

**BYLAW 909-GE-02-25
TOWN OF COALDALE
PROVINC OF ALBERTA**

**BEING A BYLAW OF THE TOWN OF COALDALE
TO PROVIDE FOR MUNICIPAL ELECTIONS IN THE TOWN OF COALDALE**

WHEREAS the Local Authorities Election Act, R.S.A. 2000, Chapter L-21, as amended, (hereinafter referred to as the "Act"), provides for the conduct of local elections by municipalities;

AND WHEREAS the Municipal Government Act, R.S.A. 2000, Chapter M-26, permits the local authority to pass bylaws for the conduct of such elections;

NOW THEREFORE the Town of Coaldale Council, duly assembled, hereby enacts as follows:

PURPOSE

1. The purpose of this Bylaw is to establish rules for the conduct of the Town elections in accordance with the requirements of the *Local Authorities Election Act*.

TITLE

2. This Bylaw may be known as the "Elections Bylaw".

DEFINITIONS

3. 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.
4. In this Bylaw, the following terms shall have the following meanings:
 - a. **"Advance Vote"** means a vote taken before election day;
 - b. **"Ballot"** means a paper listing the names of candidates standing for election, and questions or Bylaws posed to electors, with places for electors to mark their choices;
 - c. **"Ballot Account"** means an account of ballots prepared in the form required by the Act;
 - d. **"Ballot Box"** means the container for ballot cards that have been marked by the electors;

- e. **“Chief Electoral Officer”** means the individual appointed under the Election Act;
- f. **“Council”** means the governing body of the Town, elected pursuant to the *Municipal Government Act*;
- g. **“Councillor”** means an elected official of the Town, except for the Mayor;
- h. **“Counting center”** means a secured area designated by the Returning Officer and equipped for the counting of votes and the tally of election results;
- i. **“Data Sharing Agreement”** means the agreement with the Chief Electoral Officer to receive and provide information to assist in the compilation or revision of the Town’s Permanent Electors Register;
- j. **“Deputy”** means Deputy Returning Officers appointed by the Returning Officer to assist with an election;
- k. **“Election Officials”** means the Returning Officer, Presiding Deputy Returning Officer(s), staff and appointed election workers;
- l. **“Electors Register”** means a permanent register of electors of the Town who are entitled to vote in Elections;
- m. **“Institutional Vote”** means a vote conducted at a hospital, auxiliary hospital, nursing home or seniors’ accommodation facility for the benefit of the electors confined to, or resident of, those facilities;
- n. **“Marking device”** means the pen or other instrument, approved by the Returning Officer, for the use in marking ballots by the elector;
- o. **“Mayor”** means the Chief Elected Official of the Town;
- p. **“Presiding Deputy Returning Officer”** means a deputy who has been appointed as a presiding deputy pursuant to the *Act* by the Returning Officer;
- q. **“Returning Officer”** means the individual appointed by Council who has the powers, duties and functions as set out in the *Act* and shall also include the Substitute Returning Officer in the event the Returning Officer is unable to perform some or all of their duties;
- r. **“Town”** means the municipal corporation of the Town of Coaldale, in the Province of Alberta;
- s. **“Voting Station”** means an area designated by the Returning Officer in a controlled access building and equipped for the counting of votes.

RETURNING OFFICER

5. The Returning Officer for the Town of Coaldale may be assisted by one or more Deputies and other persons as needed to carry out all duties under the Act. The Returning Officer is hereby delegated the authority to appoint a Substitute Returning Officer.

JOINT ELECTION

6. The Returning Officer is authorized to enter into an agreement with the public and separate school divisions for the joint conduct of a general election, if required.

NOMINATION FORM

7. Candidates for the office of Mayor and the office of Councillor must file nomination papers in the prescribed form, at the times indicated, during the nomination period.
8. Each Nomination Form must be signed by a minimum of five (5) electors eligible to vote in that election as stipulated in the *Act*.

DEATH OF A CANDIDATE

9. If a candidate dies after being nominated, the Returning Officer shall discontinue the election for that candidate and they will not be listed on the ballot, if possible.

ADVANCE VOTE

10. Advance voting will be held and conducted on the dates and during the hours as determined by the Returning Officer.
11. The Returning Officer must ensure:
 - a. That all ballot boxes used for the Advance Vote remain sealed until the close of polls on Election Day.

PERMANENT ELECTORS REGISTER

12. The Returning Officer must prepare a permanent electors register of residents in the Town who are entitled to vote in elections.
13. The Returning Officer may:
 - a. Compile or revise the permanent electors register manually or by means of any computer-based system; and
 - b. Keep the permanent electors register in printed form or 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.

14. The Returning Officer must enter into an agreement with the Chief Electoral Officer to:
 - a. Receive from the Chief Electoral Officer information that will assist the Returning Officer in compiling or revising the permanent electors register;
 - b. Provide the Chief Electoral Officer with information that will assist them in preparing or revising information for the purpose of compiling the register of electors as prescribed in the *Act*.
15. In compiling and revising the Permanent Electors Register, the Returning Officer:
 - a. Must use information primarily received from the Chief Electoral Officer;
 - b. Must enter any information in the permanent electors register that is collected as prescribed in the *Act* during an election.

FORM OF BALLOT

16. Following Nomination Day, the Returning Officer will cause sufficient ballot cards for the election to be printed, for the following offices:
 - a. Candidates for the office of the Mayor;
 - b. Candidates for the office of Councillor;
 - c. Candidates for the office of Public-School Trustee, and/or Separate School Trustee, if elections are held in conjunction with elections for the School Board Offices;
 - d. Question(s);
 - e. Bylaw(s);
 - f. Any other offices as may be specified or required by the *Act* or any other applicable legislation.
17. Candidates for Mayor, Councillor and Trustee will be listed on the ballot in alphabetical order of surnames. If two (2) or more candidates have the same surname, they will be listed in alphabetical order by surname, then given name(s).

VOTE ON A BYLAW/QUESTION

18. A vote on a bylaw or question may be held in conjunction with either a general municipal election or, where applicable, a by-election or as decided by a resolution of Council.

VOTING PROCEDURES

19. In the presence of other Deputies, staff, agents, scrutineers and electors, the

Returning Officer shall show the first elector that the ballot box is empty. The box shall then be sealed, leaving only the slot in which ballots are to be cast, accessible.

20. The Voting Station shall be kept open continuously from:
 - a. 2:00pm to 8:00pm on Advance Voting dates.
 - b. 10:00am to 8:00pm on Voting Day.
21. 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 station and shall remain posted until the close of the polls.
22. Every person wanting to vote:
 - a. Must be on the permanent electors register and show the required identification as prescribed in the *Act*; or
 - b. Make the statement of elector eligibility in the prescribed form and produce the required identification as prescribed by the *Act*; and
 - c. If the address on the required identification for a person under clause 21(a) or 21(b) is incorrect, an elector who is on the permanent electors register can validate the address for the person.
23. Once permitted to vote, the elector shall be given the appropriate ballot to vote in accordance with the process as prescribed in the *Act*.
24. Each elector shall follow the voting procedures in this Bylaw, the *Act*, and as posted in the voting station. Upon the deposit of the ballot into the ballot box, the elector shall immediately exit the voting station.
25. Election officials may request anyone not directly engaged in the voting process to leave the voting station.

INSTITUTIONAL VOTING

26. The Returning Officer shall designate the times on Election Day during which the votes in the institutions shall be taken and may appoint the Deputies necessary for the collecting of the institutional votes.
27. Ballot envelopes shall be provided for the collection of the voted ballot cards of the electors who vote as part of the institutional vote.
28. The Returning Officer shall take the steps necessary to ensure the institutional voting procedure follows the voting procedures as at the voting station, as nearly as possible.

ELECTORS ASSISTED AT HOME

29. An elector who is unable to attend a voting station because of physical incapacity shall request that the Returning Officer have two Deputies attend at the elector's place of residence for the purpose of collecting the elector's vote.
30. The Returning Officer shall take the steps necessary to ensure the ballots collected from electors assisted at home are handled as nearly as possible as the voting procedures at the voting station.

POST VOTE PROCEDURES

31. Immediately after the close of the voting station on voting day, the Returning Officer shall:
 - a. Secure the ballot boxes from receiving any more ballots;
 - b. Deliver the ballot boxes to the counting station; and
 - c. Count the ballots at the counting station and complete all registries as prescribed in the *Act*.
 - d. After the calculation of the voting results at the Counting Centre, the Ballot Boxes shall be retained in accordance with the *Act*.
 - e. If the Returning Officer makes a recount, pursuant to the *Act*, the voted Ballots will be recounted by the same counting method as was originally employed.
 - f. The Returning Officer shall ensure all election materials are disposed of in accordance with the *Act*.

ANNOUNCEMENT OF RESULTS

32. Upon conclusion of the Post Vote Procedures at the counting centre, the Returning Officer shall release unofficial results to candidates, scrutineers, agents, and the media, that wish to be present.

GENERAL

33. Election Bylaw 801-GE-02-21 and amendments thereto are hereby repealed.

34. This Bylaw shall come into force when it receives THIRD and FINAL reading and is duly signed.

READ a FIRST time this 3rd day of February, 2025, for Election Bylaw 909-GE-02-25.

Mayor – Jack Van Rijn
Motion: 25-2025

CAO – Kalen Hastings

READ a SECOND time this 3rd day of February, 2025, for Election Bylaw 909-GE-02-25.

Mayor – Jack Van Rijn
Motion: 26-2025

CAO – Kalen Hastings

UNANIMOUS CONSENT to hold all three readings in one meeting for Election Bylaw 909-GE-02-25, on this 3rd day of February, 2025.

Mayor – Jack Van Rijn
Motion: 27-2025

CAO – Kalen Hastings

READ a THIRD and FINAL time this 3rd day of February, 2025, for Election Bylaw 909-GE-02-25.

Mayor – Jack Van Rijn
Motion: 28-2025

CAO – Kalen Hastings