



## **CANDIDATE HANDBOOK**

for Municipal / School Board Elections  
October 20, 2025

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



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

Rachelle Gilbert, Returning Officer  
Tracy Dalzell-Heise, Substitute Returning Officer  
Phone: (780) 939-4361  
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:

Sean Nicholson  
Secretary-Treasurer, Sturgeon Public Schools  
9820 – 104 Street, Morinville, AB T8R 1L8  
Phone: (780) 939-4341  
Email: [Corporate.services@sturgeon.ab.ca](mailto:Corporate.services@sturgeon.ab.ca)

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

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

For questions regarding provincial legislation interpretation (*MGA* and *LAEA*), please contact:  
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

- [Running for Municipal Office in Alberta: A Guide for Candidates](#)
- [What Every Councillor Needs to Know! A Council Member Handbook](#)
- [Roles and Responsibilities of Municipal Officials](#)

# CANDIDATE HANDBOOK

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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 bylaws, policies, 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 2025 Election, legislative requirements are in place to help deliver the election efficiently and effectively.

- Morinville will conduct this election based on the legislation in force, and the specific needs of our community. Morinville is not 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 with the legislated requirements.
- The Nomination Period begins on January 2, 2025, and extends until 12:00pm (noon) on September 22, 2025.
- 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, and 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.

- 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).
- Special mail-in ballots are available for the 2025 Election further extending the franchise to those who may not otherwise have the opportunity to vote.

## Candidates Checklist

Propective candidates are encouraged to learn as much as possible about the office you are interested in running for:

- Visit the Morinville website at [morinville.ca/elections](http://morinville.ca/elections) to acquire more election information.
- Complete your Nomination Paper before September 22, 2025.
- 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 at the municipal office.
- 5 signatures (Refer to Nominator Eligibility).
- Attend Council meetings: [morinville.ca/meetings-of-council](http://morinville.ca/meetings-of-council)

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) Repealed 2022*

*(3) 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; 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](#) (under review - subject to change).

**Salary - Mayor** (2024 Council Honorariums - subject to change)

\$67,144.60 per annum

## Benefits

Basic Life Insurance

- Elected officials - 3 times annual salary (honorarium)

Accidental Death & Dismemberment

- Elected officials - 3 times annual salary (honorarium)

Dependent Life Insurance

- \$10,000 for spouse; \$10,000 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%): \$2,500 combined maximum per person per year
- Orthodontic (50%; dependent children only): \$3,000 per lifetime

Employee Assistance Plan (EAP)

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

**Per Diem** (2024 Council Per Diem - subject to change)

Members of Council shall be paid per diem in accordance with Morinville's [Council Remuneration Policy](#) (under review - subject to change).

\$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, ABmunis, 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. The Mayor receives a cell phone 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.

## 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](#) (under review - subject to change).

**Salary - Councillor** (2024 Council Honorariums - subject to change)

\$36,079.81 per annum

\* Remuneration reflects Deputy Mayor duties.

### Benefits

Basic Life Insurance

- Elected officials - 3 times annual salary (honorarium)

Accidental Death & Dismemberment

- Elected officials - 3 times annual salary (honorarium)

Dependent Life Insurance

- \$10,000 for spouse; \$10,000 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%): \$2,500 combined maximum per person per year
- Orthodontic (50%; dependent children only): \$3,000 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 (under review - subject to change).

\$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, ABmunis, 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 / 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 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays of the month commencing at 4:00 pm (some exceptions apply during the summer months, conferences, and statutory holidays). In addition to the Regular Meetings of Council, Committee of the Whole is a standing agenda item at each Regular Meeting of Council. Council also schedules Council Budget meetings each Fall to review and approve the operating and capital budget for Morinville. 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.

The [2025 Council Calendar](#) can be found on the Meetings of Council webpage.

There are three (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.

## Council Orientation and Training

Section 201.1 of the *MGA* directs municipalities to offer orientation training and requires every elected Member of Council to attend. Orientation training required under s. 201.1(1)(a) must be completed prior to oath of office (October 28, 2025) and (b) must be completed within 90 days of the oath of office. Section 15 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 2025-2029 elected officials. Candidates elected will need to attend orientation training on the following days: October 23, 25, and 30, 2025.

## Elected Officials Education Program

The Elected Officials Education Program (EOEP) offers a wide selection of online professional development for Elected Officials and the general public.

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

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

Meetings of Council	Meets	Role
Regular Council	2 <sup>nd</sup> and 4 <sup>th</sup> Tuesday (4:00 pm)	In addition to the 2 regularly scheduled Council meetings, special meetings are called from time to time.
Committee of the Whole	Standing Agenda item at Regular Council.	All members of Council serve on this less formal committee.
Budget Meetings	September through December	Additional Council or Committee of the Whole meetings scheduled to review and approve budget items.

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>Committees of Council</b>				
Committee	Elected Officials	Public Members	Meets	Role
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.
Alexander First Nation / Morinville Joint Partnership Task Force	2	1	As necessary	To identify areas of common interests, continued relationship building, and collaborate on important events.
Sturgeon Regional Emergency Management Partnership	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 12/2019.
Emergency Management Committee	All members of Council; Mayor - Chair			Advise Council on the development of emergency plans and programs for Morinville.
CAO Recruitment & Evaluation Committee	3			Advise Council on the policy and procedure for Chief Administrative Officer recruitment and performance evaluation.
Community Services Advisory Committee	2	5		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.

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<b>Committees of Council</b>				
<b>Committee</b>	<b>Elected Officials</b>	<b>Public Members</b>	<b>Meets</b>	<b>Role</b>
Assessment Review Board	2	3-4	Dependent on appeals received.	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	8-9		Carries out direction as stated in the Library Act. Organizes, promotes and maintains comprehensive and efficient library services.
Subdivision & Development Appeal Board	2	4-5	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.

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Committees with Council Representation Requested				
Committee	Elected Officials	Public Members	Meets	Role
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.
Morinville Historical & Cultural Society	1			Engages the community in preserving and celebrating Morinville's heritage by maintaining historical buildings, showcasing artifacts, and fostering pride in local history.
Morinville – St. Albert Constituency, Transportation & Infrastructure Committee	1		As necessary	A collaborative committee addressing transportation and infrastructure needs in the Morinville–St. Albert region. It brings together municipal representatives to plan and improve regional transportation networks and infrastructure.
Northern Lights Library System	2	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 Regional Partnership Committee	2			A collaborative body of Sturgeon County and the municipalities of Morinville, Bon Accord, Gibbons, Legal, and Redwater, focused on shared services, cost-saving initiatives, and regional projects like the Regional Recreation Master Plan to enhance service delivery and address regional needs.
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>

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## Committees with Council Representation Requested

Committee	Elected Officials	Public Members	Meets	Role
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.
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.
Arrow Utilities Board of Directors	1			Their 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.
Edmonton Region Waste Advisory Committee	1			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.
Edmonton Salutes Committee	1			Fosters connections between the military and the community, promoting support for military members and their families while recognizing their contributions.
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.
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.

# COUNCIL CALENDAR

The following section includes a calendar depicting Council events that are tentatively scheduled for October 2025 – *note that additional events will likely be scheduled.*

October 2025						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
12	13 Thanksgiving	14	15	16	17	18
19	20 Election Day MCCC 8am – 8pm	21 Remove Election Signs	22	23 Council Orientation	24 Election Results are Declared	25 Council Orientation
26	27	28 Inaugural Council Meeting Photos & Reception to follow	29	30 Council Orientation: EOEP	31	

## Important Dates to Remember

**Advance Poll Dates:** To Be Confirmed

**Institutional Voting:** To Be Confirmed

### Nomination Day:

September 22 - Nomination Period closes at 12 noon  
 Location: Council Chambers, 10125 100 Avenue  
 After noon, the Nomination Papers are available for viewing.  
 24 hours after the close of the nomination period.

## Office of the School Trustee - Catholic

Candidates for the Office of School Trustee – Catholic are encouraged to visit for information  
<https://www.gsacrd.ab.ca/trustees/2025-trustee-election-information-for-candidates>

## Office of the School Trustee - Public

Candidates for the Office of School Trustee – Public are encouraged to visit  
<https://www.sturgeon.ab.ca/board/meet-our-trustees>

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

*The Education Act*

<https://open.alberta.ca/publications/e00p3>

*The Local Authorities Election Act*

<https://www.canlii.org/en/ab/laws/stat/rsa-2000-c-l-21/latest/rsa-2000-c-l-21.html>

# NOMINATIONS

**Campaign Period Begins: October 31, 2024**

**Nomination Period Begins: January 1, 2025**

**Nomination Day (Close of Nomination Period):  
Monday, September 22, 2025**

## Candidate Eligibility

A candidate must be:

- Eligible to vote (LAEA s. 47);
- A resident of the jurisdiction (Morinville) for the six consecutive months immediately preceding nomination day (March 22, 2025); and
- Not ineligible under Section 22, 23 or 24 of the LAEA, or disqualified under Section 174 of the MGA or Section 87 of the Education Act.

## Candidate Ineligibility

- The person is an auditor of Morinville;
- The person is an employee for the Morinville, unless the person takes a leave of absence;
- The person is employed by the Office of the Ombudsman unless the person takes a leave of absence;
- The person is indebted to Morinville for taxes in default of more than \$50, excluding current taxes or indebtedness for arrears of taxes for which the person has entered into an agreement with Morinville unless the person is in default in the payment of any money due under the agreement (LAEA s. 22(1c));
- The person is indebted to Morinville for any debt exceeding \$500 for more than 90 days (LAEA s. 22(1d)); or
- The person has, within the previous 10 years, been convicted of an offence under the *Local Authorities Election Act*, the *Election Act (Alberta)*, the *Finances and Contributions Disclosure Act (Alberta)*, or the *Elections Act (Canada)*.

*Please Note:*

*There are other instances that will result in an individual being ineligible to be nominated as a candidate. Candidates must read sections 22 and 23 of the LAEA in their entirety to ensure they are eligible. 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 offence 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 five eligible voters sign the Nomination Paper. The candidate is encouraged; however, to seek more than five in case a nominator becomes disqualified.

Eligible Nominators (LAEA s. 27(1)(b)) must be:

- Eligible to vote (LAEA s. 47, refer to page 15);
- A resident in the local jurisdiction on the date of signing the nomination.

***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

**Nomination papers for the Municipal General Election will be accepted by appointment only.** Contact the Returning Officer to schedule your appointment.

The Returning Officer or substitute will receive each candidate's originally signed Nomination Paper, by appointment during municipal office hours between January 2, 2025, and until 12:00 p.m. (noon) on Monday, September 22, 2025, 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 22, 2025), 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 Morinville's website at [www.morinville.ca/elections](http://www.morinville.ca/elections)

## Nomination Deposit

A nomination deposit is required in the amount of \$100; the deposit must accompany the Nomination Package pursuant to the [Election Bylaw No. 20/2024](#) to be paid at Morinville Civic Plaza.



## Candidate Acceptance

As a candidate you must swear or affirm that:

- 1) You are eligible to be nominated and elected (*LAEA s. 21 and 47*).
  - a. You are not disqualified from office (*LAEA s. 22, 23, and 23.1*);
  - b. You will accept the office if you are elected;
  - c. Read and understood s. 12, 21-23, 27-28, 47, 68.1, 151, and Part 5.1 of LAEA;
  - d. Read and abide by the Morinville's Code of Conduct Bylaw; and
  - e. electors who signed the nomination paper are eligible to vote in accordance with the *LAEA* and resident of Morinville on the date of signing the nomination.
- 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. The Returning Officer can commission a candidate's documents free of charge during the appointment to file the Nomination Forms.



In accordance with s. 28(4) of the *LAEA*, the Returning Officer shall not accept a nomination that is not:

- Completed using the prescribed forms.
- Signed by at least five electors (candidate responsible for verifying eligibility).
- Sworn or affirmed by the nominee.
- Include the \$100 nomination deposit.

Nominations submitted after the September 20, 2025, 12 p.m. deadline and/or those that do not meet these requirements will not be accepted.

## Candidate Financial Information

In addition to the Nomination Papers and Candidate's Acceptance (Form 4), the candidate must also file Candidate Financial Information (Form 5).

When there is any change in the candidate's name, address, place of where candidate records are maintained, name(s) and address(es) of financial institutions where campaign contributions will be deposited, or name(s) of signing authorities for each depository, the candidate shall notify the Returning Officer by e-mail within 48 hours of the change.

## Notice of Intent to Run (*LAEA s. 147.22*)

The notice of intent to run process is new for the 2025 Municipal Election. Pursuant to s. 147.22 of the *LAEA*, no individual and no person acting on their behalf may accept any campaign contributions or incur any campaign expenses unless a written notice of intent to run has been provided to the Returning Officer. Individuals who intend to be nominated or who have been nominated to run for

election must give written notice to the local jurisdiction in which they have been or intend to be nominated.

## 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.

## Summary of Nomination Forms

- Form 4 – Nomination Paper and Candidate's Acceptance
- Form 5 – Candidate Financial Information
- Morinville Notice of Intent to Run Form
- Morinville Candidate Information Disclosure Form

## 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.

## Withdrawal of Nomination

Subject to section 32(2) of the *LAEA*, a candidate may withdraw their nomination by filing the withdrawal, in writing, with the Returning Officer before 12:00 p.m. on Tuesday, September 23, 2025. 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.

# OFFICIAL AGENT AND SCRUTINEERS

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## 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 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

A person is eligible to vote in the municipal election if the person:

- Is at least 18 years of age on or before election day (October 20, 2025);
- Is a Canadian Citizen;
- Is resident in Alberta and 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.



Every person who attends a voting station for the purpose of voting is permitted to vote if the person:

- i. Is named on the permanent electors register and;
  - ii. Produces one piece of government-issued photo identification.
- Or,
- i. makes a statement that the person is eligible to vote as an elector in the presence of an officer at the voting station, in the prescribed form, and;
  - ii. validates the person's identity and address of the person's residence in accordance with: by producing piece of government-issued identification that contains a photograph of the person, the person's name and the address of the person's residence;

## 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 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.

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, 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  
Dates and times to be determined

Heritage Lodge  
Dates and times to be determined

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

## Election Day Voting Station



8:00 a.m. – 8:00 p.m.  
Morinville Community Cultural Centre  
9502 – 100 Avenue, Morinville

In the case of an emergency, a polling station will be established in Civic Plaza, 2<sup>nd</sup> 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 20, 2025);
  - 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 ballot box. The deputy will verify the initials and ask the voter to insert the ballot into the ballot box. Once the ballot has been collected the voter exits the voting station.
- At 8:00 pm the Presiding Deputy Officer will announce that the voting station is closed. Then 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 will be made available as early as possible after the polls close. In addition, the official election results will be posted on Morinville's website no later than October 24, 2025. Due to legislative changes in the LAEA, ballots will be counted manually as automated voting equipment is prohibited.

# 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.

## Election Conduct and Resource Policy

Candidates must adhere to the [Election Conduct and Resource Policy](#), which ensures fairness by restricting the use of municipal resources for election purposes. No Councillor or candidate may use municipal facilities, equipment, supplies, services, the municipal logo, or any other Town resources for election campaigns or campaign-related activities, unless these resources are provided equally to all candidates. It also establishes guidelines for ethical campaigning, compliance with legislation, and maintaining public trust throughout the election process.

For full details, candidates should review the Election Conduct and Resource Policy.

## Literature Quantities

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 (2020 Census).

Maps may be purchased from the Town of Morinville, 2nd Floor, 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 A on page 21 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 the Town of 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 <https://www.canlii.org>

The legislation is binding on all candidates running for municipal elections 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. Failure to comply with the legislation could result in significant penalties payable by both candidates and contributors.

**Please be advised, this handbook is not a legal document and intends to provide general information for campaign disclosures. This information is not a replacement for consulting legislation or obtaining independent legal advice.**

## Reminder - Notice of Intent Required

Candidates can only accept campaign contributions and incur expenses once their **Notice of Intent** has been submitted to the Returning Officer, and they are added to the register of candidates (refer to pages 12-13).

## What is a Campaign Expense?

Campaign expenses are any expense or non-monetary contribution used to directly promote or oppose a candidate during a campaign period [LAEA 147.1(1)(a)] This includes but not limited to:

- the production of advertising or promotional material;
- the distribution, broadcast or publication of advertising or promotional material in any media or by any other means during a campaign period, including by the use of a capital asset;
- the payment of remuneration and expenses to or on behalf of a person for the person's services as a chief financial officer or in any other capacity;
- meeting place rentals; and
- conducting election surveys or research.

## What does Contributions mean?

Campaign contributions is defined as any money, personal property, real property or service that is provided to or for the benefit of a candidate's election campaign without fair market value compensation from that candidate. It does not include services provided by individuals who voluntarily perform services and receives no compensation, directly or indirectly, in relation to the services or time spent provides those services.

## Prohibited Contributors

No individual ordinarily resident outside of Alberta, or a prohibited organization, trade union or employee organization other than an Alberta trade union or Alberta employee organization, shall make contributions to a candidate.

Prohibited organizations include:

- a Municipality;
- a corporation controlled by a municipality that meets the test in Section 1(2) of the *Municipal Government Act*;
- a non-profit organizations that has received a grant, or real or personal property from a municipality since the last general election;
- a provincial corporation as defined in the *Financial Administration Act*, including management bodies within the meaning of the *Alberta Housing Act*;
- a Metis settlement;
- a board of Trustees under the *Education Act*;
- a public post-secondary institution as defined in the *Post-Secondary Learning Act*;
- a corporation that does not carry on business in Alberta;
- a registered party as defined in the *Election Finances and Contributions Disclosure Act* or the *Canada Elections Act*; or
- an organization designated by the Lieutenant Governor in Council as a prohibited organization.

Prospective contributors are responsible for ensuring that they are not prohibited from contributing under the *LAEA* and that they are not making a contribution that is in excess of the limit prescribed in the *LAEA*.

Every candidate and every person acting on behalf of a candidate shall make every reasonable effort to advise prospective contributors of the provisions under the *LAEA*.

## Limitations on Contributions

(LAEA s. 147.2, 147.22, 147.23, 147.24)

During the campaign period, campaign contributions may only be accepted:

- from individuals ordinarily residing in Alberta, to a maximum of \$5,000 to all candidates for election as a councillor in a particular municipality;
- from a corporation other than a prohibited organization, an Alberta trade union or an Alberta employee organization, to a maximum of \$5,000 to all candidates for election as a councillor in a particular municipality; and
- from the candidate themselves to a maximum of \$10,000.

*\*per calendar year during campaign period.*

## Campaign Expense Limits

The [Expense Limits Regulation](#) establishes the campaign expense limits for municipal candidates based on the population in the most recently published Municipal Affairs Population list. The list may be viewed at: <https://open.alberta.ca/opendata/alberta-municipal-affairs-population-list>

### For Election Years (i.e. 2025, 2029)

Mayoral and Councillor candidates may spend up to \$1 per person based on the population of the municipality, or \$20,000, whichever is greater.

Third-party advertisers will be allowed to spend \$0.50 per person based on the population of the municipality during the election year advertising period (May 1-Oct. 20, 2025).

### For Non-Election Years

During the year prior to an election year (i.e. 2024, 2028), all candidates will be allowed to spend up to \$0.50 per person based on the population of the municipality or \$10,000, whichever is greater.

Candidates are not allowed to incur expenses in the first two years of a campaign period after a general election (i.e. 2026 and 2027 following the 2025 municipal election).

## Campaign Disclosure & Financial Statement (Form 26)

In accordance with section 147.4(1) of the *LAEA*: On or before March 1<sup>st</sup> of each year, any candidate that received contributions in the previous year is required to file a disclosure statement which must include:

- the total amount of all contributions received during the year that did not exceed \$50 in the aggregate from any single contributor;
- the total amount contributed, together with the contributor's name and address, for each contributor whose contributions during the year exceeded \$50 in the aggregate;
- the total amount of money paid by the Candidate using the Candidate's own funds;
- the total amount from fund-raising functions received in the year;
- the total amount of other revenue received in the year;
- the total amount of campaign expenses incurred in the year;
- an itemized campaign expense report setting out the campaign expenses incurred by the candidate in the year;
- the total amount paid by the candidate out of the candidate's own funds in the year not reimbursed from the candidate's campaign fund;

- where the previous year is the year in which the election was held, the total amount of any campaign surplus for the campaign period, including any surplus from previous campaigns; and
- where the previous year is the year in which the election was held, the amount of any deficit for the campaign period.

## Duties of Candidates (s. 147.3(1), 147.32, LAEA)

Candidates shall ensure at the time of nomination or when they receive campaign contributions exceeding \$1,000 in aggregate, they:

- open an account at a financial institution and deposit all contributions in the name of that Candidate's election campaign or of the Candidate; and
- issue receipts for every contribution and retain receipts and records for all expenses.

Candidates must

- use money in the campaign account only for the payment of campaign expenses;
- value contributions of real property, personal property, and services;
- keep records of contributions and expenses for 3 years following the date disclosure statements are required to be filed; and
- give proper direction to the candidate's official agent and any other person authorized.

\*For the 2024 Calendar Year, all candidates must file on or before March 1, 2025.

\*\*For the 2025 Election Year, all candidates must file on or before March 1, 2026.

## Late Filing Penalty (s. 147.4, 147.8, LAEA)

Candidates that do not file a disclosure statement (form 26) by March 1 must pay a late filing fee of \$500 to the Town of Morinville. If the late filing fee is not paid within 30 days after the date the fee was payable, notification will be sent to the candidate indicating the amount of the late filing fee that is required to be paid. If the candidate fails to pay the late filing fee, the Town may file a copy of the notice with the clerk of Court of King's Bench, and, on being filed, the notice has the same force and effect that may be enforced as if it were judgment of the Court.

If a candidate fails to file, the CAO must present a report to Council at the first Council meeting after the deadline and publish the report on the Town's website.

The *LAEA* sets out the offences relating to contributions. Candidates are encouraged to read sections 147.82, 147.83, 147.84 and 147.85 of the *LAEA* to understand the offences and potential fines applicable based on each contravention specified in the *LAEA*.

## **Fund-raising Functions** (s. 147.31, LAEA)

A fund-raising function includes any social event held to raise funds for a candidate's election campaign. The gross income from any fund-raising function must be recorded by the candidate.

If a fund-raising function involves the sale of tickets by or on behalf of a candidate, the contribution amount must be determined at the candidate's discretion. The candidate may choose to record the contribution either:

- As an individual charge according to the thresholds outlined in s. 147.31(3)(a)(i), (ii), or (iii) of the LAEA; or
- As the difference between the ticket price and the fair market value of the goods or services the ticket entitles the bearer to receive.

Any amount paid at a fund-raising function above the fair market value of the goods or services received is considered a campaign contribution.

## **Campaign Loans** (s. 147.33, LAEA)

A candidate may only borrow money for campaign purposes from a financial institution. The loan details must be recorded and reported to the Town.

Only certain entities can make payments on a candidate's loan:

- An individual who is ordinarily resident in Alberta
- A corporation (excluding prohibited organizations)
- An Alberta trade union or employee organization

If a third party makes a payment on the candidate's loan and is not reimbursed before the candidate's next disclosure statement is due, the payment is considered a contribution.

## **Campaign Surplus** (s. 147.5, LAEA)

If a candidate's disclosure statement shows a surplus, the candidate must, if the surplus is more than \$1,000, donate an amount to a registered charity that results in the surplus being less than \$1,000. The candidate may retain any portion of the surplus under \$1,000 or donate it to a registered charity. This must be done within 60 days of filing the disclosure statement.

After the 60-day period referred to above, the candidate has 30 days to file an amended disclosure statement showing that the surplus has been dealt with. This applies to all candidates, elected or otherwise.

## **Campaign Deficit** (s. 147.52, LAEA)

If a candidate's disclosure statement shows a deficit, the candidate must eliminate the deficit within 60 days of filing the disclosure statement. To eliminate the deficit, a candidate may:

- accept contributions, not exceeding \$5,000 per individual; and
- contribute up to \$10,000 of the candidate's own funds.

After the 60-day period referred to above, the candidate has 30 days to file an amended disclosure statement showing that the deficit has been dealt with.



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

### Campaign Signs

#### Land Use Bylaw 2/2024 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 installed 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 4/2023, Part 12, Section 43 – Election Signs on Public Property:

##### ELECTION SIGNS

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

43.1 Election signs shall only be displayed or placed between:

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

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

- 43.2.1 within 5 m of a hydrant;
- 43.2.2 within 15 m of any intersection or merge lane;
- 43.2.3 within 15 m of a sign indicating an emergency vehicle egress or ingress;
- 43.2.4 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;
- 43.2.5 within the property boundary of a polling station;

43.2.6 within 100 m of an area demarked for public works or road construction;

43.2.7 on any traffic control device;

43.2.8 on any municipal off-street parking area, overpass, bridge, recreation trail, telephone, fire alarm, electric wire, or utility lamp or pole;

43.2.9 on the exterior of a moving vehicle or attached trailer, unless securely flush -mounted; or

43.2.10 in a manner which, in the opinion of the Peace Officer, poses a public safety risk.

43.3 An election sign shall:

43.3.1 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,

43.3.2 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.

43.4 The Municipality may give notice to a person responsible for an election sign, directing the person to remove or repair the sign, or alternatively, the Municipality may proceed to remove the sign without notice and dispose of the sign, where such election sign:

43.4.1 has been placed in a manner that is contrary to this Bylaw;

43.4.2 poses, in the opinion of the Peace Officer, a risk to public safety;

43.4.3 has material structure damage; or

43.4.4 has been vandalized.

43.5 Each candidate, must, prior to placing or directing the placement of any election sign, provide the Municipality with the name and contact information of the person responsible for the candidate's election signs.

### 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