



City of Chestermere
PROVINCE OF ALBERTA

Bylaw #028-24

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Election Bylaw (Consolidated)

Bylaw #028-24, being the Election Bylaw has been amended by the following Amendment Bylaws:

- Bylaw #022-25

A BYLAW OF THE CITY OF CHESTERMERE, IN THE PROVINCE OF ALBERTA, TO PROVIDE FOR MUNICIPAL ELECTIONS

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

AND WHEREAS the *Local Authorities Election Act* permits a local authority to establish rules and procedures for the conduct of an election;

NOW THEREFORE, THE COUNCIL OF THE CITY OF CHESTERMERE ENACTS AS FOLLOWS:

PART I – PURPOSE AND INTERPRETATION

1. TITLE

1.1 This Bylaw may be cited as the “Election Bylaw.”

2. DEFINITIONS

2.1 “Act” means the *Local Authorities Election Act*, RSA 2000, c L-21, as amended;

2.2 “City” means the City of Chestermere, in the Province of Alberta;

2.3 “Council” means the Council of the City;

2.4 “Election Day” means election day as defined in the *Act*;

2.5 “Elector Assistance Terminal” or “EATs” means a ballot-marking machine that allows an elector to mark a ballot by an accessible means, including by use of Braille-coded keypad, touch screen, pressure-sensitive paddle or breath-enabled marking;

2.6 “Nomination Day” means Nomination Day as defined in the *Act*;

2.7 “Returning Officer” means a Returning Officer as defined in the *Act*;

2.8 “Special Ballot” means a ballot card provided to an elector who qualifies under s.77.1 of the *Act*; and

2.9 “Substitute Returning Officer” means the person appointed to *Act* as the Returning Officer if the Returning Officer is absent or unavailable.

3. PURPOSE

3.1 The purpose of this Bylaw is to delegate authority and establish procedures for City elections.

PART II – ELECTION ADMINISTRATION

4. APPOINTMENT OF RETURNING OFFICER

4.1 Council shall appoint, by resolution, one individual to Act as the Returning Officer and another individual to Act as the Substitute Returning Officer.

5. SEVERABILITY AND GENERAL PROVISIONS

5.1 The Returning Officer may:

- a. divide the City into voting subdivisions;
- b. designate more than one voting station for each voting subdivision;
- c. designate the location of one or more institutional voting stations; and
- d. determine the location of all voting stations.

6. FORM OF BALLOT

6.1 The Returning Officer shall establish the form of ballot for each election.

PART III – NOMINATION OF CANDIDATES

7. FORM OF NOMINATION

7.1 Every nomination form of a candidate shall:

- a. be in the form prescribed;
- b. include a criminal record check from the RCMP that discloses convictions and Active (non-expired) absolute or conditional discharge information for the candidate that is dated within three months of the date of the nomination form; and
- c. include a deposit in the amount of \$250.00 in a form prescribed by the Act.

7.2 Candidate nomination forms must be signed by at least:

- a. 50 signatures of electors, if the candidate is nominated for the office of Chief Elected Official; and
- b. 20 signatures of electors, if the candidate is nominated for the position of Councillor.

8. SUBMISSION OF NOMINATION FORM

- 8.1** The Returning Officer will accept nominations at the City Administration office at 105 Marina Road, Chestermere, AB beginning January 1, in a year in which a general election is to be held and ending at 12 noon on Nomination Day. Nominations will be accepted between the hours of 8:30 A.M. and 4:30 P.M. Monday to Friday, except statutory and civic holidays and any day in lieu of a holiday as declared by the City.

PART IV – VOTING PROCEDURES

9. VOTING HOURS

- 9.1** On Election Day, all voting stations will be open continuously between 8:00 A.M. and 8:00 P.M.

10. ADVANCE VOTING

- 10.1** Advance Voting requirements as per *section 73(3) of the LAEA* requires the City to hold an advance vote.

11. SPECIAL BALLOTS

- 11.1** An elector who meets the requirements in the *Act* may apply to vote by Special Ballot in any City election.
- 11.2** An application for a Special Ballot may be made to the Returning Officer:
- a.** in writing;
 - b.** by telephone;
 - c.** by fax;
 - d.** in person;
 - e.** by e-mail; or
 - f.** by secure website designated by the Returning Officer.
- 11.3** For a general election:
- a.** applications for Special Ballots must be submitted any time after Nomination Day and until 4:30 P.M. the day prior to Election Day.
- 11.4** For any other election or a vote on a bylaw or question, the application periods and receipt deadline for Special Ballots must be stated in the resolution fixing the date of the election.

12. ELECTOR ASSISTANCE TERMINALS (EATs)

- 12.1** The City shall provide Elector Assistance Terminals (EATs) at designated voting stations to assist electors in casting their votes.
- 12.2** EATs shall be equipped with accessibility features to accommodate electors with disabilities.
- 12.3** The Returning Officer shall ensure that EATs are tested and operational prior to Election Day.
- 12.4** Election staff shall be trained in the use of EATs to assist electors as needed.

13. COUNTING CENTRE

- 13.1** 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.

PART V - OTHER

14. DEATH OF A CANDIDATE

- 14.1** If a candidate dies prior to the opening of voting stations on Election day or any advance vote, the Returning Officer must post notice of the death in a conspicuous location in all relevant voting stations.
- 14.2** If a candidate dies following the opening of voting stations on Election Day or any advance vote:
 - a.** the election for the office for which the deceased candidate was nominated must be discontinued; and
 - b.** a new election for that office must be held as soon as practicable.

15. CAMPAIGN SIGNS

- 15.1** All campaign signs must comply with Bylaw #020-24 Land Use Bylaw.

READ A FIRST TIME: December 3, 2024

READ A SECOND TIME: December 17, 2024

READ A THIRD TIME: December 17, 2024

RESOLUTION NUMBERS:

241203-10

241217-10

241217-11



Mayor, Shannon Dean



Chief Administrative Officer,
Kent Edney