



Municipal District of Fairview No. 136

# 2025 Election



October 20, 2025



# Candidate Handbook

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# Municipalities

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## Purpose, Powers and Capacities of Municipalities

The Canadian Constitution delegates responsibility for municipal institutions to the provinces. The province of Alberta provides structure and the primary set of rules for municipal operation by statute with the *Municipal Government Act (MGA)*. According to the *MGA*, the purposes of a municipality are:

- to provide good government,
- to foster the well-being of the environment,
- to foster the economic development of the municipality,
- 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,
- to develop and maintain safe and viable communities, and
- to work collaboratively with neighbouring municipalities.

Municipalities provide essential services to residents that they serve, such as road maintenance, water and wastewater utilities, waste management, and emergency management.

## Local Government

The council is the governing body of the municipal corporation and the custodian of its powers, both legislative and administrative. The *MGA* provides that councils can only exercise the powers of the municipal corporation in the proper form, either by bylaw or resolution.

Under the *MGA*, councillors have the duty to:

- consider the welfare and interests of the municipality as a whole and bring to council's attention anything that would promote the welfare or interests of the municipality,
- participate generally in developing and evaluating 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 the council,
- obtain information about the operation or administration of the municipality from the chief administrative officer,
- keep in confidence matters discussed in private at a council meeting until discussed at a meeting held in public, and
- perform any other duty or function imposed on councillors by this or any other enactment or by the council.

A councillor is elected to look after the interests of the **entire municipality**. While the Municipal District of Fairview No. 136 is divided into five (5) Wards, a Councillor must be careful not to place the interest of their ward or electoral district above the interest of the whole municipality. Council's effectiveness depends on councillors providing input on their areas while thinking and voting for the whole municipality.

**Chief Elected Official (CEO)**

For the Municipal District of Fairview No. 136, the Chief Elected Official (CEO) is the Reeve. The Reeve, in addition to performing a councillor's duties, must preside when attending a council meeting, unless a bylaw provides otherwise. The Reeve must also perform any other duty imposed under the *MGA* or any other enactment. In practice, the Reeve is generally the main spokesperson for the Municipality, unless that duty is delegated to another councillor.

In a municipal district, council appoints the Reeve from among the councillors unless it passes a bylaw providing that the official is to be elected by a vote of the municipality's electors.

The role of the Reeve, unless a bylaw says otherwise, includes:

- chairperson of council,
- consensus seeker amongst members of council,
- liaison with senior elected officials,
- key representative with regard to ceremonial responsibilities,
- liaison with other levels of government, and
- advice with regard to policy development.

A Deputy Reeve will assume this role if the Reeve is not available.

**Chief Administrative Officer (CAO)**

Every council must establish, by bylaw, a position of CAO. The CAO is the administrative head of the municipality, and responsibilities include:

- ensuring that the municipality's policies and programs are implemented,
- advising and informing the council on the operation of the municipality,
- performing other duties assigned by the council, and
- ensuring appropriate staffing is in place.

Councillors work with the CAO to keep informed on what the municipality is doing and will depend on the administration to provide information so they can make sound decisions.

**Designated Officers**

A CAO may delegate any of their powers, duties, or functions to a designated officer or to another employee. Designated officer positions are established by bylaw and are subject to the CAO's supervision, unless otherwise provided by bylaw. A designated officer may also further delegate to an employee of the municipality any of those powers, duties or functions.

# Time Commitment & Workload

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## Term

Councillors elected in the 2025 municipal election will serve a four-year term and it is generally considered.

## Time Commitment and Workload

The time commitment for councillors depends on their position and appointments, but it is generally considered a part-time commitment for the Municipal District of Fairview No. 136.

Councillors are required to attend:

- Regular Council Meetings on the 2nd and 4th Tuesdays of every month (9:00 a.m.),
- Special Council Meetings,
- Committee/Board Meetings (listing posted on the website at [www.mdfairview.ca](http://www.mdfairview.ca)), and
- Conferences, conventions, seminars and workshops for training and discussion.

Other tasks include (but are not limited to):

- Preparing for meetings,
- Attending municipal or public events on behalf of the Municipality,
- Engaging with municipal residents and other relevant stakeholders,
- Making public appearances on behalf of the Municipality, and
- Conducting research relating to bylaw and policy development, and other governance functions.



# Councillor Compensation

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## Compensation

Councillors receive compensation in accordance with Municipal Policy ADM26 - Per Diem and Expense, which is available on the municipal website at: [www.mdfairview.ca](http://www.mdfairview.ca).

At present, councillors receive base compensation (Regular Council Meetings, Supervision Days, and Other Days), in addition to per diems for Special Council Meetings, Board and Committee Meetings and other related tasks. Further, they have the opportunity to enroll in a cost-shared (municipal portion: 75%, councillor portion: 25%) benefits program and are reimbursed for mileage, meals and accommodations (when conducting municipal business).

Compensation is presented in the Annual Audited Financial Statements, which are posted online at: [www.mdfairview.ca](http://www.mdfairview.ca).

Councillor compensation is heavily dependent on a number of factors, including (but not limited to) whether a councillor is the Chief Elected Official (Reeve), the location of a Councillor's residence, the number of Committees and Boards to which a Councillor is appointed, and the number of conferences, conventions and other events a councillor attends. That being said, the compensation as depicted in Annual Audited Financial Statements serves an illustrative purpose, as opposed to a guarantee of compensation if successfully elected.

# Candidate Qualifications

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## Eligibility

The *Local Authorities Elections Act* stipulates that a person may be nominated as a candidate in any election under the *Act* if on nomination day the person:

- is eligible to vote in that election,
- has been a resident of the local jurisdiction **and** the ward, for the six (6) consecutive months immediately preceding nomination day, and
- is not otherwise ineligible or disqualified.

The Municipal District of Fairview No. 136 does not require a criminal record check.

## Ineligibility

The *Local Authorities Election Act* also stipulates that a person is not eligible to be nominated as a candidate in any election under this *Act* if on nomination day:

- the person is the auditor of the local jurisdiction for which the election is to be held,
- 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 under this section,
- 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, and
  - any indebtedness for arrears of taxes for which the person has entered into a consolidation agreement with the municipality, unless the person is in default in the payment of any money due under the agreement,
- the person is indebted to the local jurisdiction for which the election is to be held for any debt equaling or exceeding \$500 and in default for more than 90 days,
- the person has, within the previous 10 years, been convicted of an offence under the *Act*, the *Election Act*, the *Election Finances and Contributions Disclosure Act* or the *Canada Elections Act*.

**It is the responsibility of prospective candidates to ensure they meet eligibility requirements pursuant to the *Local Authorities Election Act*, or any other enactment.**



# Becoming a Candidate

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## Notice of Intent

Individuals who intend to run as a candidate in the Municipal District of Fairview No. 136 must submit a written Notice of Intent to the returning officer. Prospective candidates can obtain a Notice of Intent Form on the municipal website at: [www.mdfairview.ca](http://www.mdfairview.ca) or in-person by visiting the Municipal Office.

Once a Notice of Intent Form is accepted as complete by the Municipality, an individual is allowed to be a candidate, accept contributions, or incur campaign expenses according to the rules set out in the *Local Authorities Election Act* and the *Expense Limits Regulation*. It is strongly recommended that prospective candidates thoroughly read and understand Part 5.1 of the *Local Authorities Election Act*, which pertains to Election Finances and Contributions Disclosures.

Importantly, submission of a Notice of Intent is separate from the filing of a nomination. **To become a nominated candidate and appear on the ballot, the candidate must complete the nomination process.**

## Nomination Process

The nomination period for the 2025 Municipal Election is open from **January 1, 2025 to September 22, 2025 at 12:00 p.m.** The Municipal Office will be open beginning January 2, 2025 to accept nominations.

Every nomination of a candidate must be filed on the prescribed form (which will be available online at: <https://www.alberta.ca/municipal-election-forms>) and be signed by at least five (5) persons who are electors eligible to vote in the election, are residents of the Municipality and are residents of the candidate's ward.

According to the *Local Authorities Election Act*, a person is eligible to vote in an election held pursuant to the Act, if the person:

- is at least 18 years old,
- is a Canadian citizen, and
- resides in Alberta and the person's place of residence is located in the Municipal District of Fairview No. 136 on election day.

All necessary forms for submitting a nomination will be available on the municipal website at: [www.mdfairview.ca](http://www.mdfairview.ca) or in-person at the Municipal Office during office hours. A candidate can file their nomination at any time during the nomination period with the Returning Officer during office hours. It is recommended that a prospective candidate schedule a meeting with the Returning Officer to file the nomination, to ensure availability.

A nomination shall be filed at the Municipal District of Fairview No. 138 Office located at **10957 - 91st Avenue, Fairview, Alberta, T0H 1L0**. All portions of a Candidate's Nomination Paper (including the name, address and telephone number of the candidate's official agent, if so appointed), must be completed at the time of filing. Further, the Candidate's Acceptance must be sworn (or affirmed) before a Commissioner for Oaths or the Returning Officer. Payment of a deposit when filing a nomination, is not required.



### Viewing of Nomination Papers

At any time after the commencement of the nomination period until the term of office to which the filed nomination papers relate has expired, a person may request to examine the filed nomination papers during regular business hours and in the presence of the Returning Officer, deputy or secretary. A filed nomination paper will be made available in a partial or redacted form as necessary to ensure that the following is not disclosed:

- the mailing address of the candidate and of the candidate's official agent;
- any personal information that, in the opinion of the Returning Officer, deputy or secretary would compromise the personal safety of the candidate.

### Disqualification of Candidates

A candidate is disqualified if, after their nomination has been accepted, the candidate is:

- convicted of an offence punishable by imprisonment for five or more years;
- convicted of an offence related to municipal corruption, influencing a municipal official, or financial abuse of an elected office (Sections 123, 124 or 125 of Canada's Criminal Code); or
- convicted of using or expending anonymous or unauthorized contributions.

### Withdrawal of Nomination

The *Local Authorities Election Act* states that a person nominated as a candidate may withdraw as a candidate at any time during the nomination period.

Further, at any time within 24 hours after the close of the nomination period, if more than the required number of candidates for any particular office are nominated, any person so nominated may withdraw as a candidate for the office for which the candidate was nominated by filing with the Returning Officer a withdrawal in writing.

### Insufficient Nominations

If the number of persons nominated for any office is less than the number required to be elected, the time for receipt of nominations

- shall stand adjourned to the next day at the same place at the hour of 10:00 a.m. and shall remain open until 12:00 p.m. (noon) for the purpose of receiving further nominations for the office, and
- shall continue to remain open and be adjourned in the same manner from day to day until a period of six (6) days, including nomination day but not including Saturday, Sunday and holidays, as defined in the *Interpretation Act*, has elapsed.

### Election by Acclamation

The *Local Authorities Election Act* states that when at the close of nominations, the number of persons 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.

### Notice of Election

The *Local Authorities Elections Act* states that if more than the required number of persons for any office remain nominated 24 hours after the close of nominations, the Returning Officer shall declare that an election will be held for filling that office.

# Election

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## Election Day

Election Day is **October 20, 2025**.

Voting stations are open at 10:00 a.m. and close at 8:00 p.m. on Election Day. The location(s) of voting stations will be posted on the municipal website at: [www.mdfairview.ab.ca](http://www.mdfairview.ab.ca), when confirmed.

## Election Results

The Returning Officer may publish **unofficial** results of the counting of ballots after an election as the results are received from voting stations.

The Returning Officer shall, at 12:00 p.m. (noon) on the 4th day after election day (October 24, 2025), at the municipal office:

- announce or cause to be announced, or
- post or cause to be posted a statement of the results of the voting for candidates, including a declaration that the candidate receiving the highest number of votes for each office to be filled is elected.

The Returning Officer shall, if the result was announced, post in some conspicuous place a statement signed by the Returning Officer showing the number of votes for each candidate.

Further, the Returning Officer shall forward a signed statement showing the number of votes for each candidate and indicate each candidate declared to be elected to the secretary and the relevant Minister's Deputy Minister.

# Post-Election

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## Onboarding, Orientation and Training

Newly elected officials will be required to attend mandatory Onboarding, Orientation and Training sessions, for which time commitments will vary. A detailed training schedule will be provided to the newly elected officials in the days following the posting of the official election results on October 24, 2025.

Onboarding of the newly elected councillors will include, but not be limited to: tours of facilities and departments, provision and setup of devices, and a human resources orientation.

Prior to being sworn into office, each Councillor (including the Mayor), must attend mandatory orientation training regarding the following:

- the role of municipalities in Alberta,
- municipal organization and function,
- roles and responsibilities of council and councillors,
- the Municipality's Code of Conduct,
- roles and responsibilities of the Chief Administrative Officer,
- meeting protocols and the use of technology in Council Chambers.

Additional training prior to the first regular council meeting will include key municipal plans, policies and projects; budgeting and financial administration; and public participation.

The orientation and training provided will be in compliance with the mandatory post-election training requirements of Municipal Affairs and the *Municipal Government Act*.

## First Council Meetings

Both the first regular Council meeting and the annual Organizational meeting for newly elected Councillors will take place on **October 28, 2024**.

# Additional Resources

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Additional resources will be provided on the municipal website, and will be updated as the Government of Alberta releases revised documents (including forms and handbooks). Such resources include, but are not limited to, the following:

## Legislation

- *Local Authorities Election Act*
- *Municipal Government Act*

## Handbooks

- A Candidate's Guide: Running for Municipal Office in Alberta
- What Every Councillor Needs to Know - A Council Member's Handbook


## Websites

- [www.mdfairview.ca](http://www.mdfairview.ca)
- Government of Alberta (Municipal Elections): <https://www.alberta.ca/municipal-elections>
- Municipal Election Forms: <https://www.alberta.ca/municipal-election-forms>



## Municipal District of Fairview No. 136

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



