

**TOWN OF CROSSFIELD
MUNICIPAL ELECTION BYLAW
BY-LAW NO. 2020-07**

BEING A BYLAW OF THE TOWN OF CROSSFIELD, IN THE PROVINCE OF ALBERTA TO PROVIDE FOR MUNICIPAL ELECTIONS IN THE TOWN OF CROSSFIELD.

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

NOW THEREFORE the Municipal Council of the Town of Crossfield, in the Province of Alberta, duly assembled, enacts as follows:

SECTION 1: TITLE

- 1.1. This bylaw may be called the "**Municipal Election Bylaw**".

SECTION 2: DEFINITIONS

- 2.1 Except as otherwise provided for in this Bylaw, the terms used in the Act, where used or referred to in this Bylaw, have the same meaning as defined or provided in the Act.
- 2.2 In this bylaw, the following terms mean:
- a. "**Act**" means the *Local Authorities Election Act RSA, C L-21* as amended from time to time, together with any Regulations made thereunder.
 - b. "**Advance Vote**" means a vote taken in advance of Election Day.
 - c. "**Ballot**" means a paper ballot presented to an Elector which contains the information required by and complies with sections 41, 42 and 43 of the Act and Form 9 of the Local Authorities Election Forms Regulation, Alta Reg. 106/2007.
 - d. "**Ballot Box**" means a container for the purpose of receiving marked Ballots which complies with section 39(2) of the Act.
 - e. "**Candidate**" means an individual who has been nominated to run for election as a Councillor for the Town of Crossfield.
 - f. "**Council**" means the Council of the Town of Crossfield.

- g. **"Counting Centre"** means an area within the Crossfield Community Centre at 900 Mountain Avenue Crossfield, Alberta, or such other location designated by the Returning Officer in a controlled access building and equipped for the counting of votes and the tabulation of election results.
- h. **"Election"** means a general election, first election, by-election or vote on a bylaw or question.
- i. **"Elector"** means a person eligible to vote at an Election.
- j. **"Nomination Day"** means the day referred to in section 25(1) of the Act.
- k. **"Returning Officer"** means the person appointed under the Act or by Council who has the powers, duties and functions set out in the Act of a Returning Officer and includes the Substitute Returning Officer or other person acting in the Returning Officer's place, including a Deputy Returning Officer.
- l. **"Special Ballot"** refers to the method by which an Elector may vote as referred to in sections 77.1 and 77.2 of the Act.
- m. **"Town"** means the municipal corporation of The Town of Crossfield, in the Province of Alberta.
- n. **"Voting"** means casting a Ballot at an Election.
- o. **"Voting Compartment"** means the one or more compartments located in a Voting Station where an Elector marks their Ballot.
- p. **"Voting Station"** means the place where an Elector votes.

SECTION 3: RETURNING OFFICER & SUBSTITUTE RETURNING OFFICER

- 3.1 Council shall appoint, by resolution, an individual to act as the Returning Officer and an individual to act as Substitute Returning Officer for the purpose of conducting an Election under the Act by:
 - a. June 30 of the year in which the Election occurs; or
 - b. For a by-election or vote on question or bylaw, the date in the resolution or bylaw that fixes the day for the by-election or vote on question or bylaw.

SECTION 4: NOMINATION DAY

- 4.1 Nomination Day is 6 weeks before Election Day.
- 4.2 A person may file a nomination to become a Candidate:
 - a. for a general election, within the period beginning on January 1 in a year in which a general election is to be held and ending at 12 noon on Nomination Day.
 - b. for a by-election, within the period beginning on the day after the resolution or bylaw is passed to set Election Day for the by-election and ending at 12 noon on Nomination Day.

SECTION 5: RECEIPT OF NOMINATIONS

- 5.1. Nominations shall be submitted at the Town office at any time during the relevant period referred to in section 4 of this Bylaw.

SECTION 6: BALLOT TEMPLATE

- 6.1. Following Nomination Day, the Returning Officer shall cause a sufficient number of Ballots to be prepared for the Election in accordance with sections 41, 42 and 43 of the Act and Form 9 of the Local Authorities Election Forms Regulation, Alta Reg. 106/2007.
- 6.2 Rotation of the Candidate's names on the Ballots under section 43(3) of the Act is provided for and the Ballots shall comply with the following:
 - a. Ballots shall be printed in as many lots as there are Candidates for the office,
 - b. In the first lot, the names of the Candidates shall appear in alphabetical order,
 - c. In the second lot the names shall appear in the same order, except that the first name in the first lot shall be placed last,
 - d. In each succeeding lot, the order shall be the same as that of the preceding lot, except that the first name in the preceding lot shall be placed last, and
 - e. Tablets of Ballots to be used at each Voting Station shall be made up by combining Ballots from the different lots in regular rotation so that no two consecutive Electors may receive a Ballot from the same lot and so that each Candidate's name shall appear first and in each other position substantially the same number of times on the Ballots used.

SECTION 7: VOTING STATION(S)

- 7.1 The Crossfield Community Center located at 900 Mountain Avenue shall be designated as the Voting Station and the Counting Centre.
- 7.2 Institutional voting stations shall be designated at Dr. Whillans Manor located at 1237 Osler Avenue and Rocky View Lodge located at 1224 Hammond Avenue.
- 7.3 The Returning Officer shall fix the times on Election Day during which voting will occur at the Institutional voting stations and shall ensure the times are posted at the two Institutions at least two days before voting will occur at the Institutional voting stations.

SECTION 8: JOINT ELECTIONS

- 8.1 The Chief Administrative Officer of the Town is authorized to enter into agreements, on behalf of the Town, to conduct elections on behalf of other local jurisdictions which are located wholly or partially within Crossfield, whose boundaries may or may not be contiguous with the Town's boundaries but do have common areas. i.e. School Divisions.

SECTION 9: SPECIAL BALLOTS

- 9.1 Where Council has approved by Council Resolution voting by Special Ballot for an Election pursuant to section 77.1 (1) of the Act, an Elector who meets the requirements of section 77.1 (1) of the Act may apply for and obtain a Special Ballot package and vote by Special Ballot.
- 9.2 Applications for a Special Ballot must include the information outlined in section 77.1(2.4) of the Act.

SECTION 10: VOTING HOURS

- 10.1. Every voting station will be kept open continuously on Election Day from 10:00 am until 8:00 pm.

SECTION 11: ADVANCE VOTING

- 11.1 An Advance Vote may be held in any Election as referred to in sections 73,74 and 75 of the Act at the location designated by Council.
- 11.2 The days and hours of the Advance Vote will be established by the Returning Officer and advertised in accordance with the Act.

- 11.3 Immediately upon the closure of the Advance Voting station(s), the Returning Officer and a Deputy Returning Officer shall seal the Ballot Box and each initial the sealed Ballot Box and the Ballot Box will remain sealed until opened for the purpose of counting the Ballots on Election Day.

SECTION 12: ELECTOR ASSISTANCE AT HOME

- 12.1 Council may pass a resolution authorizing the Returning Officer to provide for the attendance of two (2) Deputy Returning Officers at the residence of an Elector for the purpose of taking votes as provided for in section 79 of the Act.

SECTION 13: ELIGIBILITY TO VOTE

- 13.1 Voter Identification will be required for all Elections where a list of electors is not prepared.
- 13.2 A person is eligible to vote in an Election held pursuant to the Act if the person:
- a. is at least 18 years old,
 - b. is a Canadian citizen, and
 - c. resides in Alberta and the person's place of residence is located in the Town on Election Day.
- 13.3 A person's place of residence is governed by section 48 of the Act.
- 13.4 In order to verify an Elector's name and current address, every Elector is required to produce the following Voter identification prior to being permitted to vote:
- a. one (1) piece of picture identification issued by a Canadian government, whether federal, provincial or local, or an agency of that government that establishes the person's name and address; **or**
 - b. one (1) or more piece(s) of identification from the following list that establishes the person's name and address:

Authorized Elector Identification as per Alberta Elections

Examples of Identification with Elector's Name

- Alberta Assured Income for the Severely Handicapped (AISH) card
- Alberta Forestry Identification card
- Alberta Health Care Insurance Plan (AHCIP) card
- Alberta Health Services Identification Band (patient wrist identification band)
- Alberta Natural Resources (conservation) ID card
- Alberta Service Dog Team ID card
- Alberta Wildlife (WIN) ID card
- Baptismal Certificate
- Birth Certificate
- Canadian Air Transportation Security Agency (CATSA) ID card
- Canadian Blood Services card
- Canadian Border Services Agency Canadian Passenger Accelerated Service System (CANPASS) card
- Canadian Border Services Agency Free and Secure Trade (FAST) card
- Canadian Border Services Agency Nexus card
- Canadian Forces Civilian ID card
- Canadian Forces Health card
- Canadian Forces Identity card
- Canadian Passport
- Citizenship card
- Canadian National Institute for the Blind (CNIB) ID card
- Confirmation Certificate
- Credit/Debit card
- Employee/Staff card
- Firearm Possession and Acquisition Licence or Possession Only Licence
- Fishing, Trapping or Hunting Licence
- Hospital/Medical card
- Library card
- Marriage Certificate
- Membership card: Service clubs, fitness/health club, political party or retail outlet
- Métis Nation of Alberta membership card
- Old Age Security card
- Outdoors or Wildlife card/licence
- Pleasure Craft Operator (PCOC) card - Government of Canada
- Prescription bottle insert
- Public Transportation card
- Secure Certificate of Indian Status (SCIS) card
- Social Insurance Number card
- Student ID card
- Veteran's Affairs Canada Health card

Examples of Identification with Elector's Name and Address

- Bank/credit card statement or personal cheque
- Correspondence issued by a school, college or university
- Government cheque or cheque stub
- Income/property tax assessment notice
- Insurance policy or coverage card
- Letter from a public curator, public guardian or public trustee
- Pension Plan statement of benefits, contributions or participation
- Residential lease or mortgage statement
- Statement of government benefits:
- E.g. Employment insurance, old-age security, social assistance, disability support, or child tax benefit.
- Utility bill:
- Telephone, public utilities commission, cable, power, gas or water
- Vehicle ownership, registration or insurance certificate
- Where to Vote Card

SECTION 14: VOTE ON A BYLAW OR QUESTION

- 14.1. Unless otherwise specified by statute or decided by Council, a vote on any bylaw or question may be held in conjunction with a general election.

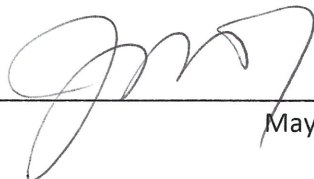
SECTION 15: ENACTMENT

- 15.1 That Bylaw 2013-04 Election Bylaw and 2004-06 Rotation of Candidate's names on the Ballots is rescinded.
- 15.2 Bylaw 2020-07 shall take full force and effect after third and finally reading of this bylaw.

Given first reading this 7 day of April, 2020

Given a second reading this 7 day of April, 2020

Read a third and passed unanimous consent of Council this 7 day of April, 2020



Mayor Tennant

CAO Bosman