

TOWN OF MILLET - BY-ELECTION - NOMINATION PACKAGE



Serving the public as an elected official requires a commitment of considerable time and energy. You are getting ready to embark on a journey that will be both rewarding and frustrating. If you are a first time candidate, you will find running for office to be a challenging and exciting experience.

Attached is some information to help you along your new journey. More information can be found on the Municipal Affairs website at municipalaffairs.alberta.ca.

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!

Lisa Schoening

***Returning Office
Town of Millet***

Millet
Proud to be

GENERAL INFORMATION

Nomination Day: Friday, September 25, 2015 from 10am-12pm in the Town of Millet Council Chambers, 5120-50 street.

Election Day: Monday, October 26, 2015 (10 a.m. – 8 p.m.) - Millet Community Hall

Advance Vote Days: (to be determined)

Advance Votes are held to allow electors who are unable to vote on Election Day to cast their ballots. The Advance Votes are held at the Town Administration Office – 5120-50 Street.

Who can be a candidate?

Municipal Council

A person who is qualified to be a voter in the Town of Millet Municipal Election is also eligible to be a candidate for office. That means, on the day that you submit your Nomination Form, you must be qualified to hold that office. Candidates for the offices of Mayor or Councillor must meet the same criteria as eligible voters or electors. You must be:

- ✓ A resident of the Town of Millet for the 6 months preceding the nomination day.
- ✓ A Canadian citizen;
- ✓ At least 18 years old;
- ✓ Not prohibited from voting by law.

In order 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 **5 ELECTORS ELIGABLE TO VOTE**, in accordance with sections 27 and 47 of the Local Authorities Election Act. (form attached). Nomination Forms will be accepted between **10:00am and 12:00 pm on September 25, 2015**, at the Town Council Chambers.

Offices to be Elected:

Mayor – One (1)

Councillors – One (1)

What are the responsibilities of these offices?

The **Mayor** is responsible to provide leadership and act as a spokesperson to the public and work with other levels of government which *includes a seat with the Council for the Town of Millet.*

Council is made up of one (1) Mayor and six (6) Councillor's who are the primary decision making body for the Town of Millet. Council relies on reports from its administration and the recommendations of Committees to make decisions. 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.

What is the time commitment if I am elected?

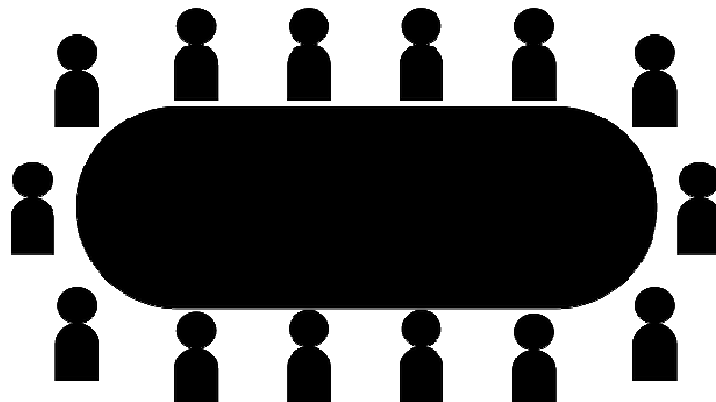
The Mayor and Councillors are not only committed to Town duties, but also committed to Committees as appointed by the Town of Millet.

The time commitment varies from individual to individual and can depend upon the Councillor's employment circumstances. A Councillor can expect to devote time for a minimum of two meetings per month along with various duties on outside Committees as appointed by Council. Council Meetings are held on the 2nd and 4th Wednesday of each month at 6pm., 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.

How do I file my Nomination Papers?

On Nomination Day, September 25, 2015, a nomination paper may be filed at the Town Administration Office, 5120-50 street between 10:00 a.m. and 12:00 p.m.

Either the candidate or his/her agent must file the nomination papers in person. Faxed nomination papers **WILL NOT** be accepted as an original signature is required on all election documents filed with the Town.



What is your first working meeting?

The first meeting, after the election, will be held on October 28, 2015, at 6pm. This will also be our annual Organizational meeting. During this meeting Council will need to decide which committees they would like to sit on for the following year.

Here is a list of the current committees and an estimate of time required:

- a) Committee of Whole
This was formed by all Council; this gives Council an opportunity to call Committee meetings to discuss any issues upcoming.
- b) Millet Library
This board meets on the first Monday of each month from September-June at 7p.m
- c) Agriplex Operating Committee
This committee meets on an as needed basis and meetings are usually held in early evening.
- d) Millet Seniors Club
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 of each year.
- e) West Central Planning
These meetings are held twice a year in Wetaskiwin.
- f) Seniors and Comm. Housing
As needed.
- g) Capital Region Assessment
These meetings are on a "as needed" basis.
- h) Sub. And Appeal Board
This board would only be needed during appeal season, tax assessments go out mid May and residents have 60 days to appeal, meetings, if needed, would be in July and December depending on schedules.
- i) Disaster Services Committee
As needed
- j) Yellowhead Library
These meetings are held 3 times a year at 10a.m. in Spruce Grove.

k) Risk Management Committee

These are held on a "as needed" basis.

l) West Dried Meat

These meetings are held monthly and are held in the morning in Camrose.

m) Comm. Building AD Hoc

This committee holds meetings as needed.

n) JEDI

The Mayor will have to sit on this committee and will require a second member. These are held on the 3rd Thursday of each month at 4:30p.m.

o) CAEP

These are held on a "as needed" basis.

p) Historical Society

This Society hold monthly meeting in the afternoons.

q) JEDI AGM

Once a year in January or February, on a Thursday at 4:30p.m.

r) Municipal Planning Commission

These are held "as needed" and are usually held prior to a scheduled council meeting at 5-5:30pm.

s) Tourism Committee

These are held as needed and are at 8:45am on a Wednesday.

t) Millet Food Bank

These are held on an "as needed" basis

Remuneration of members of Council

The current remuneration is set, as follows, this is up for negotiation at each Organizational meeting, held in October of each year:

Mayor \$1,050/ month
Dep. Mayor \$ 900/ month
Councillor \$ 850/month

As well as any per diems and mileage that is claimed monthly.

Withdrawing your nomination

Within 24 hours of the close of nominations, you may withdraw your nomination form, provided that more than the required number of candidates have been nominated for the office you are seeking. The returning officer cannot accept your withdrawal if it would result in less than the required number of candidates.

Campaigning

You will want your campaign style to match your municipality, your personality and your resources. The purpose of campaigning is to convince the electors that you are the best candidate for the position. You may want to do that by talking to people, preparing brochures or posters, and/or advertising in the media.

ON ELECTION DAY it is an offence to canvass or solicit votes in or immediately adjacent to a voting station (Community Hall). It is also an offence to display or distribute campaign material inside or on the outside of a building used for a voting station.

Term of Office

The next Municipal Election will be held in October, 2017.

Contact

The Town of Millet Returning Officer is Lisa Schoening, she can be reached at 780-387-4554. Do not hesitate to contact her if you have any further questions. More information is also available on the Municipal Affairs website at municipalaffairs.alberta.ca.