



TOWN OF MILLET

Candidate's Nomination Package

Dear Candidate,

Serving the public as an elected official requires a commitment of considerable time and energy. If you are a first-time candidate, you will find running for office to be a challenging and exciting experience.

This document was created as an aide to those wishing to run in the 2021 Town of Millet municipal election. It is always the candidate's responsibility to adhere to the *Local Authorities Election Act (LAEA)*. Additional information can be found on the Municipal Affairs website at <https://www.alberta.ca/municipal-elections-overview.aspx>.

In past years, Alberta Municipal Affairs has held interactive sessions for potential Candidates throughout the province. The dates, times, and locations for the sessions have yet to be announced, and the COVID Pandemic may alter this process. Alberta Municipal Affairs has also drafted a guide for potential Candidates, called "Running for Municipal Office in Alberta, A Candidate's Guide" and can be viewed at [Running for Municipal Office in Alberta](#).

It is important that you are aware of your responsibilities as a candidate. Please do not hesitate to contact me with any questions you may have about the election process. Best wishes for a successful campaign!

Karen Churchill

Returning Officer,
Town of Millet

QUALIFICATION OF A CANDIDATE

Section 21 of the LAEA outlines qualifications of a Candidate. Eligibility requirements for a person to be nominated as a Candidate on Nomination Day (from January 1, 2021 to noon on September 20, 2021) include:

1. The potential Candidate is eligible to vote in the election when the Candidate:
 - a) is at least 18 years old,
 - b) is a Canadian citizen, and;
 - c) resides in the Town of Millet on Election Day;
2. The potential Candidate has lived in the Town of Millet for 6 consecutive months (March 18, 2021) immediately before Nomination Day; and
3. The potential Candidate is not otherwise ineligible or disqualified.

The Nomination Paper and Candidate Acceptance (Form 4) must be completed and requires the Candidate to sign an affidavit confirming:

1. that they are eligible to be elected;
2. will accept the office if elected; and
3. have reviewed the LAEA.

To be considered for declaration as a legally qualified municipal candidate, you must file a Nomination Paper and Candidate's Acceptance Form that must have the signatures of **FIVE (5) ELECTORS ELIGIBLE TO VOTE**, in accordance with Sections 27 and 47 of the Local Authorities Election Act. (form attached).

The Candidate must swear or affirm the affidavit before the Returning Officer or a Commissioner for Oaths and return the form to the Returning Officer.

The nominated Candidate **is responsible for ensuring that the nomination paper filed is fully completed and meets the requirements of the LAEA**. If a nomination is challenged, the courts will assess eligibility.

In accordance with Section 151 of the LAEA it is an offence for a Candidate to sign a Candidate's Acceptance Form that contains a false statement, which is subject to a fine of up to \$1,000.

INELIGIBILITY FOR NOMINATION AS A CANDIDATE

Sections 22 and 23 of the LAEA provide an overview of instances when a person is ineligible to be nominated as a Candidate in a municipal election. Some of those instances include when:

1. the person is an auditor for the Town;
2. the person is an employee of the Town, unless that person takes a leave of absence;
3. the person's Town property taxes are more than \$50 in arrears, not including current taxes or previous taxes addressed in a consolidation agreement;
4. the person owes the Town any amount exceeding \$500 for more than 90 days; or
5. the person has, within the previous 10 years, been convicted of an offence under the LAEA, the Election Act, the Election Finances and Contributions Disclosure Act or the Canada Elections Act.

As this information does not detail all instances of ineligibility, Candidates are responsible for consulting the LAEA. **It is the Candidate's responsibility to ensure they are eligible for nomination.**

GENERAL INFORMATION

All municipal elections in Alberta are conducted under the authority of the Local Authorities Election Act (LAEA). **All Candidates and campaigns should be aware of the contents of the LAEA, as there may be severe penalties (including fines, imprisonment, and disqualification from elected office) if you are found to be in breach of its provisions.**

As this Package is not inclusive of all the information contained within the relevant pieces of legislation, any person wishing to obtain a complete copy of the LAEA, the MGA, the School Act, or any other piece of legislation, could contact:

Alberta Queen's Printer
10611-98 Avenue
5th Floor, Park Plaza
Edmonton, AB T5K 2P7

Telephone: 780-427-4952
Fax: 780-452-0668
Website: www.qp.alberta.ca

The MGA can be found at: <http://www.qp.alberta.ca/documents/Acts/m26.pdf>

The LAEA can be found at: <http://www.qp.alberta.ca/documents/Acts/L21.pdf>

CANDIDATES NOMINATION PERIOD

- Candidates may submit their completed Nomination papers up until Monday, September 20th, 2021 at 12:00 p.m. to the Town of Millet Administration Office located at 5120-50th Street.
- Due to the current COVID-19 Pandemic, please contact 780-387-4554 to schedule an appointment to drop off completed nomination papers.
- The Returning Officer is unable to accept nominations after 12:00 p.m. on Nomination Day. Facsimiles and electronically submitted copies will not be accepted.
- The Candidate is responsible for ensuring that the nomination filed meets the requirements of the LAEA.

NOTE: It is the Candidate's responsibility to ensure submissions are received and accepted by the Returning Officer within the Nomination Period. All submissions must be received by the end of the Nomination Period.

WITHDRAWAL OF NOMINATION PAPERS

Within 24 hours of the close of Nomination Day at 12:00 noon on September 20, 2021, a Candidate may withdraw their nomination, provided that more than 1 Candidate for Mayor or 6 Candidates for Councillors have been nominated. The Returning Officer is unable to accept a withdrawal if it would result in less than the required number of Candidates for that office. If a Candidate wishes to withdraw their nomination papers, a written notice must be provided to the Returning Officer no later than 12:00 noon, September 21, 2021.

ADVANCE VOTING

- Advance Votes are held to allow electors who are unable to vote on Election Day to cast their ballots.
- Advance Vote dates have not yet been determined.

ELECTION DAY

- Election Day will be held on Monday, October 18th, 2021 from the hours of 10:00 a.m. – 8:00 p.m. at the Town of Millet Community Hall located at 4528 51st Street.

ELECTION BY ACCLAMATION

If at the close of Nomination Day at 12:00 noon on September 20, 2021, the number of Candidates nominated is the same as the number required to be elected, the Returning Officer shall declare the Candidates to be acclaimed to the offices for which they were nominated.

RELEASE OF INFORMATION TO THE PUBLIC

CANDIDATES

Throughout the election campaign, the Returning Officer receives requests for Candidates' contact information. Requests may come from media, organizers of election forums, or from the general public. In addition, the Deputy Minister of Municipal Affairs requires contact information for Candidates.

In order for the Returning Officer to release contact information, it is necessary for Candidates to complete a Release of Candidate Information Form and provide it to the Returning Officer with their nomination paper.

The contact information provided by a Candidate will be released upon receipt of a request.

CAMPAIGN ADVERTISING

ADVERTISING

In accordance with Section 148(5) of the LAEA, no person shall print, distribute or advertise a representation of the ballot produced for Election Day in their advertising. The use of the Candidate's name and an "X" beside it would be permitted and would not constitute a form of ballot.

In accordance with Section 152 of the LAEA, Candidate advertising on Election Day is not permitted inside or outside of a Voting Station. The Presiding Deputy Returning Officer at the Voting Station will remove any advertising which is present.

ELECTION SIGNAGE

The Town of Millet's Land Use Bylaw #2018-11 provides information on the requirements for election signage, as well as permitted and prohibited signage locations within the Town. Candidates are responsible for reviewing the Land Use Bylaw and that signs are in compliance with this Bylaw. For further information respecting the placement of election signage on public land, please contact the Development department at the Town Administration office at 780-387-4554.

OFFICES OF MAYOR AND COUNCILLOR

The role of Council is to represent the residents of the Town of Millet, develop policies and adopt Bylaws or resolutions based on these policies.

TERM OF OFFICE

The term of office for the Mayor (Chief Elected Official) and each Councillor is 4 years.

POSITIONS ON COUNCIL

There are 7 positions on Council, the Mayor and 6 Councillors. All 7 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 for the Mayor and Councillors:

1. consider and promote the welfare and interests of the municipality;
2. develop and evaluate policies and programs for the municipality;
3. participate in Council meetings, Council committee meetings and meetings of other bodies as appointed by Council;
4. obtain information about the operation or administration of the municipality from the Chief Administrative Officer;
5. keep in confidence matters discussed in private at a Council or Council committee meeting until discussed at a public meeting; and
6. perform any other duty or function imposed on Councillors by Council, the MGA, or any other enactment.

As Chief Elected Official of the Town, the Mayor has additional duties, which encompass both those of Councillor and Chief Elected Official. In addition to performing the duties of a Councillor, Section 154 of the MGA notes that the Chief Elected Official must:

1. preside at Council meetings; and
2. perform other duties imposed by bylaw, the MGA, or any other enactment.

DEPUTY MAYOR RESPONSIBILITIES

In the event the Mayor is unable to perform their duties, each member of Council (other than the Mayor) is appointed as the Deputy Mayor on a rotational basis for a period of 4 months, twice in their 4-year term. In the absence of the Mayor, the Deputy Mayor chairs Council meetings, attends ceremonies, banquets, speaking engagements, etc. If the Deputy Mayor is not available, the Acting Mayor or another member of Council may be called upon to carry out these duties.

TIME COMMITMENT

The MGA provides an outline of duties for members of Council. However, it does not indicate the number of hours per week that should be spent performing those duties. Carrying out member of Council duties requires a significant investment of time which could include during the day, evenings and/or weekends.

The required time commitment will vary depending on the time of year, and number of boards and/or committees the member is appointed to.

Members of Council require a significant amount of time for reading agendas and other material in preparation for scheduled events and/or meetings. Often, these documents can be technical in nature and need significant preparation time. In addition, Members of Council are provided with laptops and Town authorized email addresses and are expected to open, read and if necessary, respond to emails on a timely and sometimes daily basis.

Members of Council may be contacted by the public who have questions, wish to voice their concerns, or possibly weigh in on decisions that Council may be facing.

In the event of an emergency, members of Council may be called upon to serve the community.

SCHEDULED EVENTS

It is an expectation that all members of Council attend the events noted below:

Council Orientation – MANDATORY TRAINING

The 2021 Council Orientation date is scheduled for *November 4th, 2021*. This is a mandatory training day for elected Council and is a requirement of the Municipal Government Act (MGA) that all Council members attend the Council Orientation following a municipal election.

Inaugural/Swearing-In Ceremony, Organizational and Council Meetings

Following the 2021 municipal election, successful Candidates will be sworn-in as members of Council for the Town of Millet. The Swearing-In Ceremony will take place in the Town Administration Office – Council Chambers on Wednesday, October 27th, 2021 commencing at

3:00 p.m. followed by the organizational meeting and regular Council meeting. During the Organizational meeting, Council will decide which committees they would like to sit on for the following year.

Following is a list of the current Boards/Committees and an estimate of time required

Council Meetings are currently held on the 2nd and 4th Wednesday of each month at 3:00 p.m. unless changed by resolution of Council. In the months of July, August and December, Council usually holds only one meeting per month, determined by resolution. It is important to note that Councillors must not miss three (3) meetings in a row without prior Council Resolution.

Special meetings of Council may be called from time to time as well and are in addition to the regularly scheduled Council meetings. These must have 24 hours notice given.

Regular Council Meetings – All Council

Every 2nd and 4th Wednesday at 3:00 p.m. – during COVID restrictions are currently held via GoToMeeting and are usually 2 hours in duration.

Special Council Meetings – All Council

These are called as needed.

Committee of Whole - All Council

These are called as needed.

Millet Library - Two Councillors

This Board currently meets every 2nd Tuesday every two months at 6:30 p.m. at the Library.

Agriplex Operating Committee – One Councillor

This four-person Committee currently meets on an as needed basis.

Millet Seniors – One Councillor

The Seniors hold a monthly luncheon on the last Wednesday of each month at noon. Committee member would also be responsible to host the annual Seniors Appreciation Luncheon, held in September or October of each year.

Wetaskiwin Area Lodge Authority (Seniors and Community Housing) – One Councillor

These meetings are usually held during the daytime approximately six times/year on an as needed basis.

Millet Emergency Advisory Committee – Mayor + 2 or 3 Councillors

These internal meetings are held quarterly during the daytime.

Yellowhead Regional Library – One Councillor

Three meetings are held in Spruce Grove at 10:00 a.m. in the months of March, June and October.

Risk Management Committee – Three Councillors

These internal meetings are held during the daytime as needed.

West Dried Meat Lake Landfill – One Councillor

These meetings are usually held at 8:30 a.m. four-five times/year.

JEDI (Joint Economic Development Initiative) – Mayor + 2 Councillors

These meetings are usually held every second Tuesday, every two months at 3:30 p.m. at the County of Wetaskiwin office.

Millet Historical Society – One Councillor

These meetings are held in the afternoon usually once/month at the Millet Museum.

JEDI AGM & Dinner – One Councillor

These meetings are held once a year in December starting at 3:30 p.m. at the County of Wetaskiwin office.

Municipal Planning Commission – Three Councillors

These meetings are held as needed - usually one hour prior to a Council Meeting.

Capital Regional Southwest Water Services Commission – Mayor + One Councillor

These meetings are currently held on a Thursday evening at 5:30 p.m. in Leduc and usually consist of five-six meetings/year.

Communities in Bloom (CIB) – One Councillor

These meetings are held the second Tuesday of every month (excluding Nov - Feb) at 7:00 p.m.

CAEP (Central Alberta Economic Partnership) – One Councillor

These meetings are held on a rare but as needed basis, usually in the daytime.

Policy Review Committee – Three Councillors

These internal meetings are held usually during the daytime on an as needed basis.

Personnel Committee – Two Councillors

These internal meetings are held on an as needed basis.

Intermunicipal Committee – Mayor + One Councillor

These meetings are held on an as needed basis.

REMUNERATION OF MEMBERS OF COUNCIL

The current monthly remuneration is set as follows. These amounts can be negotiated at each Organizational meeting, held in October of each year:

Mayor	\$1220.40
Deputy Mayor	\$1067.85
Councillor	\$1017.00

The above remuneration is in addition to any per diems and mileage that is claimed monthly.

Nomination Paper and Candidate's Acceptance

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

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

 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)

Candidate Surname Given Names of

_____ 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 sections 4(4) and 74 of the *Education Act* (if applicable). If a city or a board of trustees under the *Education Act* passes a bylaw under section 27(2) of the *Local Authorities Election Act*, then the signatures of up to 100 electors eligible to vote may be required.

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

Candidate's Acceptance

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

- THAT I am eligible under sections 21 and 47 (and section 12, in the case of summer villages) of the *Local Authorities Election Act* and sections 4(4) and 74 of the *Education Act* (if applicable) to be elected to the office;
- THAT I am not otherwise disqualified under section 22 or 23 of the *Local Authorities Election Act*;
- THAT I will accept the office if elected;
- THAT I have read sections 12, 21, 22, 23, 27, 28, 47, 68.1, and 151 and Part 5.1 of the *Local Authorities Election Act* and sections 4(4) and 74 of the *Education Act* (if applicable) and understand their contents;
- THAT I am appointing

Name, Contact Information or Complete Address and Postal Code and Telephone Number of Official Agent (if applicable)

as my official agent.

- THAT I will read and abide by the municipality's code of conduct if elected (if applicable); and
- THAT the electors who have signed this nomination paper are eligible to vote in accordance with the *Local Authorities Election Act* and the *Education Act* and resident in the local jurisdiction on the date of signing the nomination.

Print name as it should appear on the ballot

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

SWORN (AFFIRMED) before me

at the _____ of _____,

In the Province of Alberta,

this _____ day of _____, 20_____.



Candidate's Signature

Commissioner for Oaths Stamp

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

RETURNING OFFICER'S ACCEPTANCE

Returning Officer signals acceptance by signing this form:

Signature of Returning Officer

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