



**CANDIDATE NOMINATION
PACKAGE**

Town of Innisfail

General Election October 16, 2017

CONTACT INFORMATION

Questions or information relative to the Office of Mayor and/or Councillor, contact:

Heather Whymark, Returning Officer
Town of Innisfail
4943 53 Street
Innisfail, AB T4G 1A1
Tel: (403) 227-3376
Email: heather.whymark@innisfail.ca

Copies of Provincial Legislation, including the *Local Authorities Election Act* (LAEA) and the *Municipal Government Act* (MGA), contact:

Queen's Printer
5 Floor Park Plaza Building
10611 - 98 Avenue
Edmonton, AB T5K 2P7
Telephone: (780) 427-4952
Fax: (780) 452-0668
Email: qp@gov.ab.ca
www.qp.alberta.ca/Laws_Online.cfm

NOMINATION DAY

NOMINATION DAY for Mayor, Councillors and School Trustees is **Monday, September 18, 2017 from 8:00 a.m. to 12:00 noon**. The date and time for accepting nomination forms is legislated and **cannot** be changed or extended.

OBTAINING NOMINATION FORMS

Please visit www.innisfail.ca for the Candidate Nomination Package containing the required forms or visit Municipal Affairs at http://www.municipalaffairs.alberta.ca/mc_elections for all downloadable election forms and related candidate information and guides.

Nomination papers may also be obtained, during normal office hours, at the Town Office:

4943 53 Street
Innisfail, AB T4G 1A1

FILING OF NOMINATION PAPERS

All candidates running for Mayor or Councillor must submit the completed Nomination Paper and Candidate's Acceptance (Form 3). The Nomination Paper must be signed by a minimum of five (5) eligible electors and accompanied by the required deposit of \$100 for the position of the Mayor and each Councillor. The required deposit must be paid in cash, by certified cheque or by money order. To ensure the validity of their Nomination Papers, a Candidate is encouraged to submit more than the required five (5) electors' signatures.

The Returning Officer is required to refuse a candidate's nomination **only** if:

- The paper has not been signed by five (5) eligible electors; or
- The paper is not accompanied by the required deposit.

The Returning Officer does not have the authority to challenge the validity of the information provided on the Nomination Paper and Candidate's Acceptance Form. This is the responsibility of the electors of the Municipality and may be challenged through the Court.

Nominations for Mayor, Councillors, and School Trustees will be received at the Town of Innisfail Office **between 8:00 a.m. and 12:00 Noon** on Nomination Day, **Monday, September 18, 2017**.

4943 53 Street
Innisfail, AB T4G 1A1

NOTE: Mailed, faxed or electronically submitted Nomination Papers will not be accepted. The Nomination Paper and Candidate Acceptance Form is a legislated form and must not be modified in any way.

QUALIFICATIONS OF ELECTORS WHO SIGN NOMINATION FORMS

The *Local Authorities Election Act* requires that a person who signs a candidate's nomination forms be eligible to vote in the ward for which a candidate is being nominated.

An elector (voter) is eligible to sign nomination forms for a candidate if on Nomination Day (September 18, 2017) the person:

- is at least 18 years old;
- is a Canadian citizen;
- has lived in Alberta for at least 6 consecutive months immediately preceding Nomination Day (since March 18, 2017); and
- lives in the Town of Innisfail on the date they sign the nomination papers.

WITHDRAW OF NOMINATION

A candidate may withdraw their nomination in writing within 24 hours after the close of nominations at 12 noon on Monday, September 18, 2017. The legislated deadline for withdrawals is 12 noon on Tuesday, September 19, 2017. The Returning Officer cannot accept a withdrawal if it results in the less than the required number of candidates to fill that office.

OFFICIAL AGENTS AND SCRUTINEERS

On nomination day, each nominated candidate may appoint an elector to be the candidate's official agent, who:

- must not have been convicted within the previous 10 years of an offence under the *Local Authorities Election Act*, the *Election Act* or the *Canada Elections Act* (Canada);
- is not a candidate in the same election; and
- shall be assigned all duties by the candidate.

The candidate may appoint a new official agent by immediately providing the person's name and contact information in writing to the Returning Officer

A candidate who signs a candidate's acceptance form that contains a false statement is guilty of an offence and liable to a fine of not more than \$1000.

Each candidate may appoint scrutineers to observe the voting process during the advance votes and on Election Day. To be a scrutineer, the person must:

- be at least 18 years of age;
- present to the presiding deputy returning officer with a written notice signed by the candidate appointing the person to represent that candidate as scrutineer at that voting station
- must make a statement at each voting station in the prescribed form that they act on behalf of the candidate and will maintain the secrecy of the vote; and

- not have been convicted within the previous 10 years of an offence under the *Local Authorities Election Act*, the *Election Act* or the *Canada Elections Act* (Canada).

Only one of the candidate, official agent or scrutineer is permitted to be present in the voting station at a time.

CANDIDATE REGISTRATION

Provincial legislation requires individuals who intend to run for any municipal election to register with the Municipality before accepting any campaign contributions by filing an Application for Registration of Notice of Intent to Become a Candidate for Municipal Office (Form 3A). The candidate registration legislation, which came into effect January 1, 2014, does not apply if the candidate's entire election campaign is funded exclusively out of the candidate's own funds, up to a maximum of \$10,000.

The Municipality is required to maintain a registry of candidates who have filed their intent to be a candidate in the municipal election. The names of individuals who have filed the candidate registration and the date received will be made public. All other information contained in the form and the registry is of a personal nature and will not be disclosed.

When there is any change to the information provided, the registered candidate must notify the Municipality in writing within 48 hours after the change, and the Municipality will update the register of candidates accordingly. Notification must also be given if you change your intent to be nominated for an upcoming election.

QUALIFICATIONS OF CANDIDATES

QUALIFICATIONS

The *Local Authorities Election Act* (LAEA) legislates the qualifications of candidates, including rules of residence. A person is eligible to be nominated as a candidate if on nomination day (September 18, 2017) the person:

- is at least 18 years old;
- is a Canadian citizen
- has lived in the Town of Innisfail at least 6 consecutive months immediately preceding nomination day (since March 18, 2017); and
- is not otherwise ineligible or disqualified.

A candidate must swear or affirm an affidavit (Form 3 – Nomination Paper and Candidate's Acceptance) before the Returning Officer or a Commissioner for Oaths confirming that they have reviewed the legislation and are eligible to be elected.

INELIGIBILITY

The LAEA also legislates who is ineligible to be nominated as a municipal candidate, such as:

- The person is an auditor of the municipality or school board;
- The person is an employee of the municipality or school board, unless the person takes a leave of absence;
- The person is in tax arrears for more than \$50 (except current taxes or arrears for which a consolidation agreement is in place and not in default);
- The person is in arrears to the municipality for any amount exceeding \$500 for more than 90 days;
- The person has been convicted of an offence within the previous 10 years under the *Local Authorities Election Act*, *the Election Act* or *the Canada Elections Act*;
- The person has not met the campaign disclosure requirements from a previous election.

The above information is not inclusive of all reasons for ineligibility. It is the candidate's responsibility to ensure they read and understand the legislation and ensure they are eligible to be nominated.

CAMPAIGN CONTRIBUTION AND EXPENSE DISCLOSURE

The *Local Authorities Election Act* Part 5.1 requires campaign finance and contribution disclosure for all candidates running for municipal office and governs candidate registration, campaign contributions, accounting obligations, surplus campaign funds, campaign funding limits and rules about who cannot contribute to a campaign.

It is the candidate's responsibility to read and understand the legislation or to seek appropriate legal or accounting advice from professionals as required. The candidate is responsible for ensuring that his or her campaign complies with all legislation. If you have additional questions, please contact the Municipal Services Branch of Municipal Affairs at (780-427-2225), toll-free in Alberta by dialing 310-0000 first, and ask to speak with a Municipal Advisor, who can assist you with your questions or direct you to the appropriate contact.

CANDIDATE SELF-FUNDED ELECTION CAMPAIGN

Any money up to and including \$10,000 paid by the candidate out of the candidate's own funds (self-funded) for the purposes of their election campaign is not considered a campaign contribution. If the candidate's campaign is entirely self-funded, the candidate is not required to file a notice of intent to run, or open and deposit funds into a campaign account. If a candidate exclusively self-funds his/her campaign, a disclosure statement is not required; however, the candidate should inform the Municipality that a disclosure statement will not be filed to avoid being considered in contravention of the LAEA.

LIMITATIONS ON CONTRIBUTIONS

The maximum campaign contribution made by any person, corporation, trade-union or employee organizations is \$5,000 in any year. The maximum amount of money paid out of a candidates own funds to their election campaign is \$10,000 in any campaign period.

Contributions are not permitted from individuals who normally reside outside Alberta or from prohibited organizations, including any corporation that does not carry on business in Alberta. Contributions may only be accepted from trade unions or employee organizations as defined in the LAEA.

ALLOWABLE ELECTION EXPENSES

Payments of the following election campaign expenses are permitted under provincial legislation:

- Personal expenses of the candidate;
- Cost of acquiring premises, accommodations, goods or services used for proper election campaign purposes;
- Payments for the fair cost of printing and advertising;
- Reasonable payments to any person for the hire of transportation used by the candidate or speakers for travelling to and from public meetings or by any person in connected with and for the proper purposes of an election.

DUTIES OF A CANDIDATE

A candidate is required under the *Local Authorities Election Act* to:

- Register with the Municipality prior to accepting any campaign contributions;
- Open a campaign account at a financial institution in the name of the candidate or the candidate's election campaign as soon as possible after the total amount of campaign contributions exceeds \$5000 and ensure all contributions of money are deposited into that account;
- Use the money in the above account only for the payment of allowable campaign expenses;
- Value contributions of real property, personal property and services;
- Receipts are issued for every contribution and obtained for every expense;
- File disclosure statements by the deadline of March 1, 2018;
- Keep records of contributions and expenses for 2 years from the date the disclosure statement was filed;
- Give proper direction to any person authorized to accept campaign contributions and incur expenses;
- Return any contribution received in contravention of the legislation to the contributor;
- Remit to the Municipality any anonymous contribution that cannot be returned.

CAMPAIGN DISCLOSURE STATEMENTS

If a candidate has received campaign contributions or has funded their campaign with a combination of self-funding and campaign contributions, the candidate is required to file a disclosure statement with the Municipality on or before March 1, 2018. The campaign disclosure statement must include:

- The total amount of all campaign contributions that did not exceed \$100 in total from any single contributor;
- The contributor's name and address, if the amount received from that contributor exceeds \$100 in total;
- The total amount of money paid by the candidate;
- The total amount of any campaign surplus, including any surplus from previous campaigns;
- A financial statement of the total amount of revenue and expenses.

If the candidate's disclosure statement shows a surplus, the candidate must pay the surplus to the Municipality, to be held in trust at a financial institution. If the candidate files nomination papers in the next election or by-election, the money will be paid to the candidate for use in that election. A candidate who does not file nomination papers for the next general election must, within 6 months of that election, direct the Municipality to donate the money to a registered charity. Candidates are required to clear any deficit within the same time frame.

A candidate who does not file the disclosure statement by the legislated deadline will be ineligible for nomination for any municipal election for a period of up to 8 years. Elected council members would be disqualified from council.

All disclosure statements and supporting documents are available for public viewing during regular business hours.

GENERAL DUTIES OF COUNCILLORS

Term of Office: 4 Years

Section 153 of the Municipal Government Act (MGA) provides as

follows: 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;
- B. to participate generally in developing and evaluating the policies and programs of the municipality;
- C. to participate in Council meetings and Council committee meetings and meetings of other bodies to which they are appointed by the Council;
- D. to obtain information about the operation or administration of the municipality from the Chief Administrative Officer or a person designated by the Chief Administrative Officer;
- E. to keep in confidence matters discussed in private at a Council or Council committee meeting until discussed at a meeting held in public;

- F. to perform any other duty or function imposed on Councillors by this or any other enactment or by the Council.

Note: Councillors are appointed by Council to various boards and committees, on an annual basis, and serve as Deputy Mayor for three month periods on a rotational basis.

GENERAL DUTIES OF THE CHIEF ELECTED OFFICIAL MAYOR

Term of Office: 4 years

Section 154 of the Municipal Government Act (MGA) provides as follows:

- A. A chief elected official, in addition to performing the duties of a Councillor, must:
 - 1. preside when in attendance at a Council meeting unless a bylaw provides that another Councillor or other person is to preside, and
 - 2. perform any other duty imposed on a chief elected official by this or any other enactment or bylaw.
- B. The chief elected official is a member of all Council committees and all bodies to which Council has the right to appoint members under this Act, unless the Council provides otherwise.
- C. Despite subsection (2), the chief elected official may be a member of a board, commission, subdivision authority or development authority established under Part 17 only if the chief elected official is appointed in the chief elected official's personal name.

POWERS

As a member of Council you will have the opportunity to significantly influence the future of the Town. Your power as a member of Council depends on your ability to persuade the other members of Council to adopt your point of view. All decisions must be made at Council meetings which are open to the public.

As an individual member of Council you will not have the power to commit the Town to any expenditure or to direct the activities of Town employees. Any promise you make, as part of your election campaign, that involves Town expenditures or activities of employees, can only be carried out if you can convince a majority of Council that it is a good idea.

TIME REQUIREMENTS

The time commitment required of the Mayor or a Councillor is considerable. You will be required to attend:

- Regular and special meetings of Council
- Council committee meetings
- Meetings of other boards and agencies to which you are appointed as Council's representative
- Conferences, conventions, seminars and workshops for training and discussion
- Social and other events promoting your municipality

Regular Council meetings are presently the second and fourth Monday of each month commencing at 7:00p.m. Monday meetings are moved to Tuesday evenings in the case of statutory holidays that fall on Mondays.

Council also schedules annual planning and goal setting workshops.

The Alberta Urban Municipalities Association (AUMA), of which the Town is a member, holds a convention in the fall of each year. The Mayor and all Councillors normally attend this convention. On election years the fall convention is held in November in Edmonton and on non-election years in September. The location of this convention is always held in Edmonton or Calgary. In addition, the AUMA holds an annual one-day seminar in the spring at which they discuss many current issues.

The Federation of Canadian Municipalities (FCM), of which the Town is also a member, holds a convention in the spring.

You will also need to spend time reading material and talking with residents, the Chief Administrative Officer and others. This will all be part of the necessary preparation for meetings so that you can make informed decisions. Don't, however, forget the time you need for your personal and work life.

EXTERNAL COMMITTEE MEETINGS

Only those Councillors who are appointed to serve on a committee and/or board are required to attend meetings of those boards or committees. Only those appointed have the right to vote at those meetings.

There are several types of committees:

- Committees established under the Municipal Government Act.
- Committees established under other legislation.
- Other committees and/or boards that request or require representation by a Councillor.

FORMS

Attached are the various Government of Alberta forms:

- Application for Registration of Notice of Intent to Become a Candidate for Municipal Office (GOA Form 3A)
- Nomination Paper and Candidate's Acceptance (GOA Form 3)
- Enumerator, Candidate or Official Agent Proof of Identification for Section 52 Access (GOA Form 7A)
- Campaign Worker Proof of Identification (GOA Form 7B)
- Statement of Scrutineer or Official Agent (GOA Form 10)

The Government of Alberta forms are legislated forms and must not be modified in any way. Please visit Municipal Affairs at http://www.municipalaffairs.alberta.ca/mc_elections for all GOA election forms.

APPLICATION FOR REGISTRATION OF NOTICE OF INTENT TO BECOME A CANDIDATE FOR MUNICIPAL OFFICE
Local Authorities Election Act (Sections 68.1, 147.21)

NAME OF MUNICIPALITY: TOWN OF INNISFAIL, ALBERTA

Individual's Intent to Become a Candidate:

I _____, solemnly swear (affirm)
(Name of intended candidate)

- THAT I intend to submit nomination papers to the Returning Office on Nomination Day;
• THAT I have not accepted any financial contributions intended for campaigning in the relevant election from any person prior to declaring my intent to become a candidate for municipal office;
• THAT I am eligible under sections 21 and 47 of the Local Authorities Election Act to be elected to the office that I intend to seek;
• THAT I am not otherwise disqualified under sections 22 or 23 of the Local Authorities Election Act;
• THAT I have read sections 12, 21, 22, 23, 27, 47, 68.1, 147.11, 147.2, 147.21 and 151 of the Local Authorities Election Act and understand their contents;
• THAT I hereby apply for registration under section 147.21 of the Local Authorities Election Act as an intended candidate; and
• That I am appointing _____, as my official agent.
(Name, Contact Information or Complete Address and Postal Code and Telephone Number of Official Agent) (if applicable)

(Candidate's Surname)

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

(Candidate's Complete Address and Postal Code)

(Address of place(s) where candidate records are maintained)

My campaign for municipal office is entirely self-funded up to a limit of \$10,000.00.

(Name(s) and address(es) of financial institutions where campaign contributions will be deposited)

(Name(s) of signing authorities for each depository listed above)

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)

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

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 147.21 of the Local Authorities Election 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 questions concerning the collection of this personal information, please contact the Town of Banff FOIP Coordinator at 403-762-1209.

Nomination Paper and Candidate's Acceptance

Local Authorities Election Act
 (Sections 12, 21, 22, 23, 27, 47, 68.1,
 147.11, 147.2, 147.21, 151)
School Act (Section 44(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 27 of the *Local Authorities Election 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

_____ (Title of the Responsible Official) _____ (Business Phone Number)

LOCAL JURISDICTION: _____, PROVINCE OF ALBERTA

We, the undersigned electors of _____, nominate
 (Name of local jurisdiction and ward, if applicable)

_____ of
 (Candidate Surname) (Given Names)

_____ as a candidate at the election
 (Complete Address and postal code)

about to be held for the office of _____
 (Office Nominated for)

of _____
 (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 section 44(4) of the *School Act* (if applicable). If a city or a board of trustees under the *School 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 section 44(4) of the *School 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, 47, 68.1, 147.11, 147.2, 147.21 and 151 of the *Local Authorities Election Act* and section 44(4) of the *School Act* (if applicable) and understand their contents; and
- 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.

Print name as it should appear on the ballot

 (Candidate's Surname) (Given Names (may include nicknames, but not titles, i.e., Mr., Mrs., 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)

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

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

Local Authorities Election Act
(Section 52)

LOCAL JURISDICTION: _____, PROVINCE OF ALBERTA

ELECTION DATE: _____

VOTING SUBDIVISION OR WARD (If Applicable): _____

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 _____
(Office)

This appointment is in effect for the 20____ 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 that meets the requirements of the regulations, 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 two (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)

Campaign Worker Proof of Identification

Local Authorities Election Act
(Section 52)

LOCAL JURISDICTION: _____, PROVINCE OF ALBERTA

ELECTION DATE: _____

VOTING SUBDIVISION OR WARD (If Applicable): _____

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 _____
(Office)

This appointment is in effect for the 20____ 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 that meets the requirements of the regulations, 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 two (2) or more residences or to each residence in a mobile home park.

(Candidate's Signature)

(Campaign Worker's Signature)

Statement of Scrutineer or Official Agent

Local Authorities Election Act
(Sections 16(2), 68.1, 69, 70)

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 16(2), 68.1, 69 and 70 of the Local Authorities Election 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

(Title of the Responsible Official)

(Business Phone Number)

LOCAL JURISDICTION: _____, PROVINCE OF ALBERTA

ELECTION DATE (OR VOTE ON A BYLAW OR QUESTION): _____

I, _____,
(Name of Scrutineer or Official Agent)

of _____,
(Complete address and postal code)

in the Province of _____, am at least 18 years of age and,

(a) For the purposes of an election, will act as scrutineer on behalf of _____
(Name of Candidate)
for the office of _____
(Office for which Candidate was Nominated)

OR

(b) For the purposes of a vote on a bylaw, will act as scrutineer for those persons who are interested in

(Check [x] One) [] promoting the passing of Bylaw No. _____

[] opposing the passing of Bylaw No. _____

OR

(c) For the purposes of a vote on a question, will act as scrutineer on behalf of those persons who are interested in

(Check [x] One) [] voting in the positive on the question set out.

[] voting in the negative on the question set out.

AND I will in all respects maintain and aid in maintaining the absolute secrecy of the vote.

(Signature of Scrutineer or Official Agent)

IT IS AN OFFENCE TO SIGN A FALSE STATEMENT

Board / Committee	2016-2017 Appointments
Central Alberta Economic Partnership (CAEP)	1 Member
	Alternate
Central Alberta Regional Trails Society (CARTS)	1 Member
	Alternate
Central Alberta Regional Waste Management Commission (CARWMC)	1 Member
	Alternate
Community Services Standing Committee	1 Member
	Alternate
	Member of Public
	Member of Public
	Member of Public
	Member of Public
Transportation Committee	1 Member
	1 Member
	Alternate
Family & Community Support Services Advisory Board	1 Member
	Alternate
	Member of Public
	Member of Public
	Member of Public
	Member of Public
Innisfail Chamber of Commerce	1 Member
	Alternate
Innisfail and District Historical Society	1 Member
	Alternate
Innisfail Joint Use Committee	1 Member
Innisfail Municipal Library Board	1 Member
	Alternate
Intermunicipal Development Plan – Red Deer County	1 Member
	1 Member
	1 Member
	1 Member
Mountain View Regional Water Service (MVRWSC)	1 Member
	Alternate
Municipal Emergency Management / Emergency Preparedness	1 Member
	1 Member
	1 Member
	1 Member
Municipal Planning Commission (MPC)	1 Member
	1 Member
	1 Member
	Alternate
	Member of Public
	Member of Public
Operational Services Standing Committee	1 Member
	1 Member
	1 Member
	Alternate
Parkland Community Planning Services (PCPS)	1 Member
	Alternate
Parkland Foundation Housing for Seniors	1 Member
	Alternate
Parkland Regional Library	1 Member
	Alternate
Red Deer River Municipal Users Group (RDRMUG)	1 Member
	Alternate
Red Deer River Watershed Alliance (RDRWA)	1 Member
	1 Member
South Red Deer Regional Wastewater Commission (SRDRWC)	1 Member
	Alternate
Subdivision & Development Appeal Board (SDAB)	1 Member
	Alternate
	Member of Public
	Member of Public
	Member of Public
	Vacancy



POLICY MANUAL
TOWN OF INNISFAIL

POLICY NUMBER: 2004 - 001
EFFECTIVE DATE: January 27, 2004
AMENDMENT DATES: September 27, 2010
March 14, 2016

GENERAL STATEMENT OF POLICY: Election Signs

OBJECTIVE:

The Town of Innisfail wishes to ensure that election signs are placed in a manner that regards the amenities of existing developments, the respect for other candidates, the safety of the travelling public and prevents a cluttered appearance on Town boulevards.

DEFINITION:

An election sign is a temporary sign announcing or supporting political candidates or issues in connection with any vote or referendum pursuant to municipal, provincial or federal legislation.

STATEMENT:

Election signs for persons seeking office in Federal, Provincial, Municipal or Local Authority (school board) elections may be placed on private property provided that they shall not obstruct the view of or be liable to be confused with any authorized traffic sign, signal or device or otherwise pose a potential hazard to traffic and are placed outside of the 6 meter site triangles at intersections.

PERMITTED LOCATION OF SIGNS:

Election signs may be placed on Town owned property provided that they are placed in pre-determined locations.

Election signs must be placed in a manner so as to not obstruct signs placed by other candidates. Pre-determined locations will be marked by Town employees upon request.

Election signs shall not be placed within 20 meters of another sign from the same candidate.

Election signs shall not be placed within 2.0 meters from the edge of pavement.

Elections signs shall be a maximum of 4 ft. x 8 ft. in size and shall not be illuminated.

Pre-determined locations include sections of the following boulevards:

- 1 42 Street, South side, East of 60 Avenue
- 2 52 Avenue East side, South of Woodland Road
- 3 54 Street, North side, between 48 Avenue & 49 Avenue
- 4 Lakewood Drive, West side, South of 56 Street
- 5 Intersection of 50 Street and Highway 2A, Southwest corner
- 6 52 Avenue, East side South of 42 Street

TIME LIMITS:

All election signs on public and private property must be removed within 48 hours of the closing of the polling station. The Town of Innisfail, Peace Officer has the authority to remove any election sign that does not comply with the Policy.

For Provincial and Federal elections, election signs shall only be placed after the official start of an election period.

For Municipal elections, election signs shall only be placed 45 days prior to the identified election and/or vote day.

DATE POLICY APPROVED BY COUNCIL: January 27, 2004

Date of Revision	Council Resolution	Revision Details
March 14, 2016	77.03.14	Revised map and locations, addition of size and distance requirements, time limits, minor text additions



Mayor



Chief Administrative Officer

Pre-Determined Locations:



TITLE:	COUNCIL REMUNERATION & BENEFITS
POLICY NUMBER:	2009-001
EFFECTIVE DATE:	January 28, 2009
AMENDED:	October 22, 2012 January 28, 2013 May 8, 2017

OBJECTIVE:

The Town of Innisfail will provide remuneration and benefits to the Mayor and Councillors that reflects the demands on members of Council and their value to the community. The Town of Innisfail will provide reimbursement of expenses at a level that reflects the costs incurred by a member of Council while on Town business.

GUIDLINES:

Council has the duty to participate in Council meetings, Board and Committee meetings as appointed, as well as other duties evolved with holding public office.

Base Honorarium

Council shall be paid a base monthly honorarium as follows:

Mayor	\$2,700.00
Councillors	\$1,300.00

The monthly base honorarium includes two Council Meetings per month. Council will receive an annual Cost Of Living Allowance increase.

Per Diems

The Mayor and Councillors shall receive a per diem as follows effective:

\$105.00 for attendance at ½ day meetings (less than 4 hours)
\$210.00 for attendance at full day meetings (over 4 hours)

Council members must submit per diem requests on the prescribed form to the Mayor for approval.

Travel Expenses

When travel is required for an official council appointed function such as a board or committee, regional body, training, conferences and conventions, etc., members of Council will be reimbursed for expenses. Eligible expenses include lodging, parking, meals, telephone or internet charges incurred for Town business, ground transportation, and commercial airlines. Reimbursement will be based on the amount shown on receipts submitted for travel and sustenance. Sixty dollars (\$60.00) per day will be reimbursed for meals if no receipt is provided (Breakfast - \$15.00, Lunch - \$15.00, Dinner - \$30.00). Expenses for alcohol will not be reimbursed by the Town.

Members of Council are encouraged to utilize a Town of Innisfail vehicle or car pool, whenever possible, while traveling on Town business. If a member of Council does use a personal vehicle he or she will be reimbursed at the current rate per kilometer as determined by the Revenue Canada Agency.

Council Benefits

Members of Council are eligible to participate in the following benefits with the premiums being paid by the Town of Innisfail:

- Extended Health Care
- Dental Care
- Healthy Initiative

Review of Council Remuneration and Benefits

Council shall appoint an Ad Hoc Committee consisting solely of public members to review Council remuneration and benefits every two years; in the year of a general election, as well as mid-term. The Terms of Reference for the Council Remuneration Review Committee are shown in "Schedule A".

DATE APPROVED BY COUNCIL: May 8, 2017



Mayor



Chief Administrative Officer

SCHEDULE A



Council Remuneration Review Committee Terms of Reference

1. Council

- i. Council will duly consider all recommendations brought forward by the Committee;
- ii. Will approve any adjustments to the Council remuneration package at a Regular meeting of Council.

2. Chief Administrative Officer

- i. Will act in an advisory role to the Committee;
- ii. Provide any information necessary to the Committee to fulfill their duties;
- iii. Use comparable Municipalities (minimum of 7) within the Province as a basis for a review of Council remuneration and benefits.

3. Council Remuneration Review Committee

- i. Will make recommendations to Council in relation to Council Remuneration;
- ii. Will make recommendations to Council in relation to Council Per Diem Rates;
- iii. Will make recommendations to Council in relation to a Benefits Package;
- iv. Will make recommendations on the compensation rate through the use of a market average of those communities surveyed.

4. Committee Composition and Proceedings:

- i. The Committee will consist of at least five (5) members including:
 - (a) At least three (3) citizens from the Community;
 - (b) The CAO and the Director of Corporate Services who will both be non-voting.
- ii. Meeting dates and times shall be held at the discretion of the Committee;
- iii. Quorum shall consist of three citizen members;
- iv. The Committee is an ad hoc committee that shall be dissolved once a recommendation to Council has been put forward.