



## Mountain View C O U N T Y

# 2024 DIVISION 4 BY-ELECTION

## INTERESTED CANDIDATES PACKAGE

This package is provided for information purposes only and is a consolidation of material that is publicly available. The information contained within the package has no legislative sanction. Candidates are advised to consult official Statutes, Regulations and Bylaws should be consulted in their entirety to ensure that they have the appropriate and complete information for the purposes of their campaign.

### IMPORTANT ELECTION DATES

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<b>NOMINATION PERIOD OPENS</b>	August 28, 2024
<b>NOMINATION PERIOD CLOSSES</b>	September 18, 2024 (12:00 pm Noon)
<b>ADVANCED POLLS</b>	October 9, 2024, from 3:00pm to 8:00pm (Melvin Hall) October 10, 2024, from 9:00am to 2:00pm (Bergen Hall)
<b>ELECTION DAY</b>	Wednesday, October 16, 2024 Polls Open: 10:00 a.m. – 8:00 p.m.

### ELECTION CONTACTS

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**Christofer Atchison**  
Returning Officer  
403-335-3311 ext 114  
587-436-4136  
[catchison@mvcountry.com](mailto:catchison@mvcountry.com)

**Jeff Holmes**  
Substitute Returning Officer  
403-335-3311 ext 179  
403-559-7211  
[jholmes@mvcountry.com](mailto:jholmes@mvcountry.com)



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## TABLE OF CONTENTS

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### **INTRODUCTION**

- INFORMATION SOURCES
- COUNCIL COMPOSITION
- RETURNING OFFICER INFORMATION

### **CANDIDATE INFORMATION**

- PURPOSES OF A MUNICIPALITY
- ROLE/DUTIES OF A COUNCILLOR
- REEVE/DEPUTY REEVE APPOINTMENT
- REMUNERATION
- MEETINGS AND COMMITMENT
- COMMITTEE APPOINTMENTS

### **NOMINATION INFORMATION**

- QUALIFICATION/INELIGIBILITY OF CANDIDATES
- NOMINATION PERIOD
- FILING A NOMINATION FORM
- POST NOMINATION DAY PROCESSES

### **CAMPAIGN INFORMATION**

- CAMPAIGN FINANCING AND EXPENSE DISCLOSURE
- SCRUTINEERS AND OFFICIAL AGENTS
- ELECTION SIGNAGE / CAMPAIGN LITERATURE
- USE OF MVC LOGO

### **ELECTION INFORMATION**

- ADVANCE VOTE OPPORTUNITIES
- ELECTION DAY
- ELIGIBILITY TO VOTE
- RESIDENCE RULES
- IDENTIFICATION REQUIREMENTS
- POST ELECTION PROCESSES

### **APPENDICES**

- Form 4: Nomination Form
- Form 5: Candidates Information Form
- Form 11: Enumerator, Candidate or Official Agent Proof of Identification
- Form 12: Campaign Worker Proof of Identification
- Form 26: Campaign Disclosure Statement and Financial Statement

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## INTRODUCTION

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### INFORMATION SOURCES

This information package has been compiled for convenience and to provide relevant information for potential candidates. However, although Mountain View County always strives to provide current and correct information, Provincial Legislation changes may affect the completeness or accuracy of this document. As such, readers are encouraged to consult official legislation for their uses.

Other pieces of legislation that may be relevant for review may be purchased from the Alberta Queen's Printer or accessed online.

The Kings Printer for Alberta  
Suite 700, Park Plaza  
10611 – 98 Avenue  
Edmonton, AB T5K 2P7  
Telephone: 780-427-4952  
Email: [kings-printer@gov.ab.ca](mailto:kings-printer@gov.ab.ca)  
Website: <https://kings-printer.alberta.ca/>

Municipal Government Act (MGA):  
<https://kings-printer.alberta.ca/documents/Acts/m26.pdf>

Local Authorities Election Act:  
<https://kings-printer.alberta.ca/documents/Acts/L21.pdf>

Mountain View County Bylaws:  
<https://www.mountainviewcounty.com/p/bylaws>

Mountain View County Policies and Procedures:  
<https://www.mountainviewcounty.com/p/policies>

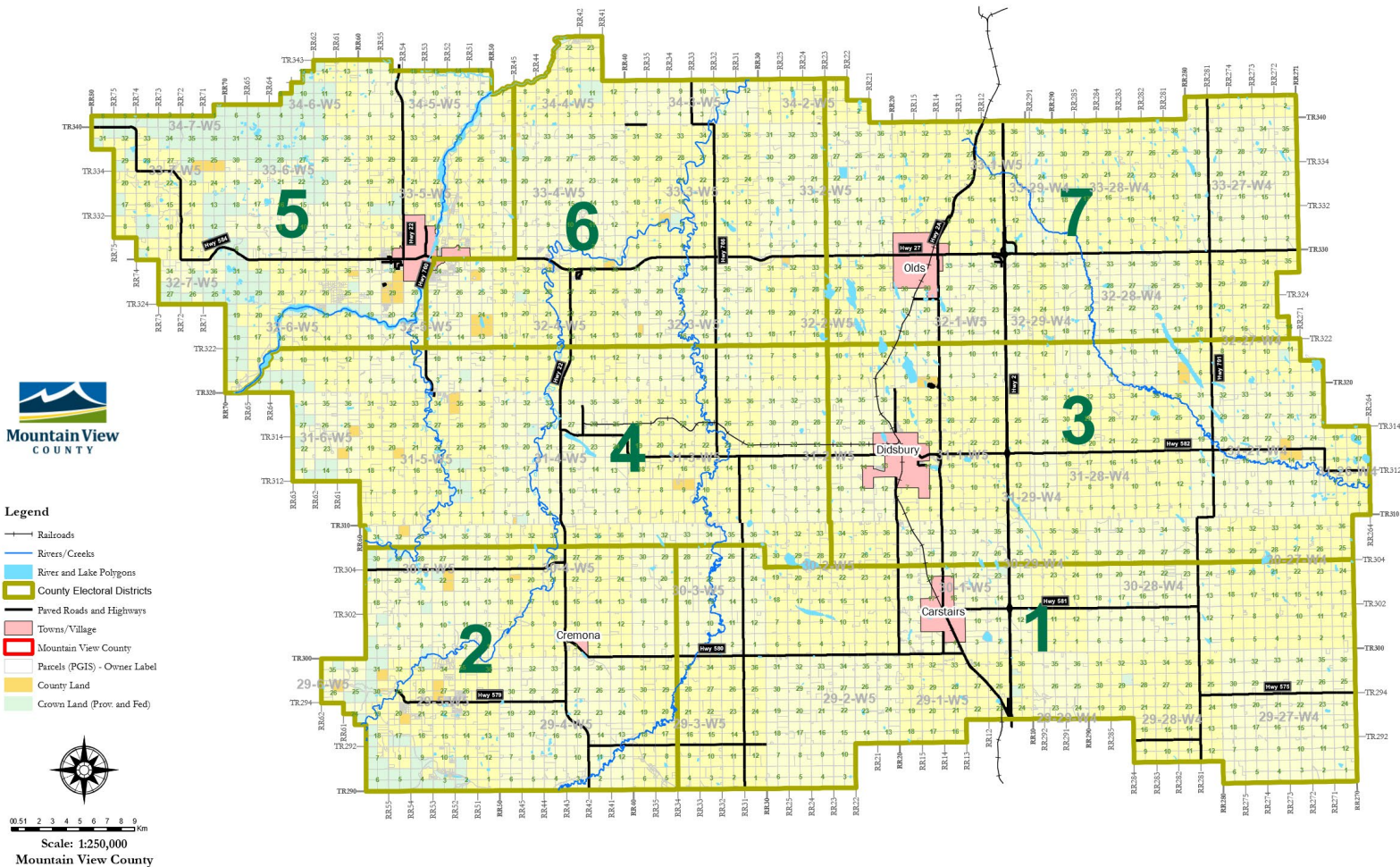
Should you require additional information or clarity on the above legislation, or wish to access other information, please contact the Returning Officer.



## COUNCIL COMPOSITION

Mountain View County Council is composed of seven Councillors elected from the following seven divisions:

Division 1:	Rural Carstairs	Councillor Dwayne Fulton
Division 2:	Rural Cremona / Water Valley	Councillor Greg Harris
Division 3:	Rural Didsbury	Councillor Alan Miller
Division 4:	Bergen / Zella	Vacant
Division 5:	Rural Sundre	Councillor Angela Aalbers
Division 6:	Eagle Valley / Harmattan	Councillor Peggy Johnson
Division 7:	Rural Olds	Councillor Jennifer Lutz



Following the election of the seven Councillors, annually at the County Organizational Meeting Council elects a Reeve and Deputy Reeve from the Council Members.



## RETURNING OFFICER INFORMATION

The Returning Officer is responsible for all activities required to conduct the election in accordance with the Local Authorities Election Act. All election inquiries, comments or issues should be directed to the Returning Officer, or in their absence, to the Substitute Returning Officer.

The following is the contact information for the Returning Officer and Substitute Returning Officer:

**Christofer Atchison**  
Returning Officer  
403-335-3311 ext 114  
587-436-4136  
[catchison@mvcountry.com](mailto:catchison@mvcountry.com)

**Jeff Holmes**  
Substitute Returning Officer  
403-335-3311 ext 179  
403-559-7211  
[jholmes@mvcountry.com](mailto:jholmes@mvcountry.com)

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## CANDIDATE INFORMATION

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### PURPOSES OF A MUNICIPALITY

In accordance with the Municipal Government Act (s.3) the purposes of a Municipality are:

- Provide good government,
- Foster the well-being of the environment,
- Foster the economic development of the municipality,
- Provide services, facilities or other things that, in the opinion of Council, are necessary or desirable for all or a part of the municipality,
- Develop and maintain safe and viable communities,
- Work collaboratively with neighbouring municipalities to plan, deliver and fund intermunicipal services.

### ROLE/DUTIES OF A COUNCILLOR

In a general sense, it is Council's role to provide policy direction to Administration, which then implements that direction, to obtain the purposes of a municipality as identified above.

The Municipal Government Act (s.153) outlines the following duties of Councillors:

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 interests 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.

## REMUNERATION

Mountain View County Council has established Policy 1004 which outlines the remuneration provided to Councillors during their term.

Remuneration is split into the following components:

Basic Rate: The monthly rate paid to Councillors for attendance at the following:

- Regularly scheduled Council Meetings, or Special Council Meetings.
- Council workshops that occur on a regularly scheduled Council date.
- Meetings with residents and Community groups (include open houses and public meetings).
- Informal meetings with the CAO and staff and Councillors (eg. employee service awards, safety kick-off, Christmas party and farewell lunches/dinners for staff and Councillors).
- Preparation for Council and Committee meetings.
- Attendance at meetings and social functions as dignitaries representing the County. (eg. Premier's Breakfast/Dinner, Remembrance Day ceremonies, Chamber of Commerce events, grand openings within the County boundary).

Per Diem: The daily rate paid to Councillors for attendance at the following:

- Council Committee meetings, outside Board and Committee meetings or Commissions for which no other per diem is paid,
- Conferences,
- Conventions,
- RMA District Meetings,
- Meetings with other municipalities,
- Meetings with other government agencies and businesses,
- Training sessions,
- Grand openings outside the County, if formally invited to present a verbal or written presentation,
- RMA Ad Hoc Committees (if no remuneration from RMA),
- Attendance as an alternate at the first committee meeting following the annual organizational meeting,
- All other meetings approved by Council,
- Council Workshops that occur on a non-council date.



The current remuneration rates are:

Base Rate Annually:

Councillor:	\$43,423.54
Deputy Reeve:	\$48,346.79
Reeve:	\$75,436.17

Per Diem:

Full Day:	\$351.74
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The 2021-2025 Council will recommend updated remuneration rates in preparation for the 2025-2029 Council term.

Councillors also receive reimbursement for mileage and expenses incurred while on Councillor related business.

## **COUNCIL MEETINGS / TIME COMMITMENT**

Mountain View County currently holds Council Meetings twice per month on the 2<sup>nd</sup> and 4<sup>th</sup> Wednesday of each month beginning at 9:00 am. The duration of these meetings varies but are typically planned to end by 4:00 pm. This meeting schedule is reviewed by Council annually during their Organizational Meeting and can be changed at Council's direction.

Council has historically taken a break between the end of July and beginning of August but has the ability and flexibility to call additional Council Meetings as required to conduct their business.

Council has established a Procedural Bylaw which outlines the process for conducting Council Meetings which is available on Mountain View County's website.

## **COMMITTEE APPOINTMENTS**

Annually, at Councils Organizational Meeting, Council reviews the list of Committees that are eligible for appointment and selects Councillors to sit on those Committees. The role of Councillors on these Committees will vary depending on the specific scope of each Committee but may range from being a liaison between the County and the organization to being a Member of the Board making budgetary decisions.

Council currently appoints Councillors to the following Committees. It should be noted that some of these Committees require participation, whereas other Committees Mountain View County voluntarily appoints members to. Further, their meeting frequency may be subject to change:



Required (Legislated/Agreement/Bylaw/Policy)				
<u>Permanent Committees</u>	Meeting	Frequency of Meetings	Councillor Appointment Required	Scope
Agricultural Service Board	Monthly - Third Monday	11-12/yr	Yes	The Agricultural Service Board through County Council provides services that promote and enhance agricultural production within the County in accordance with provincial legislation and County policies.
Appeal Board Subdivision and Development	Call of the Chair	as needed	Yes	The Appeal Board hears appeals to decisions made by the Municipal Planning Commission; Complaints on non-compliance issues to legislation with Animal Control, Pest Control, Soil conservation, Unsightly Premises, and Weed Control.
Audit Committee	Call of the Chair	2/yr	Yes	The Audit Committee assists Council in its monitoring of the County's financial reporting and disclosure.
CRMA (CAAMDC)	Spring/Fall	2/yr	Yes	Central Rural Municipalities of Alberta discuss issues of concern among the Central Zone members and to set the agendas for the Spring and Fall Zone meetings.
Cremona FCSS	Monthly	10/yr	Division 2 Councillor	A Council representative participates on the Cremona Family and Community Support Services committee.
Cremona & District Recreation Board	Call of the Chair	1/yr	Yes	The Cremona & District Recreation Board approves the granting of funds allocated to Cremona and District under the County's Recreation and Culture Funding Policy.
Fire Guardians	Call of the Chair	as needed	Yes	All Councillors and CAO or Designate are appointed by virtue of their office to enforce the provisions are deemed Fire Guardians under the Forest and Prairie Protection Act
Grant Review Committee	Call of the Chair	1/yr	All Council Members	The Grant Review Committee is intended to assist Council by administering various County grant programs as outlined within their respective Policies and Procedures.
Inter-governmental Communications Committee	Call of the Chair	as needed	Yes	The Intergovernmental Communications Committee develops and maintains communication pieces used to inform and educate provincial MLA's of Mountain View County's issues and priorities.
Inter-municipal Collaboration Committee - Urbans (ICC)	Call of the Chair	as needed	Yes	The ICC make decisions that better serve and provide quality of life to the residents of the Urban Centres and Mountain View County by ensuring that growth management, land use planning, programs and services are effectively, efficiently and economically delivered.
Inter-municipal Collaboration Committee - Rurals (ICC)	Call of the Chair	as needed	Yes	The ICC is to achieve the Inter-municipal Collaboration requirement in Part 17.2 of the Municipal Government Act with surrounding rural municipalities
Library Board (5) Each Urban Municipality	Call of the Chair	Monthly	At Council's Discretion	The Library Board operates the local municipal libraries. The Library Boards within the Mountain View County boundary are established by the Urban Centers.
Mountain View Regional Waste Management	Monthly	11-12/yr	Yes	The Mountain View Regional Waste Management operates the regional waste management system.
Mountain View Seniors Housing	Fourth Thursday	6/yr	Yes	Mountain View Seniors Housing operates the Seniors Lodges located within boundaries of Mountain View County.





Municipal Emergency Advisory Committee	Call of the Chair	as needed	All Council Members	The Municipal Emergency Advisory Committee advises the development of emergency plans and programs.
Municipal Planning Commission	Biweekly - first & third Thursdays	23-24/yr	At Council's Discretion	The Municipal Planning Commission make decisions on subdivision and development applications within Mountain View County.
Parkland Regional Library	Monthly - Second Thursday	11-12/yr	At Council's Discretion	The Parkland Regional Library sets guidelines and provide resources for the municipal libraries in the area.
South Red Deer Regional Wastewater Commission	Monthly	11-12/yr	Yes	The South Red Deer Regional Wastewater Commission manages the wastewater pipeline which runs from Olds through to the City of Red Deer sewage treatment facility.
Strings and Keys Funding Committee	Call of the Chair	as needed	Yes	The Strings and Keys Funding Committee support individuals requiring financial assistance for the cost of musical education, the Strings and Keys Committee is responsible for evaluating applications and awarding annual grants.
Westward Ho Campers Association	Call of the Chair	as needed	Division 6 Councillor	The Division Councillor is to provide support to the non-profit organization operating the Westward Ho Campers Association.



Not Required by Legislation or Agreement

Committee	Meeting	Frequency of Meetings	Scope
Aviation Advisory Committee	Call of Director of Legislative Services	Quarterly	The Aviation Advisory Committee is focused on providing the County guidance on the management, maintenance, and development of the Olds/Didsbury Airport and the Sundre Airport.
BearSmart Society Committee	Call of the Chair	as needed	BearSmart Society Committee works within the community to minimize conflict between humans, bears and other wildlife. As a not-for-profit society, Mountain View BearSmart strives to promote bear and wildlife awareness through education, public information, notification systems and works in collaboration with residents, tourists, industry, and government agencies to achieve its goals.
Cremona Community Engagement Site	As required	10/yr	The Cremona Community Engagement Site is governed by an elected board of directors from the school division, local business and community. There is a shared passion for the importance of lifelong learning.
Economic Development Action Committee	Quarterly	4/yr	The mandate of the Economic Development Action Committee is to provide strategic advice and make recommendations to the Council on economic and business development matters in Olds and are
Greenwood Neighbourhood Place	Monthly	11-12/yr	The Greenwood Neighbourhood Place provide social services and programming to the Sundre community and surrounding area. This is a non-profit society, with a volunteer governing Board of Directors that allocates funding to social services and operational services.
Olds and Area Health Professionals Attraction and Retention	Monthly	11-12/yr	The Olds and Area Health Professionals Attraction and Retention Committee develops and launches a collaborative strategy for Health Care Professional attraction and retention in Olds and Area.
Olds Regional Exhibition Vision 250	Quarterly	4/yr	The Olds Regional Exhibition has invited Councillor participation to form an advisory group responsible for reviewing and developing the ORE's Strategic Plan and long term vision.
Parkland Airshed Management Zone	Monthly	11-12/yr	Parkland Airshed Management Zone works with industry to review data of the air emissions within the area.
Red Deer River Municipal Users Group	Bimonthly	6/yr	The purpose of the group is to establish and maintain a comprehensive information base that will provide consistent and current information pertaining to water issues. The forum is for municipalities to discuss water supply, water use and water quality; to serve as an advocate of municipal interests in the supply, use, delivery and quality of water; to ensure that reliable quality water supplies are available for a sustainable and growing economy in each of our municipalities and to continually work toward a healthy and balanced aquatic ecosystem.
Red Deer River Watershed Alliance	Bimonthly	6/yr	The Red Deer River Watershed Alliance contribute and promote the good use and proper management of water within the Red Deer River watershed.
Sundre Community Wellness Advisory Group	Call of the Chair	as needed	The Sundre Community Wellness Advisory Group is established to provide support in advocacy efforts relative to the Myron Thompson Health Centre and other health initiatives within Sundre and area.



Sundre Hospital Futures Committee	Call of the Chair	as needed	The Sundre Hospital Futures Committee provides local support in recruiting and retaining physicians in the area along with ensuring the future sustainability of the Myron Thompson Health Centre.
Sundre Hospital Steering Committee	Call of the Chair	As needed	The Sundre Hospital Steering committee will work with P3 Capital Partners Inc. to identify and recommend to Council a method and process to negotiate and attract capital with partners in a P3 agreement for a new health/hospital complex.
Sundre Petroleum Operators Group	Monthly	11-12/yr	The Sundre Petroleum Operators Group is a policy making board that sets the goals and directions for SPOG and the subsequent committees that fall under the SPOG umbrella.
Sundre Public Involvement Round Table	Quarterly on a Thursday	4/yr	The Sundre Public Involvement Round Table is an advisory group that provides reason for acceptance, modification or rejection relating to all forestry activities to ensure that integrated forest resource management is practiced to sustain the health and integrity of the land and forests for future generations.



## NOMINATION INFORMATION

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### **QUALIFICATION/ IN-ELIGIBILITY OF CANDIDATES (S.21)**

Prior to submitting their nomination package, Candidates are encouraged to review the Local Authorities Election Act and to confirm their eligibility. It should be noted that it is not the Returning Officer's role to determine or question a Candidate's eligibility. The Local Authorities Election Act currently provides that a Candidate must be eligible to vote in the election, be a resident of the Division for 6 consecutive months before nomination day and not be otherwise ineligible or disqualified.

***Note: Six months before Nomination Day is: April 16<sup>th</sup> 2024***

The Local Authorities Election Act, Section 22, provides a lengthy list of reasons that a Candidate is ineligible to run for Council. In the event that an interested candidate is unsure as to their eligibility, it is advisable for them to discuss their situation with the Returning Officer and/or receive legal advice prior to submitting their nomination paper.

### **NOMINATION PERIOD**

Nomination period is currently open and will remain open until Nomination Day. During Nomination Period, Candidates may submit their completed Nomination Form at the County Office during normal business hours.

If Candidates are interested in submitting their Nomination Form prior to Nomination Day, they are encouraged to make an appointment with the Returning Officer to ensure that they are available for submission.

Once the nomination period opens any person may request to review all nomination papers that have been filed.

### **FILING A NOMINATION FORM**

When a candidate is prepared to submit their form during the Nomination Period, there are considerations that they will want to ensure are met prior to filing the form. Section 27 of the Local Authorities Election Act outlines how this form should be submitted, requiring that its in the prescribed form, signed by 5 electors eligible to vote in that election, be sworn or affirmed in the prescribed form and accompanied by the applicable deposit.

Candidates are encouraged to submit more than the 5 required elector signatures where possible to ensure that they have adequate signatures in the event that one of the signatures they obtain is not eligible. These additional signatures can be placed on the back of the Nomination Paper or attached as a separate document. **As a reminder, it is crucial that electors signing the nomination paper are eligible to vote in the upcoming election.**

The Nomination Form can be submitted by anybody (does not have to be the candidate) however it is imperative that the Candidate confirm all appropriate sections of the form and all requirements of the Local Authorities Election Act are complete prior to filing the form.

***Note: Mountain View County Municipal Elections Bylaw provides that a Nomination Form shall be submitted with a deposit of \$200.00 which can be paid in cash, debit card, credit card, certified cheque or money order payable to Mountain View County.***



Your deposit will be returned to you in the event that you are elected or if you receive at least one-half the number of votes that the elected Councillor in your division received.

**Notes:**

1. As Mountain View County uses a Division Structure for Elections, Elector Signatures are required to be from the Division that the Candidate intends to run in.
2. Form 4 "Nomination Paper and Candidates Acceptance" is attached to this Package for use to satisfy Section 27(1) of the Local Authorities Election Act.
3. Form 5 "Candidates Information" is attached to this Package for use to satisfy Section 27(1.1) of the Local Authorities Election Act.

**NOMINATION DAY IS WEDNESDAY SEPTEMBER 18, 2024 at 12:00 PM (NOON)  
MOUNTAIN VIEW COUNTY OFFICE: 1408 – TWP RD 320**

**\*\*ANY NOMINATION FORMS SUBMITTED AFTER 12:00 PM (NOON), OR BY EMAIL OR FAX,  
CANNOT BE ACCEPTED BY THE RETURNING OFFICER \*\***

## POST NOMINATION DAY PROCESSES

### **WITHDRAWING A NOMINATION (Section 32)**

At any point during the Nomination Period, a Candidate can withdraw their nomination paper by submitting a request, in writing, to the Returning Officer.

Within 24 hours of the close of Nomination Period, a Candidate can only withdraw their nomination paper if the number of nominations exceeds the numbers of vacancies. In the event that only one nomination form for a Division is received, that Candidate is unable to withdraw their nomination paper.

After 24 hours of the close of Nomination Period, a nomination form cannot be withdrawn.

Section 32 of the Local Authorities Election Act outlines this process in detail.

### **INSUFFICIENT NOMINATIONS (Section 31)**

Section 31 of the Local Authorities Act outlines the process in the event that there are not enough nomination forms received, which requires for the Returning Officer to continue accepting nominations each 24 hour period for a maximum of six days.

### **ACCLAMATION / NOTICE OF ELECTION**

In the event that following Nomination Day, only one nomination form is received for a particular division, the Returning Officer shall declare that Candidate elected as the Councillor for that division.

In the event that 24 hours after Nomination Day, there is more than one nomination remaining in a division, the Returning Officer will declare that an election will be held for that respective division.



## CAMPAIGN INFORMATION

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### CAMPAIGN FINANCING

Candidates are advised to review the Campaign Financing sections of the Local Authorities Election Act very closely to ensure compliance. Specifically, the following Sections will have the greatest relevance:

Section 147.2	Limitations on Contributions
Section 147.22	Acceptance of Contributions
Section 147.3	Duties of Candidates

### CAMPAIGN DISCLOSURE STATEMENTS (Section 147.4)

Candidates are also advised to review the requirements for Campaign Disclosure sections of the Local Authorities Election Act, specifically that the Act now requires that **EVERY CANDIDATE** is responsible to track and disclosure expenses by **February 13<sup>th</sup>, 2025**, regardless of the source of funding or amount of funding used during their campaign. As such, it is advisable for all candidates to begin tracking expenses and any revenue received immediately after the submission of their nomination papers.

### SCRUTINEERS AND OFFICIAL AGENTS (Section 68.1 and Section 69)

Candidates are able to appoint an Official Agent, on their nomination form, to assist them with specific duties that they assign to their agent. Further, Candidates may wish to appoint a Scrutineer to observe the election process at a voting station. It should be noted that only one of the Candidate, Official Agent, or Scrutineer can be in a voting station at any given time. Section 68.1(1) and Section 69(1) provides more detail on the appointment of Official Agents and/or Scrutineers if the Candidate is interested in pursuing this option further. Candidates are encouraged to communicate with the Returning Officer their desire to appoint these positions to ensure that appropriate forms and documentation, satisfactory to the Returning Officer, are filled out and submitted (Specifically Form 11 and Form 16RSE).

### ELECTION SIGNAGE

In the course of their campaign, Candidates may choose to place election signage near roadways. Mountain View County does not have specific regulations relative to the placement of traditional election signage but does have regulations relative to other signage types with some signage prohibited (such as the placement of election signage on trailers). If you have questions relative to your proposed signage, please contact Mountain View County Planning and Development for guidance.

Candidates are required to obtain landowner permission prior to placement of election signage on private property.

**Note: Election signage is prohibited from being placed on properties where voting stations are to be located.**

Subject to the Safety Codes Act, Electrical and Communication Utility System of the Province of Alberta, electrical utility poles and structures shall be kept free of all materials not required for the system. Therefore, election signage cannot be secured to any of those structures.

Alberta Transportation does not require a permit to install an election sign along provincial highways but has outlined provincial guidelines that are required to be followed.



## General Guidelines

- Maximum sign size permitted in a highway right of way (the existing highway limits) is 1.5m<sup>2</sup>,
- Election signs are temporary and only permitted from the date the election is called until 3 days after the election,
- Signs must meet eligibility criteria (see ineligible election sign types below).

If a sign does not comply with Alberta Transportation Guidelines, a Peace Officer or person authorized by Alberta Transportation may, without notice or compensation, remove the sign.

## Ineligible Election Sign Types

- Display an intermittent flashing, rotating or moving light,
- Be floodlit which could distract drivers,
- Have any moving or rotating parts,
- Imitate the wording of a standard or commonly used highway traffic sign, such as stop, stop ahead or yield,
- Imitate or resemble a traffic control device, such as a stop sign.

Signs should also not include associated yard lights, area lighting and other lights that, in the opinion of Alberta Transportation, are excessively distracting to the public or create a traffic hazard.

## Location Guidelines

Election signs should be placed as far from the shoulder line as practical, always allowing drivers to have an unobstructed view of the road.

When placing election signs, consider:

- Signs must be placed no closer than 2m from the edge of payment (or in the case of gravel roads, no closer than 2m from the shoulder of the road),
- During winter conditions, there is a high probability that signs less than 6m from the road will be either covered with snow or damaged during snow removal and sanding operations.

No election signs:

- Are allowed within the median of a divided provincial highway,
- Can be mounted on highway signs or stop signs (these will be removed immediately),
- Can be placed in or within 500m of construction zones,
- Are allowed to obstruct a driver's view of an intersection in an urban area or within 250m of an intersection in a rural area.

## Safety Precautions

Precautions should be taken when installing election signs to ensure your safety and prevent driver distraction:

- Anyone working near the highway must wear reflective vests and bright clothing,
- Election signs can only be installed during daylight hours,
- Vehicles used for transporting election signs must:
  - o Be parked to minimize the impact to drivers (preferably on an approach), as far as possible from the travel lanes,
  - o Have 4-way hazard warning signals operating at all times.



## Sign Removal

All election signs must be removed within 3 days after the election. The candidate is responsible for installing and removing election signs.

Removal includes:

- The sign panel,
- Supporting Structure,
- Any tie wiring used to install and support the sign.

Any sign that poses an immediate hazard to the public will be removed immediately by Alberta Transportation's highway maintenance contractor without notification.

When the removal of an election sign is necessary due to safety or operational concerns, the appropriate Alberta Transportation district office will notify the responsible campaign office to take the required action:

- Failure to respond within the specified time will result in the sign being removed,
- Signs will be stored at the nearest highway maintenance facility or Alberta Transportation district office,
- The campaign office will be notified to arrange to have the signs picked up.

Alberta Transportation is not responsible for any damage to signage caused by removal.

## **CAMPAIGN LITERATURE**

Candidates may choose to develop campaign literature to distribute to electors. Candidates should note Section 148 (5) which prohibits the use of a Ballot printed by the Returning Officer, indicating or showing it to be marked for any candidate.

Candidates should also note that the distribution or display of campaign literature is prohibited on a voting day at a voting station. (Section 152.1)

## **USE OF MVC LOGO**

Mountain View County's Logo cannot be used by any candidate for use in their campaign, campaign material or campaign signage.

## **VIRTUAL CANDIDATES FORUM**

In an effort to allow for candidates to provide their information and platform to electors, Mountain View County will establish a virtual candidates forum which is optional for candidates to participate in.

- The forum will be held in Council Chambers.
- The forum will be moderated.
- Public attendance will not be permitted.
- The public will be encouraged to submit questions prior to the forum for the moderator to consider as well as some pre-established questions.
- Public members will be welcome to participate via the County's zoom platform.

**The Candidates Forum is scheduled for Monday October 7<sup>th</sup> at 6:00 pm.**





## ELECTION INFORMATION

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### ADVANCE VOTE OPPORTUNITIES

Mountain View County is required to have one Advance Vote Opportunity. Additional Advance Vote opportunities may be established at the direction of the Returning Officer. Advance Vote opportunities will be as follows:

Wednesday October 9<sup>th</sup> 2024: 3:00pm to 8:00pm (Melvin Hall)

Thursday October 10<sup>th</sup> 2024: 9:00am to 2:00pm (Bergen Hall)

### ELECTION DAY

Election day is set for Wednesday October 16, 2024 from 10:00 am to 8:00 pm. The Returning Officer may allow for voting hours to open prior to 10:00 am which will be communicated if that decision is made.

### ELIGIBILITY TO VOTE (Section 47)

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

- At least 18 years old
- A Canadian Citizen
- Resides in Alberta and the person's place of residence is located in Mountain View County on Election Day

In Mountain View County, as the Municipality is set up in 7 Divisions, the elector must reside within that respective Division on Election Day.

### RESIDENCE RULES (Section 48)

A person is only able to have one place of Residence for the purposes of voting.

For the purposes of establishing the persons place of residence, the typical definition is the place where the person lives and sleeps and to which, when the person is absent, intends to return to.

### IDENTIFICATION REQUIREMENTS

In order to vote at a voting station, an elector is required to produce one piece of identification that contains both their name and **physical** address. This is often more difficult in a rural environment where electors utilize their mailing address for the majority of their day to day interactions. In some instances, a resident's mailing address may be utilized if that address is within close proximity to the polling subdivision.

For the purposes of establishing their identification, electors can provide one piece of identification that has both their name and physical address from the following list:

#### *Government Issued ID*

- AISH Card
- Alberta Forestry Identification Card
- Alberta Health Care Card
- Alberta Natural Resources Card
- Alberta Service Dog Identification Card
- Alberta Wildlife ID Number (WIN) Card
- Band Membership or Indian Status Card
- Birth Certificate



- Canadian Citizenship Card
- Canadian Forces Identification Card
- Canadian Passport
- Canadian Pleasurecraft Operator Card
- CANPASS, FAST, or Nexus Card
- CATSA Identification Card
- Drivers Licence
- Firearm Possession and Acquisition (PAL)
- Fishing, Trapping, or Hunting Licence
- Government Issued Cheque or Cheque Stub
- Income Tax Assessment
- Library Card
- Public Curator, Guardian or Trustee Letter
- Marriage Certificate
- Metis Nation of Alberta Membership Card
- Old Age Security (OAS) Card
- Outdoors or Wildlife Card / Licence
- Public Transportation Card
- Social Insurance Number
- Statement of Government Benefits
- Tax Assessment or Evaluation Notice
- Vehicle Ownership or Registration
- Veterans Affairs Health Care ID Card

#### *ID From an Employer, Landlord, or Utility Company*

- Employee Identification Card
- Residential Lease or Sublease Document
- Membership Card (Service Club, Fitness or health club, political party, retail)
- Utility Bill (Electric, Gas, Water, Cable, Telephone)

#### *ID From a Financial Institution*

- Account Statement (Bank or Credit Card)
- Insurance Policy Certificate or Statement
- Mortgage Statement
- Pension Plan Benefit Statement
- Personal Cheque

#### *ID From a Health Care Provider*

- Alberta Health Services – Patient Wristband
- Canadian Blood Services Card
- CNIB Identification Card
- Hospital or Medical Identification Card
- Prescription Bottle Insert or Container

#### *ID From an Educational Institution*

- Correspondence from an Educational Institution
- Student ID Card

#### *ID From a Religious Institution*

- Baptismal Certificate
- Confirmation Certificate



## POST ELECTION PROCESSES

### *Election Night*

Candidates, Candidate Representatives, Media and Members of the Public are invited to Mountain View County's Official Election Headquarters at the County Office on Election Night which will serve as a Counting Center (Section 85.1). All boxes from the advance polls and election day polls will be opened and counted at this facility. Results will be made available upon final completion of counting on the County's website and Social Media channels.

### *Official Results*

The results from Election Night will remain as unofficial until the 4<sup>th</sup> day following the Election (October 20, 2025). At 12:00 pm (Noon) on the 4<sup>th</sup> day after the election, the Returning Officer will make those results Official.

### *Beginning of Term*

All successful Candidates will begin their term once they are sworn in at the County's Organizational Meeting which is scheduled to be held on October 23, 2024. Councillor Orientation is tentatively set for October 21<sup>st</sup> and October 22<sup>nd</sup>.

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## APPENDICES

Form 4: Nomination Form

Form 5: Candidates Information Form

Form 11: Enumerator, Candidate or Official Agent Proof of Identification

Form 12: Campaign Worker Proof of Identification

Form 26: Campaign Disclosure Statement and Financial Statement

FORM 4

## Nomination Paper and Candidate's Acceptance

*Local Authorities Election Act*  
(Sections 12, 21, 22, 23, 27, 28, 47,  
68.1, 151, Part 5.1)  
*Education Act* (Sections 4(4), 74)

**Note:** The personal information on this form is being collected to support the administrative requirements of the local authorities election process and is authorized under sections 21 and 27 of the *Local Authorities Election Act* and section 33(c) of the *Freedom of Information and Protection of Privacy Act*. The personal information will be managed in compliance with the privacy provisions of the *Freedom of Information and Protection of Privacy Act*. If you have any questions concerning the collection of this personal information, please contact

MVC FOIP HEAD

403-335-3311

Title of the Responsible Official

Business Phone Number

LOCAL JURISDICTION: MOUNTAIN VIEW COUNTY, PROVINCE OF ALBERTA

We, the undersigned electors of MOUNTAIN VIEW COUNTY - DIVISION 4, nominate  
Name of Local Jurisdiction and Ward (if applicable)

Candidate Surname of Given Names

Complete Address and postal code as a candidate at the election

about to be held for the office of COUNCILLOR  
Office Nominated for

of MOUNTAIN VIEW COUNTY  
Name of Local Jurisdiction

Signatures of at least 5 ELECTORS ELIGIBLE TO VOTE in this election in accordance with sections 27 and 47 of the *Local Authorities Election Act* and sections 4(4) and 74 of the *Education Act* (if applicable). If a city or a board of trustees under the *Education Act* passes a bylaw under section 27(2) of the *Local Authorities Election Act*, then the signatures of up to 100 electors eligible to vote may be required.

Printed Name of Elector	Complete Address and Postal Code of Elector	Signature of Elector

**Candidate's Acceptance**

I, the above named candidate, solemnly swear (affirm)

- THAT I am eligible under sections 21 and 47 (and section 12, in the case of summer villages) of the *Local Authorities Election Act* and sections 4(4) and 74 of the *Education Act* (if applicable) to be elected to the office;
- THAT I am not otherwise disqualified under section 22 or 23 of the *Local Authorities Election Act*;
- THAT I will accept the office if elected;
- THAT I have read sections 12, 21, 22, 23, 27, 28, 47, 68.1, and 151 and Part 5.1 of the *Local Authorities Election Act* and sections 4(4) and 74 of the *Education Act* (if applicable) and understand their contents;
- THAT I am appointing  
  
Name, Contact Information or Complete Address and Postal Code and Telephone Number of Official Agent (if applicable) as my official agent.
- THAT I will read and abide by the municipality's code of conduct if elected (if applicable); and
- THAT the electors who have signed this nomination paper are eligible to vote in accordance with the *Local Authorities Election Act* and the *Education Act* and resident in the local jurisdiction on the date of signing the nomination.

Print name as it should appear on the ballot

Candidate's Surname

Given Names (may include nicknames, but not titles, i.e., Mr., Ms., Dr.)

SWORN (AFFIRMED) before me

at the \_\_\_\_\_ of \_\_\_\_\_,

in the Province of Alberta,

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.



\_\_\_\_\_  
Candidate's Signature

\_\_\_\_\_  
Signature of Returning Officer or Commissioner for Oaths  
or Notary Public in and for Alberta  
(Also include printed or stamped name and expiry date)

Commissioner for Oaths Stamp

**RETURNING OFFICER'S ACCEPTANCE**

Returning Officer signals acceptance by signing this form:

\_\_\_\_\_  
Signature of Returning Officer

**IT IS AN OFFENCE TO SIGN A FALSE AFFIDAVIT OR A FORM THAT  
CONTAINS A FALSE STATEMENT**

**Note:** The personal information on this form is being collected to support the administrative requirements of the local authorities election process and is authorized under section 27 of the *Local Authorities Election Act* and section 33(c) of the *Freedom of Information and Protection of Privacy Act*. The personal information will be managed in compliance with the privacy provisions of the *Freedom of Information and Protection of Privacy Act*. If you have any questions concerning the collection of this personal information, please contact

**MVC FOIP HEAD**  
Title of the Responsible Official

**403-335-3311**  
Business Phone Number

Candidate's Full Name

Candidate's Address and Postal Code

Address(es) of Place(s) where Candidate Records are Maintained

Name(s) and Address(es) of Financial Institutions where Campaign Contributions will be Deposited (if applicable)

Name(s) of Signing Authorities for each Depository Listed Above (if applicable)

Where there is any change in the above mentioned information, the candidate shall notify the local jurisdiction in writing within 48 hours of such changes by submitting a completed information form.

[Reset](#)

[Save](#)

[Print](#)

FORM 11

## Enumerator, Candidate or Official Agent Proof of Identification for Section 52 Access

*Local Authorities Election Act*  
(Section 52)

LOCAL JURISDICTION: **MOUNTAIN VIEW COUNTY**, PROVINCE OF ALBERTA

ELECTION DATE: **October 16, 2024**

VOTING SUBDIVISION OR WARD (If Applicable): **DIVISION 4**

For the purposes of access authorized under section 52 of the *Local Authorities Election Act*, this

constitutes as identification for

Name

of

Complete Address and Postal Code

serving in the capacity of

**COUNCILLOR**

Office

This appointment is in effect for the 20 **24** campaign period.

Section 52 of the *Local Authorities Election Act* states that a person to whom an enumerator, a candidate, an official agent or a campaign worker on behalf of a candidate has produced identification in the prescribed form, indicating that the person is an enumerator, a candidate, an official agent or a campaign worker shall not

- (a) obstruct or interfere with, or
- (b) cause or permit the obstruction or interference with

the free access of the enumerator, candidate, official agent or campaign worker to each residence in a building containing 2 or more residences or to each residence in a mobile home park.

\_\_\_\_\_  
Signature of Returning Officer or Deputy Returning Officer

\_\_\_\_\_  
Signature of Enumerator, Candidate, or Official Agent Named Above

LGS1327 Rev. 2019-03

**Reset**

**Save**

**Print**

### Campaign Worker Proof of Identification

*Local Authorities Election Act*  
(Section 52)

LOCAL JURISDICTION: **MOUNTAIN VIEW COUNTY**, PROVINCE OF ALBERTA

ELECTION DATE: **Ocotober 16, 2024**

VOTING SUBDIVISION OR WARD (If Applicable): **DIVISION 4**

For the purposes of access authorized under section 52 of the *Local Authorities Election Act*, this

constitutes identification for

Name

of

Complete Address and Postal Code

serving in the capacity of

**COUNCILLOR**

Office

This appointment is in effect for the 20 **24** campaign period.

Section 52 of the *Local Authorities Election Act* states that a person to whom an enumerator, a candidate, an official agent or a campaign worker on behalf of a candidate has produced identification in the prescribed form, indicating that the person is an enumerator, a candidate, an official agent or a campaign worker shall not

- (a) obstruct or interfere with, or
- (b) cause or permit the obstruction or interference with

the free access of the enumerator, candidate, official agent or campaign worker to each residence in a building containing 2 or more residences or to each residence in a mobile home park.

\_\_\_\_\_  
Candidate's Signature

\_\_\_\_\_  
Campaign Worker's Signature



## Campaign Disclosure Statement and Financial Statement

*Local Authorities Election Act  
(Sections 147.3, 147.4)*

NOTE: The personal information on this form is being collected to support the administrative requirements of the local authorities election process and is authorized under section 147.4 of the Local Authorities Election Act and section 33(c) of the Freedom of Information and Protection of Privacy Act. The personal information will be managed in compliance with the privacy provisions of the Freedom of Information and Protection of Privacy Act. If you have any questions concerning the collection of this personal information, please contact:

MVC FOIP Head

403-335-3311

Title of the Responsible Official

Business Phone Number

LOCAL JURISDICTION MOUNTAIN VIEW COUNTY, PROVINCE OF ALBERTA

Full Name of Candidate \_\_\_\_\_

Candidate's Mailing Address \_\_\_\_\_

\_\_\_\_\_, Alberta

Postal Code \_\_\_\_\_

This form, including any contributor information from line 2, is a public document.

### Pre-Campaign Period Report

1. Pre-Campaign Period Contributions (up to a limit of \$5,000 per year or \$10,000 from candidate's own funds per year) \_\_\_\_\_

2. Pre-Campaign Period Expenses \_\_\_\_\_

### Campaign Period Revenue

#### CAMPAIGN CONTRIBUTIONS:

1. Total amount of contributions of \$50.00 or less \_\_\_\_\_

2. Total amount of all contributions of \$50.01 and greater, together with the contributor's name and address (attach listing and amount) \_\_\_\_\_

NOTE: For lines 1 and 2, include all money and valued personal property, real property or service contributions.

3. Deduct total amount of contributions returned \_\_\_\_\_

4. NET CONTRIBUTIONS (line 1 + 2 - 3) \_\_\_\_\_

\$0.00

#### OTHER SOURCES:

5. Total amount contributed out of candidate's own funds \_\_\_\_\_

6. Total net amount received from fund-raising functions \_\_\_\_\_

7. Transfer of any surplus or deficit from a candidate's previous election campaign \_\_\_\_\_

8. Total amount of other revenue \_\_\_\_\_

9. TOTAL OTHER SOURCES (add lines 5, 6, 7 and 8) \_\_\_\_\_

\$0.00

10. Total Campaign Period Revenue (add lines 4 and 9) \_\_\_\_\_

\$0.00

#### Campaign Period Expenditures

11. Total Campaign Period Expenses    Paid \_\_\_\_\_    Unpaid \_\_\_\_\_    TOTAL \_\_\_\_\_ \$0.00

The Candidate must attach an itemized expense report to this form.

Campaign Period Surplus (Deficit) (deduct line 11 from line 10) \_\_\_\_\_ \$0.00

A candidate who has incurred campaign expenses or received contributions of \$60,000 or more must attach a review engagement statement to this form.

#### ATTESTATION OF CANDIDATE

This is to certify that to the best of my knowledge this document and all attachments accurately reflect the information required under section 147.4 of the Local Authorities Election Act.

\_\_\_\_\_  
Date yyyy-mm-dd

\_\_\_\_\_  
Signature

Forward the signed original of this document to the address of the local jurisdiction in which the candidate was nominated for election.

**IT IS AN OFFENCE TO FILE A FALSE STATEMENT**