## Election Day Voting Station



8:00 am – 8:00 pm  
Morinville Community Cultural Centre  
9502 – 100 Avenue, Morinville

In the case of an emergency, a polling station will be established in Civic Plaza, 2nd Floor, 10125 – 100 Avenue, Morinville.

## What You Should Know About Election Day

The LAEA describes the procedures for Election Day voting stations. The following is a brief summary of the day's events:

- At 8:00 am the voting station will open to voters and remain open continuously until 8:00 pm.
- The presiding deputy or another person presiding at each voting station, will immediately after the opening of the voting station, display the empty ballot box(es) to all present and then close and seal the ballot box(es). These boxes will remain closed and sealed during the hours of voting.
- To receive a ballot, each voter must show proof of identification and sign the prescribed voting register form which states they:
  - o are at least 18 years of age on or before election day (October 18, 2021);
  - o are Canadian Citizen;
  - o are resident in Alberta;

- o have a primary place of residence located in the local jurisdiction on election day; and
- o have not already voted in the election.

***Signing the Voting Register is a requirement under the LAEA. Any person who does not comply with this requirement will not be permitted to vote.***

- The voter will take the ballot and secrecy sleeve to the voting booth, mark the ballot and insert the ballot into the secrecy sleeve moving to the deputy supervising the electronic tabulator. The deputy will verify the initials and ask the voter to insert the secrecy sleeve and ballot into the tabulator. The screen on the tabulator will advise if the ballot has been counted or it detects further action. Once the ballot has been counted the voter exits the voting station.
- At 8:00 pm the Presiding Deputy Officer will announce that the voting station is closed. When all the voters inside the voting station at the time the station closed have voted and left, the ballots will be counted.

## Election Results

Unofficial election results should be available shortly after the polls close. In addition, on Election Day results will be posted on Morinville's website. Morinville has engaged in an agreement with Dominion Voting Systems to use electronic tabulation to count elector ballots. Tabulators allow for a faster reporting time than a traditional hand count.

# CAMPAIGN LITERATURE AND SIGNAGE GUIDELINES

\*NOTE: Questions regarding signage should be referred to Morinville Enforcement Services at (780) 939-4361.

How a candidate campaigns (whether through word of mouth, signage, media interviews, etc.) depends on the candidate's wishes. However, the following regulations must be observed.

## Printing

It is unlawful to print or distribute in any campaign advertisement, handbill, placard, poster, circular, pamphlet, newspaper or other paper a representation of the form of ballot printed by the Returning Officer which shows or indicates it is to be marked for any candidate(s).

## Campaign Material in Voting Stations

Campaign material is not permitted inside or on the outside of the area in which the voting stations are located. Campaign buttons or other visible campaign material should be removed prior to entering the voting stations.

## Literature Quantities

Candidates are encouraged to adhere to all current COVID-19 public health measures. For more information, refer to the latest guidance from the Government of Alberta, regarding canvassing and campaigning. To assist candidates with door-to-door campaigning, the Town notes that there are 3,924 dwelling units in Morinville.

Maps may be purchased from the Town of Morinville, 2nd Floor, St. Germain Plaza, 10125-100 Avenue, Morinville.

## Campaign Signage

The placement of campaign signage during the election is governed by Morinville's Land Use Bylaw and the Traffic Safety Bylaw. Refer to Appendix B on page 24 of this handbook for more detailed information.

Please remember: before locating any election signs, "call before you dig" (1-800-242-3447).

*NOTE: If campaign signs are deemed to be hazardous to public safety, they will be removed immediately by Morinville.*

## CAMPAIGN CONTRIBUTIONS & EXPENSE DISCLOSURE ---

The *Local Authorities Election Act* has been amended to address new rules for dealing with campaign financing and disclosure. The *LAEA* can be accessed by visiting [www.qp.alberta.ca](http://www.qp.alberta.ca). The legislation is binding on all candidates

running for municipal election in Alberta. It is very important that candidates become familiar with the legislation as they are responsible for ensuring that their campaign complies with the provincial laws.

## 2021 TOWN OF MORINVILLE COUNCIL ORIENTATION AND TRAINING PLAN – APPENDIX A

NOTE: COVID-19 pandemic restrictions in place at the time events are planned will be followed. If in person meetings are not appropriate, arrangements for virtual meetings will be made and alternate dates will be planned for tours and meet and greets.

| Date   | Time                              | Activity   |
|--|-----------------------------------|--|
| <b>Monday October 18 – Friday October 22, 2021</b>   |                                   |  |
| <b>Monday, October 18</b>                            | <b>Municipal General Election</b> |  |
|  | After results are tabulated       | Welcome and delivery of Council Orientation Binders  |
| <b>Tuesday, October 19</b>                           |                                   | No sessions planned  |
| <b>Wednesday, October 20</b>                         |                                   | No sessions planned  |
| <b>Thursday, October 21</b>                          | 12 noon–1:30 p.m.                 | Meet and Greet Luncheon  |
|  | 1:30–5:30 pm                      | Information Technology Orientation; Agencies, Boards and Commissions (ABCs); and Deputy Mayor Rotation Schedule  |
| <b>Friday, October 22</b>                            | 12 noon                           | Official Municipal Election Results Announced  |
| <b>Monday October 25 – Saturday October 30, 2021</b> |                                   |  |
| <b>Monday, October 25</b>                            |                                   | No sessions planned  |
| <b>Tuesday, October 26</b>                           | 5–5:45 p.m.                       | Council Photos   |
|  | 6–7 p.m.                          | Inaugural Meeting of Council   |
|  | 7:30–8:30 p.m.                    | Post-Inaugural Meeting Reception (by invitation only)  |
| <b>Wednesday, October 27</b>                         |                                   | No sessions planned  |
| <b>Thursday, October 28</b>                          | 8 a.m.–5 p.m.                     | Joint Council Governance Orientation Workshop – Morinville Community Cultural Centre, 9502-100 Avenue (Morinville, Sturgeon County and surrounding municipalities) |
| <b>Friday, October 29</b>                            | 1–7 p.m.                          | Morinville Council Orientation – Communications and Public Relations   |
| <b>Saturday, October 30</b>                          | 9 a.m.–4 p.m.                     | Morinville Council Orientation – Municipal Organization & Functions continued  |

## APPENDIX A – 2021 TOWN OF MORINVILLE COUNCIL ORIENTATION AND TRAINING PLAN

| Date   | Time            | Activity   |
|--|-----------------|--|
| <b>Monday November 1 – Friday November 6, 2021</b>   |                 |  |
| Monday, November 1                                   |                 |  |
| Tuesday, November 2                                  |                 |  |
| Wednesday, November 3                                |                 |  |
| Thursday, November 4                                 | Noon–4 p.m.     | Town Facilities Tour   |
| Friday, November 5                                   | 12:30–4 p.m.    | Indigenous Awareness Training - Blanket Exercise   |
| <b>Monday November 8 – Friday November 12, 2021</b>  |                 |  |
| Monday, November 8                                   | 8:30–11:30 a.m. | Regional Session on Governance with George Cuff (optional)   |
| Tuesday, November 9                                  | 4–8 p.m.        | Regular Meeting of Council   |
| Wednesday, November 10                               | 8:30–11:30 a.m. | Regional Session on COVID Recovery and Resilience (optional)   |
|  | 4–9 p.m.        | Parliamentary Procedures   |
| Thursday, November 11                                |                 | Remembrance Day  |
| Friday, November 12                                  |                 |  |
| <b>Monday November 15 – Friday November 19, 2021</b> |                 |  |
| Monday, November 15                                  | TBD             | MUNIS 101 - Optional (Alternate January virtual session)   |
| Tuesday, November 16                                 | TBD             | MUNIS 101 - Optional (Alternate January virtual session)   |
| Wednesday, November 17                               |                 | Alberta Urban Municipalities Association (AUMA) CONVENTION<br>• Edmonton Convention Centre, 9797 Jasper Avenue, Edmonton |
| Thursday, November 18                                |                 |  |
| Friday, November 19                                  |                 |  |
|  |                 |  |
| <b>Monday November 22 – Friday November 26, 2021</b> |                 |  |
| Monday, November 22                                  |                 |  |
| Tuesday, November 23                                 | 4–8 p.m.        | Regular Meeting of Council   |
| Wednesday, November 24                               |                 |  |
| Thursday, November 25                                |                 |  |
| Friday, November 26                                  | 1–8 p.m.        | Council Strategic Planning Session followed by dinner  |
| Saturday, November 27                                | 9 a.m.–4 p.m.   | Council Strategic Planning Session (continued)   |
| <b>Monday November 29 – Friday December 3, 2021</b>  |                 |  |
| Monday, November 29                                  |                 |  |
| Tuesday, November 30                                 | 4–8 p.m.        | Municipal Finance 101  |
| Wednesday, December 1                                |                 |  |
| Thursday, December 2                                 | 4–8 p.m.        | Strategic Planning Follow-up Session   |
| Friday, December 3                                   |                 |  |

## 2021 TOWN OF MORINVILLE COUNCIL ORIENTATION AND TRAINING PLAN – APPENDIX A

| Date   | Time     | Activity  |
|--|----------|---|
| <b>Monday December 6 – Friday December 10, 2021</b>  |          |   |
| Monday, December 6                                   | 4–8 p.m. | Budget 2022 – Introduction                        |
| Tuesday, December 7                                  | 4–8 p.m. | Regular Meeting of Council                        |
| Wednesday, December 8                                | 4–8 p.m. | Budget 2022 – First Reading                       |
| Thursday, December 9                                 |          |   |
| Friday, December 10                                  |          |   |
| <b>Monday December 13 – Friday December 17, 2021</b> |          |   |
| Monday, December 13                                  | 4–8 p.m. | Budget 2022 – Second and Third Readings           |
| Tuesday, December 14                                 | 4–8 p.m. | Committee of the Whole Meeting                    |
| Wednesday, December 15                               | 4–8 p.m. | Budget 2022 Meeting                               |
| Thursday, December 16                                | 4–8 p.m. | Budget 2022 Meeting                               |
| Friday, December 17                                  |          |   |
| <b>Monday December 20 – Friday December 24, 2021</b> |          |   |
| Monday, December 20                                  |          |   |
| Tuesday, December 21                                 | 4–8 p.m. | Committee of the Whole                            |
| Wednesday, December 22                               |          |   |
| Thursday, December 23                                |          |   |
| Friday, December 24                                  |          |   |
| <b>Monday December 27 – Friday December 31, 2021</b> |          |   |
| Monday, December 27                                  |          |   |
| Tuesday, December 28                                 |          |   |
| Wednesday, December 29                               |          |   |
| Thursday, December 30                                |          |   |
| Friday, December 31                                  |          |   |
| <b>Monday January 3 – Friday January 7, 2022</b>     |          |   |
| TBD  |          | MUNIS 101 (Virtual Session) Date to be determined |
| Monday, January 3                                    |          |   |
| Tuesday, January 4                                   |          |   |
| Wednesday, January 5                                 |          |   |
| Thursday, January 6                                  |          |   |
| Friday, January 7                                    |          |   |

## APPENDIX A – 2021 TOWN OF MORINVILLE COUNCIL ORIENTATION AND TRAINING PLAN

| Date   | Time          | Activity   |
|--|---------------|--|
| <b>Monday January 10 – Saturday January 15, 2022</b> |               |  |
| Monday, January 10                                   | 4–6 p.m.      | Introduction/Refresh - Freedom of Information and Protection of Privacy (FOIP) |
| Tuesday, January 11                                  | 4–8 p.m.      | Regular Meeting of Council   |
| Wednesday, January 12                                |               |  |
| Thursday, January 13                                 |               |  |
| Friday, January 14                                   |               |  |
| Saturday, January 15                                 | 9 a.m.–4 p.m. | Strategic Planning   |
| <b>Monday January 17 – Friday January 21, 2022</b>   |               |  |
| Monday, January 17                                   |               |  |
| Tuesday, January 18                                  | 4–8 p.m.      | Committee of the Whole Meeting   |
| Wednesday, January 19                                | 4–6 p.m.      | Edmonton Metropolitan Region Board and Edmonton Global Orientation             |
| Thursday, January 20                                 |               |  |
| Friday, January 21                                   |               |  |
| <b>Monday January 24 – Friday January 28, 2022</b>   |               |  |
| Monday, January 24                                   |               |  |
| Tuesday, January 25                                  | 4–8 p.m.      | Regular Meeting of Council   |
| Wednesday, January 26                                |               |  |
| Thursday, January 27                                 |               |  |
| Friday, January 28                                   |               |  |
| <b>Monday January 31 – Friday February 4, 2022</b>   |               |  |
| Monday, January 31                                   |               |  |
| Tuesday, February 1                                  |               |  |
| Wednesday, February 2                                |               |  |
| Thursday, February 3                                 |               |  |
| Friday, February 4                                   |               |  |
| <b>Monday February 7 – Friday February 11, 2022</b>  |               |  |
| Monday, February 7                                   |               |  |
| Tuesday, February 8                                  | 4–8 p.m.      | Regular Meeting of Council   |
| Wednesday, February 9                                |               |  |
| Thursday, February 10                                |               |  |
| Friday, February 11                                  |               |  |

## 2021 TOWN OF MORINVILLE COUNCIL ORIENTATION AND TRAINING PLAN – APPENDIX A

| Date | Time | Activity |
|------|------|----------|
|------|------|----------|

### Monday February 14 – Friday February 18, 2022

|                        |          |                                |
|------------------------|----------|--------------------------------|
| Monday, February 14    |          |                                |
| Tuesday, February 15   | 4–8 p.m. | Committee of the Whole Meeting |
| Wednesday, February 16 |          |                                |
| Thursday, February 17  |          |                                |
| Friday, February 18    |          |                                |

### Monday February 21 – Friday February 25, 2022

|                        |          |                                       |
|------------------------|----------|---------------------------------------|
| Monday, February 21    |          |                                       |
| Tuesday, February 22   | 4–8 p.m. | Regular Meeting of Council            |
| Wednesday, February 23 |          |                                       |
| Thursday, February 24  | 4–8 p.m. | How to Evaluate the CAO’s Performance |
| Friday, February 25    |          |                                       |

### Monday February 28 – Friday March 4, 2022

|                     |  |  |
|---------------------|--|--|
| Monday, February 28 |  |  |
| Tuesday, March 1    |  |  |
| Wednesday, March 2  |  | Candidate Campaign Disclosure Deadline |
| Thursday, March 3   |  |  |
| Friday, March 4     |  |  |

## APPENDIX B – INFORMATION FOR PROSPECTIVE CANDIDATES: ELECTION CAMPAIGN ACTIVITIES AND SIGNS

### Campaign Signs

#### **Land Use Bylaw 3/2012 Part Seven Subsection 7.5 (10.0) – Permitted uses for Election Signs on private property:**

10.0 Election signs are permitted uses in all districts and no development permits are required provided that:

10.1. the signs are posted:

- i. with respect to municipal and school elections, only between 12:00 noon on nomination day and 24 hours after the closing of polling stations; and
- ii. with respect to provincial and federal elections, only between 12:00 noon on the day when an election writ is handed down and 24 hours after the closing of polling stations;

10.2. the signs may not be placed or erected where they would obstruct or impair vision or traffic;

10.3. the signs do not exceed 5.0 m<sup>2</sup> (53.8 sq. ft.) in sign area or 2.5 m (8.2 ft.) in sign height;

10.4. the signs are not attached to fences, trees or utility poles; and

10.5. the signs may not be posted on or within any municipally-owned or occupied facility, or on or within any site upon which a municipally-owned facility is situated.

#### **Traffic Safety Bylaw 24/2012, Section 708 – Election Signs on Public Property:**

##### Section 708 ELECTION SIGNS

An Election sign may be placed with in the right-a way of a highway in any land use district with the following conditions:

1.1 Election signs shall only be displayed or placed between:

- 1.1.1 noon on nomination day and 24 hours after the close of polls on election day for municipal and school board elections; or
- 1.1.2 noon on the date the election is called and 24 hours after the close of polls on election day for provincial and federal elections.

1.2 Election signs located outside shall be free from material structural damage and shall not be located:

- 1.2.1 within 5 m of a hydrant;
- 1.2.2 within 15 m of any intersection or merge lane;
- 1.2.3 within 15 m of a sign indicating an emergency vehicle egress or ingress;
- 1.2.4 within 3 m of a highway or road, as measured away from the highway or road starting at the farthest edge of the curb or, where present, the sidewalk;

- 1.2.5 within the property boundary of a polling station;
- 1.2.6 within 100 m of an area demarked for public works or road construction;
- 1.2.7 on any traffic control device as defined in the Traffic Safety Act and all subsequent amendments or successors thereto;
- 1.2.8 on any municipal off-street parking area, overpass, bridge, recreation trail, telephone, fire alarm, electric wire, or utility lamp or pole;
- 1.2.9 on the exterior of a moving vehicle or attached trailer, unless securely flushmounted; or
- 1.2.10 in a manner which, in the opinion of the CAO or designate, poses a public safety risk.

1.3 An election sign shall:

- 1.3.1 not exceed 1.0m<sup>2</sup> in sign area when placed in a boulevard less than 10 m wide and a maximum of 5m<sup>2</sup> when placed beyond 10m of a Highway ; and,
- 1.3.2 not exceed 1.0 m in height from finished grade to highest point of sign structure when placed within the Right-a-way of a highway of less than 10 meters and a maximum of 2.5 meters in height when placed a Minimum of 10 meters away from a highway.

1.4 Where an election sign:

- 1.4.1 has been located in a manner that is contrary to Section 708, Subsection 1.3;
- 1.4.2 poses, in the opinion of the CAO or designate, a risk to public safety;
- 1.4.3 has material structure damage; or
- 1.4.4 has been vandalized.

The municipality may give notice to a person responsible for the sign directing the person to remove or repair the sign.

1.5 Notwithstanding Section 708, Subsection 1.4 the Municipality may:

- 1.5.1 where an election sign contravenes Section 708, Subsection 1.3 and is on land owned by the Municipality or under its direction, control, and management; or
- 1.5.2 where, regardless of location, the election sign poses, in the opinion of the CAO or designate, an immediate and substantial public safety risk,

Immediately proceed to remove the sign without notice.

1.6 Upon notice from the Municipality that an election sign poses a public safety risk, is structurally damaged, has been vandalized, or is otherwise not in compliance with this bylaw, a person responsible for the sign shall repair or remove the sign as directed, failing which, the Municipality may, without limitation to any other remedy, proceed to remove and dispose of the sign.

1.7 Each candidate, must, prior to placing any election sign, provide the Municipality with the name and contact information of the person responsible for his or her election signs.

1.8 All election signs shall comply with the requirements of any relevant federal or provincial legislation and any other relevant municipal bylaws.

### Campaign Activities

Candidates are encouraged strictly adhere to all current public health restrictions and advice from Alberta's Chief Medical Officer of Health while planning campaign activities.

For more information, refer to the latest guidance from the Government of Alberta, regarding canvassing and campaigning.

Campaigning in public places is permitted.

- For example: Alongside roadways is allowed, as long as it does not cause a hazard for drivers or pedestrians.

Campaigning at polling places is NOT permitted.

- No distribution of campaign literature
- No soliciting votes
- No interfering with a voter



**CANDIDATE HANDBOOK**  
for Municipal / School Board Elections