

Municipal Affairs

Information Bulletin

Number: 06/13

Date: August 2013

Election Information

The Capacity Building Unit Advisory staff will be available on Election day until 10 pm to assist you with questions arising during the election and the post-vote procedure. (780.427.2225)

Municipal Collaboration staff will also be available until 10 pm to answer any questions regarding the Elections Database. (Additional information regarding elections support will be provided.)

Election Training Video Conference - September 16, 2013

Municipalities are encouraged to host regional groups of election officials and prospective candidates for municipal office to a video conference session hosted by Municipal Affairs. The sessions are provided at no charge to the hosting municipality, however **municipal hosts will be responsible to advertise the sessions, register attendees, provide meeting room space, hospitality and video conference facilities**. Meeting materials will be provided electronically on the Municipal Affairs website for participants.

Video Conference Schedule

- Refresher session for election officials, 1:00 pm - 4:30 pm
- Information session for prospective candidates, 6 pm – 9:00 pm

Municipalities who don't have access to videoconference technology may make arrangements with other agencies that have access to this technology:

- Public Libraries
- Public and Separate School Board offices and some schools in their jurisdictions;
- Companies and corporations in your area, or private vendors.

The video conference originating at Municipal Affairs will accommodate 40+ sites connecting to the sessions. Service Alberta will be facilitating the connection to multiple sites and connections over both the Internet and IDSN phone lines can be accommodated, the call will be initiated by Service Alberta. Common compatible video conference units in use are Polycom, Tandberg, etc.

Download the form ([fillabel MS Word](#)) containing technical requirements, fill out the required information and send back to Municipal Affairs via email. For more information about V/C requirements, please contact Tony Sykora at Alberta Municipal Affairs, tony.sykora@gov.ab.ca.



Local Government Services Division Municipal Services Branch

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