

**SPECIAL MEETING AGENDA
SUMMER VILLAGE OF NORLGENWOLD
JUNE 19, 2023 @ 2:00 P.M.**

- A. CALL TO ORDER**

- B. AGENDA** - additions/deletions
- adoption

- C. REQUESTS FOR DECISION**
 - 1) Council & Legislative**
 - a) By-Election

- D. ADJOURNMENT**

Summer Village of Norglenwold

Council & Legislative

Request for Decision

Agenda Item: *By-Election*

Background:

Councillor Rattan has resigned to the CAO effective Monday, June 12th, 2023. With Councillor Rattan resigning from Council, we are forced to hold a By-Election. The By-Election must be held within 120 days of written notice being provided to the CAO.

Administration is proposing the following dates for the By-Election:

Nomination Day: Saturday, September 2nd from 10:00 a.m. to 12:00 p.m.

Advanced Poll: Saturday, September 23rd from 10:00 a.m. to 2:00 p.m.

Election Day: Saturday, September 30th from 10:00 a.m. to 7:00 p.m.

In preparation for the 2017 Election, Council passed the Special Ballot Bylaw #195-17 to allow residents who are unable to attend the election or advanced poll to request a ballot by mail. Council would only need to make a resolution to allow residents to request a special ballot.

New changes to the Local Authorities Election Act require a substitute returning officer to be appointed at the same time as the returning officer. We are therefore requesting that Teri Musseau be appointed as returning officer for the 2023 By-Election and Trudy Dubeau be appointed Substitute Returning Officer.

Options for Consideration:

- 1) Council must hold the By-Election within 120 days.
- 2) The Returning Officer must be appointed by Council.
- 3) Should Council wish to provide a Special Ballot a resolution of Council must be made.

Administrative Recommendations:

1. Council approve the election dates as presented.
2. Council make resolution allowing for special ballots.
3. Council appoint Teri Musseau as Returning Officer for the 2023 By-Election with Trudy Dubeau as Substitute Returning Officer.

Authorities:*Municipal Government Act*Resignation 161

(1) The resignation of a councillor must be in writing and given to the chief administrative officer.

(3) The resignation is effective on the date it is received by the chief administrative officer even if a later date is set out in the resignation.

Election Day 165

Unless a council sets an earlier date, Election Day for a by-election under section 162 or 163 is 120 days after the vacancy occurs.

*Local Authorities Election Act*Appointment of returning officers 13(1)

An elected authority may, by resolution, appoint a returning officer for the purposes of conducting elections under this Act.

13(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, in the resolution or bylaw that fixes the day for the by-election.