

CANDIDATE GUIDE TO MUNICIPAL ELECTIONS

Regional Municipality of Wood Buffalo

Ward 4 By-Election November 4, 2024



Revised: September 2024

Candidates are responsible for reading and understanding all legislation to ensure compliance.

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2024 WARD 4 BY-ELECTION

Introduction

Thank you for your interest in serving the residents of the Regional Municipality of Wood Buffalo!

The *Local Authorities Election Act* (LAEA) which governs all aspects of municipal elections was amended prior to the 2021 General Municipal Election. The Nomination Period for the November 4, 2024 Ward 4 By-Election is from September 11, 2024 to 12 noon on October 7, 2024. All candidates running for municipal council are subject to the same Campaign Disclosure and Finance requirements, and third-party advertising is also regulated under the LAEA.

This guide is intended to assist potential candidates for the November 4, 2024 Ward 4 By-election, has no legislative sanction and is not inclusive of all the information related to the office of Councillor, election procedures and election legislation. It is not a substitute for legal advice. It is recommended that you obtain a copy of the *Local Authorities Election Act* and other relevant legislation.

It is the candidate's responsibility to read and understand all legislation concerning elections and to seek legal and accounting advice from professionals or to contact Municipal Affairs regarding requirements under provincial legislation.

General election information is available at www.rmwb.ca/elections or on the Municipal Affairs website at www.alberta.ca/municipal-elections.aspx

Information on the websites about running for municipal office may change. It is your responsibility to stay up to date with any new information. If you do not have regular access to the internet, please provide your contact information and you will be notified when updates occur.

Darlene Soucy
Returning Officer

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Contact Information

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

Darlene Soucy, Returning Officer
Regional Municipality of Wood Buffalo
9909 Franklin Avenue
Fort McMurray, AB T9H 2K4
Tel: (780) 743-7001
elections@rmwb.ca
www.rmwb.ca/elections

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

Alberta's King's Printer
Park Plaza
Suite 700, 10611 98 Avenue
Edmonton, AB T5K 2P7
Telephone: (780) 427-4952 Fax: (780) 452-0668
kings-printer@gov.ab.ca
https://kings-printer.alberta.ca/Laws_Online.cfm

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Key Election Dates

<u>Date</u>	<u>Event</u>
September 11, 2024 – October 7, 2024 During regular business hours.	Nomination Period Nominations are filed during this period during regular business hours until 12 noon on October 7, 2024.
September 11, 2024 – January 4, 2025	Campaign Period Nominated candidates, who have had their nomination and deposit received by the Returning Officer, may collect contributions and incur expenses during the campaign period.
Monday, October 7, 2024 12:00 noon	Election Signs Election signs may be installed starting at 12:00 noon.
Tuesday, October 8, 2024 12:00 noon	Deadline for Withdrawal of Nomination Nominations may be withdrawn by written notification to the Returning Officer by 12:00 noon.
October 2024	Advance Vote Days Details on Advance Voting will be released in early October 2024.
Monday, November 4, 2024 9:00 a.m. to 8:00 p.m.	Election Day Voting stations will be open from 9 a.m. to 8:00 p.m. Unofficial results will be released when vote counting is complete.
Thursday, November 7, 2024 8:00 p.m.	Removal of Election Signs Removal of election signs, including all supporting structures, must be completed by 8:00 p.m.
Friday, November 8, 2024 12:00 noon	Official Election Results Returning Officer will post the official election results and declare the candidate who received the highest number of votes to be elected.
Tuesday, March 4, 2025 4:30 p.m.	Deadline for Filing of Campaign Disclosure Statements Candidates for the 2024 Ward 4 By-Election must file Campaign Disclosure Statements on or before March 4, 2025.

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Candidate Information Sessions

Candidate Information Sessions may be offered by the Regional Municipality of Wood Buffalo prior to Nomination Day and details would be posted at www.rmwb.ca/elections.

Municipal Affairs also provides information relative to municipal elections at <https://www.alberta.ca/municipal-elections.aspx>.

OFFICE OF WARD 4 COUNCILLOR

Term of Office: From taking the Oath of Office until the next general election in October 2025

Positions on Council

There are 11 positions on Council: the Mayor, who is elected at large, and 10 Councillors, who are elected under a ward system as follows:

Ward 1 (Fort McMurray)	6 Councillors
Ward 2 (Fort Chipewyan, Fort Fitzgerald, Fort McKay)	2 Councillors
Ward 3 (Draper, Saprae Creek Estates)	1 Councillor
Ward 4 (Anzac, Conklin, Gregoire Lake Estates, Janvier)	1 Councillor

All 11 positions are to fulfill the duties of a member of Council.

Duties of a Member of Council

The *Municipal Government Act* (MGA) outlines the following general duties and principles for Mayor and Councillors:

- Consider and promote the welfare and interests of the municipality;
- Promote an integrated and strategic approach to intermunicipal land use planning and service delivery with neighbouring municipalities;
- Participate generally in developing and evaluating municipal policies and programs;
- Participate in council meetings, council committee meetings, and meetings of other bodies to which they have been appointed by council;
- Obtain information about the operation or administration of the municipality from the chief administrative officer (CAO);
- Keep in confidence matters discussed in private at a council or council committee meeting until discussed at a public meeting;
- Adhere to the code of conduct established by Council under the MGA;
- Perform any other duty or function imposed on council members by the MGA, any other enactment or by council;

The Mayor is the chief elected official of the municipality and has duties that encompass those of both councillor and chief elected official. In addition to performing the duties of a member of council, the MGA requires the chief elected official (Mayor) to:

- Preside at council meetings; and
- Perform other duties imposed on the Mayor by the MGA or any other enactment or bylaw.

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Deputy and Acting Mayor Duties and Responsibilities

In the absence of the Mayor, the Deputy Mayor will perform the Mayor's role as required. The Mayor's position is a full-time position; therefore, the Deputy Mayor is expected to remain in the community during the Mayor's scheduled absences and be readily available, sometimes on short notice, to perform the necessary duties. If the Deputy Mayor is not available, the Acting Mayor is required to act on behalf of the Mayor. Council determines the schedule for the Deputy Mayor and Acting Mayor at its annual organizational meeting and these appointments are for periods of 2 months each.

Time Commitment

The position of Mayor is a full-time commitment and requires a regular presence in the office during business hours. The Mayor's time is spent working closely with Council, senior administration and community representatives to develop plans and strategies important to the Municipality's business and to help resolve issues which arise in the community

There are a number of Committees established by Council, which require Council representation. The Mayor is an ex-officio member of all Committees of Council that come under the authority of the MGA and has the right to attend any such committee meeting and participate with full voting rights.

The position of Councillor is considered to be part-time; however, in addition to Council Meetings, Councillors may be appointed to any number of Committees, which often hold their meetings in the evenings. Councillors may also be invited to multiple community events throughout their term, which are not mandatory to attend but will add to the time commitment depending on the number invitations and type of events that are accepted by the Councillor. The recent events and economic conditions within the Municipality have resulted in an increase in business activity. It is anticipated that during the term of office 2021–2025, the following is the minimum time commitment required of Councillors:

Evening Meetings:	3 meetings monthly (approximately 4:00 - 10:00 p.m.)
Daytime Meetings:	2 full days per quarter (8:00 a.m. - 5:00 p.m.)
Weekend Meetings:	1 full day per quarter (8:00 a.m. - 5:00 p.m.)
Meeting Preparation:	3-6 hours per week (depending on agendas)

Minimum Average Weekly Time Commitment: 20 – 25 hours

Note: There are multiple commitments for elected Council Members immediately following the election that include orientation, governance training, budget meetings, and attendance at conferences in addition to Council and Committee meetings.

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Council and Other Meetings

- Council Meetings:** **Public Meetings** are currently held the 2nd and 4th Tuesdays of the month at 6:00 p.m., excluding statutory holidays and any scheduled recess periods.
- Closed (in camera) Meetings** are held the 3rd Tuesday of the month at 4:00 p.m.
- Committee Participation:** There are a number of external committees which request Council representation. Meetings are typically held in the evening to accommodate appointed members' schedules.
- Council Orientation:** Under the MGA, the Municipality is required to offer orientation training within 90 days after Council takes the Oath of Office. This orientation typically takes place over several days and provides an overview of multiple topics such as Council's role, responsibilities and duties, key municipal plans, bylaws and policies, budgeting and financial administration, strategic planning, etc.
- Corporate Planning:** Council holds a number of working sessions throughout the year for corporate planning initiatives, such as strategic and business planning, orientation sessions, and team building. All Elected Officials are expected to commit a minimum of two full weekdays, plus one full Saturday per quarter for these types of initiatives.
- Budget Meetings:** An average of three to four working days is required annually, typically in November or December, to review Operating and Capital Budgets.
- Other Initiatives:** Council may need to schedule additional meetings to accommodate other initiatives, such as meetings with federal and provincial representatives. These meetings typically occur during the day.
- Community Events:** Council Members are often invited to community events throughout the region. These events are not mandatory to attend and it is up to each individual Council Member the number of events they choose to participate in.

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Corporate Bodies

For further information on Council appointed Boards and Committees, please visit:

<https://www.rmwb.ca/en/mayor-council-and-administration/boards-and-committees.aspx>

Name	Description
Fort McMurray Airport Authority (FMAA) Appointer Representatives	<p>Governing Legislation: <i>Regional Airports Authorities Act</i>, RSA 2000, c R-9</p> <p>Appointers Meeting: Held annually in the spring. Regular Board meetings are attended by Appointer Representatives (the Councillor and CAO appointed at the yearly organizational meeting) and are held quarterly.</p> <p>Representation: 1 Council Member</p> <p>Mandate: The Fort McMurray Airport Authority is responsible for managing and operating the Fort McMurray International Airport. As an authority under the <i>Regional Airport Authorities Act</i>, it will operate independently from the Municipality; however, the Municipality, as an appointer, has the responsibility to appoint by resolution three members of the Authority's board</p> <p>Annual General Meeting Member Voting Rights: Voting rights are exercised by Appointer Representatives</p>
Fort McMurray Wood Buffalo Economic Development and Tourism	<p>Establishing Legislation: <i>Companies Act</i>, RSA 2000 c 21</p> <p>Representation: Currently 2 Councillors and the Chief Administrative Officer form the Board of Directors with the Mayor as an ex officio Director.</p> <p>Mandate: Fort McMurray Wood Buffalo Economic Development and Tourism is an arms-length organization from the Regional Municipality of Wood Buffalo responsible for bringing new wealth into the region. Their integrated model combines key drivers of economic growth - brand, entrepreneurship & innovation, business and investment attraction and tourism - to maximize efforts in marketing opportunities to the world.</p> <p>Annual General Meeting Member Voting Rights: Quorum of Council required for Annual General Meeting</p>
Regional Recreation Corporation	<p>Governing Legislation: <i>Canada Not-for-profit Corporations Act</i>, SC 2009 c 23</p> <p>Meetings: Currently held on the last Monday of each month at 6:00 p.m.</p> <p>Time Commitment: 3-4 hours per meeting, a total of 12-18 hours per month including review and preparation time.</p> <p>Representation: 2 Council Members (minimum 1 Rural).</p> <p>Mandate: The Regional Recreation Corporation (RRC) Board provides governance and oversight to the corporation as it develops and delivers comprehensive recreation and sport initiatives throughout the RMWB.</p> <p>Annual General Meeting Member Voting Rights: Voting right as member may be exercised by the CAO in accordance with s.12 of the RRC Bylaw.</p>

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Name	Description
Wood Buffalo Housing & Development Corporation	<p>Establishing Legislation: <i>Companies Act</i>, RSA 2000 C-21</p> <p>Meetings: Currently held on the 3rd Wednesday of the month at 5:30 p.m.</p> <p>Time Commitment: 10+ hours per month</p> <p>Representation: 1 Council Member</p> <p>Mandate: Develop governance functions that will facilitate outcomes geared towards guiding an organized, effective and cohesive Board as they move forward; Develop, approve (where appropriate) and monitor all Board policies; Participate in the development and annual review of the 3 year business plan; Approve the budget as presented by the President/CEO; Approve the hiring and release of the President/CEO; Support and participate in evaluating the President/CEO; Assist in developing and maintaining positive relations among the Board, Committees, Regional Council, the community at large and residents of affordable housing facilities that will be administered by the Board.</p> <p>Annual General Meeting Member Voting Rights: Voting right as member may be exercised by the CAO in accordance resolution passed by Council at the July 10, 2018, meeting.</p>
Wood Buffalo Regional Library Board	<p>Establishing Bylaw: Wood Buffalo Regional Library Board Bylaw No. 00/05</p> <p>Meetings: Currently held on an as needed basis or at least once every 4 months</p> <p>Representation: 1 Voting Council Member</p> <p>Mandate: To have management and control of the Fort McMurray Public Library, and to otherwise promote and maintain comprehensive and efficient library services in the Municipality.</p>

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Advisory Committees

Name	Description
Advisory Committee on Aging (ACoA)	<p>Establishing Bylaw: Committees Bylaw 17/024</p> <p>Meetings: Currently held on the 2nd Thursday of every month at 1:30 p.m.</p> <p>Time Commitment: 2 hours per meeting/month</p> <p>Representation: 1 voting Council Member</p> <p>Mandate: To provide a forum for stakeholder input on strategies and service delivery issues affecting seniors [including intergovernmental strategies and service delivery issues] and to make recommendations in respect thereof to Council.</p>
Communities In Bloom Committee (CIB)	<p>Establishing Bylaw: Committees Bylaw 17/024</p> <p>Meetings: Currently held once a month, on the 4th Thursday of every month at 6:00 p.m.</p> <p>Time Commitment: 2-5 hours per month</p> <p>Representation: 1 Non-Voting Councillor Liaison</p> <p>Mandate: To organize, implement, evaluate, and actively participate in the Communities in Bloom Program. To foster an increased sense of community pride and ownership by providing support and guidance and through active involvement in the Communities in Bloom program.</p>
Community Identification Committee (CIC)	<p>Establishing Bylaw: Committees Bylaw 17/024</p> <p>Meetings: Typically held in the evening on an as needed basis.</p> <p>Time Commitment: 1-2 hours every two months as needed</p> <p>Representation: 2 Voting Council Members (appointed as Chair and Vice-Chair)</p> <p>Mandate: To make recommendations on the naming of communities, subdivision, public facilities, streets and multi-family projects and appropriate addressing of lots, as identified in the Community Identification System Policy, as may be amended from time to time.</p>
Community Investment Program Approval Committee (CIPAC)	<p>Establishing Bylaw: Committees Bylaw 17/024</p> <p>Meetings: Currently held once a month, on the 3rd Wednesday at 6:00 p.m. or on an as needed basis.</p> <p>Time Commitment: 2 hours per month, as needed.</p> <p>Representation: 2 Non-Voting Council Members</p> <p>Mandate: To review the Municipality's Community Investment Program and make recommendations to Council on improvements and enhancements.</p>

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Name	Description
Emergency Advisory Committee (EAC)	<p>Establishing Bylaw: Bylaw No. 18/006 – the Emergency Management Bylaw in accordance with the <i>Emergency Management Act</i>, RSA 2000, c E-6.8.</p> <p>Meetings: Held twice a year and may meet more frequently at the call of the Chair.</p> <p>Representation: The Mayor plus 2 Voting Council Members</p> <p>Mandate: Council’s power to declare, renew or terminate a State of Local Emergency, or to expand or reduce the part of the Municipality to which a State of Local Emergency applies, is delegated to the Committee subject to the provisions of sections 14 to 18 of the Emergency Management Bylaw. To review the development of Emergency plans and programs and to make recommendations as the Committee deems advisable including without limitation reviewing the Emergency Management Plan and related plans and programs.</p>
Homelessness Initiatives Strategic Committee (HISC)	<p>Establishing Bylaw: Committees Bylaw 17/024</p> <p>Meetings: Currently held once a month, on the 3rd Wednesday at 2:00 p.m.</p> <p>Time Commitment: 2 hours per meeting, per month.</p> <p>Representation: 2 Non-Voting Councillor Liaison</p> <p>Mandate: Make recommendations to Council regarding homelessness in the community, with a goal to ending homelessness.</p>
Public Art Committee (PAC)	<p>Establishing Bylaw: Committees Bylaw 17/024</p> <p>Meetings: Currently held every second month on the 2nd Wednesday at 5:30 p.m., or on an as needed basis.</p> <p>Time Commitment: 2 hours per meeting/month</p> <p>Representation: 1 Non-Voting Councillor Liaison</p> <p>Mandate: Make recommendations on the content of the Municipal Public Art Program. Provide expert guidance and advice to the Department and to land developers, public agencies, community groups and other stakeholders and interested persons with respect to the creation acquisition and installation of Public Art. Review and approve a conservation plan and deaccession protocols for maintenance of the Municipality’s Public Art collection.</p>
Regional Advisory Committee on Inclusion, Diversity & Equality (RACIDE)	<p>Establishing Bylaw: Committees Bylaw 17/024</p> <p>Meetings: Currently held once a month on the 3rd Wednesday of the month at 5:30 p.m.</p> <p>Time Commitment: 2 hours per meeting/month</p> <p>Representation: 1 Non-Voting Councillor Liaison</p> <p>Mandate: To advise Council and engage the community on policies, programs and activities aimed at promoting inclusion, diversity, and equity and to ensure that the contributions, interests and needs of all sectors of the Municipality’s diverse population are reflected in the Regional Municipality of Wood Buffalo’s mission, operations and service delivery.</p>

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Name	Description
Vehicle for Hire Committee (VFH)	<p>Establishing Bylaw: Committees Bylaw 17/024</p> <p>Meetings: Currently held once a month on the 3rd Monday of the month at 6:00 p.m.</p> <p>Time Commitment: 2 hours per meeting/month</p> <p>Representation: 1 Non-Voting Councillor Liaison</p> <p>Mandate: To make recommendations to Council on matters pertaining to the Vehicle for Hire Bylaw and Fees, Rates and Charges Bylaw, and to provide a forum where stakeholders can bring forward ideas and concerns related to the Vehicle for Hire industry.</p>
Wood Buffalo Development Advisory Committee (WBDAC)	<p>Establishing Bylaw: Committees Bylaw 17/024</p> <p>Meetings: Currently held once a month and the 1st Wednesday of the month at 9:00 a.m.</p> <p>Time Commitment: 2-3 hours per meeting/month</p> <p>Representation: 2 Non-Voting Councillor Liaison</p> <p>Mandate: To advise municipal administration and Council on local development initiatives, including development and construction issues, community-based issues, public engagement activities and region-wide economic priorities. To deal with all matters referred to it by Council and on its own initiative, deal with matters that are within its mandate.</p>
Wood Buffalo Downtown Revitalization Advisory Committee (WBDRAC)	<p>Establishing Bylaw: Committees Bylaw 17/024</p> <p>Meetings: Currently held once a month on the 1st Wednesday of the month at 5:30 p.m.</p> <p>Time Commitment: 2-3 hours per meeting/month</p> <p>Representation: 2 Non-Voting Councillor Liaison</p> <p>Mandate: To make recommendations to Council on matters pertaining to Downtown Revitalization. To provide a timely and considered response to Council to all downtown revitalization matters referred to the WBDRAC by Council.</p>
Wood Buffalo Pro-Business Advisory Committee (WBPBAC)	<p>Establishing Bylaw: Committees Bylaw 17/024</p> <p>Meetings: Currently held once a month on the 2nd Wednesday of the month at 2:00 p.m.</p> <p>Time Commitment: 2 hours per month/meeting.</p> <p>Representation: 1 Non-Voting Councillor Liaison</p> <p>Mandate: to advise and make recommendations to Council on systemic and reoccurring challenges of the regional business community. Notwithstanding the Committee's ability to review and propose amendments to its mandate on its own accord, the applicability and relevancy of the Committee will be reviewed by December 31, 2025; however, the WBPBAC may be dissolved by Council at any time.</p>

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Name	Description
Wood Buffalo Waterfront Advisory Committee (WBWAC)	<p>Establishing Bylaw: Committees Bylaw 17/024</p> <p>Meetings: Currently held on the 2nd Thursday of the month at 5:30 p.m.</p> <p>Time Commitment: 2-3 hours per meeting/month</p> <p>Representation: 2 Non-Voting Councillor Liaison</p> <p>Mandate: To make recommendations to Council on matters pertaining to waterfront revitalization. To provide a timely and considered response to Council to all waterfront revitalization matters referred to the WBWAC by Council.</p>

Other

Committee	Description
Combative Sports Commission	<p>Establishing Bylaw: Regional Municipality of Wood Buffalo Combative Sports Bylaw 21/012</p> <p>Meetings: Currently held on the 3rd Wednesday of every month</p> <p>Representation: No Council Representation</p> <p>Mandate: The mission of the RMWB Combative Sports Commission is to enhance the quality, safety, and reputation of combative sports events. This involves handling the administration of combative sporting events and making recommendations on the rules surrounding these events to Council.</p>
ICFSP – Inter-City Forum on Social Policy	<p>Description: The Inter-City Forum on Social Policy is an independent group established among Alberta cities and major urban areas.</p> <p>Meetings: At least twice each year.</p> <p>Time Commitment: Meeting and associated travel time to various locations within the Province.</p> <p>Representation: 1 Council Member</p> <p>Mandate: The Inter-City Forum on Social Policy acts as a vehicle for information-sharing, networking and advocacy for and among Alberta cities and other major urban areas, and the people who live in them, in an inter-governmental context. Its purpose is to address social policy, program and service issues that are of concern to Alberta urban municipalities.</p>

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2024 Meeting Calendar

The 2024 Council meeting calendar is current as of September, 2024; please visit for the most current schedule:

<https://www.rmwb.ca/en/mayor-council-and-administration/council.aspx>

2024 Meetings

January '24							February '24							March '24						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6					1	2	3						1	2
7	8	9	10	11	12	13	4	5	6	7	8	9	10	3	4	5	6	7	8	9
14	15	16	17	18	19	20	11	12	13	14	15	16	17	10	11	12	13	14	15	16
21	22	23	24	25	26	27	18	19	20	21	22	23	24	17	18	19	20	21	22	23
28	29	30	31				25	26	27	28	29			24	25	26	27	28	29	30
													31							

April '24							May '24							June '24						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6				1	2	3	4						1	
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29
													30							

July '24							August '24							September '24						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6					1	2	3	1	2	3	4	5	6	7
7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14
14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21
21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28
28	29	30	31				25	26	27	28	29	30	31	29	30					

October '24							November '24							December '24						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5						1	2	1	2	3	4	5	6	7
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				

LEGEND

	Statutory Holiday - Municipal Offices Closed
	Regular Council Meetings
	In Camera / Closed Session Meetings
	Recess Periods

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Conferences and Conventions

Federation of Canadian Municipalities (FCM)

The FCM represents the interests of municipalities on policy and program matters that fall within federal jurisdiction and is dedicated to improving the quality of life in all communities by promoting strong, effective and accountable municipal government. For more information please visit: www.fcm.ca.

The Municipality is a member of FCM. The FCM holds an annual conference at various locations across Canada and the next FCM conference is scheduled for May 29 - June 1, 2025.

Alberta Municipalities (ABmunis)

Alberta Municipalities represents Alberta's summer villages, villages, towns, cities and specialized municipalities, is committed to advocating for the needs of all its members, and provides visionary leadership, solutions-based advocacy and service excellence For more information, please visit: www.abmunis.ca .

The next convention will be held after the 2025 General Municipal Election and that one held during election years is strongly geared toward newly elected Council members.

Rural Municipalities of Alberta (RMA)

The RMA is a progressive association of elected rural councils, representing the interests of rural Albertans, and committed to excellence in meeting the diverse and changing needs of its memberships. For more information, please visit: www.rmalberta.com.

The RMA holds an annual spring convention as well as an annual fall convention. The spring 2025 Convention is scheduled for March 17-19, 2025, and the fall 2025 Convention is scheduled for November 17-20, 2025.

Elected Officials Compensation

2024 Remuneration:

Mayor: \$170,896* annually; Councillors: \$47,623* annually

*Salary is subject to annual adjustment as per the Elected Official Compensation, Travel and Expenses Policy.

Benefits:

Elected Officials are eligible to participate in the employee benefits program, with the exception of pension plans, short-term and long-term disability.

RRSP:

Elected Officials are eligible to receive a matching contribution to a registered retirement savings plan (RRSP) of their choosing. The Municipality will match contributions up to 7.5% of the Elected Officials' eligible remuneration.

Candidates are responsible for reading and understanding all legislation to ensure compliance.

Transition Allowance:

At the conclusion of service, Elected Officials are entitled to a transition allowance, which recognizes service with the Municipality and provides some funding for retirement or transition purposes. The transition allowance is payable only at the conclusion of service as an Elected Official, at the rate of two weeks salary for each full year of service and a pro-rated amount where an Elected Official served for part of a year.

Transportation Allowance:

The Mayor may choose either a monthly transportation allowance, the use of a vehicle leased by the Municipality or the use of a Municipal fleet, as per Policy.

Councillors are paid a taxable monthly allowance of \$275 for the use of a personal vehicle to conduct Council business. The allowance is intended to offset vehicle repair and maintenance costs, maintaining appropriate levels of business insurance, and round trips totaling less than 20 kilometres in distance. Mileage exceeding 20 km/round trip is reimbursable based on the maximum non-taxable rate permitted by the Canada Revenue Agency (\$0.70 per km for the first 5,000 km and \$0.64 per km thereafter as at September 2024).

Technology:

Each Elected Official will be provided office technology as required for their individual needs (e.g. laptop, printer, tablet, cell phone). Elected Officials are paid a monthly taxable technology allowance of \$100 to maintain a high-speed internet connection at their place of residence. Elected officials who chose to use a personal cell phone / mobile device for municipal purposes will receive an additional monthly taxable technology allowance of \$150 to cover the cost of the device, data plan and maintenance costs.

QUALIFICATIONS OF CANDIDATES

Qualifications

The *Local Authorities Election Act* (LAEA) Section 21 legislates the qualifications of candidates, including rules of residence. A person is eligible to be nominated as a candidate if on nomination day the person:

- is at least 18 years old;
- is a Canadian citizen
- has lived in the Regional Municipality of Wood Buffalo and the ward they are running in for at least 6 consecutive months immediately preceding nomination day; and
- is not otherwise ineligible or disqualified.

A candidate must swear or affirm an affidavit (Form 4 – Nomination Paper and Candidate's Acceptance and complete Form 5 – Candidate Information) before the Returning Officer or a Commissioner for Oaths confirming that they have reviewed the legislation and are eligible to be elected.

Candidates are responsible for reading and understanding all legislation to ensure compliance.

Ineligibility

The LAEA Sections 22 and 23 legislate who is ineligible to be nominated as a candidate, such as:

- The person is an auditor of the municipality;
- The person is an employee of the municipality, 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*, the *Election Finances and Contributions Disclosure 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.

NOMINATION PERIOD

NOMINATION PERIOD for Ward 4 Councillor, is during regular business hours (8:30 a.m. to 4:30 p.m.) from **Wednesday, September 11 to 12 noon on Monday, October 7, 2024**. The dates and times for accepting nomination forms is legislated and **cannot** be changed or extended.

Obtaining Nomination Forms

Please visit www.rmwb.ca/elections for the Candidate Nomination Package containing the required forms in printable PDF format or visit Municipal Affairs at Municipal elections | Alberta.ca for all downloadable and fillable election forms and related candidate information. Nomination forms may also be obtained by calling 780-743-7001 or emailing elections@rmwb.ca.

Filing of Nomination Papers

All candidates running for Councillor must submit the completed Nomination Paper and Candidate's Acceptance (Form 4) and the completed Candidate Financial Information (Form 5) at the time of filing their nomination. 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 Councillor. The required deposit must be paid by cash, certified cheque, or money order. To ensure the validity of their Nomination Papers, a Candidate is encouraged to submit more than the required five (5) electors' signatures.

Candidates are responsible for reading and understanding all legislation to ensure compliance.

The Returning Officer **cannot** accept a nomination that is:

- not completed in the prescribed form;
- not signed by at least five (5) eligible electors;
- not sworn or affirmed by the person nominated;
- 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 or the Candidate Financial Information Form. This is the responsibility of the electors of the Municipality and may be challenged through the Court.

Nominations for Ward 4 Councillor will be accepted during regular business hours (8:30 a.m. to 4:30 p.m.) from **Wednesday, September 11 to 12 noon on Monday, October 7, 2024**. To make an appointment to file your Nomination, please call 780-743-7001 or email elections@rmwb.ca.

NOTE: Faxed or electronically submitted Nomination forms will not be accepted. The Nomination Paper and Candidate Acceptance Form and the Candidate Financial Information Form are legislated forms and must not be modified in any way.

A candidate who signs a Nomination Paper and Candidate Acceptance Form that contains a false statement is guilty of an offence and liable to a fine of not more than \$10,000, or to imprisonment for not more than 6 months or to both fine and imprisonment.

Qualifications of Electors Who Sign Nomination Forms

The *Local Authorities Election Act* Section 27 requires that a person who signs a candidate's nomination forms be eligible to vote in that election and be a resident of the ward for which a candidate is being nominated on the date of signing the nomination.

An elector (voter) is eligible to sign nomination forms for a candidate if on the date of signing the nomination:

- is at least 18 years old;
- is a Canadian citizen;
- resides in Alberta; and
- lives in the Regional Municipality of Wood Buffalo and is a resident of Ward 4 for which the candidate is being nominated on the date they sign the nomination papers.

Withdrawal of Nomination

A candidate may withdraw their nomination in writing any time during the nomination period up to within 24 hours after nominations close at 12 noon on Monday, October 7, 2024. The legislated deadline for withdrawals is 12 noon on Tuesday, October 8, 2024. The Returning Officer cannot accept a withdrawal if it results in less than the required number of candidates to fill that office.

Candidates are responsible for reading and understanding all legislation to ensure compliance.

Official Agent and Scrutineers

When filing a Nomination, a candidate may appoint an eligible elector to be their Official Agent, who:

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

If it becomes necessary to appoint a new official agent, the candidate must immediately provide the name and contact information of the new official agent in writing to the Returning Officer.

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;
- not have been convicted of an offence within the previous 10 years under the Local Authorities Election Act, the *Election Act*, the *Election Finances and Disclosure Contributions Act* or the *Canada Elections Act*;
- 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 the 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
- only one of the candidate, official agent or scrutineer is permitted to be present in the voting station at a time.

CAMPAIGN CONTRIBUTION AND EXPENSE DISCLOSURE

The *Local Authorities Election Act* (LAEA) Part 5.1 requires campaign finance and contribution disclosure for all candidates running for municipal office and governs contributions, expenses, fund-raising, accounting obligations, surpluses, and deficits.

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.

Limitations on Contributions

A contribution means any money, personal property, real property or service that is provided to or for the benefit of a candidate's election campaign without fair market value compensation from the candidate. It does not include a service provided by an individual who voluntarily performs the services and receives no compensation in relation to the services or time spent providing the services.

Only an individual who is ordinarily a resident in Alberta may make a contribution to a candidate and the maximum individual campaign contribution is \$5,000 per candidate during the campaign period. There is no limit on the number of candidates that an individual can contribute to. Outside the campaign period, a candidate may accept up to \$5,000 in aggregate, per year. The maximum amount of money paid out of a candidate's own funds to their election campaign is \$10,000 during the campaign period and \$10,000 per year outside the campaign period.

The donation portion of fundraising contributions are now subject to contribution limits and disclosure requirements.

Contributions are not permitted from individuals normally a resident outside Alberta or prohibited organizations, including corporations, trade unions and employee organizations.

Allowable Election Expenses

The following election campaign expenses are permitted under provincial legislation in relation to:

- the production and distribution of advertising or promotional material;
- the payment of remuneration and expenses for a person's services as a chief financial officer or in any other capacity;
- securing a meeting place;
- the conduct of surveys or research during the campaign period; or
- the production of a review engagement required under the LAEA.

Candidates are responsible for reading and understanding all legislation to ensure compliance.

Duties of a Candidate

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

- 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 reaches \$1000, including any monies contributed by the candidate for their campaign and ensure all contributions of money are deposited into that account.
- Use the money in the above account only for the payment of campaign expenses.
- Value contributions of real property, personal property and services.
- Issue receipts for every contribution and obtain receipts for every expense.
- Keep records of contributions and expenses for 3 years from the date the disclosure statement was required to be filed.
- Give proper direction to any person authorized to accept or solicit campaign contributions or 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.
- File disclosure statements by the deadline of March 4, 2025.

Campaign Disclosure Statements

If a candidate has received campaign contributions, has self-funded their campaign, 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 4, 2025. The campaign disclosure statement must include:

- The total amount of all campaign contributions that did not exceed \$50 in total from any single contributor;
- The contributor's name and address, if the amount received from that contributor exceeds \$50 in total;
- The total amount of all contributions received outside the campaign period, including those of the candidate;
- The total amount from fund-raising functions;
- The total amount of other revenue;
- The total amount of campaign expenses;
- An itemized campaign expense report;
- The total amount of money paid by the candidate;
- The total amount of any campaign surplus, including any surplus from previous campaigns; and
- The amount of any deficit.

A candidate who has incurred campaign expenses or received campaign contributions of \$50,000 or more must file a review engagement with their disclosure statement.

A candidate who withdraws their nomination at any time during the nomination period is required to file their disclosure statement by the deadline of March 4, 2025.

Candidates are responsible for reading and understanding all legislation to ensure compliance.

If the candidate's disclosure statement shows a surplus, the candidate must donate any surplus amount that is \$1000 or more to a registered charity within 60 days after filing their disclosure statement and may retain any surplus amount that is under \$1000.

If the candidate's disclosure statement shows a deficit, the candidate must eliminate any deficit within 60 days after filing their disclosure statement.

If a candidate becomes aware of any information reported in the disclosure statement or the review engagement has changed or has not been completely or accurately disclosed, the candidate must submit a supplementary statement within 30 days.

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 10 years. Elected council members would be disqualified from council.

All disclosure statements and supporting documents are available for public viewing during regular business hours for a period of 4 years after the election.

THIRD PARTY ADVERTISING

The *Local Authorities Election Act* (LAEA) Part 8 regulates third party advertising during the election advertising period commencing September 10, 2024 until the end of the election day, November 4, 2024. Third party advertisers are required to know who is eligible to make a contribution, registration requirements and all reporting requirements to the municipality.

Third party advertisers are required to register with the Municipality, unless they are registered with the Provincial Registrar.

Third party advertiser are required to submit an election advertising return on or before March 4, 2025, which must include:

- A financial statement;
- A list of all advertising contributions received during the election advertising period;
- An election advertising expense limit report;
- The time and place of broadcast or publication of the advertisements;
- Any support information and documents relating to the election advertising return; and
- A list of contributors who contributed more than \$250 including the date and amount of each advertising contribution and their name and address.

If requested, the chief financial officer must provide the original of any bill, vouch or receive for an election advertising expenses of more than \$50.

It is the third party advertiser's responsibility to read and understand all legislation concerning elections and to seek legal and accounting advice from professionals or to contact Municipal Affairs regarding requirements under provincial legislation.

Candidates are responsible for reading and understanding all legislation to ensure compliance.

CAMPAIGNING AND ADVERTISING

The campaign period is September 11, 2024 to January 4, 2025, which reflects the legislated changes that were made to the *Local Authorities Election Act* prior to the 2021 General Municipal Election. Only nominated candidates, who have had their nomination and deposit received by the Returning Officer, may accept campaign contributions or incur campaign expenses during the campaign period.

Candidates must be aware of the rules around campaigning. Campaigning is generally permitted in virtual spaces, on private property; through election advertising and canvassing, however, some restrictions apply.

The *Local Authorities Election Act* (LAEA) prohibits the use of a representation or facsimile of the ballot used on Election Day in any advertising, except by a returning officer. Using the candidate's name with an "x" beside is not considered a representation of the ballot.

Advertising, including election signs, is not permitted to be displayed or distributed within a voting station or within the boundaries of the land on which a building used for a voting station is located on an advance voting day or on election day. A person is not permitted to canvas or solicit votes at a voting station nor is a person permitted to communicate with a person for the purpose of influencing that persons vote in a voting station or within the boundaries of the land on which a building used for a voting station is located on an advance voting day or on election day. Any such campaigning will be removed or stopped and those obstructing the voting process or taking part in campaign activities will be required to leave the property. Any person who violates the advertising requirements of the LAEA is guilty of an offence and liable to a fine.

Election Signs

The Election Sign Provisions fall under the Regional Municipality of Wood Buffalo Land Use Bylaw No. 99/059 (LUB). Under the current provisions, election signs are permitted in all districts; development permits are not required provided the sign complies with the LUB; and the time periods that election signs may be displayed are regulated. Election signs must comply with any relevant federal or provincial legislation and any other relevant municipal bylaws.

- The LUB defines an Election Sign as a sign connected with a municipal, school board, provincial or federal election, a vote associated with a local Indigenous government, or any election held pursuant to the *Local Authorities Election Act*, including, but not limited to, signs describing or promoting the election process or a candidate or party seeking election.
- Prior to placing any election sign, every candidate must, provide the Municipality with the name and contact information of the person responsible for the signs.
- Election Sign dimensions must not exceed:
 - A sign height of 2.00m (6.5');
 - A sign width of 3.00m (9.8'); and
 - a sign area of 3.00 sq m (4' by 8').

Candidates are responsible for reading and understanding all legislation to ensure compliance.

- Election signs for the November 4, 2024 Ward 4 By-Election may be displayed or placed from 12 noon on Nomination Day, October 7, 2024.
- All election signs and support structures must be removed by 8:00 p.m. on November 7, 2024 (72 hours after the close of polls on Election Day).
- If an election sign poses a risk to public safety, has material structure damage, has been vandalized, interferes with work being carried out by the Municipality or is otherwise not in compliance with legislation, the person responsible for the sign will be directed to remove or repair the sign. Any election sign that poses an immediate and substantial public safety risk, or has not been removed or repaired as directed, will be immediately removed and impounded without notice.

Highways 63, 69 and 881 fall under Alberta Transportation jurisdiction. For election sign placement on provincial highway rights of way, please contact Alberta Transportation Fort McMurray District Office at 780-743-7376 or visit: <https://www.alberta.ca/election-signs.aspx>.

Recommended Safety Precautions

Before placing signs, ask permission and click before you dig
Alberta One Call: www.albertaonecall.com

Election signs must follow all sign safety provisions and must not:

- Obstruct or interfere with the orderly and safe movement of traffic or the sight lines required by vehicular or pedestrian traffic;
- Obstruct or interfere with the visibility or interpretation of any traffic signal, sign or device;
- Display lights that may be mistaken for the flashing lights customarily associated with police, fire, ambulance, and any other emergency vehicle or with danger;
- Imitate the wording of standard or commonly used traffic signs (i.e. stop, yield), symbols or characters which may interfere with, mislead or confuse traffic;
- Emit any sound, smoke or vapour.

Prior to placing election signs, the following safety precautions are recommended:

- Individuals installing election signs should use precautions to prevent driver distraction.
- Reflective vests and bright clothing should be worn when placing election signs.
- Election signs should be installed during daylight hours.
- Every effort should be made to minimize the impact to the travelling public when transporting and installing election signs. Vehicles should be parked as far as possible from the travel lanes and four-way hazard warning signals should also be utilized at all times.

Candidates are responsible for reading and understanding all legislation to ensure compliance.

VOTER INFORMATION

Ward 4 By-Election Day is Monday, November 4, 2024

Eligibility to Vote and Voter Identification

A person is eligible to vote in the November 4, 2024 Ward 4 By-Election, if ALL the following apply:

- Has not voted before in this election;
- At least 18 years of age;
- A Canadian citizen;
- Lives in Alberta;
- Resides in Ward 4 in the Regional Municipality of Wood Buffalo on election day; and
- Produces proper identification for inspection.

In order to vote, every person must make a statement that the person is eligible to vote (Form 13 – Elector Register), which also includes providing the elector's current address. Every elector must also provide one piece of government issued identification containing the elector's current address and name or one piece of identification from the authorized identification lists prior to voting. The piece of identification must establish the elector's name and the elector's current address.

A voter who has shown valid identification, and who makes and signs the appropriate declaration, may now vouch for a voter who does not have acceptable identification. An elector cannot vouch for another person if that elector was vouched for or if that elector has already vouched for a person. An elector may only vouch for more than one person if every person the elector vouches for shares the same place of residence.

The advance vote dates, voting station locations, authorized voter identification lists and other relevant information for voters will be available prior to the election at: www.rmwb.ca/elections.

NOTE: The Regional Municipality of Wood Buffalo does not compile a voter's list.

Candidates are responsible for reading and understanding all legislation to ensure compliance.

Rules of Residence

For the purposes of voting under the *Local Authorities Election Act* (LAEA) Section 48, a person's place of residence is governed by the following rules:

- A person may be a resident of only one place at a time for purposes of voting under the LAEA;
- If a person has more than one residence in Alberta, they must designate one place of residence as their permanent residence;
- A residence is the place the person lives and sleeps, and where they intend to return to after an absence;
- A person does not lose their residence by leaving their home for a temporary purpose;
- A student who attends an educational institution within or outside Alberta, temporarily rents accommodation for the purpose of attending an educational institution, and has family members who are residents in Alberta and with whom the student ordinarily resides when not attending an educational institution is deemed to reside with those family members;
- A person loses their place of residence if the person leaves the area without the intent of returning to the residence in the Municipality.

To determine / designate a person's place of residency, the following factors shall be used in order of priority:

- the address shown on the person's driver's licence issued by or on behalf of the Government of Alberta or an identification card issued by or on behalf of the Government of Alberta;
- the address to which the person's income tax correspondence is addressed and delivered;
- the address to which the person's mail is addressed and delivered.

Voting Time for Employees

An employee who is an eligible elector must have three (3) consecutive hours for the purposes of voting while the voting stations are open on Election Day, November 4, 2024. If the employee's hours of employment do not allow for three (3) consecutive hours, then the employer must provide the employee with any additional time as necessary for voting. The additional time is at the convenience of the employer; however, the employer cannot make any deduction from the pay of the employee and cannot impose any penalty on the employee when absent from work during the three (3) consecutive hours or any part of it.

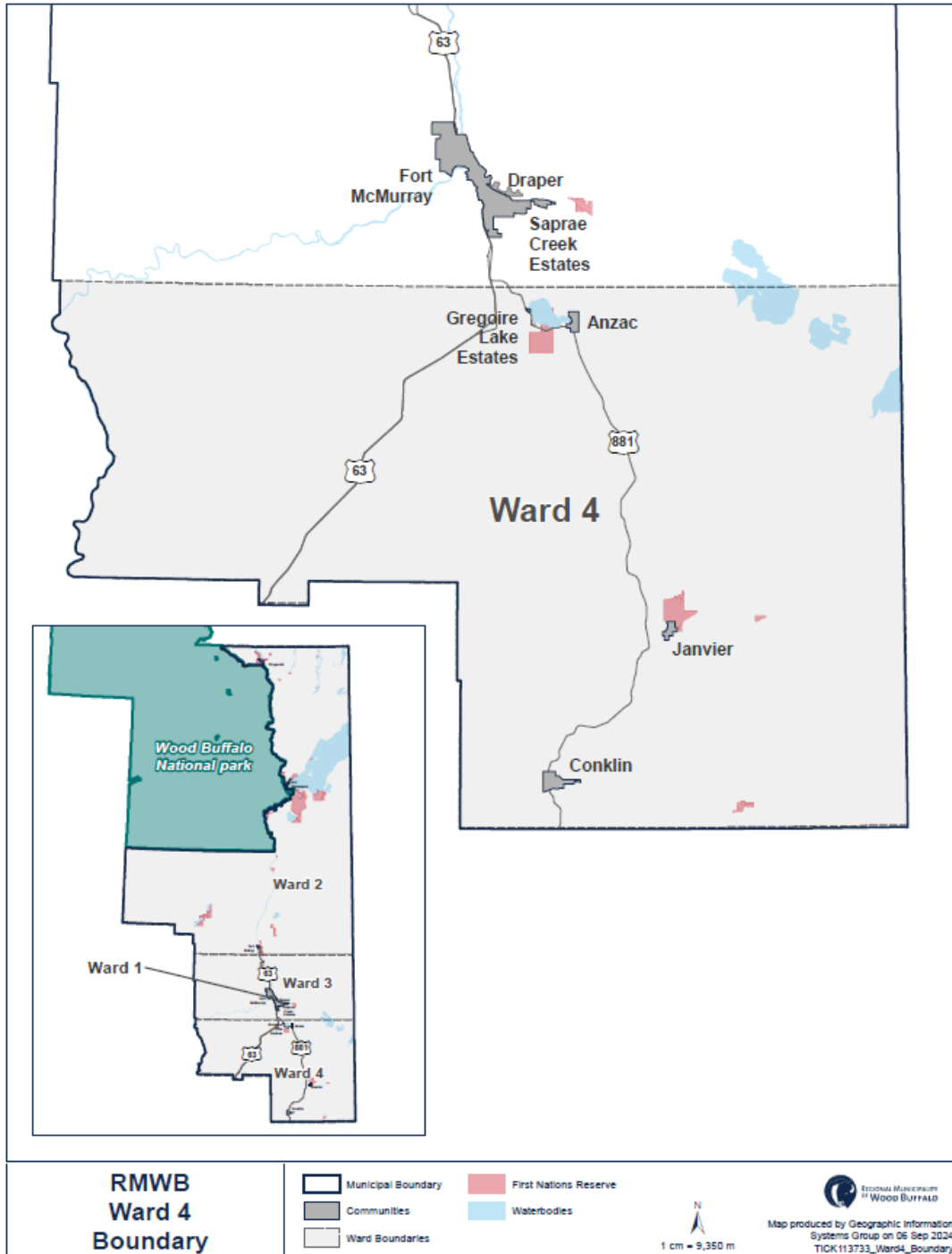
The requirement to provide three (3) consecutive hours to an employee for voting under the *Local Authorities Election Act* Section 58 does not apply if the employer provides for an employee who is an elector to attend a voting station while it is open during the hours of the employee's employment. The employer cannot make any deduction from the employee's pay and cannot impose any penalty on the employee when such arrangements are made.

Candidates are responsible for reading and understanding all legislation to ensure compliance.

Voting Stations

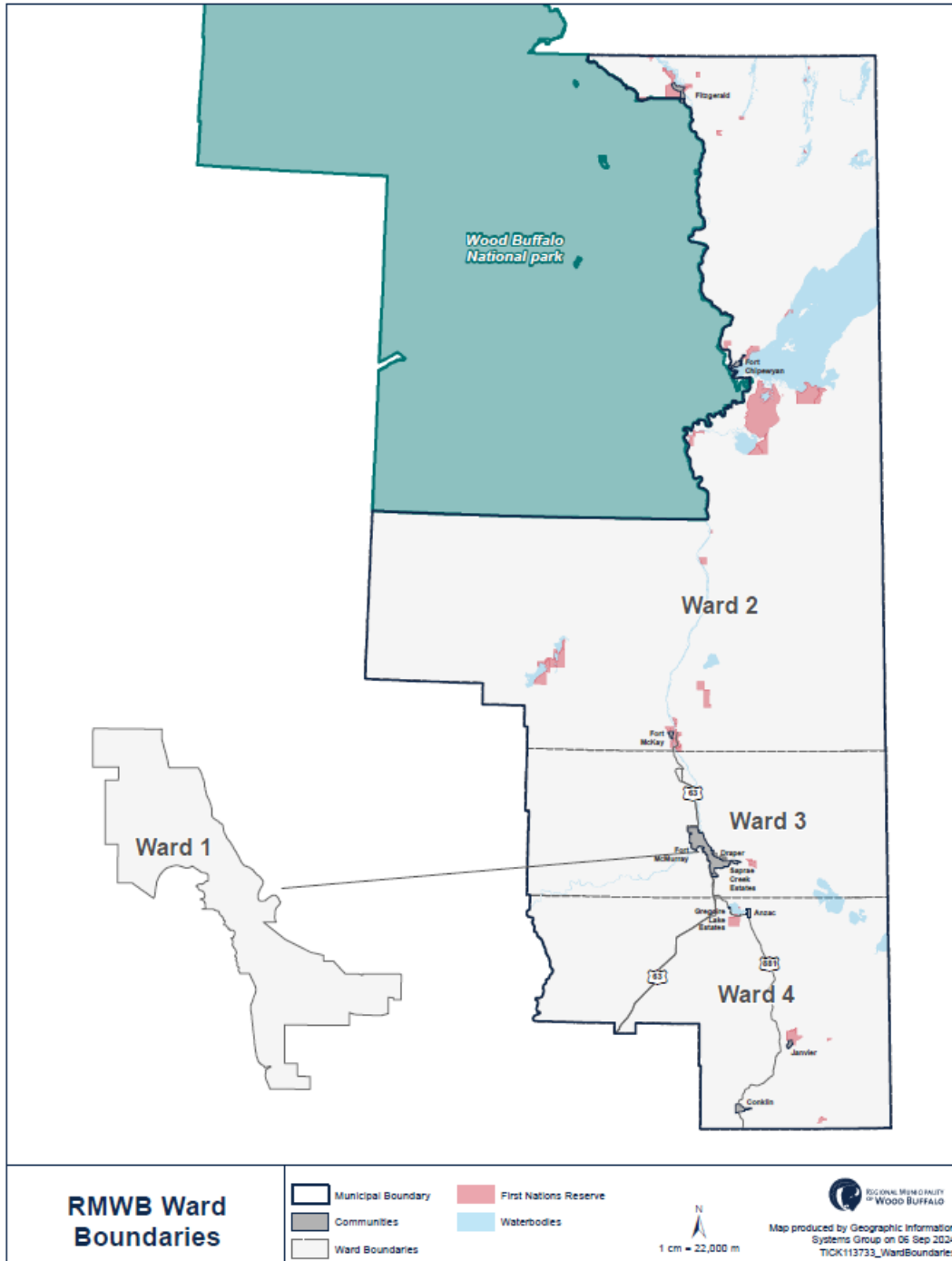
The locations of voting stations, the times they will be open and other relevant information for voters will be available prior to the election at www.rmwb.ca/elections.

Ward 4 Boundary Map



Candidates are responsible for reading and understanding all legislation to ensure compliance.

RMWB Ward Boundary Map



Candidates are responsible for reading and understanding all legislation to ensure compliance.