



Town of Onoway Request for Information

Meeting:	Council Meeting
Meeting Date:	November 14, 2024
Presented By:	Jennifer Thompson, Chief Administrative Officer & Reanne Springer, Springer Voting
Title:	2025 Municipal Election

BACKGROUND / PROPOSAL

The 2025 Municipal Election will occur October 20, 2025. In order to be prepared for the January 1, 2025 opening date for filing of nomination papers by candidates there are procedures that need to be completed.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES

Appointment of Returning Officer and Substitute Returning Officer

Legislation requires that a Returning Officer be appointed as well as Substitute Returning Officer.

Appointment of returning officer and substitute returning officer

13(1) An elected authority may, by resolution, appoint a returning officer for the purposes of conducting elections under this Act by June 30 of the year in which the election occurs or, for a by-election or vote on a question or bylaw, in the resolution or bylaw that fixes the day for the by-election or vote on a question or bylaw.

(2) If the elected authority does not appoint a returning officer, the secretary is deemed to have been appointed as the returning officer.

(2.1) An elected authority must, by resolution, appoint a substitute returning officer by June 30 of the year in which the election occurs or, for a by-election or vote on a question or bylaw, in the resolution or bylaw that fixes the day for the by-election or vote on a question or bylaw.

(3) The returning officer or substitute returning officer for a local jurisdiction may not be a candidate for the elected authority for that local jurisdiction.

(4) If, through illness, absence or other incapacity, the returning officer is incapable of performing the duties of returning officer, the substitute returning officer has and may exercise all the duties,

functions and powers of a returning officer for the purposes of conducting elections under this Act.

RSA 2000 cL-21 s13;2018 c23 s7;2020 c22 s4

Although appointing a Returning Officer is not required until June 30th of the year of the general election, nominations open January 1, 2025 and in order to receipt nomination papers, a Returning Officer must be appointed.

Nomination Location

The Town of Onoway does not have a bylaw indicating any other location may be set to receive nomination papers however Administration is requesting Council confirm the location to receive nomination papers. Alternatively, Council may direct Administration to prepare a bylaw prior to December 31, 2024 to allow for nomination papers to be filed. At this time, Administration does not recommend the creation of a bylaw.

Nominations

28(1) Subject to subsection (1.2), nominations shall be submitted at the local jurisdiction office at any time during the nomination period.

(1.1) An elected authority may, by a bylaw passed prior to December 31 of the year before a year in which a general election is to be held, provide that a returning officer may establish one or more locations, in addition to the local jurisdiction office, where a deputy may receive nominations.

(1.2) If an elected authority passes a bylaw referred to in subsection (1.1), nominations shall be submitted to the local jurisdiction office or any location established by the returning officer at any time during the nomination period.

Institutional voting and advance polls are being established as well.

STRATEGIC ALIGNMENT

Good Governance

COSTS / SOURCE OF FUNDING

Costs of the general election will be presented and deliberated in the 2025 Operating Budget.

RECOMMENDED ACTION

- 1) THAT Council appoint Reanne Springer as Returning Officer and Jennifer Thompson as Substitute Returning Officer for the 2025 General Election.
- 2) THAT the location for filing nomination papers shall be the Municipal Office located at 4812 – 51st Street, Onoway, AB.
- 3) THAT Council authorize the Returning Officer to establish an institutional voting station for the general election of October 20, 2025.
- 4) THAT Council authorize the Returning Officer to establish advance voting for the general election of Monday, October 20, 2025.

ATTACHMENTS

Onoway Next Steps for 2025 Municipal Election