



**2025 MUNICIPAL ELECTION
CANDIDATE INFORMATION
PACKAGE**



Introduction

The following document offers information for Village of Mannville residents interested in running in the 2025 Municipal Election. It is broken into sections, with the first part explaining some background to the election process in the Village and how the 2025 nomination process will work.

Next is a section on the key legislation that governs municipalities which discusses the role of a municipal Council versus that of an individual municipal councillor while also highlighting some of the other key functions and responsibilities of both Council and administration and how each differ from one another.

The largest section introduces the Village of Mannville and what new councillors can expect their roles and commitments to entail. This is done through providing a basic breakdown of how the Village is structured, what the average councillor's workload is, and some general information about the Village and its operations.

The document ends by offering more resources on the upcoming election and municipal councillors.

We hope you find this document informative and worthwhile.



Elections in the Village of Mannville

Background and Historical Information

Municipal elections occur every four (4) years for every local government and school board in Alberta. Municipalities are responsible for running these elections, under legislative guidelines, and for reporting the results to the Province. The Village of Mannville is governed by a Council of five (5) councillors, elected from the residents of the Village. Below is some key information regarding elections in the Village of Mannville.

- Local Authorities Election Act (LAEA)
The LAEA is the enabling legislation for municipal elections in Alberta. It outlines the rules and procedures local governments must follow prior, during, and following an election. It also outlines who is eligible to run for local elected office in Alberta. The document can be found in its entirety online on the Alberta Queens Printer website.
- Returning Officer
The Village's Chief Administrative Officer (CAO) is the Returning Officer who oversees the election. A Substitute Returning Officer and a variety of Deputy Returning Officers are then appointed to accept nominations and to act as poll workers and vote counters.
- Acclamation
If there are only five (5) declared candidates for Council after Nomination Day, those five (5) persons are automatically acclaimed as elected officials for the Village of Mannville and an election is not required.
- Polling Stations
There is generally one (1) polling station for the advance vote and another polling station for Election Day. Voting locations will be released in the weeks leading up to the election.
- Election Day
Polls are open from 10 a.m. until 8 p.m. on Election Day. Unofficial results are usually announced by 11 p.m. that evening. However, election results do not become official until 12 noon on the 4th day after Election Day.

2025 Election:

- The next municipal election will be held on **Monday, October 20th, 2025.**
- Sections 21(1) and 22(1) of the Local Authorities Elections Act states the following eligibility disqualification criteria:

- *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 for the six (6) consecutive months immediately preceding nomination day, and*
 - c) *is not otherwise ineligible or disqualified.*

- *A person is **not** eligible to be nominated as a candidate in any election under this Act if on nomination day:*
 - a) *the person is the auditor of the local jurisdiction for which the election is to be held.*
 - b) *the person is an employee of the local jurisdiction for which the election is to be held unless the person takes a leave of absence.*
 - c) *the person is indebted to the municipality of which the person is an elector for taxes in default exceeding \$50, excluding from that amount any indebtedness for current taxes.*
 - d) *the person is indebted to the local jurisdiction for which the election is to be held for any debt exceeding \$500 and in default for more than 90 days.*

Nominations:

- Nominations for electoral candidates will be received at Box 180, Mannville, Alberta T0B 2W0 or in person or by courier to the Village of Mannville Administration Office, 5127 – 50 Street, Mannville between the hours of 8:30 a.m. and 4:30 p.m., Monday to Friday, excluding statutory holidays, beginning January 2, 2025, and **ending September 22, 2025, at 12:00 pm (noon)**. Prospective candidates require a completed nomination form and \$100 deposit (via certified cheque, money order, cash, debit, or credit) to be submitted on or before Nomination Day which is Monday, September 22, 2025.

- Nomination papers **will not** be accepted after 12:00 pm (noon) on Nomination Day.

- Nominations forms are attached as an appendix to this document.

Municipal Government Act (MGA)

The enabling legislation for municipalities is the *Municipal Government Act* (MGA). It can be found in its entirety online on the Alberta Queens Printer website.

Municipal Purposes

- According to the MGA, municipalities have five (5) purposes:
 - a) *to provide good government.*
 - b) *to foster the well-being of the environment.*
 - c) *to provide services, facilities, or other things that, in the opinion of Council, are necessary or desirable for all or part of the municipality.*
 - d) *to develop and maintain safe and viable communities.*
 - e) *to work collaboratively with neighbouring municipalities to plan, deliver, and fund intermunicipal services.*

Roles and Responsibilities of Council and Councillors

The distinction between Council and individual councillors is an important one, as the *MGA* does not grant individual councillors any decision-making authority. Therefore, councillors must work together with the rest of their colleagues to pass resolutions, as any action or decision of Council requires that it be supported by the majority of councillor members.

- MGA section 201(1) describes the role of a municipal Council:
A Council is responsible for:
 - a) *developing and evaluating the policies and programs of the municipality.*
 - b) *carrying out the powers, duties and functions expressly given to it under the MGA or any other enactment.*
- MGA section 153 describes the duties of individual councillors.
 - 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 promote an integrated and strategic approach to intermunicipal land use planning and service delivery with neighbouring municipalities.*
 - c) *To participate generally in developing and evaluating the policies and programs of the municipality.*
 - d) *To participate in Council meetings and council committee meetings and meetings of other bodies to which they are appointed by the council.*
 - e) *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.*
 - f) *To keep in confidence matters discussed in private at a council or council committee meeting until discussed at a meeting held in public.*
 - g) *To adhere to the code of conduct established by council under section 146.1(1)*
 - h) *To perform any other duty of function imposed on councillors by the MGA or any other enactment or by the council.*
- Alberta Municipal Affairs has prepared a detailed document outlining the roles of Council and Councillors. It can be accessed at <https://www.alberta.ca/roles-and-responsibilities-of-municipal->

Policies and Bylaws

- Council passes policies and bylaws to establish rules for itself and administration to follow.
- Policies are the standards or best practices, whereas bylaws are enforceable local laws that govern both Council affairs and activities within the Village, such as community standards, fire permits, and property development and subdivisions.
- Two of the most significant documents governing Council are the *Procedural Bylaw* and the *Code of Conduct Bylaw*.
 - The Procedural Bylaw details the way Council business is conducted. This includes expected meeting agendas and processes. This bylaw can be accessed at www.mannville.com.
 - The Council Code of Conduct Bylaw establishes parameters for acceptable behavior, action and decorum for councillors as well as potential sanctions for violations. This bylaw can be accessed at www.mannville.com.

Conflict of Interest

Section 172 of the MGA establishes rules for pecuniary interests of councillors. Pecuniary interest refers to something which could monetarily affect a councillor, his/her spouse or adult interdependent partner, child, parents, the parents of a councillor's spouse, or a business which employs a councillor or in which he/she has an interest. A councillor has pecuniary interest when a matter before Council could be influenced by one of the above factors. The responsibility is with the councillor to decide when he or she has a pecuniary interest as Council cannot make the decision for them.



Differences Between Council and Administration

- Section 201(2) of the MGA states:
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.

Examples of these differing duties include:

- Administration prepares agendas for committee and Council meetings based on emergent issues and necessary Village business and provides required background research and usually some form of recommended course of action for Council. Councillors can also request items to be added to the agenda for deliberation by Council as a whole.
- Setting policy is a role of Council. However, making operational decisions within a policy is the role of administration. For example, Council determines standards for road maintenance, but administration determines when and how road maintenance occurs to best meet Council's policy objectives. In other words, Council determines the level of service that the Village provides but does not have a role in delivering those services.
- Councillors often receive phone calls from residents and ratepayers with such concerns as road maintenance, tree trimming, solid waste disposal, water/sewer services, and tax inquiries to name a few. These types of operational items are to be directed to the CAO or the Village Office for prioritizing. Village residents and ratepayers are encouraged to contact the Village Office directly to log and prioritize concerns as this is a more efficient process.
- Councillors must not give direction to Village staff, as this can cause operational confusion and is not aligned with the MGA since **Council's only employee is the CAO**. It is the CAO's job to direct all other Village employees. Furthermore, Council is unable to hire, discipline, or terminate any Village employee besides the CAO.
- Councillors do not procure goods or services on behalf of the municipality. Instead, the CAO, and/or their delegate(s), are authorized to approve the purchase of goods and services within approved budgets.

The Village utilizes a mix of full-time and seasonal staff to meet its need, as well as contractors.

Council Remuneration

- Council members are paid in accordance with current Council Remuneration Policy 1000-05.
- Further information is available in the Village's annual audited financial statements, which can be viewed at www.mannville.com.

Time Commitment

- Council Meetings:
Presently, Council meetings occur once per month on the 3rd Tuesday of the month beginning at 6:30 p.m.
- Internal Committees
Council may have internal committees that meet one to three times per year depending on requirements. A current example is the Personnel Committee.
- External Committees and Boards
The Village has representation on several external committees and organizations, usually because the Village provides some type of funding or it is considered a key community stakeholder. These boards vary in how often they meet and can range from once a month to once a year. Examples include FCSS, Library Board, M.D. of Minburn Foundation, ACE Water Corporation, East Central 911 Call Answer Society, Physician Recruitment and Retention and more. A councillor is generally assigned 3-5 external boards.
- Resident Engagement
Councillors are public officials and residents of the Village will call upon Councillors for information, to lodge a complaint, or to make a request. There is an expectation that councillors will make themselves consistently available for these types of inquiries.
- Training & Conferences
Conferences are largely optional for councillors depending on their outside commitments with family or work, but attendance is encouraged. The most notable conference is the Alberta Municipalities (AB Munis) held each year in the fall. AB Munis is an association of urban municipalities in the province and acts as an advocacy body to the province on behalf of its members. The Village of Mannville is a member of AB Munis. There is some mandatory training required.

Conclusion

While running for municipal office is a serious undertaking that requires significant commitment, the reward of public service is a noble pursuit. We hope this information has been useful to its intended audience and while we have endeavored to present information in an objective and fair manner, we encourage any potential candidate to further research this topic. Resources may be found online on the Alberta Municipal Affairs website.

