

BRAZEAU COUNTY

BYLAW NO. 440-2002

The Council of Brazeau County, in the Province of Alberta, assembled in an open meeting enacts as follows:

WHEREAS, Section 145 of Part 5 of the Municipal Government Act, Chapter M-26.1 and amendments thereto allows Council to pass bylaws for the establishment and functions of Council committees and other bodies,

and

WHEREAS, Section 146 of Part 5 of the Municipal Government Act, Chapter M-26.1 and amendments thereto indicates that a Council committee may consist entirely of persons who are not Councillors, subject to the fact that the Chief Elected Official is a member of all Council committees unless Council provides otherwise.

NOW, THEREFORE, Brazeau County Council enacts as follows:

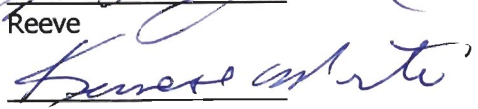
- (1) That a Lodgepole Community Council Committee is hereby established.
- (2) That the membership of the Committee shall be seven residents of the Hamlet of Lodgepole.
- (3) That an election shall be held on Saturday, April 12, 2003 to fill the seven positions on this committee. The election shall be conducted in accordance with the procedures outlined in attached Schedule A.
- (4) That the term of office for these seven positions shall be for a period of three years until the next General Election.
- (5) That the seven positions on this Committee are volunteer, without any remuneration or pay.
- (6) That the authority of the Committee is limited to the Terms of Reference (Schedule B) and other delegated matters outlined in this bylaw.
- (7) That this bylaw shall take effect upon the final passing thereof.

Read a first time this 10th day of December, 2002.

Read a second time this 10th day of December, 2002.

Read a third time and finally passed this 11th day of February, 2003.


Reeve


Municipal Manager

BRAZEAU COUNTY
Bylaw 440-2002
Schedule "B"

Terms of Reference for Lodgepole Community Council Committee

- To elect a chairperson annually from amongst the members.
- To manage and operate the Lodgepole Curling Rink and Banquet Hall, Municipal Campground and Skating Rink
- To delegate the operational responsibilities for the curling rink to the Lodgepole Curling Club. An Operating Agreement can be drawn up for responsibilities, duties and finances.
- To retain the operational responsibilities for the Banquet Hall with the Lodgepole Community Council Committee. In the future, these responsibilities could be delegated to any of the community groups in Lodgepole.
- To retain the operational responsibilities for the Municipal Campground and Skating Rink with the Lodgepole Community Council Committee. In the future, these responsibilities could be delegated to any of the community groups in Lodgepole.
- That the Lodgepole Community Council Committee enter into an agreement with the County for grass mowing in the Hamlet of Lodgepole.
- That the Committee maintain a separate bank account for it's financial transactions.
- That the Committee prepare annual financial statements for presentation to the community residents and County Council.
- That the Committee prepare a three-year business plan for presentation to the community residents and County Council.
- That the Committee will file an Annual Report of it's activities and financial affairs and appear before the County Council to verbally present the report. The Annual Report should also be circulated to residents of the Hamlet of Lodgepole.



**BRAZEAU COUNTY
BYLAW NO. 440-2002
Schedule "A"**

Election Procedure for Lodgepole Community Council Committee

- 1) First Election:
 - shall be held on Saturday, April 12, 2003
- 2) Term of Office:
 - shall be for a period of three years until the next general election
- 3) Election Day:
 - the second election shall be held in April, 2006 and subsequent elections shall be held in April every third year thereafter
- 4) Returning Officer:
 - the Municipal Manager shall be the Returning Officer
- 5) Duties of the Returning Officer:
 - appoint deputies/assistants as required
 - establish a voting station(s)
 - provide for the supply and delivery of ballots, ballot boxes, instructions and supplies for the election
 - give notice of nominations
 - receive nominations
 - declare acclamations
 - give notice of election
 - do all the things necessary for the conduct of the election
- 6) Substitute Returning Officer:
 - if the Municipal Manager becomes incapable of carrying out his/her duties, Council may appoint a person to act in the place of the Returning Officer
- 7) Qualification of Candidates:
 - is at least 18 years old
 - must have been a resident of the Hamlet for six consecutive months immediately preceding Nomination Day
 - is not otherwise ineligible
- 8) Nomination Day:
 - Nomination Day shall be the same day as Election Day
- 9) Nominations:
 - the Returning Officer shall receive nominations from 1:00 pm to 1:30 pm on April 12, 2003, both the time and location should be indicated on the notice to residents
 - if the number of persons nominated is less than the number required to be elected, the time for receipt of nominations shall remain open until the required number of nominations has been received
 - the names of the persons nominated shall be recorded on a blackboard for the electorate to view when voting
- 10) Election by Acclamation:
 - when at the close of nominations the number of persons nominated is the same as the number required to be elected, the Returning Officer shall declare the persons nominated to be elected
- 11) Notice of Election:
 - if more than the required number of persons are nominated, the Returning Officer shall declare that an election be held
- 12) Speeches by Candidates:
 - if an election is to be held, campaign speeches will be allowed from 1:30 pm to 2:00 pm on Election Day

- 13) Voting Procedure:
- the Returning Officer shall designate the voting station within the Hamlet of Lodgepole
 - the Returning Officer shall ensure the voting station is furnished with one or more private voting compartments
 - the Returning Officer shall provide sufficient ballot boxes
 - the Returning Officer shall print a sufficient number of ballots for voting. The format of the ballot should be blank, with the only provision for 7 separate spaces for the elector to enter the names of the individuals he/she is voting for
- 14) Voting Hours:
- the voting station shall be kept open from 2:00 pm to 3:00 pm for the purpose of voting
- 15) Elector Eligibility:
- every person who attends at the voting station for the purpose of voting shall be permitted to vote if the person signs a statement, in the prescribed form, that the person is eligible to vote by being a resident of Lodgepole
- 16) Secrecy of Vote:
- voting shall be by secret ballot
 - while an elector is in a voting compartment for the purpose of marking his/her ballot, no other person may enter the voting compartment or be in a position from which he/she can see how the elector marks the ballot
- 17) Disposal of Marked Ballot:
- a person who has caused his/her ballot to be deposited in a ballot box is deemed to have voted
 - an elector who has inadvertently dealt with his/her ballot in a manner that it cannot be conveniently used as a ballot may, on returning the original ballot to the Returning Officer and establishing the fact of the inadvertence to the satisfaction of the Returning Officer, receive another ballot in the place of the ballot so returned. The Returning Officer shall immediately write the word "spoiled" on the returned ballot and shall preserve it
 - no person who has received a ballot from the Returning Officer shall take the ballot out of the voting station
- 18) Post-Vote Procedures:
- immediately after the close of the voting station at 3:00 pm, the Returning Officer shall in the presence of the electors, ensure that each ballot box is opened and that the votes are counted
 - The Returning Officer shall count the ballots marked for each candidate and note the numbers on a prescribed form, which also summarizes: the number of 'rejected' ballots; the total number of ballots available and a reconciliation of the ballots issued plus ballots rejected should equal total ballots available
 - The summary of ballots should be signed by the Returning Officer and an independent person observing the ballot count
 - If the count results in a situation where two or more candidates have received the same number of votes and if it is necessary for determining which candidate is elected, the Returning Officer shall write the names of those candidates separately on blank sheets of paper of equal size and of the same colour and texture, and after folding the sheets of paper in a uniform manner and so that the names are concealed, shall deposit them in a receptacle and direct an independent person to withdraw one of the sheets and the Returning Officer shall declare the candidate whose name appears on the withdrawn sheet to have one more vote than the other candidate
 - The Returning Officer may make a recount if a candidate shows grounds that the Returning Officer considers reasonable for alleging that the record of the result of the count of votes is inaccurate or the Returning Officer considers that the number of rejected ballots is sufficient to affect the result of the election if they had not been counted or rejected as the case may be.

-The Returning Officer should then secure all of the election documents (including ballots counted) in a ballot box, seal the box and initial the seal so that it cannot be opened without breaking the seal.

-The Returning Officer should retain the sealed ballot box for a period of thirty days and then destroy the contents with a witness present. An affidavit should be completed.

-The Returning officer shall declare which candidates received the highest number of votes and post the election results once the ballots are reconciled, as indicated above.

- The seven candidates with the highest number of votes will make up the Committee for the 3 year period effective April 12, 2003.

