



# 2021 Municipal General Election

## Nomination Package

Information for potential candidates for the offices of  
Mayor (Chief Elected Official) and Councillor

# Nomination Day

## Monday, September 20, 2021

Nomination papers must be filed by 12 noon

Office(s)	Number of Vacancies
Councillor	6
Mayor (Chief Elected Official)	1

The Council positions are elected “at large” meaning each person elected represents the Town as a whole and not a particular ward or section of the Town.

**Nomination Papers (Form 4 attached) will be received at the  
Town Office, 19 - 1<sup>st</sup> Avenue N.W., McLennan,  
Between January 5, 2021 and September 20<sup>th</sup>, 2021 12:00 noon.**

It is the Candidates responsibility to ensure the accuracy of all information on the nomination form.

Nomination forms will **not** be accepted by email, fax or mail.

Nominations will **not** be accepted after 12:00 noon on September 20<sup>th</sup>.

Nomination Papers can be handed in by any person, but the Oath **MUST** be signed by the candidate and a Commission of Oaths if the Nomination Papers are to be filed by someone other than the candidates themselves.

Nominated Candidates are responsible for ensuring the nomination filed meets the legislated requirements of the Local Authorities Election Act. [\(Sections 27, 28, 68.1 and 151, Local Authorities Election Act\)](#)

If at the close of nominations, the number of person(s) nominated for any office is the same as the number required to be elected, the Returning Officer shall declare the persons nominated to be elected to the offices for which they were nominated.

Candidate names will only be made public after nominations close.

## Qualification of Candidate

Generally, you are eligible to be nominated as a candidate, if on Nomination Day (September 20, 2021) you are:

- At least 18 years of age by Election Day, and
- A Canadian citizen, and
- A resident of the Town for six (6) consecutive months preceding nomination day, and not otherwise ineligible or disqualified. For example, Section 22 of the *Local Authorities Election Act* states a person is ineligible to be nominated as a candidate if:  
They are an auditor of McLennan.
- They are an employee of the Town of McLennan, unless they have been granted a leave of absence.
- Their property taxes are more than \$50.00 in arrears or they are in default, of any other debt to McLennan in excess of \$500.00 and for more than 90 days.
- They have, within the previous 10 years, been convicted of an offence under the *Local Authorities Election Act*, the *Election Act*, the *Elections Finances and Contributions Disclosure Act*, or the *Canada Elections Act (Canada)*.

(Sections 21, 22 and 23, Local Authorities Election Act)

## Withdrawal of Nomination

You may withdraw at any time between January 5<sup>th</sup>, 2021 and September 19, 2021.

After September 20, 2021, you may withdraw only if there are more than the required number of candidates for that office. You must do so within 24 hours of the close of nominations, that is, before 12:00 noon on September 21, 2021.

If you choose to withdraw your nomination form you must provide your notice of withdrawal in writing to the returning officer.

## Office of Council

### Term of Office:

The term of office for a Council member is 4 years, concluding October 2025.

### Number of Council Members

The Town of McLennan Council consist of 6 Councillors and 1 Mayor.

### Role of Council

Members must not exercise a power or function or perform a duty that is by this or another enactment or bylaw specifically assigned to the CAO or a designated officer.

Members are to make decisions as a collective body for all matters regarding policy or of a program nature. Individual Council Members do not have authority to bind Council or the Town to a specific course of action unless the authority has been expressly granted through resolution by Council.

### Duties of a Councillor

*Section 153 of the Municipal Government Act* outlines general duties of Councillors:

- consider and promote the welfare and interests of the Town of McLennan as a whole;
- develop and evaluate policies and programs of the Town of McLennan;
- participate in council meetings, council committee meetings and meetings of other bodies as appointed by Council;
- obtain information about the operation or administration of the Town of McLennan from the Chief Administrative Officer
- keep matters discussed in private at a council or council committee meeting confidential until discussed at a public meeting;
- perform other duties and functions imposed by the *Municipal Government Act*, or any other enactment or by Council.

## **Duties of a Mayor**

A Mayor, in addition to performing the duties of a councillor, must:

- Chair council meetings when in attendance;
- Be spokesperson for the Town of McLennan;
- Is a member of all council committees and all bodies to which council has the right to appoint members.

## **Council Honorariums & Benefits**

Council members are paid per meeting they attend. Honoraria pay is subject to income taxation and considered as earnings.

Meetings, workshops or conferences 4 hours or less \$130, over 4 hours \$150.

Mileage claims is paid if travel is required outside the Town of McLennan boundary.

Council members are eligible for 24-hour Accidental Death & Dismemberment Insurance.

## **Council Training**

Emergency Management – Municipal Elected Official Course

When disasters happen in Alberta's communities, elected officials play an important role in the emergency management process. This course is designed to provide the local authority with background on emergency management principles, other key players in emergency management, and the legislation that delegates legal responsibilities to the local authority in emergency situations.

Elected Officials Educational Program – Munis 101 Essential of Municipal Government

This course is offered to both new and returning council members. This course will deliver the key information and strategies that you need to excel in your role.

## Meetings

Regular Council meetings are held on the second Monday of the month. Meetings are open to the public and commence at 7 p.m. Council meetings are held in the Council Chamber at the Town Office building.

In addition to the Regular Monthly Council Meetings, members of Council will be appointed annually at the organization meeting in October to the following one or more Boards and Committees:

<b>Committee/Board</b>
<b>Heart River Housing</b>
<b>McLennan Local Recreation Board</b>
<b>Smoky River Emergency Services</b>
<b>Smoky River Family &amp; Community Support Services (F.C.S.S.)</b>
<b>Smoky River Regional Airport Committee</b>
<b>Smoky River Regional Committee</b>
<b>Smoky River Regional Physician Recruitment Committee</b>
<b>Smoky River Regional Waste Commission</b>
<b>Smoky River Regional Water Commission</b>
<b>McLennan &amp; District Chamber of Commerce</b>
<b>Smoky River Economic Development</b>
<b>McLennan Municipal Library</b>
<b>Peace Library System</b>
<b>Smoky River Transportation</b>
<b>Intermunicipal Collaboration Framework Committee</b>
<b>Children's Resource Council</b>
<b>McLennan Leisure &amp; Recreation Society</b>
<b>Meeting of McLennan Societies</b>
<b>Northern Alberta Historical Railway &amp; Museum Society</b>
<b>Kimiwan Lake &amp; Naturalist Society</b>

The Boards and Committees have evening meetings. Some of the committee meetings will require members to travel out of town to attend the meetings.

Each Council member will be required to submit a written summation or minutes from each meeting attended. An honorarium will be paid quarterly for the meetings attended and mileage.

## **Campaigning**

When developing and designing campaign material and signs, you:

- Cannot print material or signs that show a ballot marked for a candidate.
- Cannot use the Town of McLennan logo.

When you distribute campaign material or signs, you:

- Must get consent from the property owner before placing any signs.
- Cannot display or distribute campaign material or signs at the voting station on Election Day or on the property of the voting station.

### *(Section 148 & 152, Local Authorities Election Act)*

Candidates must ensure that a campaign account in the name of the candidate or the candidate's election campaign is opened at a financial institution for the purposes of the election campaign at the time of nomination or as soon as possible after the total amount of contributions first exceeds \$1,000.00.

Duties of the candidate in relation to this account include:

- All contributions should be deposited into this campaign account,
- Money in the campaign account shall only be used for the payment of campaign expenses,
- Contributions of real property, personal property and services are valued,
- Receipts are issued for every contribution and obtained for every expense,
- Records are kept of contributions and campaign expenses and are retained by the candidate for a period of 3 years following the date on which the disclosure statements were required to be filed, and
- Proper direction is given to the candidates' official agent and any other person who is authorized to incur campaign expenses and accept or solicit contributions on behalf of the

A Candidate must file a disclosure statement regarding campaign contributions and expenses in the prescribed form before March 1, following an election with the Returning Officer or the municipality. All candidate's must file a campaign disclosure statement whether or not they are elected, or if they withdrew their nomination.

### *Section 147, Local Authorities Election Act*

# Election Day

Monday, October 18<sup>th</sup>, 2021

10:00 a.m. – 8:00 p.m.

McLennan Town Office Building  
Council Chamber  
019 – 1<sup>st</sup> Avenue N.W.

A person is eligible to vote in the general municipal election if the person:

- is at least 18 years old;
- is a Canadian Citizen;
- is a resident of the Town of McLennan on election day;
- produces one (1) piece of identification at the voting station;
- has not previously voted in this election.

[Section 53, Local Authorities Election Act](#)

Unofficial results may be made available following the counting.

## Questions

If you have any questions, please call:

Returning Officer, Lorraine Willier

780-324-3065

Email: [cao@mclennan.ca](mailto:cao@mclennan.ca)

[www.mclennan.ca](http://www.mclennan.ca)

# Candidate Contact Information Form

Information provided on this form will be released to the public and media as may be required.

**Please note: Providing this information is voluntary.**

Name: \_\_\_\_\_

\_\_\_\_\_  
Contact Telephone Number:

\_\_\_\_\_  
Email Address:

\_\_\_\_\_

The personal information on this form is collected under the authority of Section 28 (6) of the *Local Authorities Election Act*. The information provided on this form may be used in relation to the 2017 Election conducted by the Town of McLennan and will be released publicly in a variety of ways including, but not limited to, the media, other candidates, and to individual members of the public.