



Town of Riverview

2026 Municipal Election Guide

Information for Candidates

January 2026

This guide is prepared for information purposes only. Reference should always be made to relevant legislation and regulations.

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Introduction

This guide has been prepared to provide general guidance and information to individuals considering seeking elected office in local government of the Town of Riverview.

It is important to understand that this document is intended solely as an overview of certain provisions of relevant legislation. It does not replace or summarize all applicable statutory requirements.

Prospective candidates are responsible for ensuring they meet all legal qualifications and are not disqualified under the law. They must also ensure full compliance with the election financing rules and other obligations outlined in the Local Governance Act and related regulations.

Candidates are strongly encouraged to consult the official resources provided by Elections New Brunswick, including the Candidate Nomination Kit, which contains essential forms, manuals, and detailed information on nomination procedures, campaign rules, and financial reporting requirements.

Elections NB is the leading authority in the municipal election process and for complete and authoritative information, candidates should refer directly to the Local Governance Act and other relevant legislation.

Key Election Dates 2026 – Any questions on this schedule should be directed to Elections NB

Date	Day	Days Before Election	Action To Be Taken	Section / Act or Regulation
24 Feb 26	Tuesday	-76	Deadline for Receipt of Plebiscite Questions	46(4)
13 Mar 26	Friday	-59	Deadline for Receipt of Referendum Questions	7(2) Referendum Act
23 Mar 26	Monday	-49	Publish Notice of Election	15(3)
23 Mar 26	Monday	-49	Beginning of Nominations	17(1)
23 Mar 26	Monday	-49	Applications for Special Ballots accepted	39.1(2)
23 Mar 26	Monday	-49	Returning Offices open to the public	
3 Apr 26	Friday	-38	Good Friday (offices closed)	
5 Apr 26	Sunday	-36	Easter (offices closed)	
6 Apr 26	Monday	-35	Easter Monday (offices closed)	
10 Apr 26	Friday	-31	Nominations Close (2:00 p.m.)	15(1)(a)
13 Apr 26	Monday	-28	Deadline for withdrawal of candidates (5:00 p.m.)	17(4)
18 Apr 26	Saturday	-23	Publish Notice of Grant of Poll	20(1),(2)
20 Apr 26	Monday	-21	Special ballots may be issued	39.2
27 Apr 26	Monday	-14	Mail Voter Information Cards	11(3)
2 May 26	Saturday	-9	Advance Polls (10 a.m. to 8 p.m.)	28

Date	Day	Days Before Election	Action To Be Taken	Section / Act or Regulation
4 May 26	Monday	-7	Advance Polls (10 a.m. to 8 p.m.)	28
7 May 26	Thursday	-4	End of Revision Period	12(1)
11 May 26	Monday	0	Final Return of Special Ballots (8 p.m.)	39.1(2)
11 May 26	Monday	0	ELECTION DAY	54 Local Governance Act
13 May 26	Wednesday	2	Declaration Day	41(1),(2)
18 May 26	Monday	7	Victoria Day (offices closed)	
21 May 26	Thursday	10	Deadline - Application for Recount	41.1
1 June 26	Monday	0	Riverview Oath of Office Ceremony	
8 June 26	Monday	0	Riverview Regular Council Meeting	

¹

¹ [Elections NB - Local Government Election Schedule](#)

Administration of Municipal Election

Chief Electoral Officer

The Chief Electoral Officer (CEO) for the Province of New Brunswick is Kimberly Poffenroth.

- The CEO ensures elections are fair, impartial, and free from political influence, as mandated by the Elections Act.
- The CEO also serves as the Supervisor of Political Financing, enforcing the Political Process Financing Act.
- In New Brunswick, the CEO also acts as the Municipal Electoral Officer, overseeing:
 - Municipal elections
 - District education council elections
 - Plebiscites
- As an officer of the Legislative Assembly, the CEO must remain non-partisan and is not allowed to vote in any election that they administer. The CEO can vote in Federal election.

Becoming a Candidate for Council of Local Government

Eligibility Requirements

To run in a local government election, a candidate must:

- Be 18 years or older on or before election day.
- Be a Canadian citizen.
- Have been a resident of the province and the local government or rural district for at least 6 months before election day.
- If running in a ward-based election, be a resident of the ward at the time of nomination.

Disqualifications

You cannot run if you are:

- A local government officer or full-time employee of the same local government.
- An employee of the Department of Environment and Local Government (for rural district advisory committees).
- A judge, election officer, or someone disqualified under election laws.
- A public sector employee (federal or provincial) who hasn't obtained necessary approval from their employer.
- It is the responsibility of a candidate to consult with their employer to determine if they must seek approval to become a candidate.

Nomination Process

Nomination papers (Form M 04 001) can be acquired through Elections NB and must be completed and submitted to the Municipal Returning Officer, not your local government office (meaning NOT the municipal offices at Riverview Town Hall).

- Deadline: 2:00 p.m. on the nomination closing date (varies by election type).
- Papers must include:
 - Candidate's name, civic address, occupation.
 - Certification of eligibility.
 - Consent signed and witnessed. **Note:** A candidate cannot be their own witness. They are allowed to be the witness on the section of the nomination paper with the nominators.
 - At least 10 nominators who are qualified electors in the area (and ward, if applicable).
 - A declaration from the person who collected the signatures.
 - Each person who collects the signatures of nominators for the candidate must fill out their own separate declaration (Part F) of the papers.

Tip: Collect a few extra signatures in case some nominators are found ineligible.

[M-04-001-nomination-paper-local-government-elections.pdf²](#)

After Nomination

- You may withdraw your candidacy by submitting a signed statement with two witnesses (qualified voters) no later than 5:00 p.m. on the third day after nomination day.
- If a candidate dies before polls close, the election for that office will be postponed and rescheduled.

List of Electors

Once nomination papers have been accepted, a candidate may request a copy of the *List of Electors* for their contest from the Municipal Returning Officer. The candidate will need to identify a list agent (who may be the candidate) to whom an account will be provided to download the information from Elections NB's candidate portal system. Candidates must ensure that the list will only be used by themselves or persons acting on their behalf for legitimate campaign purposes during the current election.

Additional Resources³

Visit Elections NB for forms, guides, and contact details.

² Election NB Website

³ [Information for Local Government Election Candidates](#)

You can also call **1-888-858-VOTE (8683)** for assistance.

Town of Riverview's Municipal Council's Composition:

Composition

The Town of Riverview has a council made up of 8 elected officials, which includes:

- **The Mayor** – One (1) is elected by all electors in the Town
- **Deputy Mayor** – A Councillor is elected at the first council meeting following a municipal election. Thereafter, annually at the regular meeting held closest to the anniversary date of the preceding municipal election the election of Deputy Mayor is held.
- **Councillors at Large** – Three (3) positions – elected by all electors in the Town
- **Councillor Ward 1** – One (1) position – elected by all electors within their Ward
- **Councillor Ward 2** – One (1) position – elected by all electors within their Ward
- **Councillor Ward 3** – One (1) position – elected by all electors within their Ward
- **Councillor Ward 4** – One (1) position – elected by all electors within their Ward

These officials are elected during municipal elections and are responsible for making decisions on local governance, bylaws, budgeting, and town services.

Ward information

The geographical information for each ward can be found on the Town of Riverview website at townofriverview.ca/community-maps.

Meeting Information/Commitment

Candidates should make themselves aware of the obligations to holding office and must be available (day and night) to attend various Town meetings, Council meetings, and functions.

Council Meeting Schedule

The Town of Riverview holds various types of Council Meetings which serve different purposes. The two consistently scheduled meetings are:

- **Regular Council Meeting (RCM)**
Held on the second Monday of every month at 7 p.m.
- **Committee of the Whole (COW)**
Held the fourth Monday of every month.

Note: In July, August, & December there is no COW meeting, and the RCM begins at 4 p.m. in July and August. If the Monday is a holiday the Council Meeting is held the following business day.

Other meetings that can be held are:

- **Closed Sessions (not open to the public)**
- **Special Council Meetings**
- **Public Hearings/Presentations**
- **Tri-Community Council Meetings**
- **Budget Sessions**

[Commitment to Committees](#)

Town councillors typically serve on 2-3 committees. Each committee meets on average once a month, with sessions lasting 1-2 hours. Additionally, councillors are expected to report on their committee activities. This commitment is integral to fostering transparent governance and effective municipal operations.

[Council Member Appearances](#)

Council members play a key role in community engagement through participation in various events such as community-hosted activities, conferences, dignitary receptions, and staff appreciation events, including retirements and long service awards. Some appearances require bringing official greetings from the Town, while others necessitate attendance to show support and representation. This is important to maintain presence and connection with the community.

[Constituency Work](#)

Constituency work for a councillor in the Town of Riverview involves maintaining steady and reliable engagement in municipal governance and community representation. Councillors focus on the needs and interests of their constituents, actively participate in council meetings and committees, and contribute to informed decisions that guide the town's development and services. While councillors do not take part in administrative or operational affairs, they ensure that policies, actions, and communications align with council's strategic goals and serve the best interests of the community.

Councillors typically spend between 10 and 30 hours per week on constituency work. The time commitment is variable: council sessions often run 2 to 3 hours, and when combined with committee work, email and CRF reviews, and community events, a weekly workload of 10 to 30 hours is possible. Maintaining a flexible schedule, disciplined calendar, responsiveness, and a consistent presence in the community are key factors in achieving success as a councillor.

[Role of the Mayor of Riverview](#)

The Mayor of Riverview serves as the primary representative of the Town. This role involves several key responsibilities:

- **Leadership:** Guides the Town Council and provides strategic direction for municipal governance.
- **Policy Implementation:** Works with council members to implement policy decisions and municipal bylaws.

- **Public Representation:** Acts as the face of the town in local, regional, and international affairs, representing Riverview at various events and initiatives.
- **Council Meetings:** Presides over council meetings, facilitating discussions and decision-making processes.
- **Community Engagement:** Engages with community members, stakeholders, and organizations to address local issues and promote civic initiatives.

Daily Workload

- The Mayor typically spends approximately 3-5 hours daily:
 - **In Office:** Reviewing municipal reports, coordinating with city staff, and strategizing policy initiatives.
 - **Meetings:** Attending and participating in meetings to discuss and resolve municipal matters.
 - **Public Appearances:** Representing the Town Council at public events, media engagements, and official functions.

Compensation

In the year of a municipal election, an ad hoc committee is formed, and a consultant is hired to review Council's compensation, which takes effect after the swearing-in of the new Council. The Mayor and the Clerk meet to discuss who should be on the committee and the Mayor appoints them at a Council Meeting. Each year, the salaries are adjusted for inflation according to the Consumer Price Index (CPI).

Town of Riverview Compensation as of March 2026:

- Mayor – \$56,632
- Deputy Mayor – \$25,500
- Councillors – \$23,000

NOTE: The 2026 compensation figures will become official in March 2026 and will be implemented after the swearing in ceremony.

Municipal Campaign Contributions and Election Advertising

Municipal Campaign Contribution

There are no rules requiring local government candidates to keep track of contribution or expenditures related to their campaign expenditures related to their campaign. Candidates are not required to file financial return at the conclusion of their election.

Election Advertising Rules Summary

General Guidelines:

- Candidates may begin advertising at any time, even before an election is officially called.
- All printed election materials (e.g., signs, posters, handbills) must include the name and address of the printer and publisher. Failing to do so is an offence.
- Candidates are not permitted to use the Town of Riverview logo or crest on any campaign material.
- [By-Law 700-60](#) dictates regulations on election signage. Note no signage is permitted along the Riverfront Trail ([By-Law 700-65 Schedule 1](#)).

Advertising Restrictions:

- From 12:01 a.m. on the Sunday before Election Day until 8:00 p.m. on Election Day, the following are prohibited:
 - Election speeches or entertainment on radio or TV
 - Election ads in newspapers
 - Election content transmitted via computers
 - Sponsored or boosted social media ads are also prohibited during the restricted advertising period.
- Permitted during this period:
 - Existing websites may remain active
 - New signs may be placed
 - Canada Post may continue delivering flyers

Election Day Specific Rules

- No advertising signs may be placed on moving motor vehicles. Wrapped vehicles must remain parked.
- On Election Day and Advance Voting Days, no campaign material (including signs, clothing, or other items) may be carried, worn, or placed within 30 metres (100 feet) of a polling station entrance.

Location Restrictions

- Advertising signs are not permitted:
 - Within the right-of-way of highways
 - Where they pose safety concerns
 - On utility poles, as requested by Bell Aliant and NB Power
- Local government by-laws may further restrict where and when signs can be placed.

Election New Brunswick – Rules for Financing & Advertising in Local Government [Layout 1](#)⁴

⁴ Election NB Website

Important Sections Local Governance Act

Power of local Government – Section 6 Local Governance Act

6(3) The powers of a local government are vested in and shall be exercised by its council.

6(4) Anything begun by one council may be continued or completed by a succeeding council.

General Duties of Councillors – Section 48 (6)

- (a) Consider the welfare and interest of the entire local government when making decisions,
- (b) Bring to the attention of council matter that may promote the welfare or interest of the local government
- (c) participate in developing and evaluating the policies and programs of the local government
- (d) participate in meetings of council, council committees and any other body to which he or she is appointed by council and
- (e) perform any other duties conferred upon him or her by this or any other Act or by Council.

General Duties of the Mayor – Section 48 (1)

- (a) preside at all meetings of council, except as provided for otherwise in a procedural by-law made under paragraph 10(2)(a) or a municipal charter or private or special Act,
- (b) provide leadership to council,
- (c) communicate information and recommend actions to council for the improvement of the municipality's finances, administration and government,
- (d) speak on issues of concern to the local government on behalf of council

Despite subsection (1) the mayor of a local government is subject to the direction and control of council and shall abide by the decisions of council.

Swearing In (Section 58 and 176.3)

A person elected to an office on a council or to a rural district advisory committee shall accept the office by either:

- taking and subscribing the oath of office prescribed by regulation in the Forms Regulation – Local Governance Act; or
- making and subscribing the affirmation of office prescribed by regulation in the Forms Regulation – Local Governance Act.

A person so elected shall not take the oath or make the affirmation until the person has been declared elected. In the event that a recount has been requested, no oath or affirmation may be taken or made until the expiration of the period (May 21, 2026) referred to in subsection 41.1(1) of the *Municipal Elections Act* and, if applicable, the expiration of the period referred to in subsection 42(1) of that Act.

A person elected to an office on a council or to a rural district advisory committee by acclamation in a by-election shall take the oath or make the affirmation without delay.

No person shall take a seat on a council or a rural district advisory committee before they have accepted office by taking the oath or making the affirmation required under the Local Governance Act.

Closed meetings – Section 68 (1)

A council meeting or a committee of council meeting may be closed to the public for the duration of the discussion if it is necessary to discuss

- (a) information of which the confidentiality is protected by law,
- (b) personal information as defined in the Right to Information and Protection of Privacy Act,
- (c) information that could cause financial loss or gain to a person or the local government or could jeopardize negotiations leading to an agreement or contract,
- (d) the proposed or pending acquisition or disposition of land,
- (e) information that could violate the confidentiality of information obtained from the Government of Canada or from the government of a province or territory,
- (f) information concerning legal opinions or advice provided to the local government by its solicitor or privileged communications between solicitor and client in a matter of local government business,
- (g) litigation or potential litigation affecting the local government or any corporation referred to in sub- section 8(1), the local government's agencies, boards
- (h) the access to or security of buildings and other structures occupied or used by the local government or access to or security of systems of the local government, including computer or communication systems,
- (i) information gathered by the police, including the Royal Canadian Mounted Police, in the course of investigating any illegal activity or suspected illegal activity, or the source of that information,
- (j) labour and employment matters, including the negotiation of collective agreements.

Role and Authority of Municipal Elected Officials in New Brunswick

Overview

Municipal elected officials in New Brunswick are elected representatives who serve the residents of their municipality by setting policy, making decisions on behalf of the entire community, and providing leadership and oversight. Their authority and responsibilities are defined under the ***Local Governance Act, municipal by-laws, and relevant provincial legislation.***

What elected officials Have the Authority to Do

Municipal elected officials, as members of council, collectively:

1. Set Policy and Direction

- Approve by-laws, policies, and resolutions that govern the municipality.
- Make decisions on community priorities, strategic planning, and service delivery.
- Establish vision and goals through budgetary and planning processes.

2. Approve Budgets and Financial Decisions

- Approve the annual operating and capital budgets.
- Set property tax rates and determine how public funds are allocated.
- Oversee financial sustainability and stewardship of municipal resources.

3. Represent the Public

- Advocate on behalf of constituents and act as a link between the community and the municipality.
- Ensure community needs and feedback are considered in decision-making.

4. Provide Oversight

- Monitor performance of municipal services and programs.
- Ensure accountability through regular reporting, audits, and review of operations.
- Evaluate the performance of the Chief Administrative Officer (CAO).

5. Enact and Amend By-laws

- Pass, repeal, and amend municipal by-laws to regulate local matters (e.g., zoning, parking, noise, land use).

What elected officials Should Not Do

While elected officials play a key role in governance, there are important boundaries to respect:

1. Avoid involvement in day-to-day operations

- Elected officials must not direct municipal staff or become involved in administrative functions.
- The CAO is responsible for overseeing all municipal employees and operations.

2. Cannot Make Individual Decisions

- Elected officials have no individual authority—all decisions must be made collectively through council meetings. Refrain from conducting Council business via email.
- Individual councillors cannot commit the municipality to a course of action or promise specific outcomes to constituents.

3. Do Not Use Position for Personal Gain

- Elected officials must avoid conflicts of interest and cannot use their position to benefit themselves, family, or associates.
- They must declare conflicts and recuse themselves from relevant discussions or votes.

4. Do Not Breach Confidentiality

- elected officials must keep in-camera (private) meeting discussions and sensitive information confidential, even after leaving office.

Governance Structure and Key Relationships

- Council as a Whole: Decision-making body; all policy, by-law, and financial decisions are made by majority vote.
- Mayor: Provides leadership to council, chairs meetings, and acts as a spokesperson.
- CAO: Implements council decisions and manages all municipal operations and staff.
- Staff: Provide expert advice and carry out council-approved programs and services.

Best Practices for elected officials

- Act with integrity, transparency, and accountability.
- Focus on long-term community interests over short-term political gains.
- Participate actively and respectfully in council meetings and committees.
- Engage with the public while respecting council processes.
- Continue professional development in municipal governance.

Orientation

Following a general municipal election, orientation is one of the first formal training sessions provided to newly elected officials. Its primary purpose is to ensure that members of Council gain a clear understanding of their roles and responsibilities in municipal governance and service delivery.

For the 2026–2030 Council term, the Town of Riverview will host **mandatory** orientation sessions shortly after the election results are finalized. These sessions will span approximately three to four days and are designed to equip elected officials with the foundational knowledge and tools necessary to serve effectively throughout their term. Members can expect to take 3 or 4 days off of work to attend Orientation — the tentative dates are May 25th -29th, as well as an evening in the second week of June.

Social media

Social media can be a great way to connect with residents – it can also be challenging and time consuming to manage.

A few things to consider: You may want to create a separate channel related to your work on Council and separate from your personal accounts. If you are running for Council, you may choose to create a channel as part of your campaign and then keep it going as your new Council channel once elected. Councillors often deal with a lot of negativity online and keeping your councillor channel separate from your personal channel allows you to maintain channels for family and friends that are free of Council-related concerns.

- Decide how many channels you can reasonably maintain. Social channels need to be constantly fed if you want people to continue to engage with you, but all that posting takes time. Better to have fewer channels that are well maintained rather than many that are underwhelming.
- Don't be shy about setting standards for your followers. The Town of Riverview has developed social media terms of use (<https://www.townofriverview.ca/contact/social-media-directory/social-media-terms-use>) and requires those using its platforms to adhere to them. Elected officials need to be able to take criticism, but there is a difference between being critical and being abusive. Be clear about what you will and will not tolerate.

Conclusion

Municipal elected officials in New Brunswick play a vital role in shaping their communities, but their power lies in collective decision-making and strategic leadership, not in directing operations or acting independently. Understanding the scope and limits of their authority helps ensure effective, respectful, and transparent local governance.