



## **2017 Municipal Election Candidate Information Package**

*Lamont County is a tribute to the hardy pioneers who settled this area. Our success today is a result of people of varying nationalities and religious convictions who cooperated to forge a prosperous and progressive area.*

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So you are considering running for municipal election this fall. Hats off to you for the interest you have shown in building a better community for residents of Lamont County.

The County is in the midst of some very interesting times and the task you are contemplating will be both challenging and fulfilling.

This Candidate Information Package is intended to guide your search for information on the County, the roles and responsibilities of a municipal Councillor, how to run for municipal office, and voter eligibility.



Resources and links are also provided for more information about the 2017 municipal election, the County and the various services it offers.

You are encouraged to attend a Council meeting to become familiar with the issues the County is facing, and your potential role as an elected official.

## County Overview

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The area that is now part of Lamont County was first surveyed in 1883, before settlers arrived. The first settler in the region was an Englishman, Frank W.W. Fane, who took a homestead in 1887. Other settlers followed him, with German farmers migrating to the Bruderheim area, and Polish people settling near St. Michael. In 1891, the first Ukrainian immigrants landed at Montreal, and migrated to Alberta. Wasyl Eleniak settled with his brother Peter in Chipman. Ivan Pilipewsky and his family settled north of Lamont, near Star.

The Municipal District of Lamont No. 516 was established in 1944, uniting the three smaller districts of Pines, Wostok and Leslie; however, Lamont County as it is known today was incorporated in 1968 as the County of Lamont No. 30, with the combination of Lamont School Division No. 18 and the Municipal District of Lamont No. 82. In 2000, the name was changed to Lamont County.

As of 2017, Lamont County has a population of 3899, spread over 2474 square km (955 square miles), and is home to three towns, two villages, and the hamlets of Star, Hilliard, St. Michael, and Wostock.

Industrial development plays a major role in the County, with land zoned for heavy, medium and industry. Land designated for industrial and commercial development is located in prime spots adjacent to Highway 15 and Highway 45. Lamont County is one of the few areas in Canada where CN and CP rail ways intersect, making it an ideal location for industry looking to connect to the world market.

The agriculture industry in Lamont County has been thriving ever since the 1880s, with the first settlers. Major agricultural industry in the County includes Viterra, Pioneer Grain and NBI Feedyards.

Tourism in the County draws upon a diversity of cultural, religious, and environmental attractions, with sites such as the Ukrainian Cultural Heritage Village, Elk Island National Park and events such as the Babas and Borshch Ukrainain Festival, now in its fifth year. The past year was also proclaimed as Lamont County Ukrainian Cultural Heritage Year, and a handful of events occurred in honor of 125 years of Ukrainian Immigration, and influence, in the County.

For more information regarding the County, please visit the County's website at [www.lamontcounty.ca](http://www.lamontcounty.ca)

## Electoral Divisions

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The County is divided into five divisions (see *Schedule B*).

While each division is a different size, the County has tried to ensure that each division is generally the same in terms of population and the length of its open roads. It is up to Council to determine division size.

Each division is represented by one Councillor.

The group of five elected Councillors appoints one Councillor from among themselves to be the Reeve, and one Councillor to be Deputy Reeve.

The Reeve and Deputy Reeve sit for one year and may be reappointed during the annual Organizational Meeting.



## Roles and Responsibilities of Councillors

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The purposes, powers and capacity of municipalities are regulated by the *Municipal Government Act* (MGA). The County is a legal corporation empowered to provide good government, services, facilities, or other things that, in the opinion of Council, are necessary or desirable for all or part of the County, and to develop and maintain safe and viable communities.

The general duties of Councilors are outlined in the MGA, as follows:

- a) To consider the welfare and interests of the municipality as a whole and to bring to Council's attention anything that would promote the welfare or interests of the municipality;
- b) To participate generally in developing and evaluating the policies and programs of the municipality;
- c) To participate in Council meetings and Council Committee meetings and meetings of other bodies to which they are appointed by the Council;
- d) To obtain information about the operation or administration of the municipality from the Chief Administrative Officer or a person designated by the Chief Administrative Officer;
- e) To keep in confidence matters discussed in private at a Council or Council Committee meeting until discussed at a meeting held in public;
- f) To make sure the powers, duties, and functions of the municipality are appropriately carried out, either by express authority given under legislation, or by delegation to a Council Committee, the Chief Administrative Officer, or a designated officer; and
- g) To perform any other duty or function imposed on Councilors by this or any other enactment or by the Council.

Besides general Councilor duties, the Reeve has additional responsibilities, such as acting as spokesperson for Council as a whole, presiding at all Council meetings, representing the County at formal and community functions, and acting as the County's ambassador within and beyond the County's boundaries.

Although elected by residents of individual divisions to represent their best interests and concerns, Councillors are foremost members of a team, and must support Council decisions, even if in disagreement with the majority.

Understanding and respect for fellow Councilors' positions and circumstances is crucial to effectiveness in the role of Councilor.

Documents prepared by Alberta Municipal Affairs entitled *Conflict of Interest Guidelines for Municipal Councilors* and *Running for Municipal Office* will further assist you in understanding your individual responsibilities and your powers and duties as part of a municipal council. You can find these documents at [www.lamontcounty.ca/election-2017](http://www.lamontcounty.ca/election-2017).

## Council and Committee Meetings

### Council Meetings

Council meets once per month on the third Tuesday of each month. Meetings begin at 9:30 a.m. and usually end no later than 4:00 p.m. A special Council meeting may be held anytime during the month if an important issue arises that requires Council's immediate attention. Council meetings are open to the public.



### Budget Meetings

Budget meetings are held in the winter and spring, in order to establish the next year's operating budget. Eight meeting dates are typically chosen, four in November-December to create an interim budget, and four in March-April to finalize the budget. Dates of the budget meeting are set in the fall, during a regular council meeting in order to fit into councillors' schedules.

### Committee of the Whole Meetings

The Committee of the Whole, which is all of Council, meets when deemed necessary to discuss issues that do not require immediate Council action or to provide administration with direction.

### External and Internal Committees

Each Councilor is expected to participate on internal committees to perform common sub-functions of Council or specific ad-hoc issues, and on external committees to enhance regional cooperation and ensure that the County's interests are maintained. Representatives to the committees are selected at the annual organizational meeting of Council each Fall.

The time required to effectively represent your residents, the County and the interests of the committees varies significantly from Councilor to Councilor. You can expect to attend at least two daytime and several night meetings each month, as well as a Council strategic planning workshop each year. Conferences range from two to five days, at least three times per year, and significant time may be required to respond to calls, emails, and inquiries from residents. The first few months as a newly elected official are the most time-consuming as you attend meetings and learn your new role.

## Important Dates 2017

September 18, 2017	-	Nomination Day
October 10, 2017	-	Advanced Poll Voting Day
October 10, 2017	-	Council Meeting
October 16, 2017	-	Election Day
October 24, 2017	-	Council Organizational Meeting
November 7, 2017	-	Council Meeting
November 14-17, 2017	-	AAMD&C Fall Convention
November 27 & 28, 2017	-	Council Orientation
December 12, 2017	-	Council Meeting

## Council and Committee Meetings

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The second Tuesday of each month (or Wednesday following, if the second Tuesday is a holiday) is the set date for Lamont County Council regular meetings. If a Council meeting is not completed on the original date scheduled, then the next Tuesday is to be set aside as the date for the completion of the agenda. Should it be necessary, then the fourth Tuesday will be utilized. In the month of July, no Council meeting will be held.

Meetings will commence at 9:30 a.m.

## Meeting Preparation

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Agenda packages for Council meetings are made available in electronic form at least two working days prior to the meeting. You are expected to take sufficient time to review the agenda and supporting documentation in preparation for each meeting.

A working knowledge of computers and email is necessary to assist you with your elected official duties. To ensure that you have the necessary technology to be effective as a Councillor, the County will provide you with a Microsoft Surface tablet, internet connection and training.

The County will also provide you with some funds to buy a fax machine and printer.

### Meeting Remuneration

The remuneration rate is set by Council and is currently \$45,173.76 per year, or \$3,764.48 per month. This Honoraria is for time spent in attendance at Council or committee meetings, conferences, seminars, workshops or similar activities.

An additional Honoraria of \$500 per month is provided to the Reeve and \$250 per month provided to the Deputy Reeve.

A personal allowance of \$129.37 per day is provided for out of County conferences, meetings, seminars etc.

Travel expenses, meals and lodging costs are also reimbursed.

External committees may also pay remuneration, which is set by the individual Committee.

Councillors are eligible for health and wellness benefits similar to that offered to employees of the County, and will contribute to a pension plan.

## Eligibility to Run for Council

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You may be nominated as a candidate in the October 2017 election if, on Nomination Day, you meet the following criteria:

- a) You are at least 18 years old,
- b) You are a Canadian citizen,
- c) You have resided in Alberta for six
- d) consecutive months prior to Election Day
- e) You have resided in the County, and in the division for which you are nominated, for six consecutive months prior to Nomination Day, and
- f) You are not otherwise ineligible or disqualified according to the MGA. Candidates may be disqualified for a variety of reasons, so it is in your best interest to consult the *Local Authorities Election Act* (LAEA) or contact the Returning Officer at the County Office.

### Nomination Day

Nomination Day is **Monday, September 18, 2017**. Nomination Forms will be posted on the County's website and must be filed in person at the County Office between 10:00 a.m. and 12:00 noon on that day.

You do not need to file your Nomination Form yourself. You may send it with a representative; however, the Nomination Form must be filed on time, must be completed accurately, and must be accompanied by a \$100 nomination deposit (cash, certified cheque or money order).

The results of Nomination Day will be posted at [www.lamontcounty.ca](http://www.lamontcounty.ca) after 12:00 noon. Your nomination deposit will be returned to you if you are elected, if you withdraw your nomination according to the timelines in the LAEA, or if you are defeated but receive at least half the number of votes as the candidate elected in your division with the least number of votes.

## Campaign Rules

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You may begin to campaign for office anytime, even before you file your Nomination Form. Campaigning on Election Day is also allowed, however there are restrictions on campaign locations and times:

- You may not campaign or post campaign posters inside or outside a voting station and you may not interfere with, or unduly influence, a voter at a voting station. Campaign signs may not be placed on any County buildings or property, they cannot destroy or deface any property, and cannot be attached to any road signs.
- Signs less than 12 square feet may be placed at intersections, however they cannot interfere with the safe and orderly movement of traffic or sightlines and may require permission from another government body (e.g. Alberta Transportation).
- Signs on private property require the permission of the landowner. All signs must be removed within 48 hours of the close of voting stations.

### Campaign Expenses

Allowable campaign expenses include: personal expenses; the cost of acquiring premises, accommodation, goods or services used for proper election campaign expenses; payments for the cost of printing and advertising; and reasonable payment to any person for the hire of transportation used by a candidate or speakers in travelling to and from public meetings or by any person in connection with and for the proper purposes of an election.

### Campaign Contributions

If you will incur these types of campaign expenses, you should be aware that there are rules regarding the accounting and disclosure of financial contributions. If your campaign is entirely self-funded, you may not spend more than \$10,000 in a campaign period.

Candidates may accept contributions from any person, corporation, trade union or employee organization up to \$5000. However, a candidate must open a bank account in the name of the candidate or in the name of the campaign as soon as possible after the amount of contributions exceeds \$5000, OR the amount of contributions and any amount of the candidates own funds exceeds \$5000.

If a candidate receives any anonymous contributions, the candidate must return the contribution immediately, or pay the total contribution to the municipality.

### Candidate's Agent

You may appoint any elector to be your official agent or your scrutineer. Before performing their duties, the agent or scrutineer must complete the required form which will be available at [www.lamontcounty.ca/election-2017](http://www.lamontcounty.ca/election-2017)

## Eligibility to Vote

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Any resident of the County is eligible to vote if he/she meets the following criteria:

- a) At least 18 years old,
- b) A Canadian citizen,
- c) Resident in Alberta for six consecutive months prior to Election Day,
- d) Resident in the County on Election Day.

An elector may only vote once.

**Election Day is Monday, October 16, 2017.** Hours of voting are 8 a.m. to 8 p.m.

Voters who are unable to vote on Election Day may vote at an Advance Vote that will be held on **Tuesday, October 10, 2017, from 9 a.m. to 9 p.m.**

### Voting Stations

Voting stations will be open at the following locations:

#### Division 1

- Mundare Recreation Center - 5115 50 Ave, Mundare
- Moscow Hall - NE 33-51-16-W4

#### Division 2

- Chipman Drop-In Center - Chipman
- Ukrainian Village (Red Barn) - Highway 16E, Tofield
- Hilliard Hall - Hilliard

#### Division 3

- St. Michael Senior Center - St. Michael
- Delph Hall - NW 7-58-18-W4

#### Division 4

- Andrew Village Office – 5021 50 St, Andrew

#### Division 5

- Lamont Hall - 4844 49 St., Lamont
- Bruderheim Memorial Community Center - 5014 49 (Queen) St., Bruderheim
- Skaro Hall - Skaro

## Eligibility to Vote

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### Election Results

Unofficial election results will be posted at [www.lamontcounty.ca](http://www.lamontcounty.ca) as soon as they are received from the voting stations.

Official election results will be posted at 12 noon on October 20, 2017.

## Important Resources

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The following resources will assist you in obtaining more information about the County, the election process and applicable legislation.

Lamont County [www.lamontcounty.ca](http://www.lamontcounty.ca)

Alberta Municipal Affairs [www.municipalaffairs.gov.ab.ca/mc\\_elections.cfm](http://www.municipalaffairs.gov.ab.ca/mc_elections.cfm)

Government of Alberta [www.alberta.ca](http://www.alberta.ca)

Queen's Printer for copies of the *Municipal Government Act* and *Local Authorities Election Act*  
[www.qp.alberta.ca/](http://www.qp.alberta.ca/)

The County's Returning Officer, Robyn Singleton, may be contacted at 780-895-2233 ext. 213 Monday to Friday, between 8:30 a.m. and 4:30 p.m. or by email at [robyn.s@lamontcounty.ca](mailto:robyn.s@lamontcounty.ca).

## Schedule A: Internal & External; Committees

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- Agricultural Service Board
- Alberta HUB
- Alberta Industrial Heartland Association
- Assessment Review Board
- Association of Municipal Districts and Counties District 5
- Community Adult Learning Council (CALC)
- Family & Community Support Services (FCSS)
- Health and Safety Committee
- John S. Batiuk Water Commission
- Joint Municipal Policing Commission
- Lamont County Library Board
- Lamont Public Library Board
- Municipal Planning Commission
- Northeast Region Community Awareness Emergency Response (NRCAER)
- Northern Lights Library Board
- O.H.S. Committee
- Oil & Gas Exploration, Extraction & Transportation Committee (OGEETC)
- Senior Citizens' Foundation
- St. Michael Landfill Commission
- Subdivision Development and Appeal Board
- Ukrainian Cultural Heritage Village committee
- Yellowhead Highway Association

# Schedule B: Lamont County Map with Electoral Boundaries

