

Municipal District of Bonnyville No. 87

Request for Decision (RFD)

Meeting: Regular Meeting of Council
Meeting Date: June 24, 2025
Originated By: Stephanie Severin, Manager, Legislative and Information Services
Title: 2025 Substitute Returning Officer – Change of Appointment

PROPOSAL & BACKGROUND

Council appointed the Returning Officer and Substitute Returning Officer for the M.D. 2025 Municipal Election on January 28, 2025.

Due to unforeseen circumstances beyond their control, the current Substitute Returning Officer is unable to fulfill the RO duties at this time and Administration is seeking Council approval to revoke this appointment and appoint a new Substitute Returning Officer.

DISCUSSION ON BENEFITS, DISADVANTAGES & OPTIONS

As per the Local Authorities Election Act (LAEA), Council may appoint a RO for a municipal election and **must** appoint a Substitute RO for the purposes of conducting a municipal election; and these appointments must be done on or before June 30th of an election year.

Administration consulted with Municipal Affairs and confirmed that Council could withdraw the existing appointment and re-appoint a new person as the Substitute Returning Officer since the change is occurring prior to the June 30th deadline.

To help ensure the necessary availability and support required from this role throughout the remainder of the year, Administration is requesting that Council withdraw the current appointment and re-appoint Kelsey Laye as the Substitute Returning Officer for the Municipal District of Bonnyville 2025 Municipal Election, effective immediately.

REFERENCE TO STRATEGIC PLAN

REFERENCE TO PROVINCIAL/FEDERAL LEGISLATION

Alberta Local Authorities Election Act, R.S.A. 2000, c. L-21

COSTS & SOURCE OF FUNDING

There are no cost implications for this change.

COMMUNICATIONS STRATEGY

M.D. correspondence will be updated as needed.

ADMINISTRATION RECOMMENDED ACTION

THAT Council withdraws the appointment of Charity Croker as Substitute Returning Officer for the Municipal District of Bonnyville 2025 Municipal Election and re-appoints Kelsey Laye, in accordance with the Local Authorities Election Act, effective immediately.

COUNCIL OPTIONS

1. THAT Council withdraws the appointment of Charity Croker as Substitute Returning Officer for the Municipal District of Bonnyville 2025 Municipal Election and re-appoints Kelsey Laye, in accordance with the Local Authorities Election Act, effective immediately.
2. That Council denies the request to re-appoint a new Substitute Returning Officer for the Municipal District of Bonnyville 2025 Municipal Election.

Report Approval Details

Document Title:	2025 Municipal Election Substitute Returning Officer – Change of Appointment.docx
Attachments:	
Final Approval Date:	Jun 20, 2025

This report and all of its attachments were approved and signed as outlined below:

Stephanie Severin