



Date: June 23, 2025



Candidate Information Session

Introductions

Morinville Elections is a non-partisan team within the Communications & Legislative Services Department to plan and facilitate the Morinville Municipal Election on behalf of:

- Town of Morinville
- In collaboration with:
 - Sturgeon Public School Division
 - Greater St. Albert Catholic School Division

Rachelle Gilbert
Returning Officer



Legislation

Legislation (as it pertains to candidacy)

Provincial Legislation:

- *Local Authorities Election Act (LAEA)*
- *Municipal Government Act (MGA)*
- *Expense Limits Regulation*

Municipal Legislation (Morinville):

- Elections Bylaw
- Land Use Bylaw & Traffic Safety Bylaw
- Election Conduct & Resource Policy



Recent Changes

Recent Changes in Legislation

- Longer campaign period
- Expanded special ballot eligibility (mail-in)
- Permanent electors register (PER) list
- Prohibited use of tabulators (we now hand count)
- Changes to campaign finances and disclosures



Agenda

- Nomination Process
- Campaigning & Signage
- Campaign Contributions & Expenses
- Important Dates
- Governance
- Council Roles & Responsibilities
- Business of Council
- Questions – email to elections@morinville.ca



Offices for Election

Offices for Election

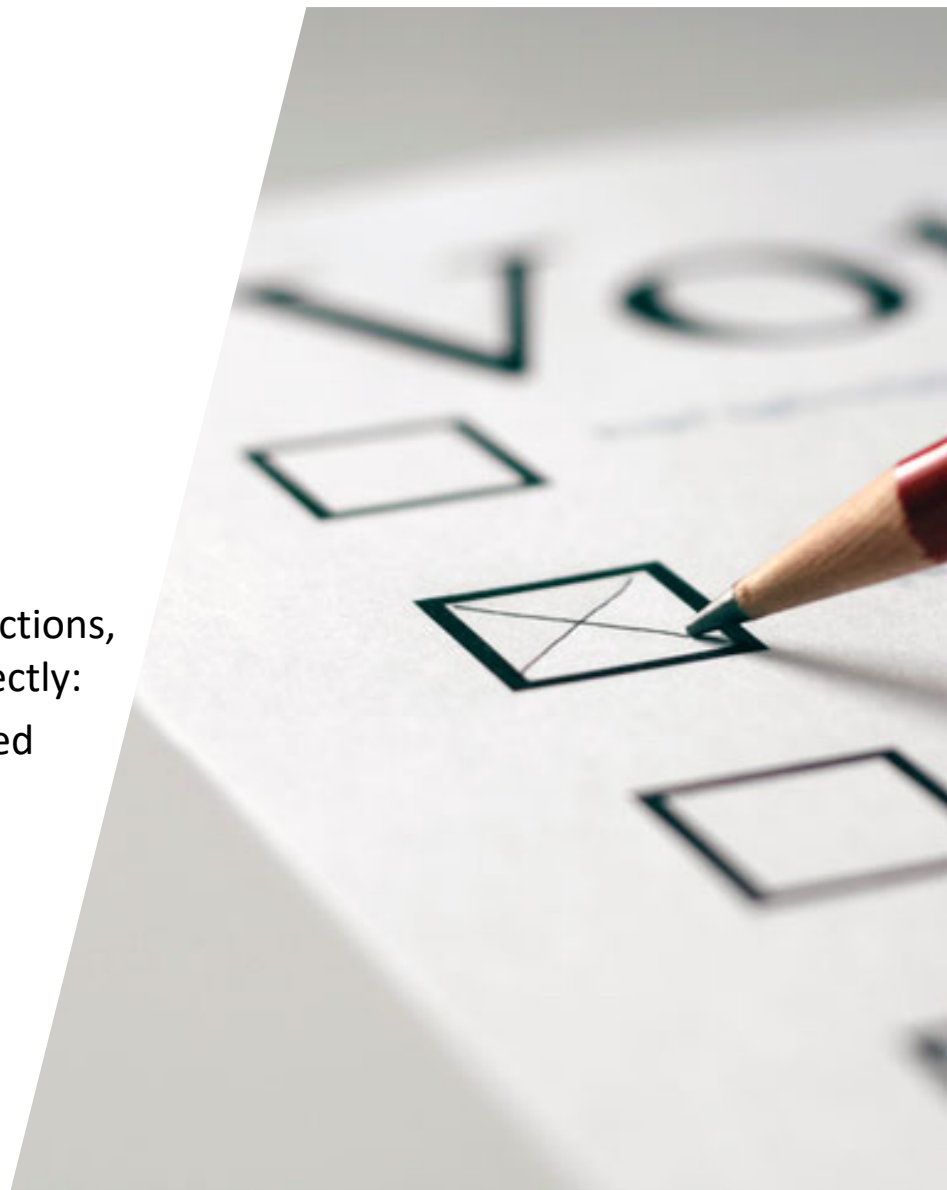
Town of Morinville – Municipal Election

- Mayor – one (1) elected at large
- Councillor – six (6) elected at large

School Board Trustee Elections

For more information on school board trustee elections, please contact the respective school divisions directly:

- Catholic School Board Trustees – two (2) elected positions.
 - Contact: Iva Paulik at ipaulik@gsacrd.ab.ca.
- Public School Board Trustees – one (1) elected position.
 - Contact: Sean Nicholson at Corporate.services@sturgeon.ab.ca.



Nomination Process

Notice of Intent vs Nomination

Notice of Intent - NEW

- Required for candidates who wish to collect campaign contributions and incur expenses.
- Campaign Period: Anytime prior to submitting the Nomination Package

Nomination Package

- Required for a candidate to appear on the ballot.
- Nomination Period: January 2 to September 22, 2025, at 12:00 p.m.

Both **Notice of Intent** and the **Nomination Package** (includes Notice of Intent) is available on Morinville.ca/elections.



Nomination Process

- It is the responsibility of the Candidate to complete all Nomination requirements prior to the Nomination Deadline, which is noon (12 p.m.) on September 22, 2025.
- The Nomination requirements are determined by the *Local Authorities Election Act* (LAEA) and must be followed in order to have the Candidate's name on the ballot.
- Candidates can run for the office of Mayor or Councillor – not both.
- A candidate must complete the following Nomination requirements:
 - Confirm they are eligible to be a candidate
 - Collect signatures from at least 5 residents eligible to vote in Morinville
 - Sworn/Affirmed with the Commissioner of Oaths
 - Submit the \$100 Nomination deposit.
- Complete details can be found in the Candidate Information Handbook at www.morinville.ca/election.



Nomination Process - Continued

Candidate Eligibility Requirements (s. 21)

- Eligible to vote in that election (s. 47);
- A resident of the Town of Morinville for 6 consecutive months immediately preceding Nomination Day (March 22, 2025)
- Not otherwise ineligible or disqualified under the *Local Authorities Election Act* (s. 22-24) or the *Municipal Government Act* (s. 174)

Signature Eligibility (s. 27(1)(b))

- Eligible to vote in that election (s. 47); and
- A resident of the Town of Morinville on the date of signing the nomination.

Eligibility to Vote (s. 47)

- At least 18 years old;
- Canadian Citizen; and
- A resident of the Town of Morinville on Election Day.



Nomination Package

- Notice of Intent to Run (skip if already complete)
- Form 4 – Nomination Paper & Candidate's Acceptance
- \$100 Nomination Deposit
 - (returned if withdrawn, elected or reaches $\frac{1}{2}$ of total votes for the candidate elected with the least number of votes)
- Form 5 – Candidate Financial Information
- Candidate Consent Disclosure
- Sworn/Affirmed with Commissioner for Oaths
 - Returning Officer can Commission Nominations Forms by appointment for no cost.



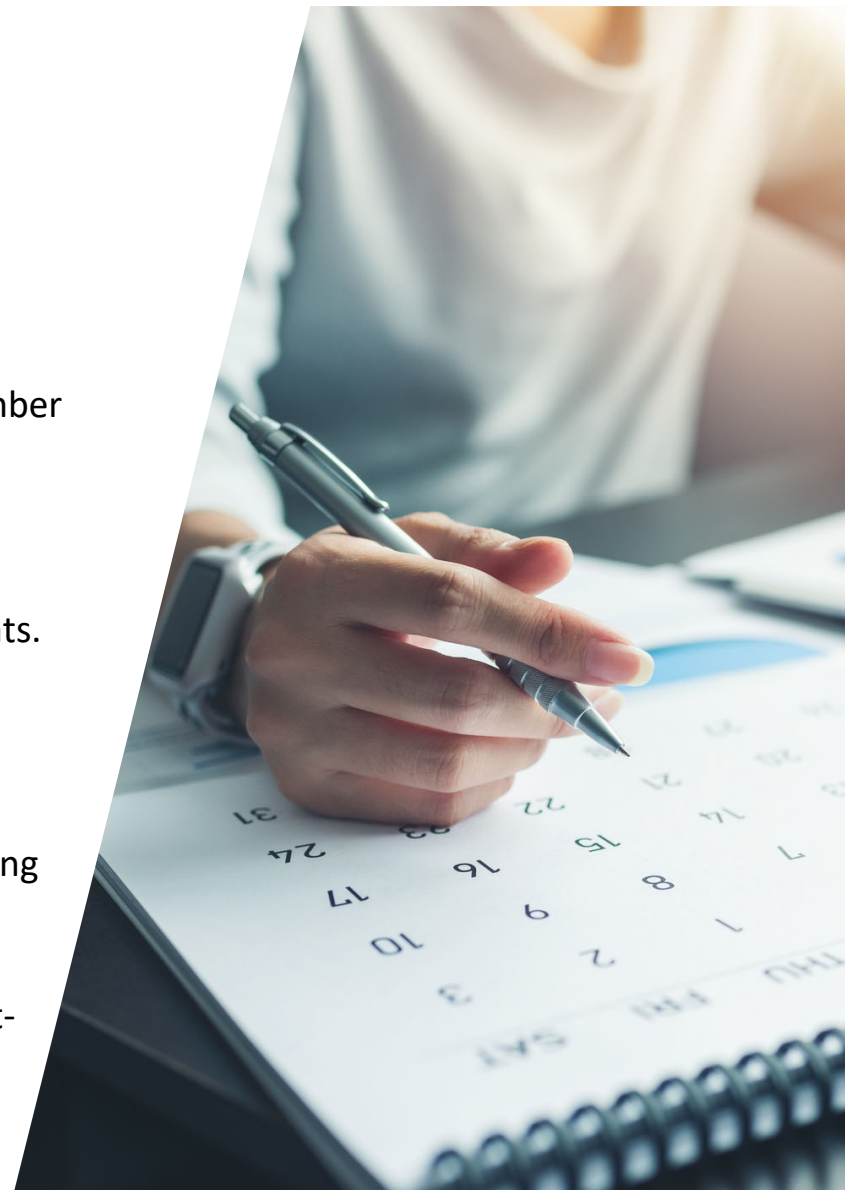
Filing of Nomination Package

- By Appointment:
 - Email elections@morinville.ca to schedule with the Returning Officer.
- Other Filing Options:
 - If filed by a representative, the candidate's acceptance must be sworn/affirmed before a Commissioner for Oaths.
- Forms available at Legislative Services (2nd Floor, Civic Plaza) or on Morinville's website at www.morinville.ca/elections.



Nomination Tips

- Start Early:
 - Avoid waiting until the nomination deadline of September 22, 2025, at 12 p.m.
- Nomination Signatures:
 - Exceed the minimum five (5) signatures required .
 - Only accept signatures from eligible Morinville residents.
 - Ensure information is complete and legible
- Filing Nomination Package:
 - Ensure forms are complete and accurate.
 - Submit in-person by appointment to have the Returning Officer review the forms and ensure all nomination requirements are fulfilled.
 - Bring the entire Nomination Package and government-issued ID to the appointment.



Campaign Activities & Signage

Campaigning & Signage

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

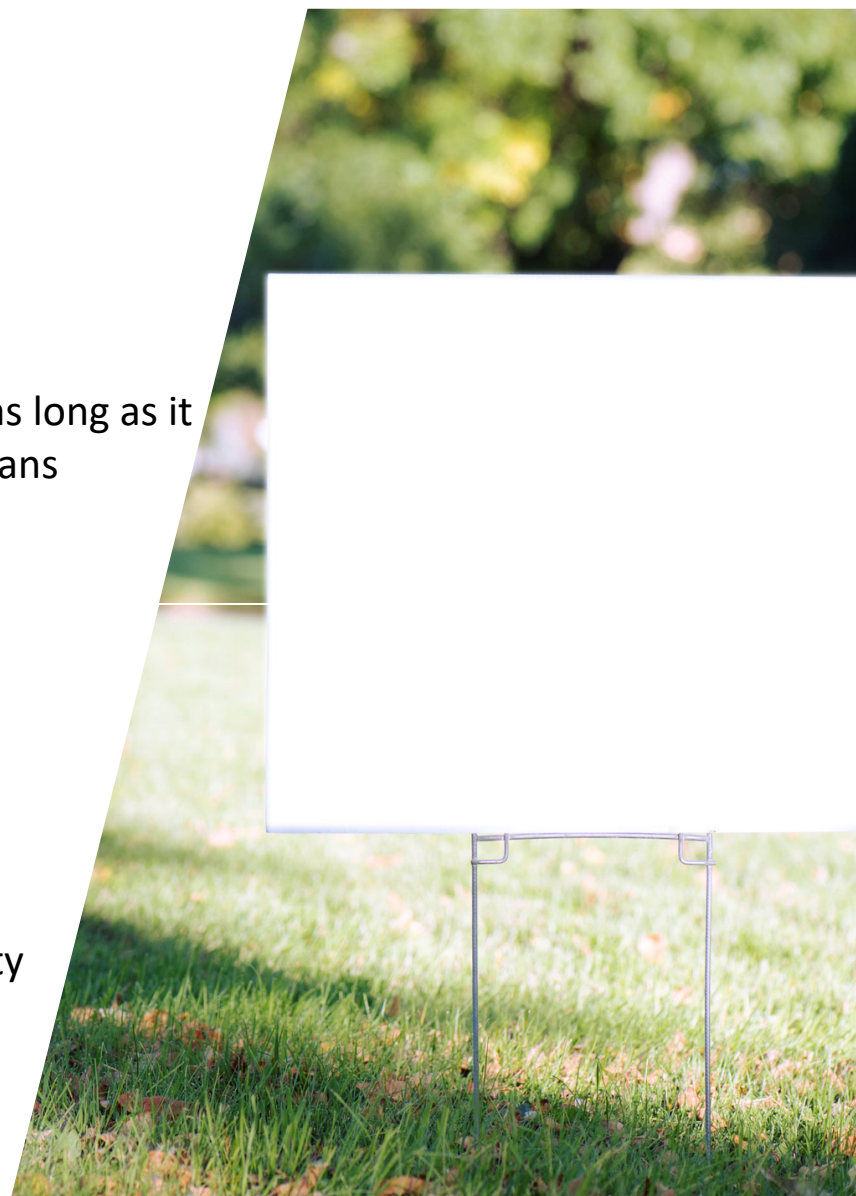
- **No** distribution of campaign literature
- **No** soliciting votes
- **No** interfering with a voter

Bylaws regulate the use and placement of campaign signage

- Land Use Bylaw Part Seven Subsection 7.5 (10.0)
 - Permitted uses for Election Signs on private property
- Traffic Safety Bylaw, Part 12, Section 43
 - Election Signs on Public Property
- Election Conduct and Resource Policy

Advance and Election Day voting will be held at the Morinville Community Cultural Centre. Campaigning, including in the parking lot, is not permitted on the property. Institutional voting will take place at Heritage Lodge and Aspen House. The same no-campaigning rules apply.

Election signs are allowed in all districts without a permit, provided they follow sign regulations. Signs may only be placed between noon on Nomination Day and 24 hours after polls close. Morinville's bylaws include specific regulations regarding the size and placement of election signage. Please consult the Land Use Bylaw for full details.



Important Note

It is an offence under the *Local Authorities Election Act* to include in any campaign advertisement as a depiction of a ballot which is marked for any specific candidate.

NON-PERMITTED LOCATIONS

- Town-owned property or Town-occupied facilities
 - Sign must not be posted on or within any Town-owned or occupied facility, or within any site upon which is Town-owned facility is situated.
- Signs cannot interfere with, be confused with, detract from or be placed on:
 - Traffic Control devices, Municipal signs or devices, sight lines near roadways with the movement of pedestrians
- Fire Hydrant / Other Emergency Equipment
- Voting Stations
 - Within or on the outside of the building including the parking lot.



Please ensure all election signs are placed in accordance with municipal regulations, as non-compliant signage may be removed by the Municipality.

Candidates must provide the Municipality with the name and contact information of the person responsible for their election signs prior to placement. Signs may be placed on private or commercial property only with the property owner's permission.

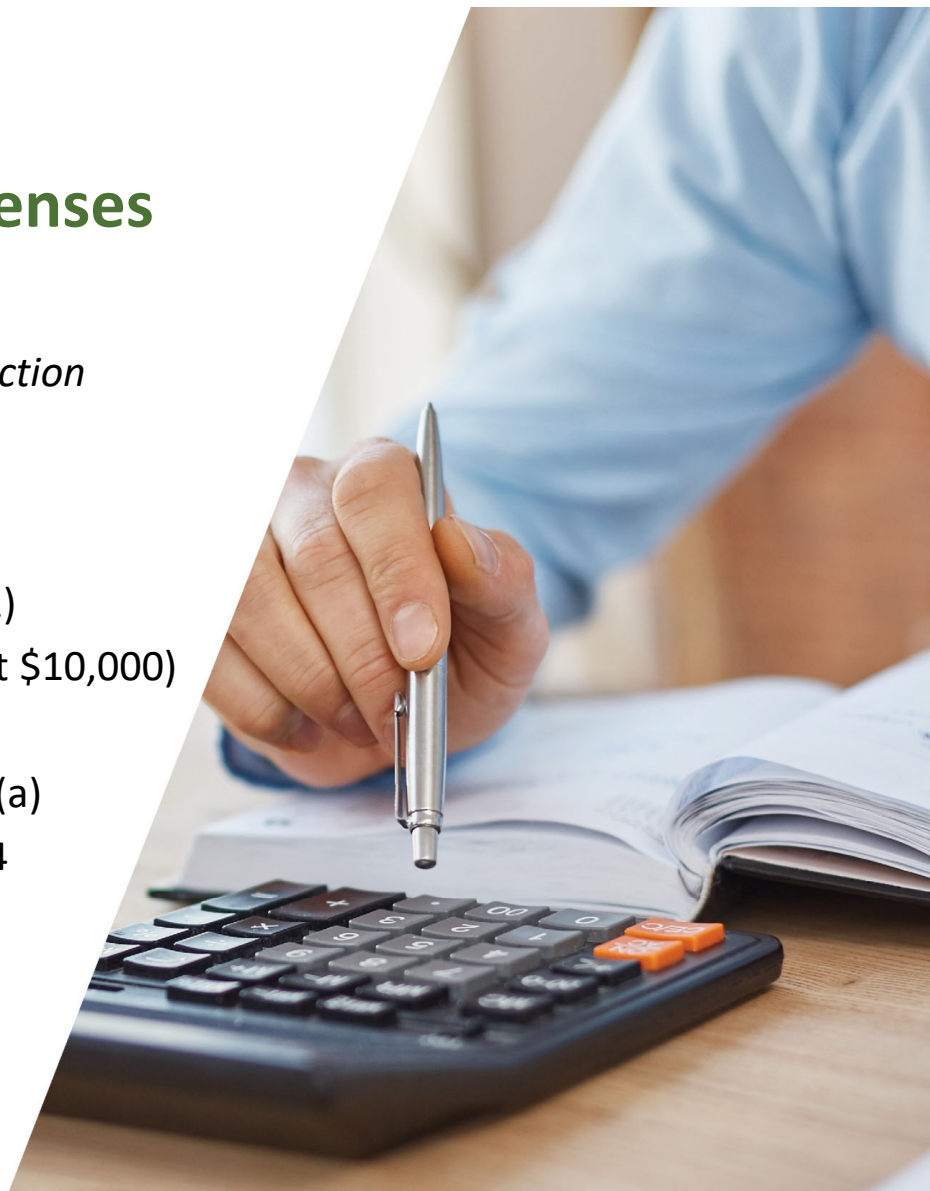
Those planning to campaign door-to-door should consult the Government of Alberta's guidance on canvassing and campaigning, available through the Candidate Handbook.

Campaign Contributions & Incurred Expenses

Campaign Contributions & Expenses

*Local Authorities Election Act (LAEA) – Part 5.1, Election
Finances and Contributions Disclosure*

- Responsibility of Contributors – Section 147.13
- Duties of a Candidate – Section 147.3; 147.13(2)
- Self Funded Campaigns – Section 147.2(4) (limit \$10,000)
- Campaign Contributions – Section 147.1; 147.2
- Allowable Election Expenses – Section 147.1(1)(a)
- Campaign Disclosure Statement – Section 147.4
- Campaign Surplus – Section 147.5



Campaign Contributions & Expenses

- 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-affairspopulation-list>
- For questions regarding provincial legislation interpretation (*MGA* and *LAEA*), please contact Municipal Advisory Services / AB Municipal Affairs

Phone: 780-427-2225

Email: ma.advisory@gov.ab.ca



Campaign Contributions & Expenses

Reminder – a candidate must submit their **Notice of Intent** before accepting campaign contributions or incurring expenses.

A campaign bank account must be opened in the candidate's name at the time the candidate submits their notice of intent or as soon as possible once contributions total more than \$1,000.

A candidate must have receipts for every contribution and expense.



Contribution Limits

Candidate (self-finance)	\$10,000 per campaign period
Individuals	\$5,000 per year to all candidates in a particular municipality
Corporation, trade union or employee organization	\$5,000 per campaign period to all candidates in a particular municipality



Campaign Disclosure Statement & Financial Statement

Candidates are required to submit a Campaign Disclosure Statement and Financial Statement (Form 26).

Recent changes to the *Local Authorities Election Act* (as per Bill 54) require candidates to submit their disclosure statement as follows:

- 147.4(1): On or before March 1 of each year, a candidate who has received contributions in the previous year must file a disclosure statement in respect of the previous year.
- 147.4(2): On or before September 30 of a year in which a general election is to be held, a candidate who has received contributions in the period beginning on January 1 and ending on July 31 of that year must file a disclosure statement in respect of that period.



Continued

Candidates must disclose total contributions received and expenses incurred (s. 147.4(4)):

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



What happens if I miss the deadline?

An automatic late filing fee of \$500 as per the *Local Authorities Election Act*.

Submitted 10 days after filing deadline (or not submitted):

- Name included in a public report to Council; and
- reason for disqualification and could impact eligibility to become a candidate in future elections.

**Don't
miss
the
Deadline !**

Important Dates

Important Dates for Prospective Candidates

Nomination Day

Monday, September 22, 2025 (before Noon)

Advance Polls

Saturday, October 11 and 18 (9 am – 3 pm)

Thursday, October 16 (4 pm – 8 pm)

Election Day

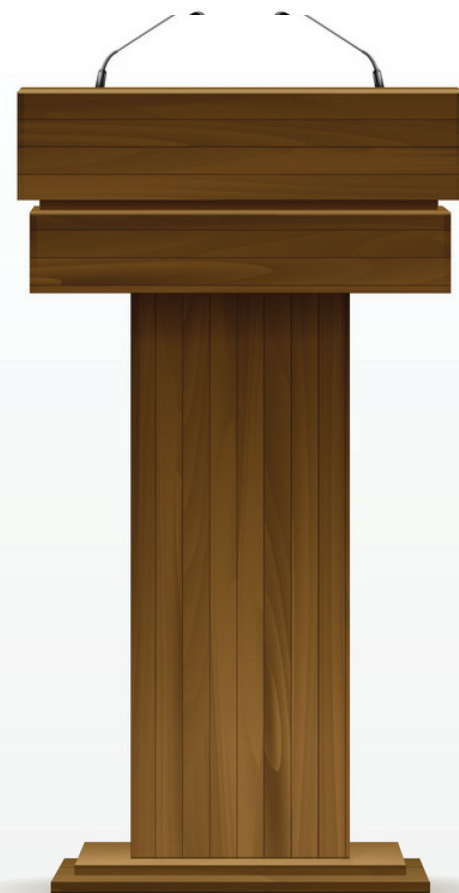
Monday, October 20, 2025 (8 am – 8 pm)

Removal of Election Signs

Tuesday, October 21, 2025 (8 pm)

Financial Disclosure Deadlines

September 30, 2025, and March 1, 2026



YOU ARE ELECTED!

NOW WHAT?

Council Orientation

Recent changes to legislation requires municipalities to offer and for each member of Council to attend orientation training on the following topics:

- Part 1:
 - Role of municipalities in Alberta;
 - Municipal organization and function;
 - Roles and responsibilities of Council; and
 - Roles and responsibilities of the CAO and Municipal staff.
- Part 2:
 - Key municipal plans, policies, projects;
 - Budgeting and financial administration;
 - Public participation; and
 - Any other topic prescribed by the regulations.



Important Dates – Mandatory Attendance

Council Orientation and Training

Thursday, October 23, 2025

(Introductions, lunch, housekeeping items – HR forms/Computer set-up, etc.)

Saturday, October 25, 2025 – Required

Swearing-In Ceremony

Tuesday, October 28, 2025

(Council photos, dress rehearsal, and reception to follow event)

Regional Joint Orientation – EOEP

Thursday, October 30, 2025 – Required

All-day, in-person, Fort Saskatchewan, AB

Alberta Municipalities – Council Conference

November 12 – 14, 2025 – All Day

In-person, Calgary, AB



Important Dates - Continued

Council Meetings - Regular Business

Tuesday, November 4 & 25, 2025

Tuesday, December 9, 2025

Tuesday, January 13 & 27, 2026 - tentative

2nd and 4th Tuesday of each month thereafter
(some exceptions – i.e., stat holidays).

From 4 to 8 p.m. (unless business is finished earlier)

Council 2026 Budget Meetings – tentative

Saturday, November 1, 2025

Tuesday, November 18 & December 2, 2025

Future Professional Development

January – March 2026

(orientation refreshers, additional information for new Council)



Purpose of a Municipality

Municipal Government Act (MGA)

Purpose of a municipality:

- To provide good government
- To provide services, facilities or other things that, in the opinion of Council are necessary or desirable for all or part of the municipality
- To develop and maintain safe and viable communities
- To work collaboratively with neighbouring municipalities to plan, deliver and fund intermunicipal services

Municipal Town of Morinville	Provincial Government of Alberta	Federal Government of Canada
 Civic Hall	 Employer and Employee Supports	 Airports
 Development & Building Permits and Fees	 Hospitals	 Borders and Passports
 Emergency Services (e.g. Morinville Fire Department)	 Housing	 Canada Child Benefit
 Family & Community Support Services (20% Municipal Government 80% Provincial Government)	 Family & Community Support Services (20% Municipal Government 80% Provincial Government)	 Broadcasting & Telecommunications
 Local Road Maintenance & Improvement (e.g. 100 Street)	 Highways (e.g. 100 Ave/ HWY 642)	 Employment Insurance
 Enforcement Services (Community Peace Officers)	 Justice	 Charter of Human Rights
 Parks, Trails & Playgrounds	 Landlord & Tenant Supports	 Fisheries, Oceans & National Parks
 Property tax (Municipal Portion)	 Property tax (Provincial portion)	 Income Tax
 Recreation Facilities (e.g. Morinville Leisure Centre)	 Post-secondary Education	 International Travel & Support for Canadians Abroad
 Senior's Supportive Housing (e.g. Homeland Housing)	 Schools	 Mortgages e.g. Canadian Mortgage & Housing Corporation)
 Social services (Education & awareness of services available)	 Social services (Treatment & Specialized Services, Domestic Violence Shelters)	 National RCMP
 Utilities (Water, Sewer & Wastewater)	 Student Loans	 National Defence & Veterans Affairs
 Waste Collection	 Safety Enforcement	 Postal Service

How is Council Governed?

How Council is Governed - Provincial

- *Municipal Government Act (MGA)*
- *Local Authorities Election Act (LAEA)*
- *Freedom of Information and Protection of Privacy Act (FOIP)*
- *Emergency Management Act*
- *Libraries Act*
- *Safety Codes Act*
- *Traffic Safety Act*



How Council is Governed - Municipal

- Bylaws (i.e., Procedure Bylaw, Land Use Bylaw)
- Council Policies
- Municipal Sustainability Plan
- Municipal Development Plan
- Council Strategic Plan
- Operating Budget & Long-Range Capital Plan



Municipal Government Act (MGA)

Outlines duties, powers, authorities, rules, processes, procedures etc. for a Municipality in 18 Parts including:

- Part 2 – Bylaws
- Part 5 – Councils, Councillors, Council Committees
- Part 6 – Municipal Organization and Administration
- Part 7 – Public Participation
- Part 10 – Taxation



Roles & Responsibilities of Council

Council Roles & Responsibilities

- Governing body of the Municipality
 - 6 Councillors and 1 Mayor (Chief Elected Official).
 - Deputy Mayor – scheduled rotation, 8-month periods
 - Council can only exercise the powers of the Municipality by bylaw or resolution which is approved by a majority decision.
 - Once Council makes a decision, it becomes the decision of the whole Council.
 - Position of public trust – declare conflict of interest.



Council Roles & Responsibilities - *MGA*

- Consider welfare/interests of municipality as a whole and bring to Council's attention anything that would promote welfare/interests of municipality;
- To promote an integrated and strategic approach to intermunicipal land use planning and service delivery with neighbouring municipalities;
- Participate generally in developing and evaluating policies and programs of municipality;
- Participate in Council meetings/committees/meetings of other bodies to which they are appointed by Council.



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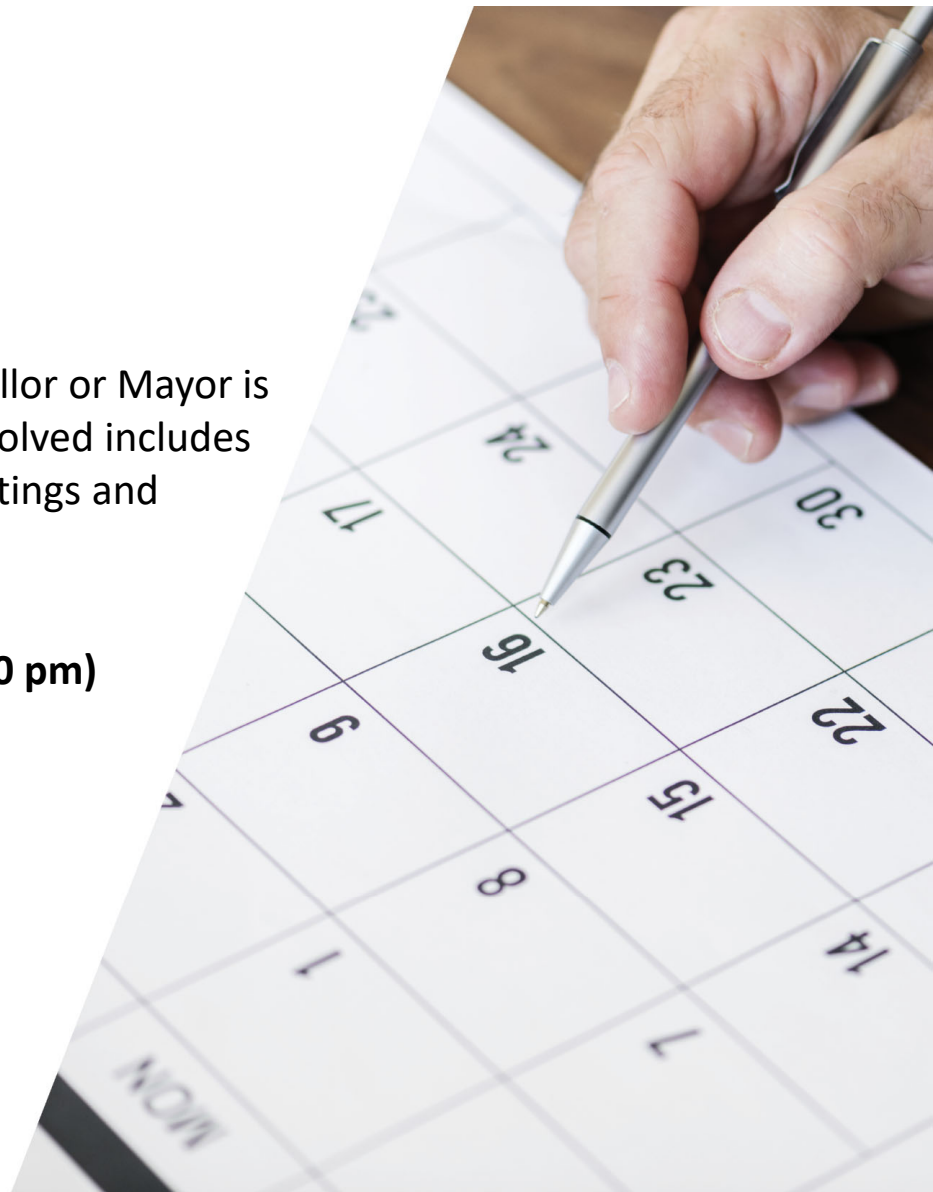
- Obtain information about operation or administration of municipality from CAO.
- Keep in confidence matters discussed in private at a council or council committee meeting until discussed at a meeting held in public.
- Perform any other duty or function imposed by legislation or Council.



What is the time
commitment for Council?

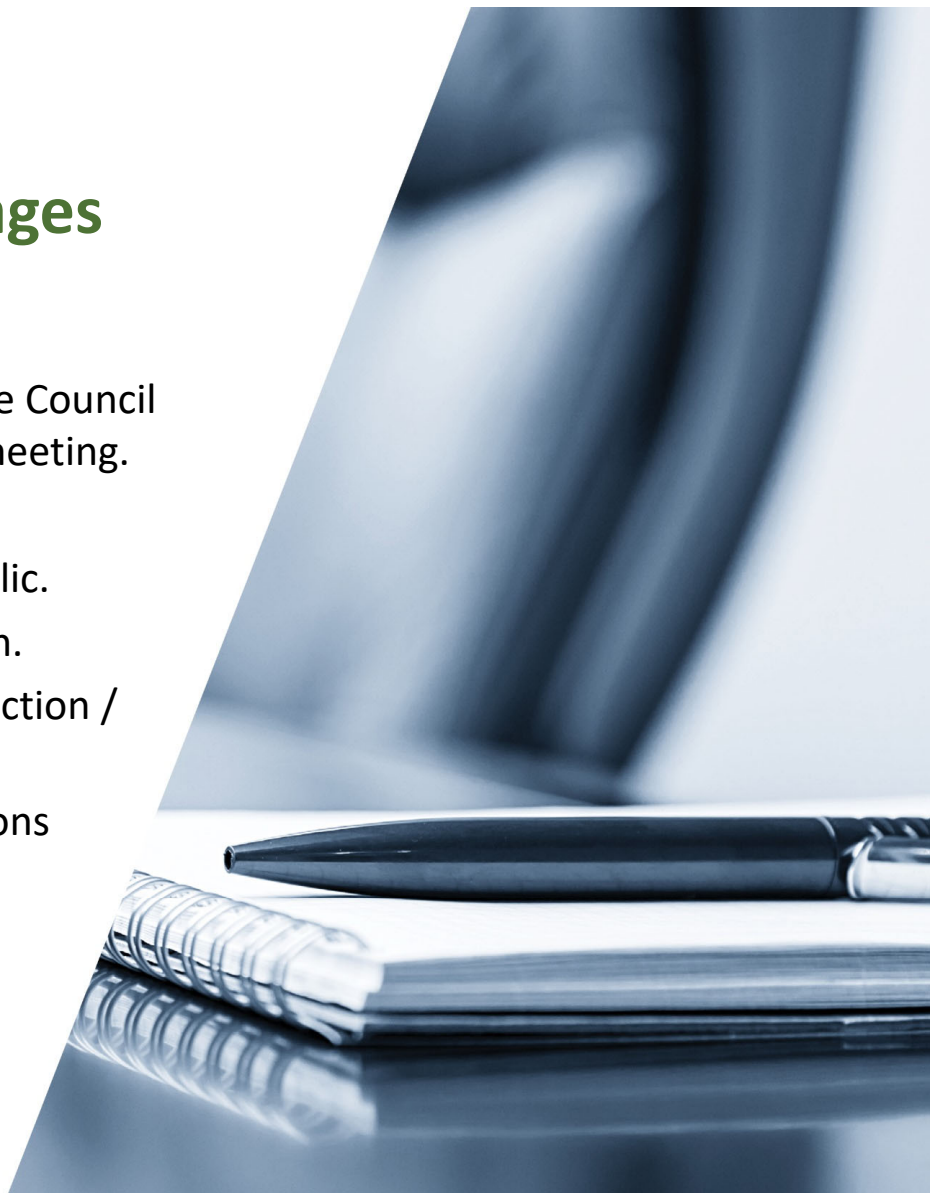
Time Commitment

- Amount of time spent on the duties of a Councillor or Mayor is left to the discretion of each member. Time involved includes preparation and attendance at a variety of meetings and events.
- Regular Meetings of Council
 - **2nd & 4th Tuesday (Currently 4:00 pm – 8:00 pm)**
- Council Budget Meetings
 - **Additional Council Meetings
September - December**
- Organizational Meetings (also Inaugural)
 - **4th Tuesday of October every year**
- Special Meeting of Council
 - **Meet as required.**



Council Meeting Agenda Packages

- Made available to Council Thursday prior to the Council meeting and to the public Friday prior to the meeting.
 - Posted on Secure Server for Council.
 - Posted on Morinville's website for the public.
- Agenda reports are prepared by Administration.
- Council motions are tracked and assigned for action / report-back.
- Agenda Packages are integral to making decisions of Council.



Time Commitment - Continued

- **Committee/Board/Commission Meetings**
- **Federation of Canadian Municipalities (FCM) Conference**
 - Early June; 4-5 days; Canada-wide
- **Alberta Municipalities Convention**
 - Fall; 3 days; Edmonton, Calgary or Red Deer
- **Other Conferences / Conventions / Seminars / Workshops for Planning, Training and Discussion**
- **Social and other events promoting Morinville**



Time Commitment – Committees/Boards/Commissions

Three types of Standing Committees of Councils:

1. Legislated Committees:

- Assessment Review Board
- Subdivision and Development Appeal Board
- Morinville Public Library Board
- Municipal Emergency Management Agency
- Roseridge Waste Management Services Commission



Time Commitment – Committees/Boards/Commissions

2. Committees of Council – created by Council under Section 145 of the MGA:

- Community Services Advisory Committee
- CAO Recruitment & Evaluation Committee
- Morinville / Sturgeon County Inter-municipal Affairs Committee (IAC) and IAC Sub-Committee
- Sturgeon Regional Emergency Management Partnership
- Emergency Management Committee



Time Commitment – Committees/Boards/Commissions

3. Committees with Council Representation:

- Arrow Utilities Board of Directors
- Edmonton Global Shareholder Group
- Edmonton Region Waste Advisory Committee
- Homeland Housing
- Morinville & District Chamber of Commerce
- Morinville Historical & Cultural Society
- Northern Lights Library System
- Sturgeon Regional Partnership Committee
- Sturgeon River Watershed Alliance
- Advisory Committees – as needed



Time Commitment – Committees/Boards/Commissions

- Appointed annually during Organizational meeting in October.
- Terms are typically 1 year with option to renew depending on subject matter and level of involvement.
- Per diem, mileage and meal allowance paid per Committee Policy / Terms of Reference or Council Remuneration Policy .



Council Remuneration

Council Remuneration

Council Remuneration Policy provides guidelines for the following:

- Honorariums
- Per Diems
- Expenses
- Benefits
- Professional Development
- Electronic devices provided by Morinville to conduct Council business



Council Remuneration

Honorariums (2025 rate):

Mayor - \$1,328 bi-weekly (\$69,056 annual)

Councillor - \$664 bi-weekly (34,528 annual)

* Councillor honorariums are inclusive of Deputy Mayor duties.

Per Diems:

Paid to Council for time dedicated to Council approved activities as outlined in Council Remuneration Policy.



Council Remuneration

Expenses

- Mileage / travel / accommodations
- Meal allowance

Professional Development

- Funds are budgeted annually for expenses related to conferences, seminars, workshops and meetings .

Benefits

Council participates in the Group Benefit Plan provided by the Town of Morinville.



Questions?

Email - Morinville Elections
elections@morinville.ca

More details can be found in the Candidate Handbook at
www.morinville.ca/election.



How to Stay Informed

-
- Review Candidate Handbook
 - Follow the Town of Morinville on Facebook.
 - Regularly check [Morinville.ca/elections](https://morinville.ca/elections)
 - Email questions to elections@morinville.ca
 - Submit your Notice of Intent / Nomination Papers



Candidate Information Sessions

Alberta Municipalities and Rural Municipalities of Alberta have partnered on an awareness campaign for prospective candidates for the upcoming general election.

[Alberta Municipalities – Running for municipal office resources](#)

[Rural Municipalities of Alberta – Running for municipal office resources](#)

Running for Municipal Office Webinars

Are you ready to
make a difference
in your community?



Thank You