



# VILLAGE OF HAY LAKES

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*2021 Municipal Election Candidate Package*



Hay Lakes Municipal Election  
October 18, 2021

# VILLAGE OF HAY LAKES

## *2021 Municipal Election Candidate Package*

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Form 4 – Nomination Form and Candidate's Acceptance

<https://www.alberta.ca/municipal-election-forms.aspx>



## 2021 GENERAL ELECTION

### Introduction

Thank you for your interest in serving the residents of the Village of Hay Lakes!

The Local Authorities Election Act (LAEA) which governs all aspects of municipal and school board elections were amended on January 1, 2019 and September 1, 2020. The Nomination Period for the October 18, 2021 election is from January 4, 2021 to 12 noon on September 20, 2021. All candidates running for municipal council and school boards are subject to the same Campaign Disclosure and Finance requirements, and third-party advertising is also regulated under the LAEA.

This guide is intended to assist potential candidates for the October 18, 2021 election, has no legislative sanction and is not inclusive of all the information related to the office of Mayor and Councillor, election procedures and election legislation. It is not a substitute for legal advice. It is recommended that you obtain a copy of the Local Authorities Election Act and other relevant legislation.

It is the candidate's responsibility to read and understand all legislation concerning elections and to seek legal and accounting advice from professionals or to contact Municipal Affairs regarding requirements under provincial legislation.

General election information is available at [www.villageofhaylakes.com/elections](http://www.villageofhaylakes.com/elections) or on the Municipal Affairs website at <https://www.alberta.ca/municipal-elections.aspx>.

Information on the websites about running for municipal office may change. It is your responsibility to stay up to date with any new information.

K. Shannon Yearwood  
Returning Officer

## Contact Information

Questions or Information relative to the Office of Mayor and/or Councillor, contact:

K. Shannon Yearwood, Returning Officer  
Village of Hay Lakes  
115 Main Street, P.O. Box 40  
Hay Lakes, AB T0B 1W0  
Telephone: 780-878-3200  
[shannon@villageofhaylakes.com](mailto:shannon@villageofhaylakes.com)

Sherry Krozser, Assistant Returning Officer  
Village of Hay Lakes  
115 Main Street  
P.O. Box 40  
Hay Lakes, AB T0B 1W0  
Telephone: 780-878-3200  
[sherry@villageofhaylakes.com](mailto:sherry@villageofhaylakes.com)

Questions or information relative to the Office of Public-School Trustee, contact:

Battle River School Division  
5402 – 48A Avenue  
Camrose, AB  
T4V 0L3  
Telephone: 780-672-6131

Copies of Provincial Legislation, including the *Local Authorities Election Act* (LAEA) and the *Municipal Government Act* (MGA) and the *Education Act*, contact:

Queen's Printer  
5th Floor Park Plaza Building  
10611 - 98 Avenue  
Edmonton, AB T5K 2P7  
Telephone: (780) 427-4952 Fax: (780) 452-066

## Key Election Dates

<b>Date:</b>	<b>Event:</b>
<b>January 4, 2021 to September 20, 2021</b> During Regular Business Hours	<b>Nomination Period</b>  Nominations are filed during this period during regular business hours until <b>12 noon on September 20, 2021.</b>
<b>Monday, September 20, 2021</b> @ 12 noon	<b>Election Signs</b> Election Signs may be installed starting at 12:00 noon.
<b>Tuesday, September 21, 2021</b> @ 12 noon	<b>Deadline for Withdrawal of Nomination</b> Nominations may be withdrawn by written notification to the Returning Officer by 12:00 noon.
<b>October 2021</b>	<b>Advance Vote Days</b> Details on Advance Voting will be released in September 2021.
<b>Monday, October 18, 2021</b> 9:00 to 8:00 p.m.	<b>Election Day</b> Unofficial Results will be released as they become available after the voting stations close.
<b>Thursday, October 21, 2021</b> 8:00 p.m.	<b>Removal of Signs</b> Removal of election signs, including all supporting structures, must be completed by 8:00 p.m.
<b>Friday, October 22, 2021</b> 12:00 noon	<b>Official Elections Results</b> Returning Officer will post the official election results and declare the candidate(s) who received the highest number of votes to be elected.
<b>Thursday, March 1, 2022</b> 4:30 p.m.	<b>Deadline for Filing of Campaign Disclosure Statements</b> Candidates for the 2021 Municipal Election shall file Campaign Disclosure Statements on or before March 1, 2022.

## Running for Office

Ask yourself: What matters to you in the Village of Hay Lakes? Perhaps it's our recreation spaces, the need for more activities for young people, the improvement of services for the aging population, the maintenance of our infrastructure systems or attracting and ensuring that local businesses can thrive.

If you answered yes to any of these or you have something else you are concerned about, becoming a Counsellor for the Village of Hay Lakes may be the right fit for you.

Councillors are elected to represent the residents of their local community. As a Councillor, you are tasked with making important (sometimes tough) decisions related to budgeting, infrastructure, economic development and much more. Being a Councillor is both rewarding and privileged form of public service as you are in a position to make a difference to the quality of people's daily lives and ensure the prosperity of the place you call home.

## Roles and Responsibilities

Council is the governing body of the municipal corporation – the Village of Hay Lakes. As a councillor, you will exercise the powers of the municipality through decisions passed by bylaw or resolution at a public meeting and define the policies and direction that your municipal administration will put into action.

**The purpose of a municipality is:**

- To provide good government;
- To provide services, facilities, or other things that, in the opinion of Council, are necessary or desirable for all or part of the municipality.
- To develop and maintain safe and viable communities; and
- To work collaboratively with neighboring municipalities to plan, deliver and fund intermunicipal services.

**The role of Council is:**

- Developing and evaluating the policies and programs of the municipality
  - Council's primary role is to ensure that the services are provided to citizens and property owners. This involves establishing policies about what programs and services are to be delivered, the level at which they are delivered, and the budgetary requirements. Council evaluate the policies and programs through information obtained from the Chief Administrative Officer (CAO) and feedback from the citizens.
- Carrying out the powers, duties and functions expressly given to Council under the *Municipal Government Act* (MGA) or any other legislation.
  - Council is responsible for ensuring that the municipality acts within its enabling legislation. A municipality can be taken to court by any person if it is perceived to be acting outside its legal authority. In addition, Council is responsible for ensuring that the municipality meets all requirements established in legislation, such as the requirement to hold public hearings on certain matters, develop a budget and levy takes, appoint an auditor, etc. The legislation establishes minimum requirements; however, Council can go beyond these minimums provided that they act within their legislative authority.

**As a Councillor for the Village of Hay Lakes, you must:**

- Consider the welfare and interests of the municipality as a whole and bring to Council's attention anything that would promote the welfare of interests of the municipality;
- Promote and integrated and strategic approach to intermunicipal land use planning and service delivery with neighboring municipalities;
- Participate generally in developing and evaluation the policies and programs of the municipality;
- Participate in Council meetings and Council committee meetings and meetings of other bodies to which they are appointed by Council;
- Obtain information about the operation or administration of the municipality from the CAO or person designated by the CAO;
- Keep in confidence matters discussed in private at a Council meeting held in public;
- Adhere to the Code of Conduct established by Council; and

- Perform any other duty or function imposed on Councillors under the MGA, or any enactment or by Council.

## Time Commitment and Renumeration

When you run for office, you thereby agree to a certain time commitment as well as pre-determined compensation for the fulfillment of your roles and responsibilities as a Councillor.

Councillors for the Village of Hay Lakes dedicate roughly 3 hours once per month for their attendance at Council meetings, in addition to their time spent representing the community at local community group and board meetings.

As it currently stands, Councillors for the Village of Hay Lakes are entitled to the following compensation for the fulfillment of their duties:

- Remuneration for Mayor of \$500.00 flat rate per month for all regular and committee/board meetings;
- Remuneration for Councillors of \$400.00 per month for all regular and committee/board meetings;
- Remuneration for Special meetings of \$100.00 per meeting.
- Remuneration for Board / Committee meetings held outside the Village of Hay Lakes of \$100.00 per meeting plus mileage at 0.55/km;
- Remuneration for Seminars/Courses at \$250.00 per day plus mileage at 0.55/km.

## Forms

Attached are the necessary forms required to run for Council of the Village of Hay Lakes. Please complete the paperwork and submit to the Village Administration Office in person anytime between January 1<sup>st</sup> to September 20<sup>th</sup>, 2021. The next general municipal election will be held on October 18<sup>th</sup>, 2021. <https://www.alberta.ca/municipal-election-forms.aspx>

## Nomination Paper and Candidate's Acceptance

*Local Authorities Election Act*  
(Sections 12, 21, 22, 23, 27, 28, 47,  
68.1, 151, Part 5.1)  
*Education Act* (Sections 4(4), 74)

**Note:** The personal information on this form is being collected to support the administrative requirements of the local authorities election process and is authorized under sections 21 and 27 of the *Local Authorities Election Act* and section 33(c) of the *Freedom of Information and Protection of Privacy Act*. The personal information will be managed in compliance with the privacy provisions of the *Freedom of Information and Protection of Privacy Act*. If you have any questions concerning the collection of this personal information, please contact

**Returning Officer:** K. Shannon Yearwood 780-878-3200  
Title of the Responsible Official Business Phone Number

LOCAL JURISDICTION: Village of Hay Lakes, PROVINCE OF ALBERTA

We, the undersigned electors of \_\_\_\_\_, nominate  
Name of Local Jurisdiction and Ward (if applicable)

\_\_\_\_\_ of  
Candidate Surname Given Names

\_\_\_\_\_ as a candidate at the election  
Complete Address and postal code

about to be held for the office of Councillor  
Office Nominated for

of Village of Hay Lakes  
Name of Local Jurisdiction

Signatures of at least **5 ELECTORS ELIGIBLE TO VOTE** in this election in accordance with sections 27 and 47 of the *Local Authorities Election Act* and sections 4(4) and 74 of the *Education Act* (if applicable). If a city or a board of trustees under the *Education Act* passes a bylaw under section 27(2) of the *Local Authorities Election Act*, then the signatures of up to 100 electors eligible to vote may be required.

Printed Name of Elector	Complete Address and Postal Code of Elector	Signature of Elector

### Candidate's Acceptance

I, the above named candidate, solemnly swear (affirm)

- THAT I am eligible under sections 21 and 47 (and section 12, in the case of summer villages) of the *Local Authorities Election Act* and sections 4(4) and 74 of the *Education Act* (if applicable) to be elected to the office;
- THAT I am not otherwise disqualified under section 22 or 23 of the *Local Authorities Election Act*;
- THAT I will accept the office if elected;
- THAT I have read sections 12, 21, 22, 23, 27, 28, 47, 68.1, and 151 and Part 5.1 of the *Local Authorities Election Act* and sections 4(4) and 74 of the *Education Act* (if applicable) and understand their contents;
- THAT I am appointing

\_\_\_\_\_  
Name, Contact Information or Complete Address and Postal Code and Telephone Number of Official Agent (if applicable)

as my official agent.

- THAT I will read and abide by the municipality's code of conduct if elected (if applicable); and
- THAT the electors who have signed this nomination paper are eligible to vote in accordance with the *Local Authorities Election Act* and the *Education Act* and resident in the local jurisdiction on the date of signing the nomination.

Print name as it should appear on the ballot

\_\_\_\_\_  
Candidate's Surname

\_\_\_\_\_  
Given Names (may include nicknames, but not titles, i.e., Mr., Ms., Dr.)

SWORN (AFFIRMED) before me

at the \_\_\_\_\_ of \_\_\_\_\_,

in the Province of Alberta,

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.



\_\_\_\_\_  
Candidate's Signature

\_\_\_\_\_  
Signature of Returning Officer or Commissioner for Oaths  
or Notary Public in and for Alberta  
(Also include printed or stamped name and expiry date)

\_\_\_\_\_  
Commissioner for Oaths Stamp

### RETURNING OFFICER'S ACCEPTANCE

Returning Officer signals acceptance by signing this form:

\_\_\_\_\_  
Signature of Returning Officer

**IT IS AN OFFENCE TO SIGN A FALSE AFFIDAVIT OR A FORM THAT  
CONTAINS A FALSE STATEMENT**