

# General Information

**Nomination Day:** Monday, September 18, 2017 from 10am – 12pm in the Town of Millet Council Chambers, 5120-50 Street.

**Election Day:** Monday, October 16, 2017 from 10am – 8pm – Millet Community Hall 5107-50<sup>th</sup> Ave.

**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

On the day that you submit your Nomination Form, you must be qualified to hold office.

Candidate for the offices of Mayor or Councillor must be:

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

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 ELIGIBLE 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 12:00pm on September 18, 2017, at the Town Council Chambers.

## Offices to be Elected:

Mayor – One (1)

Councillors – Six (6)

## 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) Councillors who are the primary decision making body for the Town of Millet. Council relies on the reports from its administration and the recommendations of the 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 for two meetings per month along with various duties on outside Committees as appointed by Council. Council Meetings are held on the 2<sup>nd</sup> and 4<sup>th</sup> Wednesday of each month at 6:00pm, 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 18, 2017, a nomination paper may be filed at the Town Council Chambers, 5120-50 Street between 10:00am and 12:00pm

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 25, 2017, at 6:00pm. This will 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 current committees and estimate of time required:

**a) Committee of Whole**

*This was formed of all Council last year, 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 7:00pm*

**c) Agriplex Operating Committee**

*This Committee meets on Monday evenings*

**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 annual Seniors Appreciation Luncheon, held in September of each year.*

**e) West Central Planning**

*These meetings are held twice a year in the mornings.*

**f) Seniors and Comm. Housing**

*As needed*

**g) Regionalization Committee**

*This is a new committee; the dates and times have not been set.*

**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) Emergency Services Committee**

*These meetings are called on an as needed basis.*

**j) Yellowhead Library**

*These meetings are held 3 times a year at 10:00am 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 Healthy**

*This committee meets as needed.*

**n) JEDI**

*Mayor Wadsworth will have to sit on this committee and will require a second member. These are held on the 3<sup>rd</sup> Thursday of Each month at 4:30pm.*

**o) Historical Society**

*This Society holds monthly meetings in the afternoons.*

**p) JEDI AGM**

*Once a year on a Thursday at 4:30pm.*

**q) Municipal Planning Commission**

*These are held as needed and usually at 5pm prior to a regular Council meeting.*

**r) Tourism Committee**

*These meetings are usually held on the second or third Wednesday at 8:45am.*

**s) Millet Food Bank**

*The committee meets as needed and usually on Thursday and have been held in the morning as well as evenings, depending on availability of committee.*

**t) Capital Regional Southwest Water Services Commission**

*These meetings are held on a Thursday evening in Leduc.*

**u) Communities in Bloom**

*These meetings are held on the second Tuesdays of every month at 7:00pm (excluding Nov-Feb)*

### **Remuneration of members of Council**

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

Mayor	\$1077.00
Deputy Mayor	\$923.00
Councillor	\$872.00

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 return 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 (Millet 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.

### **Terms of Office**

The next Municipal Election will be held in October 2021.

**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](http://municipalaffairs.alberta.ca)