



# REQUEST FOR DECISION

Meeting: December 9, 2024

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## 2025 MUNICIPAL ELECTION

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### **DESCRIPTION:**

As discussed at the previous regular meeting, 2025 is a Municipal Election year. Council is required to pass a few motions prior to January 1<sup>st</sup> in order to prepare for the upcoming year. Election Day is Monday, October 20, 2025.

### **BACKGROUND:**

#### **1. Nomination Period**

Nomination Day for the 2025 Municipal Election is Monday, September 22, 2025. Candidates can submit their nomination papers starting on the first business day in January, which is Thursday, January 2, 2025 up until noon on Nomination Day.

#### **2. Returning Officer**

With nominations being accepted by the Town of Claresholm as of January 1, 2025, it is important that a Returning Officer be appointed prior to that date in order that our office can receive the nomination papers. It is Administration's recommendation that Karine Keys be appointed as Chief Returning Officer for the 2025 Municipal Election. Karine has been with the Town for 18 years and was the Chief Returning Officer for the 2017 Municipal Election, 2018 By-Election, 2019 Vote of the Electors, 2021 Municipal Election and 2022 By-Election. As the only employee of Council, the Chief Administrative Officer should not be the Chief Returning Officer. If any issues arise during the election, the relationship between the CAO and Council needs to be preserved going forward.

#### **3. Substitute Returning Officers**

As the Returning Officer may not always be available to accept nomination papers, or if the Returning Officer becomes incapable of carrying out the duties of that office, the Substitute Returning Officers can act in the place of the Returning Officer. Administration is recommending that Abe Tinney and Jennifer Place be appointed as Substitute Returning Officers. Administration would also like Tracy Stewart to be appointed as Substitute Returning Officer in the spirit of succession planning.

#### **4. Institutional Vote**

Prior to the 2017 municipal election, Town Council passed a motion in order to hold an institutional vote at six locations in Claresholm for those residents who were physically unable to travel to the polling station. As the weather can be very unpredictable in October, holding an institutional vote is a good solution in order to allow the most residents the opportunity to vote. The vote is held on election day only, with times to be determined to be the best for the residents and staff. The institutional vote is for the residents of that facility only on election day and not for any other voters who may work there or be a relative of a resident. The locations included were the Claresholm General Hospital, Willow Creek Continuing Care Centre,

Porcupine Hills Lodge, Cottonwood Village, Heritage Manor and Parkside Manor. These locations must be approved by motion of Council.

**PROPOSED RESOLUTIONS:**

1. Moved by Councillor \_\_\_\_\_ to appoint Karine Keys as the Returning Officer for the 2025 elections.
2. Moved by Councillor \_\_\_\_\_ to appoint Abe Tinney, Jennifer Place and Tracy Stewart as Substitute Returning Officers for the 2025 elections.
3. Moved by Councillor \_\_\_\_\_ to hold an institutional vote for the election on Monday, October 20, 2025 at the Claresholm General Hospital, Willow Creek Continuing Care Centre, Porcupine Hills Lodge, Cottonwood Village, Heritage Manor and Parkside Manor.

**ATTACHMENTS:**

- 1.) none

**APPLICABLE LEGISLATION:**

- 1.) Local Authorities Election Act, RSA 2000, Chapter L-21

**PREPARED BY:** Karine Keys, Finance Assistant

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**APPROVED BY:** Abe Tinney, CAO

**DATE:** December 5, 2024

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