

Returning Officer for October 20, 2025, Municipal Election

Brazeau County is looking for an individual to provide Returning Officer services to the municipality for the 2025 Municipal Election. The scope of this contract position is outlined below and interested individuals are asked to submit a resume and work plan outlining how they would meet the requirements of a Returning Officer through pre-planning, execution, and post-election tasks.

Responses must be submitted via e-mail to cwhalen@brazeau.ab.ca by 4 p.m. MST Friday, February 7, 2025.

Any contract will come into force upon the appointment of the Returning Officer by Council at the closest meeting to the day the successful individual is chosen.

CONTRACT TERMS

Upon appointment by Council, the successful individual will be required to enter into a formal contract with the County to provide Returning Officer services to Brazeau County leading up to and encompassing the October 20, 2025, Municipal Election and all post-election duties as required.

The contract shall include two compensation levels. One if the Returning Officer is required to run a full election (6 Councillors, Reeve) and one if one or more of the positions is acclaimed and no election is required for that/those positions.

Progress payments may be made based on milestones completed during the engagement in accordance with Returning Officer's work plan and as agreed to by the Director of Corporate Services.

RETURNING OFFICER SERVICES

Work Plan

Included with a resume should be a work plan on how the interested individual will meet the requirements of the Returning Officer position, as well as how the individual would deal with timelines and challenges that may arise during the contract.

Hours of Work

The hours of work will be determined between the successful individual and the Director of Corporate Services, or their delegate, to reflect the most efficient and effective way to execute a successful election. Due to the nature of the duties, hours will be a combination of days and evenings and will include remote and in-office work. A workstation and office space will be provided

for in-office work and individuals may use personal computers/laptops for remote work. The Returning Officer will be expected to use their own cell phone.

Schedule

Once appointed, the Returning Officer will create a schedule of activities identifying legislated deadlines and electoral milestones. The schedule of activities will include deadlines identified the *Local Authorities Election Act* and additional dates as determined by the Returning Officer in conjunction with the Director of Corporate Services or their delegate.

Position Description

Brazeau County is seeking a Returning Officer to oversee and execute the Brazeau County Municipal Election on October 20, 2025. The Returning Officer will also be required to oversee and execute the Wild Rose School Division School Trustee election (if necessary). The Returning Officer exercises general direction and supervision over the administrative conduct of an election. The position also enforces fairness, impartiality, and compliance with provincial legislation. The position's duties include but are not limited to creating and disseminating election documents, materials, nominations, ballots, and other forms, interacting with candidates and the public and making decisions respecting qualification and eligibility of voters. The Returning Officer is responsible for the conduct of the elections and for all pre-election and post-election issues.

Scope of Duties

The services to be provided by the Returning Officer for the position include, but are not limited to, the following activities at each stage of the municipal election:

Nomination Period

- Attend Returning Officer training sessions online and/or in person offered by Municipal Affairs.
- Become familiar with the *Local Authorities Election Act* that governs municipal elections.
- Appoint Deputy Returning Officers as deemed necessary by the Returning Officer.
- Issue and advertise 'call for nominations' throughout the nomination period.
- Prepare/make available nomination papers.
- Prepare an election calendar.
- Create election scheduling and key dates.
- Secure voting stations.
- Hire and train election workers.
- Disseminate information packages to potential candidates.
- Create public awareness of offices for election and nominations.
- Accept and scrutinize nominations and confirm eligibility.
- Ensure proper use and submission of all election forms from candidates pursuant to legislation (as applicable).
- Issue a Notice of Election following the close of nominations for all positions where more than one candidate is nominated.
- Coordinate with Elections Alberta and Brazeau County GIS staff for the creation and use of a permanent electors register.
- Coordinate with Wild Rose School Division for the execution of the school trustee election in

conjunction with the municipal election.

Post-nomination Stage

- Create public awareness of the Notice of Election.
- Answer candidate questions on general issues and election regulations.
- Accept any withdrawals of nominees in accordance with legislation.

Pre-election

- Order election ballots, collect and create other election materials and forms.
- Distribute election materials and forms to all Deputy Returning Officers.
- Designate all voting stations and identify the positions to be voted for at each voting station.
- Create advertisements, notices and publicity for voting times and places.
- Answer any questions for Deputy Returning Officers and voting station clerks about procedures and legislation.
- Advertise and organize the distribution and collection of special ballots (if applicable).

Advance Vote and Election Day

- Supervise election staff on advance vote dates and Election Day.
- Solve problems, address concerns and answer questions from the public and election staff in real time before and on advance vote dates and Election Day.
- Review all election results, consider, and deal with irregularities (if any).
- Announce unofficial election results to candidates and the public.

Post-election

- Issue official election results four days after Election Day at 12 p.m.
- Supervise any official vote recounts (if necessary)
- Recover all election materials and ballots from Deputy Returning Officers (if not completed on Election Day).
- Deliver all election materials and ballots to Brazeau County Finance Department for secure storage and destruction as legislated.

Scope and Authority of Position

The Returning Officer reports to the Director of Corporate Services but shall have the sole authority to make decisions that are under their authority under the *Local Authorities Election Act*.

The Returning Officer has responsibility to support the integration and coordination of the activities of the Substitute Returning Officer, Deputy Returning Officers and voting station clerks.

Problem Solving

The position requires identifying and helping solve problems that are novel, complex, and diverse in a timely manner. It also requires addressing ongoing issues inherent to election procedures. To do so requires priority setting, reasoning, and collaborating with others. Solutions are often arrived at in consultation with other members of the organization, including the Director of Corporate Services or their delegate.

QUESTIONS

Anyone with questions regarding the Returning Officer position may contact current Returning Officer Courtney Whalen at cwhalen@brazeau.ab.ca or 780-542-7777.