

Election 2017



**Candidate Handbook for
Municipal / School Board Elections
October 16, 2017**

Morinville
ELECTION 2017
— OCTOBER 16 —

This handbook is intended as general information only to supplement the *Municipal Government Act (MGA)*, the *School Act*, the *Local Authorities Election Act (LAEA)* 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:

Jennifer Maskoske, CLGM, Returning Officer
Phone: (780) 939-4361
Fax: (780) 939-5633
Email: jmaskoske@morinville.ca

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

Deb Schlag, Secretary Treasurer
Greater St. Albert Roman Catholic Separate School Division No. 734
6 St. Vital Avenue, St. Albert, AB T8N 1K2
Phone: (780) 459-7711; Ext 128 | Fax: (780) 459-3562
Email: dschlag@gsacrd.ab.ca

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

Iva Paulik, CA, MGA, CSBO
Secretary-Treasurer, Sturgeon School Division No. 24
9820 – 104 Street, Morinville, AB T8R 1L8
Phone: (780) 939-4341 Ext 1231 | Fax: (780) 939-5520
Email: Iva.Paulik@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

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

General Candidate Information:

Alberta Municipal Affairs – Candidates Handbook

<http://www.municipalaffairs.alberta.ca/documents/Running%20for%20Municipal%20Office%20in%20Alberta%20-%20A%20Candidate%27s%20Guide.pdf>

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INTRODUCTION AND NOTABLE CHANGES

Local elections in the Province of Alberta are governed by the Alberta *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 has an agreement 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.

Notable Changes

For the 2017 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.
- Notice of Intent to Run – Candidates intending to run in the upcoming election must first register with the Municipality in which the candidate intends to run prior to accepting campaign contributions.
- The Returning Officer will refuse a candidate’s nomination form if it has not been signed by the required number of eligible electors.
- When a voter comes to vote, he or she will be required to complete a prescribed form (the “Voting Register”) and produce for inspection proof of the person’s identity and current residence to confirm identity and allow the voter to cast a ballot in this election. If a voter does not want to sign the Voting Register and produce ID, the voter cannot vote.
- 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 2017 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 to acquire more election information.
- Complete your Notice of Intent to Run and submit to the Returning Officer
- Complete your Nomination Paper before September 18, 2017.
- 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 after election (Refer to Campaign Literature and Signage Guidelines as well as Morinville's Traffic Bylaw).
- Nomination deposit of \$100 to accompany Nomination Paper in the form of cash, certified cheque or money order.
- 5 signatures (Refer to Nominator Eligibility).
- Attend Council 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;*
- 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;*
- 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 and Benefits

Salary

\$42,000 per annum (includes \$14,000 non-taxable)

Benefits

Basic Life Insurance

- Non union staff and elected officials - 3 times annual salary

Accidental Death & Dismemberment

- Non union staff and elected officials - 3 times annual salary

Dependent Life Insurance

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

Extended Health (prescriptions)

Vision care (\$500 flat benefit)

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

Dental (average fees)

- Basic: 6 months recall; 100% coverage
- Major: \$1,500 combined maximum per person per year (50% major & 50% dentures coverage)
- Orthodontic (dependent children only): \$1,500 per lifetime; 50% coverage

Employee Assistance Plan (EAP)

- Confidential professional assistance to employees and their family members.

Emergency Travel Assistance

- Emergency medical coverage for travelling outside province/country

Per Diem

Members of Council shall be paid a per diem as per Council Remuneration Policy CA305/2016.

\$200 per diem – +4 (4 hours or more including travel time with a starting point in Morinville)

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

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

Standard mileage and meal rates.

Transportation

Travel reimbursement set at the Government of Alberta rates is paid for use of a personal vehicle while on Morinville business. Other travel arrangements related to Council business are made and funded as required.

Office Support

Mayor and Council is staffed by one Executive Assistant. Mayor and Councillors are provided with a laptop or \$1,000 reimbursement for a laptop/tablet of their choice. The Mayor receives a cell phone and digital package to carry out their 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.

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 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;*
- 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;*
- 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 and Benefits

Salary

Councillor \$21,000 per annum (includes \$7,000 tax free)

* Remuneration reflects Deputy Mayor duties.

Benefits

Basic Life Insurance

- Non union staff and elected officials - 3 times annual salary

Accidental Death & Dismemberment

- Non union staff and elected officials - 3 times annual salary

Dependent Life Insurance

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

Extended Health (prescriptions)

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- Adults per 24 months (excluding examination charge)
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Standard mileage and meal rates.

Transportation

Travel reimbursement set at the Government of Alberta rates is paid for use of a personal vehicle while on Morinville business. Other travel arrangements related to Council business are made and funded as required.

Office Support

Mayor and Council is staffed by one Executive Assistant. Mayor and Councillors are provided with a laptop or \$1,000 reimbursement for a laptop / tablet of their choice. A \$500 tech reimbursement is granted annually.

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.

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 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 6:30 pm for in-camera and 7:30 pm for the open meeting. Prior to the Regular Meetings of Council, Committee of the Whole is held on the 3rd Tuesday of the month commencing at 6:30 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 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:

Committee	Meets	Role
Regular Council	2 nd and 4 th Tuesday (6:30 pm In-camera) (7:30 pm Public)	In addition to the 2 regularly scheduled Council meetings, special meetings are called from time to time.
Committee of the Whole	3 rd Tuesday (6:30 pm)	All members of Council serve on this less formal committee.

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

Committee of Council				
Committee	Elected Officials	Public Members	Meets	Role
CRB Executive Committee	All members of Council Mayor - Chair			
Community Services Advisory Committee	2	3		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.
Governance, Finance & Audit Committee	All members of Council Deputy Mayor - Chair		2 nd Tuesday	Assist Council and responsible for the oversight of the financial reporting process.
Bylaw & Policy Review Committee	All members of Council Deputy Mayor - Chair		4 th Tuesday	Monthly meeting to develop and review Council policies and bylaws.

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Committee	Elected Officials	Public Members	Meets	Role
Recreation Project Steering Committee	2	Reps from 7 targeted groups	Monthly	To ensure that the stakeholders in the community along with members of Town Council have their interests represented during the tenure of the consulting engagement, and that by playing this key role the community will have a strong sense of ownership and support the development of the facility. In this way the Steering Committee will help to ensure that future action within the property is appropriate to the community, and of the highest possible quality.
Morinville / Sturgeon County Intermunicipal Affairs Committee	All members of Council Mayor - Chair			To facilitate intermunicipal communication and information sharing with Sturgeon County Council. Bylaw 23/2015
Morinville / Sturgeon County Intermunicipal Affairs Sub-Committee	3		As necessary	3 Sturgeon Councillors / Administration from both Morinville and Sturgeon County
Regional Emergency Advisory Committee	2		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 16/16
Municipal Emergency Advisory Committee	All members of Council; Mayor - Chair			Advise Council on the development of emergency plans and programs for Morinville.

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Committee with Council Representation Requested				
Committee	Elected Officials	Public Members	Meets	Role
Alberta Capital Region Waste Water Sewage Commission	2			ACRWC mission is to provide safe, reliable, cost-efficient and environmentally responsible wastewater transmission & treatment service.
Chamber of Commerce – Morinville	2		1 st Wednesday	
Edmonton Salutes	2		Bi-monthly	Edmonton Salutes promotes and recognizes our local military community contributions, both at home and abroad, toward world peace, security and stability. It further reinforces the message that military personnel and their families are valued members of the Edmonton Capital Region.
Enbridge Northern Gateway – Community Advisory Board	2			Meetings exemplify broad stakeholder consultation and engagement practices and provide an excellent forum for the sharing of diverse viewpoints and experience.
Homeland Housing	2			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: City of St. Albert, MD of Lesser Slave River, Countys of Sturgeon and Westlock, Towns of Bon Accord, Gibbons, Legal, Morinville Redwater, and Westlock and Village of Clyde. Sturgeon Foundation manages seniors housing facilities in all these locations and offers two different living options: Independent Living (Self-contained units) and Supportive Living (Lodge units).
Morinville Economic Development Working Group	2			
Morinville Festival Society (Council Liaison)	2		Monthly	Foster tourism by making Morinville the natural gathering place for people of Morinville and our surrounding communities through festivals showcasing local and regional vendors along with entertainment.

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Committee	Elected Officials	Public Members	Meets	Role
Northern Lights Library System	2			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.
Regional Tourism Action Plan	2			
Sturgeon Regional Economic Development Committee	2			
Sturgeon Regional Family Violence	2			
Sturgeon River Watershed Alliance	2			The Sturgeon River Watershed Alliance Steering Committee has two primary objectives: <ul style="list-style-type: none"> To build on the findings of the <i>Sturgeon River State of the Watershed Report</i> by overseeing the development of a management plan for the Sturgeon River Watershed. 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.
Tawatinaw Community Futures	2			Provide a wide range of small business services and business management tools for people wanting to start, expand, franchise or sell a business. Run a number of specialized business programs, organize exciting business events and actively work with community and business leaders to foster rural economic growth.
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

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Legislated Committees				
Agriculture Pest Act	All members of Council 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	1			Carries out direction as stated in the Library Act. Organizes, promotes and maintains comprehensive and efficient library services.
Municipal Planning Commission	2	3	1 st Wednesday	The Municipal Planning Commission was established to allow more concentrated and technical examination of planning directions and development proposals. The Commission consists of two Council members and three public members, thus combining political and community viewpoints with the specialized technical skills of staff.
Rosieridge Waste Management	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 decisions of the Municipal Planning Commission or 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 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.

Committee	Elected Officials	Public Members	Meets	Role
Capital Region Board	3			Main functions, as decreed by the Government of Alberta, are to plan for and manage the growth of the region in a strategic, coordinated and integrated way that preserves the unique characteristics of each municipality while ensuring the long term sustainability and prosperity of the region as a whole.
Capital Region Board – Land Use & Planning	3		Bi-monthly	Provides leadership in the development of integrated land use policy and planning through a policy framework and provides advice to the CRB for municipalities implementing regional Land Use Plan policies at the municipal level.
Capital Region Board – Growth Plan Task Force	2			Guides the daily work of the Capital Region Board, ensuring decisions and programs are integrated to support the long term economic prosperity and quality of life for all citizens of the Edmonton Metropolitan Region.
Capital Region Board – Regional Services / Energy Corridors / Affordable Housing	2			
Capital Region Board – Transit / Governance	2		Bi-monthly	Provides leadership and strategic oversight for regional transit projects to support the implementation of the Intermunicipal Transit Network Plan.
Capital Region Board – Land Use & Planning; Growth Plan; Transportation /GIS	2			

Council Calendar

The following section includes a calendar depicting Council events that are tentatively scheduled for October 2017 – note that additional events will likely be scheduled.

October 2017 (tentative)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4 Advance Vote Town Office 4 pm–8 pm	5	6	7
8	9 Thanksgiving	10 Council meeting	11	12	13	14 Advance Vote Town Office 10 am–2 pm
15	16 Election Day CCC 8 am–8 pm	17 Committee of the Whole	18 Remove Election Signs	19	20 Declare Election results	21
22	23	24 Organizational Meeting Photos & reception to follow	25	26 Orientation 5-9pm Council Chambers	27 Orientation 8am – 4pm Council Chambers	28
29	30	31				

Important Dates to Remember:

Candidate Information Session February 27 and May 10 6:30 pm
 Hosted by: Town of Morinville www.morinville.ca for details
 Location: Council Chambers, St. Germain Plaza, 10125 – 100 Avenue
 Refreshments will be provided.

Nomination Day September 18 10:00 am – 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.

Office of the School Trustee - Catholic

Greater St. Albert Roman Catholic Separate School District No. 734

BELIEF STATEMENT

We firmly believe every child is loved by God. Within that context he or she develops into a healthy, happy human being as a result of positive, nurturing care by our dedicated, professional teaching staff, parents, parish and the community. With “*Faith in our Students*” and a solid support system we are confident every student can succeed.

BOARD COMPOSITION

The Board of Trustees of Greater St. Albert Roman Catholic Separate School District No. 734 is comprised of seven members who represent three wards in St. Albert, Morinville, and Legal. Four trustees are elected from St. Albert, two from Morinville, and one from Legal. The chairman and vice-chairman are elected by the sitting board members at the annual organizational meeting. The 2016-17 Organizational Meeting was held on September 26, 2016 and Serena Shaw (St. Albert Ward) was elected as Board Chair and Rosaleen McEvoy (St. Albert Ward) was re-elected as Vice-Chair.

ROLE AND ELIGIBILITY

The school board is responsible for setting the overall direction and leadership for the jurisdiction in delivering Catholic education to our students. Trustees are elected officials, accountable to the community they serve, however the ultimate responsibility for education rests with the Government of Alberta and the Bishops of the Archdiocese of Edmonton and the Diocese of St. Paul. The province delegates the responsibility of conducting the affairs of the school jurisdiction to the school board via the *School Act*. Trustees are fiscal stewards of the district’s budget (\$69.6 million for 2016-17). Implementation of the budget rests with the district’s administration.

The school board, as a representative of the people, is a decision-maker, one that must integrate the information from all the forces which impact on the board, process that information, evaluate it, and make a decision compatible with the system’s mission, vision, values and knowledge. The board must keep in mind the interests of all students within the school jurisdiction rather than the interests of a few students in a particular school or geographical area.

Candidates must live within the school district boundaries and be Catholic to be eligible for nomination in the General Election. It is not a requirement that a candidate live in the Ward they represent, however, the Nomination Paper can only be signed by electors of the Ward in which they are running. For example, a potential candidate for Ward 2 – Morinville could live in Morinville, St. Albert, Legal, or a rural area surrounding those municipalities (within the School District boundaries), be a Catholic, and acquire a minimum of 5 Morinville Electors (Catholic residents of the Morinville Ward) to sign the Nomination Paper which is to be submitted on September 18, 2017 and as long as all other eligibility requirements are met, the nomination would be accepted.

For more information, please check the following references on the GSACRD website (www.gsacrd.ab.ca):

The Catholic School Trustee Handbook – *Called to This Vocation; Serving as a Catholic School Trustee*

Become a School Trustee – Alberta School Boards Association
<http://www.asba.ab.ca/being-a-school-trustee/>

The *School Act*
www.qp.alberta.ca/documents/Acts/s03.pdf

The *Local Authorities Election Act*
www.qp.alberta.ca/1266.cfm?page=L21.cfm&leg_type=Acts&isbncln=9780779769339

MEETINGS AND TIME COMMITMENT

Serving on the Board of Trustees is very rewarding. However, the time commitment required can be demanding. Currently, Trustees attend two to three public board meetings per month. Scheduled meetings are currently held Monday evenings and special board meetings are called from time to time as required. Trustees liaise with individual school councils and attend their regular meetings on an as-needed basis. As well, trustees sit as representatives or alternates on various external committees. They are also expected to participate in various community/government meetings, functions, retreats, and conferences as required. More information is available on the **Board of Trustees** section of the website at www.gsacrd.ab.ca. The meeting schedule for 2016-2017 was approved at the September 26, 2016 Organizational Meeting for 2016-2017 and can also be found on the website.

Candidates should expect to commit a minimum of 10-12 hours per week on Board-related business, on average (some weeks may be less, some may be more).

REMUNERATION

The basic honorarium is adjusted annually, each September, according to the increase in the Consumer Price Index (CPI) for Alberta (All Items) from August to August of each year (available late September each year). There is no reduction in the basic honorarium should the annual CPI comparative present as a negative. Annual Rates for 2016-2017 are:

- Chairman: \$13,740
- Vice-Chairman: \$12,593
- Trustee: \$11,483

(For attendance at regular board meetings (as outlined in Policy 7, section 2), committee-of-the-whole meetings (as outlined in Policy 7, section 4), board advocacy committee meetings (as outlined in Policy 7, section 5.1), board planning meetings/sessions, agenda planning meetings, planned board and superintendent evaluation meetings, planned public engagement meetings, Long Service Awards, Opening/Closing Masses, and Special School Events)

Benefits paid by the school district include: Dental, Extended Healthcare, and Trustee Life Insurance

PER DIEM HONORARIUM AND EXPENSES

For attendance at other meetings and conferences not covered by the honorarium, Trustees may claim a Per Diem Rate, based on hours of service, of which hours are cumulative. Per Diem claims are paid for a minimum of 3 hours and in increments of 3 hours thereafter, when cumulative totals are used. Current rates are:

- \$240 per extended day (9 hour or more)
- \$160 per full day (from 6 hours up to 9 hours)
- \$80 per half day (from 3 hours up to 6 hours)
- Subsistence and travel expense are reimbursed as submitted or at established rates

Non-Accountable Expense Allowance is provided to all trustees for which receipts are not required, to cover individual meals (for any Board-related duties identified in Policy 7, section 11.1), at-home internet, cell phone, and other office expenses/supplies for all Board-related duties. The Annual Non-Accountable Expense Allowance for 2016-17 was approved as \$1,800/year (\$150/month X 12 months).

Position Expense Allowance is provided to the Chair and Vice-Chair, in recognition of additional expenses as a result of these two positions on the Board, in accordance with Policy 7.

- The 2016-17 CHAIR Position Allowance was approved as \$1,500/year (\$125/month X 12 months).
- The 2016-17 VICE-CHAIR Position Allowance was approved as \$1,050/year (\$87.50/month X 12 months).

In the interest of transparency and accountability, individual Trustee remuneration will be reported annually in the District's audited financial statements. Such information, along with expense details, will be posted on the District website, on a quarterly basis, throughout the fiscal year.

BOARD ASSIGNED EQUIPMENT

To enable Trustees to fulfill their duties effectively and efficiently, Trustees are equipped with appropriate District issued and configured computer hardware, as determined by the Secretary-Treasurer, for their four year term of office. Elected Trustees will receive updated equipment for use from October 2017 to October 2021.

For further information contact:

Deborah Schlag, CPA, CMA, CSBO
Secretary-Treasurer, Greater St. Albert Roman Catholic Separate School District No. 734
6 St. Vital, Avenue, St. Albert, AB T8N 1K2
Phone: 780-459-7711, Ext 128 | Email: dschlag@gsacrd.ab.ca

Office of the School Trustee - Public

Sturgeon School Division No. 24

Board Composition

The Board of Trustees of Sturgeon School Division No. 24 is comprised of seven members who represent the following wards:

- Ward 1 – Redwater/Coronado
- Ward 2 – Bon Accord/Legal
- Ward 3 – Alcomdale/Villeneuve
- Ward 4 – Sturgeon Valley/West St. Albert
- Ward 5 – Morinville
- Ward 6 – Cardiff/Garrison
- Ward 7 – Gibbons/Lamoureux

The chairman and vice-chairman are elected at the annual organizational meeting.

Eligibility and Role

The Board of Trustees provides overall policy direction and leadership for the division in delivering public education to our students. Trustees are stewards of a \$65 million dollar budget.

Candidates can also find division policies about trusteeship on the Sturgeon School Division website at www.sturgeon.ab.ca.

The *School Act* provides detailed information regarding the roles and responsibilities of school board trustees. The *School Act* can be accessed at www.qp.alberta.ca/documents/Acts/s03.pdf

Term of Office

The term of office for local elected officials is four years.
See Section 10 of the *Local Authorities Election Act*.

Meetings and Time Commitment

Serving on the Board of Trustees is very rewarding. However, the time commitment required can be demanding. Currently, Trustees attend a committee of the whole Board meeting the 2nd Wednesday evening of the month and a regular public Board meeting on the 4th Wednesday evening of the month. Special board meetings are called from time to time as required. Trustees liaise with individual school councils and are required to attend school council meetings. As well, trustees serve as representatives or alternates on various external committees. They are also expected to participate in various community/government meetings, functions, retreats and conferences as required.

A candidate information package is available at the Division Office.

Remuneration

By Board decision, reviewed annually.

Chairman:	\$19, 546
Vice-Chairman:	\$18,783
Trustee:	\$18,060

Benefits available to trustees include: Dental, Extended Healthcare, Vision and Trustee Life 2 Insurance. These plans are not paid by the Division.

Per Diem Honorarium & Expenses

For attendance at meetings and conferences:

- \$100 per full day
- \$50 per half day

Subsistence and travel expense are reimbursed as submitted or at established rates

Budgets are provided for other supplies and services such as internet, technology and office supplies.

For more information, please check the following links:

Sturgeon School Division

www.sturgeon.ab.ca

The *School Act*

www.qp.alberta.ca/documents/Acts/s03.pdf

The *Local Authorities Election Act*

www.qp.alberta.ca/1266.cfm?page=L21.cfm&leg_type=Acts&isbncIn=9780779769339

For further information contact:

Iva Paulik, CA, MGA, CSBO

Secretary-Treasurer, Sturgeon School Division No. 24

9820 – 104 Street, Morinville, AB T8R 1L8

Phone: (780) 939-4341 Ext 1231 | Fax: (780) 939-5520

Email: Iva.Paulik@sturgeon.ab.ca

NOMINATIONS

Nomination Day: Monday, September 18, 2017

Candidate Eligibility

A candidate must be:

- Eligible to vote;
- A resident of the jurisdiction (ie Morinville) for the six month immediately preceding **nomination** day (as of March 18, 2017); or in the case of a candidate for School Trustee, a resident of the school district or division ward for the six 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 of the 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:

- Atleast 18 years old;
- A Canadian Citizen;
- A resident of Alberta for the six consecutive months prior to **election** day (as of April 16, 2017);
- A resident of the local jurisdiction on the date of signing the Nomination Paper and on election day; and
- Not otherwise ineligible or disqualified (Refer to S. 221(1) of the *LAEA*).

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

The Returning Officer will receive each candidate's originally signed Nomination Paper, for either the Municipal or Catholic School Board Election, from **10:00 am until Noon** on Monday, September 18, 2017, in:

Council Chambers
2nd Floor, St. Germain 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 Paper in person on Nomination Day (Monday, September 18, 2017), 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, 2nd Floor, St. Germain Plaza and also on Morinville's website at www.morinville.ca/election.

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.

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 noon on Tuesday, September 19, 2017. After that time, the candidate's name must appear on the ballot. *A fax transmission cannot be accepted for withdrawal of nomination.* If after one or more candidates have withdrawn the number of remaining candidates does not exceed the number of vacancies to be filled, the Returning Officer shall refuse to accept further withdrawals.

Viewing of Filed Nomination Papers

After 12:00 noon on Nomination Day, any person who is eligible to vote in the election may request to examine the Nomination Papers. Copies of Nomination Papers will be available for viewing with Legislative Services, 2nd Floor, St. Germain Plaza.

OFFICIAL AGENT AND SCRUTINEERS

Appointment of Official Agent and Scrutineers

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). No candidate shall act as an official agent for any other candidate.



An official agent is not required to take an official oath before performing the duties of that office. If it becomes necessary to appoint a new official agent, the candidate shall immediately notify the Returning Officer in writing of the contact information of the new official agent.

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 16, 2017);
- Has resided in Alberta for at least 6 consecutive months immediately preceding election day (as of April 16, 2017);
- Is a resident in the area on Election Day (“area” means the area within the boundaries of a local jurisdiction); 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 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;
- b) The residence of a person is the place where he/she lives and sleeps and to which, when he/she is absent, intends to return;
- c) A person does not lose his/her residence by leaving his/her home for a temporary purpose;
- d) Subject to clause (e), a student who
 - a. Attends an educational institution within or outside Alberta;
 - b. Temporarily rents accommodation for the purpose of attending an educational institution, and
 - c. 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 his 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.

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, or download an application form at www.morinville.ca/election.

Advance Vote

Morinville has established an advance voting opportunity to allow individuals increased voting flexibility. The following dates and time for the Advance Vote are as follow:

Wednesday, October 4	4:00 pm – 8:00 pm
Saturday, October 14	10:00 am – 2:00 pm

The Advance Vote will be held on the 2nd Floor of Civic Place, St. Germain Plaza, 10125-100 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 16, 2017	Times to be determined
Heritage Lodge	Monday, October 16, 2017	Times to be determined

(Please check Morinville’s Election website (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

In the case of an emergency, a polling station will be established in St. Germain Place, 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:
 - Are at least 18 years of age;
 - Are a Canadian citizen;
 - Have resided in Alberta for the previous 6 consecutive months immediately preceding election day;
 - Are a resident of the municipality on Election Day;
 - Have not voted previously in this election; and
 - Are eligible to vote for a Catholic School Trustee.

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. New for 2017, 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 vs hand count.

CAMPAIGN LITERATURE AND SIGNAGE GUIDELINES

*NOTE: Questions regarding signage should be referred to Morinville Bylaw Enforcement 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

To assist candidates with door-to-door campaigning, the Town notes that there are 3,188 dwelling units in Morinville.

Maps may be purchased from the Planning and Economic Development Department, 2nd Floor, St. Germain Plaza, 10125-100 Avenue, Morinville.

Campaign Signage

The placement of campaign signage during the election is governed by the Town's *Traffic Bylaw*. The section of the bylaw dealing with signage can be found in the Legislation section of this handbook.

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 *LAEA* has been amended to address new rules for dealing with campaign financing and disclosure. It can be accessed by visiting 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.

The material that follows is provided for information only. This summary is not intended to replace the candidate's responsibility for reading and understanding this legislation, or to seek appropriate legal or accounting advice from professionals as required. The candidate is responsible for ensuring that his or her campaign complies with all provincial laws.

Notice of Intent to Run

Candidates wishing to run must first register with the Municipality prior to accepting any campaign contributions under Section 147.21 of the *Act*. Candidates must disclose their full name, address, address where candidate records are maintained, names and addresses of financial institutions where campaign contributions are deposited, and names of signing authorities for all institutions listed. Changes to any of the information must be reported in writing to the Municipality within 48 hours after the change. Please be advised, only the Candidates name will be made public.

Election Campaign Funds

In accordance with Part 5.1 of the *LAEA* any money up to and including \$10,000 paid by a candidate out of the candidate's own funds for the purposes of the candidate's election campaign is not a campaign contribution. If a candidate's entire election campaign is funded exclusively out of his or her own pocket then the candidate is not required to:

- open and deposit the funds in a campaign account at a financial institution in the name of that candidate's election campaign;
- file a disclosure statement with the municipality setting out the total amount contributed by the candidate to his or her own campaign; and
- file a disclosure statement with the municipality listing the campaign expenses incurred during the candidate's election.

If a candidate's election campaign is funded exclusively from campaign contributions from any person, corporation, trade union or employee organization or is funded from a combination of money paid by the candidate out of the candidate's own funds and campaign contributions from any person, corporation, trade union or employee organization, then, on or before March 1 immediately following a general election or, in the case of a by-election, within 120 days after the by-election, a candidate shall file with the municipality a disclosure statement in the prescribed form which must include the following:

- The total amount of all campaign contributions received during the campaign period that did not exceed \$100 in the aggregate from any single contributor.
- The total amount contributed, together with the contributor's name and address, for each contributor whose contribution during the campaign period exceeded \$100 in the aggregate
- The total amount of money paid by the candidate out of the candidate's own funds,
- The total amount of any campaign surplus, including any surplus from previous campaigns; and

- A financial statement setting out the total amount of revenue and expenses.

On or before March 1st following a General Election or 120 days after a by-election, candidates are required to pay any remaining surplus in excess of \$500 shown on the Candidate's Disclosure Statement to the municipality.

The municipality will hold any of the surplus campaign funds received from a candidate in trust for that candidate. If that candidate does not file nomination papers before the next general election or by-election, the candidate must direct the municipality to donate the money held in trust and any interest that money has accumulated to a registered charity. The candidate must direct the municipality to donate the money within 6 months after the local general election or by-election. If the municipality does not receive any direction where the money is to be donated, the money will become property of the municipality.