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**BYLAW NO. 24-18  
OF THE TOWN OF STRATHMORE  
IN THE PROVINCE OF ALBERTA****BEING A BYLAW TO PROVIDE FOR MUNICIPAL ELECTIONS IN THE TOWN OF STRATHMORE.**

**WHEREAS** the *Local Authorities Election Act*, RSA 2000, Chapter L-21, as amended (the "Act"), provides for the holding of local elections by municipalities;

**AND WHEREAS** pursuant to Sections 7 and 8 of the Municipal Government Act, R.S.A. c.M-26, Council may pass bylaws for municipal purposes that regulate matters affecting the safety, health and welfare of people and the protection of people and property, or in relation to people, activities and things in, on or near a public place that is open to the public;

**NOW THEREFORE**, the Municipal Council of the Town of Strathmore, in the Province of Alberta, duly assembled, **ENACTS AS FOLLOWS:**

**1. PURPOSE AND TITLE**

1.1 This Bylaw may be cited as the "Municipal Election Bylaw".

**2. DEFINITIONS**

Except as otherwise provided for in this Bylaw, the terms used in the Act, where used or referred to in this Bylaw, shall have the same meaning as defined or provided in the Act.

2.1 "Act" means the *Local Authorities Elections Act*, RSA 2000, c. L-21 and any amendments thereto.

2.2 "Advance Vote" means a vote taken before election day.

2.3 "Ballot" means the part of the Ballot Card on which is printed the office to be voted on, the names of the candidates, the bylaw name and number or the questions, if any, and containing the spaces in which the elector is to mark their vote;

2.4 "Ballot Account" means an account of ballots prepared in the form required by the Act.

- 2.5 "Ballot Box" means a container, in the form approved by the Returning Officer, intended to contain the voted Ballot Cards.
- 2.6 "Ballot Card" means a paper card, in the form approved by the Returning Officer, listing the Ballots to be voted on in the election.
- 2.7 "By-Election" means an election to fill a vacancy on a council other than at a general election, or a vote on a bylaw or question.
- 2.8 "Counting Centre" means the location as determined by the Returning Officer for the counting of ballots at the close of voting stations on election day.
- 2.9 "Election Signage" means temporary physical material, displayed for the purpose of promoting a Candidate and/or Political Party in connection with an Election.
- 2.10 "General Elections" means an election held for all the members of an elected authority to fill vacancies caused by the passage of time.
- 2.11 "Instructions to Electors" means the explicit directions for the elector to follow regarding how to complete the ballots, in the form approved by the Returning Officer.
- 2.12 "Permanent Electors Register" means the prescribed form on which the name of a person who has registered to vote is recorded.
- 2.13 "Portable Ballot Box" means a cardboard container in the form approved by the Returning Officer and intended for the use in the collection of voted Ballot Cards for special ballots, an Institutional Vote, Incapacitated Vote and Advance Vote.
- 2.14 "Presiding Deputy Returning Officer" means a deputy who has been appointed as a presiding deputy pursuant to the Act.
- 2.15 "Returning Officer" means a person appointed under the Act, and includes a person acting in the Returning Officer's place.
- 2.16 "Special Ballot" is a means for electors to cast a ballot, if they will not be able to vote during the advance polls or on polling day. It is a paper ballot that is requested by the elector, completed by the elector, and returned to the returning officer in the elector's electoral division by a set date and time.
- 2.17 "Substitute Returning Officer" means a person appointed under the Act who assumes the duties of the Returning Officer should the Returning Officer be unable to fulfill their duties due to illness or other absence.
- 2.18 "Voting Station(s)" means an area designated by the Returning Officer in a controlled access building and equipped for the counting of votes and the tabulation of election results.

**3. ELECTION SIGNAGE**

- 3.1 All municipal election signage must be in compliance with the Election Signage Bylaw No. 24-19.

**4. RETURNING OFFICER**

- 4.1 Council shall appoint, by resolution a Returning Officer and Substitute Returning Officer to conduct elections for the Town in accordance with the Act.
- 4.2 The Returning Officer is authorized to appoint the election officials they deem necessary for the fulfillment of election duties. The Returning Officer and the Substitute Returning Officer are authorized to further sub-delegate any duties necessary for the fulfillment of responsibilities assigned by this Bylaw or the Act.

**5. NOMINATION FORM**

- 5.1 The Returning Officer will receive nominations for candidates for the Town of Strathmore elections at the Municipal Office located at 1 Parklane Drive, Strathmore, AB T1P 1K2 within the time period identified in the Act.

**6. NOMINATION FEES**

- 6.1 Every Nomination Form for a candidate for the position as a member of Council for the Town of Strathmore shall be accompanied by a deposit of Two Hundred and Fifty Dollars (\$250.00).
- 6.2 A candidate's deposit will be returned to them in accordance with Section 30 of the Act.

**7. ADVANCE VOTING**

- 7.1 The Returning Officer shall establish the number of Advance Voting Stations the Returning Officer considers necessary.
- 7.2 In accordance with the Act, the Returning Officer will determine the days and hours when an Advance Vote will be held.

**8. INSTITUTIONAL VOTING STATIONS**

- 8.1 The elected authority by resolution has the ability to establish the location of one or more Institutional Voting Stations for an election.
- 8.2 For the purpose of conducting Institutional Voting, the Returning Officer shall designate the time(s) on an advance voting day during which the votes in the institutions shall be taken and may appoint the deputies necessary for the taking of the Institutional Votes.

**9. INCAPACITATED ELECTORS**

- 9.1 The Town may provide for the attendance of two (2) deputies at a residence of an elector, during the hour an advance voting station of an election is open, in order to take the vote(s) of an elector who, because of physical incapacity or mobility limitation is unable to attend a voting station or an advance voting station to vote.

**10. PERMANENT ELECTORS REGISTER**

- 10.1 The Returning Officer must prepare a permanent electors register of residents in the Town who are entitled to vote in elections.
- 10.2 The Returning Officer may:
  - 10.2.1 Compile or revise the permanent electors register manually or by means of any computer-based system; and
  - 10.2.2 Keep the permanent electors register in printed form or may store it in any computer-based system or any other information storage device that is capable of reproducing any required information in legible printed form within a reasonable time.
- 10.3 The Returning Officer must enter into an agreement with the Chief Electoral Officer to:
  - 10.3.1 Receive from the Chief Electoral Officer information that will assist the Returning Officer in compiling or revising the permanent electors register; and
  - 10.3.2 Provide to the Chief Electoral Officer information that will assist the Chief Electoral Officer in preparing or revising information for the purpose of compiling or revising the register of electors as prescribed in the Act.

**11. VOTING HOURS**

- 11.1 Every Voting Station shall be kept open continuously on Election Day from 10:00 a.m. to 8:00 p.m.

**12. BALLOT CARD**

- 12.1 Following nomination day, the Returning Officer shall cause sufficient Ballot Cards for the election to be printed.
- 12.2 The Returning Officer must establish the form of ballot for each election, including the colour they will be differentiated by, or any other means of differentiating, for the following offices:
- candidates for the office of the Mayor;
  - candidates for the office of Councillor;
  - candidates for the office of public school board trustee, or separate school trustees if the elections are held in conjunction with elections for public or sperate school board offices;
  - bylaw/question(s);
  - any other offices as may be specified or required by the Act or any other applicable legislation.
- 12.3 Unless otherwise provided for by a resolution of Town Council, the Ballot Card for a vote on a bylaw or a question shall generally be in the following form:

- in the case of bylaw:  
"Are you in favour of Bylaw No. [#, title of bylaw]?"

Yes

No

(Mark only "yes "or "no")"

A copy of the text of the Bylaw shall be posted in at least one (1) conspicuous place at each Voting Station;

- in the case of the question, a short statement of the question, followed by:

"Are you in favour of the above proposed resolution?"

Yes

No

(Mark only "yes" or "no")"

### **13. SPECIAL BALLOT PACKAGE**

13.1 An eligible elector may apply to the Returning Officer for a special ballot package:

- a. in writing;
- b. by telephone;
- c. in person;
- d. by mail; or
- e. by email.

13.2 An eligible elector must submit their application for a special ballot package:

13.2.1 For a general election, between August 1<sup>st</sup> of the year in which they general election is held and 4:00 p.m. seven (7) days prior to the date of the general election; and

13.2.2 For any other election or a vote on a bylaw or question in accordance with the application periods stated in the resolution finalizing the date of the election.

13.3 To be valid, the outer envelope and enclosed special ballot(s) must be received by the Returning Officer by 4:30 p.m. on the Friday immediately preceding election day.

### **14. PRE-VOTE PROCEDURE**

14.1 Procedure at the Voting Station:

- a. the Returning Officer will ensure all Polling Station Officers are familiar with rules and procedures.
- b. The Returning Officer will ensure all required voting material is on hand and prepared.

**15. VOTING PROCEDURE**

- 15.1 Every person who attends at a voting station for the purpose of voting:
- 15.1.1 Must be on the permanent elector register and show the required identification as prescribed in the Act, or
  - 15.1.2 make the statement of elector eligibility in the prescribed form and produce the required identification as prescribed in the Act.
- 15.2 If the address on the required identification for a person wishing to vote is incorrect, and elector on the permanent electors register can validate the address for the person.
- 15.3 Every elector eligible to vote shall be given the Ballot Card(s) that the elector is eligible to receive and that has been initialed by a deputy
- 15.4 A copy of the Instructions for Electors shall be posted at each voting compartment in each voting station and at conspicuous locations within the voting stations. The Instructions for Electors shall remain posted until the close of the voting station.
- 15.5 Once permitted to vote, the elector shall be given the appropriate ballot(s) to vote in accordance with the process prescribed in the Act.
- 15.6 While the elector is in the voting compartment, the elector shall mark the ballot(s) only with the marking device provided, by filling in the space designated for a vote adjacent to the candidate's name or, where there is more than one vacancy, the candidates of their choice. Where the ballot includes a bylaw or question, the elector shall mark their vote within the portion of the Ballot containing the affirmative or negative, whichever way they decide to vote.
- 15.7 After the elector has finished marking the Ballot Card and has completed their voting, they shall deposit their ballot(s) into the ballot box and immediately leave the voting station.
- 15.8 The voting procedure prescribed in this Bylaw shall, during an Advance Vote, an Institutional Vote, and an Incapacitated Vote, as far as is practicable, apply and may be modified as necessary upon the direction of the Returning Officer.
- 15.9 Each elector shall follow the voting procedures as set out in this Bylaw and as posted in the Voting Station, and upon the deposit of their Ballot Card into the Ballot Box, the elector shall leave the Voting Station.

**16. POST-VOTE PROCEDURES**

- 16.1 A returning officer may designate a single location as a counting centre. Should a counting centre be designated, the returning officer must notify all affected candidates, official agents, and scrutineers of the location of the counting centre.
- 16.2 The portable Ballot Boxes used for special ballots as well as votes in the Advance Vote, Incapacitated Vote and the Institutional Vote, shall be sealed upon the completion of the vote in which they are used. The Returning Officer may count the special ballot box, advance vote ballot box, and institutional vote ballot box no earlier than 7:30 p.m. on election day.
- 16.3 At the close of the Voting Station on election day, or as soon thereafter as is reasonably possible, the Returning Officer shall receive all Ballot Boxes and the Portable Ballot Boxes for the tabulation of results.
- 16.4 The Returning Officer shall:
- a. secure the Ballot Box(es) from receiving any more ballots;
  - b. deliver the ballot boxes to the counting station; and
  - c. arrange for ballots at the counting station to be counted and complete all registries as prescribed in the Act.
- 16.5 The Returning Officer may direct that the sealed Portable Ballot Boxes be brought to the Voting Station where they remain sealed until they are opened for the counting of Ballots, and may make any other direction they deem necessary for the storage and disposition of the Portable Ballot Boxes.

**17. GENERAL**

- 17.1 After the tabulation of voting results, the Ballot Boxes shall be retained and stored as directed by the Returning Officer.

**18. SEVERABILITY**

- 18.1 If any section or part of this Bylaw is found in any course of law to be illegal, or beyond the power of Council to enact, such section or parts shall be deemed to be severable and all other sections or parts of this Bylaw shall be deemed to be separate and independent there from and be enacted as such.



**19. REPEAL**

19.1 Bylaw No. 21-18 is hereby repealed.

**20. ENACTMENT**

20.1 This Bylaw comes into full force and effect upon third and final reading.

**READ A FIRST TIME THIS** 11<sup>th</sup> day of December, 2024.

**READ A SECOND TIME THIS** 11<sup>th</sup> day of December, 2024.

**READ A THIRD AND FINAL TIME THIS** 11<sup>th</sup> day of December, 2024.



MAYOR



DIRECTOR OF STRATEGIC,  
ADMINISTRATIVE, AND FINANCIAL SERVICES