



Pre-Candidate Handbook

RURAL MUNICIPALITY OF ELLICE – ARCHIE

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2026

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Table of Contents

Contents

1	THINKING OF RUNNING FOR LOCAL OFFICE?	3
1.1	Overview	3
1.2	Member of Councils Elected	3
2	ELECTIONS PROCESS	3
2.1	Who Can Run for Municipal Office?.....	3
2.2	Important Dates (2022 Election).....	4
2.2.1	Registration	4
2.2.2	Nomination	4
3	TIME COMMITMENT	4
3.1	Term of Office	4
3.2	Meeting Schedule	5
3.3	Committees of Council.....	5
3.4	Conventions	5
4	COMPENSATION	5
5	ROLES	5
5.1	Role of Council Members.....	5
5.2	Role of the Reeve	6
5.3	Role of the Chief Administrative Officer (CAO).....	6
6	Questions?	6

1 THINKING OF RUNNING FOR LOCAL OFFICE?

1.1 Overview

Serving your community can be a rewarding and eye-opening experience. There are many good reasons to run for council:

- To be actively involved in the local decision-making process
- To contribute your experience and knowledge to the community
- To address issues or lead change in your community

Elected officials are entrusted with making decisions that directly affect the daily lives of residents, family, local business owners and many others in the local community. If you are thinking of running for local office part of the decision-making process may include considering the role you will play, how best you can serve your community and the impact you will have as an elected official. Ask yourself why it is you want to run for council, and what it is you want to bring to your community.

A municipal council makes decisions collectively, meaning that it is not individual council members but rather the council as a whole, based on a majority vote, that decides and acts for the municipality.

Municipal councils are supported by municipal administration. While council sets the policy direction for a municipality, the municipal administration implements that direction.

1.2 Member of Councils Elected

The Rural Municipality of Ellice – Archie is comprised of **8 members** of council:

- The Reeve is elected at large
- **Ward 1: One councillor** (*previously the Village of St. Lazare*)
- **Ward 2: Three councillors** (*previously the RM of Ellice*)
- **Ward 3: Three councillors** (*previously the RM of Archie*)

2 ELECTIONS PROCESS

2.1 Who Can Run for Municipal Office?

You can run for municipal office if you:

- Are a Canadian citizen
- Are at least 18 years of age on Election Day
- A resident of the province
- A voter of the municipality
- Not subject to any disqualification under this or any other Act

Section 90(1) The Municipal Act)

2.2 Important Dates (2022 Election)

The next **General Municipal Election is held on October 28th, 2026**. General municipal elections are held every four years.

	<u>Reeve</u>	<u>Councillor</u>
Candidate Registration Starts:	May 1 st	June 30 th
Nomination Starts:	Sept 16 – 22 nd	Sept 16 – 22 nd
Campaign Period Starts (<i>ends March 31st, 2027</i>):	May 1 st	June 30 th
Withdrawal Deadline:	Sept 23 rd	Sept 23 rd

2.2.1 Registration

All candidates must register before they can begin to accept contributions or spend money on their campaign. Candidates must fill out a Registration Form available from the Municipality's SEO (Senior Election Official).

Reeve Registration Period: May 1st – September 22nd

Councillor Registration Period: June 30th – September 22nd

A registered candidate who is a member of council must not use their incumbent position as their title in an election communication. This means that candidates may not refer to themselves as "Reeve (Candidate name)" or "Councillor (Candidate name)" in election communications.

2.2.2 Nomination

All candidates must file nomination papers and declaration forms, available from the SEO, in order to run in the election.

Nomination Period: September 16th – 22nd

Nomination papers must be signed by at least 25 or 1% of the voters (whichever is less).

The minimum number of signatures required for each position as follows:

Reeve: At least 9 signatures

Ward 1 Councillor: At least 3 signatures

Ward 2 Councillor: At least 4 signatures

Ward 3 Councillor: At least 4 signatures

3 TIME COMMITMENT

Serving as an elected official requires commitment and dedication. You will be working as part of a team that will represent your community. Before deciding to run, you might want to talk to a municipal council member about their experience.

3.1 Term of Office

A candidate elected during the 2026 general municipal election will serve a four-year term, concluding at the 2030 municipal election. Officially the term begins at **noon, October 29th, 2026**. You must take an oath of office before you can undertake any duties as a member of council.

3.2 Meeting Schedule

The RM of Ellice – Archie holds regular meetings once a month, currently set for the second Friday of the month at 9am in the council chambers located in McAuley. This schedule is set by the Procedural By-Law and reviewed by council on a regular basis. Dates and times of meetings can be altered by Resolution.

3.3 Committees of Council

There are a variety of committees of council set by our Organizational By-Law which is reviewed annually at which time councillors have an opportunity to take their turn sitting on a committee. Some committees meet more regularly than others: some monthly, some quarterly, others only as required.

3.4 Conventions

There are two conventions a year, one in the spring in Brandon and one in the fall in Winnipeg. They are typically 2–3-day events which involve annual general meetings, education sessions, trade shows and networking with other municipalities. These events also provide the opportunity to meet with representatives of the Provincial and Federal governments. While not mandatory, these events can be very informative and beneficial for elected members of council.

4 COMPENSATION

Members of council are compensated in recognition of the time and energy they devote to their communities. The rates of remuneration are set by the Indemnity By-Law and include rates for:

- Monthly Indemnity
- Meeting Indemnity
- Mileage Rate
- Hourly Rate (for duties or work outside of meetings)
- Meal Rate
- Expenses incurred (i.e. hotel rooms, registration fees)
- Health & Dental Benefits (provided through Western Financial Health & Dental coverage)

5 ROLES

5.1 Role of Council Members

Being elected to the Council of a Municipality is a challenging, yet rewarding experience. Council's primary role is to develop policy and ensure services are provided to Citizens and Ratepayers in an effective manner. The duties of council include:

- Developing and setting its strategic direction
- Allocating resources and adopting the Financial Plan
- Representing citizens
- Engaging the community
- Deciding what services are delivered

Council members are not expected to be the expert. That is what they hire. It's not that "*how to do things*" is unimportant – it's just not the job of elected officials.

RM of Ellice – Archie Pre-Candidate Handbook

Meeting preparation is an essential aspect in the life of a councilor, allowing you to be properly prepared and ready to participate in an informed way at the meeting.

(Section 31(1) The Municipal Act)

5.2 Role of the Reeve

The Reeve is the only board position to have individual duties addressed in The Municipal Act. The Reeve provides leadership to the Municipality and is often the “face” of the community. An open, trusting and professional relationship between the Reeve and the CAO is essential for the smooth operation of a municipality.

(Section 83(2) The Municipal Act)

5.3 Role of the Chief Administrative Officer (CAO)

The CAO position generally provides assistance and administration support to the Council. The CAO directs and manages the business affairs of the Municipality in accordance with legislation, by-laws, resolutions and policies enacted by Council.

The CAO is responsible to implement Council decisions and for the everyday management of the municipality. Council has one employee – the CAO. It is through the CAO that Council as a whole is expected to function. The CAO reports to the Council as a whole, rather than the Reeve or individual councillors.

(Section 127 The Municipal Act)

6 Questions?

This document is meant to be a very quick overview of what it requires to become a member of local office. Don't hesitate to contact the SEO or CAO for more information if you are interested or have any questions:

SEO (election information):

Constance Tanguay

204-683-2241

stlazare@rmofellicearchie.ca

CAO (general council information):

Trisha Huberdeau

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All By-Laws / Policies / Financial Plans of the RM of Ellice – Arche can be found on our website (www.rmofellicearchie.ca).

6.1 By-Laws of Interest

These By-Laws pertain to the election process and/or have been mentioned in this Handbook:

- By-Law #04-2022 Use of Municipal Resources for an Election
- By-Law #05-2022 Campaign Expenses & Contributions
- By-Law #01-2026 Organizational
- By-Law #01-2025 Procedures
- By-Law #03-2025 Indemnity & Remuneration
- By-Law #08-2020 Council Members' Code of Conduct
- By-Law #1558 Ward Division for Election