

THE Town of Millet

2013 GENERAL ELECTION

INFORMATION FOR POTENTIAL CANDIDATES

FOR THE OFFICES OF:

MAYOR  
COUNCILLOR

*Millet*  
*Proud to be*

## **INTRODUCTION**

This information package has been assembled for your assistance. The contents are based on questions most frequently asked by potential candidates, as well as some of the lesser-known facts important to those considering running for public office.

**This document has no legislative sanction.**

The Town of Millet is conducting elections for the following offices:

**Mayor**

**Councillors**

Selected excerpts from the Local Authorities Election Act have been included in the nomination package for your reference. As this information is certainly not inclusive of all of the information contained within specific acts and other legislation, any person wishing a complete copy of the **Local Authorities Election Act, The Municipal Government Act, The School Act, etc.** may obtain copies from:

The Queen's Printer,  
11510 – Kingsway Avenue  
Edmonton, Alberta T5G 2Y5  
Telephone: (780) 427-4952  
Fax: (780) 452-0668  
E-mail [gp@gov.ab.ca](mailto:gp@gov.ab.ca)

## OFFICES

The following offices are elected for a four-year term at each General Election.

Mayor	1 position
Councillor	6 positions

### Mayor and Councillor Offices

Town of Millet  
Lisa Schoening, Returning Officer  
5120-50 Street

PO Box 270  
Millet, Alberta T0C 1Z0

Phone: 780-387-4554

E-mail: [millet@millet.ca](mailto:millet@millet.ca)

## **GOVERNMENT**

Within Canada, there are three levels of government:

- Federal – elected representatives referred to as Members of Parliament (MPs)
- Provincial – elected representatives referred to as Members of the Legislative Assembly (MLAs)
- Local – elected representatives referred to as Mayor, Alderman or Trustees

Elected representatives to the Federal and Provincial governments typically represent a particular political party with the party having the most representatives elected forming the government.

Local government is not based on "Party Politics".

## **MUNICIPAL GOVERNMENT**

The province provides the structure for local governments through the following legislation detailed in the *Municipal Government Act* section 3 as follows:

3. The purposes of a municipality are:
  - (a) to provide good government,
  - (b) to provide services, facilities or other things that, in the opinion of council, are necessary or desirable for all or a part of the municipality, and
  - (c) to develop and maintain safe and viable communities.

## **TOWN COUNCIL**

The positions of Mayor and Councillors are at-large elections, meaning that each person elected represents the Town as a whole and not a particular ward or section of the Town.

Town Council is comprised of the Mayor and six (6) Councillor's. The power of any member of Council depends on the individual's ability to work with other Council members because Council only has the authority to act upon decisions agreed upon by the majority of the group, individual members of Council do not have the authority to commit the Town to any expenditure, to direct municipal activities, or to direct staff members.

Council's principal roles in the municipal organization are detailed in the *Municipal Government Act* section 201 as follows:

- 201** (1) A council is responsible for:
- (a) developing and evaluating the policies and programs of the municipality;
  - (b) making sure that the powers, duties and functions of the municipality are appropriately carried out;
  - (c) carrying out the powers, duties and functions expressly given to it under this or any other enactment.
- (2) A council must not exercise a power or function or perform a duty that is by this or another enactment or bylaw specifically assigned to the chief administrative officer or a designated officer.

The Chief Administrative Officer's principal role in the municipal organization is detailed in the *Municipal Government Act* section 207 as follows:

**207** The chief administrative officer

- (a) is the administrative head of the municipality;
- (b) ensures that the policies and programs of the municipality are implemented;
- (c) advises and informs the council on the operation and affairs of the municipality;
- (d) performs the duties and functions and exercises the powers assigned to a chief administrative officer by this and other enactments or assigned by council.

## **TIME COMMITMENT**

The demands on your time will be significant, as you will be elected for a four-year term of office. The term begins when elected candidates take the official Oath of Office at the Council Organizational Meeting on Wednesday, October 30, 2013 at 6:00 p.m.

The *Municipal Government Act* provides an outline of the duties for members of Council. The Act does not, however, indicate the number of hours per week members should spend performing their duties. This is left to the discretion of each member of Council.

Council shall hold as many meetings in each year as are considered necessary to adequately deal with the business of the Town. Town Council Meetings have dates and procedures which are outlined in the Council's Procedural Bylaw:

- Regular Council meetings are held every second and fourth Wednesday of each month at 6:00 p.m. in the Council Chambers at Town Hall. During the months of July, August and December only one meeting is held, as per Council decision.

- To allow Council to prepare for these meetings, an agenda is made available to Council the Friday afternoon before the meeting.

As well as attending meetings, you will also need to spend time reading material and talking with residents, the C.A.O, and others as part of your meeting preparation to help you to make informed decisions. You will need to balance this with your personal life and work.

Council members are given the opportunity to sit on several Boards and Committees as designated at the Annual Organizational Meeting. These boards and committees are identified on the following page. In addition other committees are assigned at the organizational meeting as approved by Council.

**Below are a list of the committees that require Council representation. I have also added time commitments that will be required for each committee.**

**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. The Annual General Meeting is usually held in November.*

**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 Healthy

*This committee holds monthly meetings, they are usually held around 3:30 in the afternoon, they also have several sub committees that they require members to sit on, which also hold monthly meetings.*

n) JEDI

*The Mayor 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 4:30p.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) Edmonton Regional Tourism

*These are held quarterly and are usually a luncheon.*



## REMUNERATION AND BENEFITS

In accordance with the Town of Millet's Council Remuneration and Expense Reimbursement Policy as of December 15, 2011, remuneration is as follows:

### Current Monthly Allowance for Council

Mayor	\$1050.00/mth
Deputy Mayor	\$900.00/mth
Councillor	\$850.00/mth

Out of Town Per Diem:	up to 4 hours* = \$50.00
	up to 8 hours* = \$100.00
	over 8 hours* = \$150.00

#### 1. Travel – Kilometers

- a. The rate paid per km is based on the current Provincial rate, as approved by Council at the Organization meeting each year.  
Current rate is being paid @ \$0.50 per KM

This policy is reviewed each year in October at the Organizational meeting of Council.

## **COUNCIL ORIENTATION**

In order for the new Council to become fully acquainted with the scope of the Town, and their responsibilities we have set up an orientation session, by Brownlee LLP, for November 6, 2013 from 9am-12pm. Please note this will be mandatory attendance for all elected candidates.

## **ALBERTA URBAN MUNICIPALITIES ASSOCIATION (AUMA)**

The mission statement of AUMA states that they will represent municipal councils in their advocacy of ways toward excellence in local urban government. In order to achieve this mandate, the Association is dedicated to enhancing leadership in municipal governance by developing and maintaining responsive and professional relations with member municipalities, the provincial government, and the general public; and by providing services to member municipalities that support and strengthen their contributions to the well-being of urban communities. AUMA represents a unified voice to the provincial government on behalf of urban communities.

Each year in the fall, an AUMA convention is held that attracts over 1000 delegates from urban councils and administration. The convention that is held during election years is strongly geared toward newly elected Council members and for this reason, those successful candidates are encouraged to set aside time to attend this event.

The 2013 AUMA convention will be **Wednesday, November 20<sup>th</sup> through Friday, November 22<sup>nd</sup>, in Calgary**. Please mark these dates on your calendar. Expenses to attend are covered within the Council budget.

### ***Filing of Nomination Papers***

The returning officer shall receive nominations for the offices of Mayor and Councillor in Council Chambers at Town Hall between 10:00 a.m. and 12:00 noon Nomination Day, September 23, 2013. **NOTE: Time is important. The Returning Officer has no discretion to accept a late nomination. The time is set out in the Act. Please ensure that your nomination is filed in accordance by 12:00 noon Town Council Chambers time.**

28 (1.1) The person who is nominated as a candidate is responsible for ensuring that the nomination filed meets the requirements of section 27.

28 (4) At any time after 12:00 Noon on Nomination Day, until the term of office to which the filed nomination papers relate has expired, a person may request to examine the filed nominations during regular business hours and in the presence of the returning officer, deputy or secretary.

### ***IT IS IMPERATIVE THAT A PERSON WHO SIGNS NOMINATION PAPERS IS ELIGIBLE TO VOTE***

- 47 (1) A person is eligible to vote in an election held pursuant to the Local Authorities Election Act if the person
- (a) is at least 18 years old,
  - (b) is a Canadian citizen, and
  - (c) has resided in Alberta for the 6 consecutive months immediately preceding election day and the person's place of residence is located in the area on election day

### **NOTE:**

1. "Area" means the area within the boundaries of a local jurisdiction.
2. The person who signs the Nomination Papers must be a resident in the local jurisdiction on the date of signing the nomination.
3. To ensure validity of their Nomination Papers, a candidate may submit more than the required **FIVE** elector's signatures.

## **OTHER INFORMATION**

### **Qualification of Candidates**

#### *Excerpts from the Local Authorities Election Act*

- 21** (1) A person may be nominated as a candidate in any election under this Act if on Nomination Day the person
- (a) is eligible to vote in that election,
  - (b) has been a resident of the local jurisdiction and the ward, if any, for the 6 consecutive months immediately preceding nomination day, and
  - (c) is not otherwise ineligible or disqualified.
- (4) If the boundaries of a local jurisdiction are altered by the addition of land, a person who has been a resident of the added land for at least 6 months immediately preceding nomination day is deemed, for the purposes of this Act, to have been a resident, during that time, of the local jurisdiction to which the land was added.

### **Disqualification of Councillor**

#### *Excerpts from Municipal Government Act*

- 174** (1) A Council member is disqualified from council if
- (a) when the Council member was nominated, the Council member was not eligible for nomination as a candidate under the *Local Authorities Election Act*;
  - (b) the Council member ceases to be eligible for nomination as a candidate under the *Local Authorities Election Act*;
  - (c) the Council member becomes a judge of court or a member of the Senate or House of Commons of Canada or of the Legislative Assembly of Alberta;
  - (d) the Council member is absent from all regular council meetings held during any period of 8 consecutive weeks, starting with the date that the first meeting is missed, unless subsection (2) applies;

- (e) the Council member is convicted
    - (i) of an offence punishable by imprisonment for 5 or more years, or
    - (ii) of an offence under section 123, 124, 125 of the *Criminal Code* (Canada)
  - (f) the Council member does not vote on a matter at a council meeting at which the Council member is present, unless the Council member is required or is permitted to abstain from voting under this or any other enactment;
  - (g) the Council member contravenes section 172 (Disclosure of Pecuniary Interest);
  - (h) the Council member has a pecuniary interest in an agreement that is not binding on the municipality under section 173;
  - (i) the Council member uses information obtained through being on council to gain a pecuniary benefit in respect of any matter;
  - (j) the Council member becomes an employee of the municipality;
  - (k) the Council member is liable to the municipality under section 249 (Civil Liability of the Council member);
- (2) A Council member is not disqualified by being absent from regular council meetings under subsection (1)(d) if the absence is authorized by a resolution of council passed
- (a) at any time before the end of the last regular meeting of the council in the 8-week period, or
  - (b) if there is no other regular meeting of the council during the 8-week period, at any time before the end of the next regular meeting of the council.
- (3) For the purposes of this section, a Council member is not considered to be absent from a council meeting if the Council member is absent on council business at the direction of council.
- (4) A Council member who is disqualified under this section is eligible to be elected at the next general election in the municipality if the person is eligible for nomination under the *Local Authorities Election Act*.