



## TOWN OF MILLET

### Candidate's Nomination Package

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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 2025 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>.

Alberta Municipal Affairs has held interactive sessions for potential Candidates throughout the province. 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!

Cynthia McLaughlin  
780-387-1078  
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.

To become a municipal candidate you must be at least 18 years of age on nomination day, a Canadian citizen, and you must have been a resident of the local jurisdiction for the six consecutive months immediately preceding Nomination Day.

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. **All swearing in prior to nomination day must pre-book appointment with 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 King's Printer  
10611-98 Avenue  
5<sup>th</sup> Floor, Park Plaza  
Edmonton, AB T5K 2P7

Telephone: 780-427-4952  
Fax: 780-452-0668  
Website: [Alberta King's Printer | Alberta.ca](https://www.albertaking.ca)

## **CANDIDATES NOMINATION PERIOD**

- Candidates may submit their completed Nomination papers for the general election between January 1, 2025 and September 22, 2025 at 12:00 p.m. to the Town of Millet Administration Office located at 4528-51 Street.
- 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 22nd, a Candidate may withdraw their nomination, provided that more than the needed candidates. 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 22<sup>nd</sup>.

## **ELECTION DAY**

- Election Day will be held on Monday, October 20th at the Town of Millet Community Hall located at 4528 51<sup>st</sup> Street.

## **ELECTION BY ACCLAMATION**

If at the close of Nomination Day at 12:00 noon on September 22, 2025 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.

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 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 regarding 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. (2029)

### **POSITIONS ON COUNCIL**

There is 7 positions, 1 Mayor and 6 Councillors.

### **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.

### **UNDERSTANDING THE POSITION**

As a member of Council, you will have the opportunity to significantly influence the future of your community. All decisions must be made at meetings, at which a quorum is present.

As an individual member of Council, you will NOT have the power to commit your municipality to any expenditure or to direct the activities of municipal employees. Any promise you make as part of your election campaign that involves municipal expenditures can only be carried out if a majority of Council votes in favor of the matter at a meeting.

As a member of Council, you only have 1 employee, the Chief Administrative Officer. All other municipal employees are under the direction of the Chief Administrative Officer and Council cannot hire, fire or direct any employee, other than the Chief Administrative Officer.

## **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.

## **ROLES AND RESPONSIBILITIES**

### **Governance (Council) – determines the “what”**

- 1) Strategic Planning – Vision, Strategic Responsibilities and strategic objectives
- 2) Approve Policies
- 3) Approve Bylaws
- 4) Approve budget
- 5) Set direction
- 6) Form key relationships (MP’s MLA’s Cabinet Ministers, Mayor, Reeves and Councillors of other Municipalities)

### **Management (Administration) determines the “how”**

- 1) Execution of Strategic Plans
- 2) Implements policies
- 3) Enforce bylaws
- 4) Manage budget
- 5) Provide recommendations
- 6) Form key relationships (MP’s MLA’s Cabinet Ministers, Mayor, Reeves and Councillors of other Municipalities)

The role of Council is to work together to set the overall direction of the municipality through their position as a policy maker. The policies that Council sets are the guidelines for the Administration to follow as they perform the day-to-day operations of the Town. Council cannot interfere in the day-to-day operations, they can only set the guidelines for administration to follow.

## **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. There will be daytime commitments throughout the term, as well as Community events that require Council presence, such as, but not limited to:

Harvest Fair weekend – 4<sup>th</sup> weekend in August

Millet Winter Festival – Last weekend of November or first weekend in December

Strat planning – Council to pick days

Budget – may require 1-3 full days

Other required time commitments will vary depending on the time of year, and the 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.

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

Council Meetings are currently held on the 2<sup>nd</sup> and 4<sup>th</sup> Wednesday of each month at 4:00 p.m. 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 2<sup>nd</sup> and 4<sup>th</sup> Wednesday at 4pm*

**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 4-5 times annually on Thursday evenings at 6pm.*

**Millet & District Ag Society – One Councillor**

*Monthly on Mondays in the evening*

**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*

**Municipal Planning Commission – Three Councillors**

*These meetings are held as needed .*

**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.*

**Policy Review Committee – Three Councillors**

*These internal meetings are held usually during the daytime 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	\$1,389.40
Deputy Mayor	\$1,214.40
Councillor	\$1,157.48

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**