



BYLAW No. 24-981 of the Municipal District of Greenview No. 16

A Bylaw of the Municipal District of Greenview No. 16 to set out a procedure for the administration of elections in the municipality.

Whereas, the *Local Authorities Election Act, RSA 2000 cL-21* provides for the conduct of elections by local authorities;

Whereas, the *Local Authorities Election Act, RSA 2000, c. L-21* further provides that the municipality may, by agreement, conduct an Election in conjunction with an Election for Trustees or representatives of a school district pursuant to the *School Act, RSA 2000, c. S-3*;

Whereas, the *Local Authorities Election Act, RSA 2000 cL-21* permits the local authority to pass bylaws for the conduct of such elections;

Therefore, the Council of the Municipal District of Greenview No. 16, duly assembled, hereby enacts as follows:

1. **TITLE**
 - 1.1. This Bylaw will hereby be cited as the “Municipal Elections” Bylaw.
2. **DEFINITIONS**
 - 2.1. **Act** means the *Local Authorities Election Act, RSA 2000 cL-21*, as amended from time to time.
 - 2.2. **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.
 - 2.3. **By-Election** means an election other than a general election or a first election.
 - 2.4. **CAO** means the Chief Administrative Officer of Greenview, or delegate.
 - 2.5. **Elector** means a person eligible to vote in an election pursuant to the *Local Authorities Election Act*.
 - 2.6. **General Election** has the same meaning as provided for in the *Local Authorities Election Act*, which means an election held for all the members of an elected authority to fill vacancies caused by the passage of time.
 - 2.7. **Greenview** means the Municipal District of Greenview No 16.

2.8. **Returning Officer** means the person appointed as a returning officer pursuant to section 13 of the Act.

3. **APPLICATION**

3.1. This Bylaw applies to all Elections, conducted in Greenview, that are governed by the Act.

3.2. The provisions of this Bylaw apply in generally the same fashion, but with all necessary modifications, to:

A) A By-Election;

B) A Ballot on a Bylaw or question that is put to the Electors at a time other than a General Election; and,

C) An Election for school board trustee or any other Election conducted in conjunction with an Election for Council.

3.3. Matters and processes not covered in this Bylaw shall be handled in accordance with the Local Authorities Election Act.

3.4. If there is any conflict between a provision of this Bylaw and a provision of one of more of the following:

A) The Act;

B) The Alberta Senate Election Act, S.A. 2019, c A33.5; or,

C) The Referendum Act, R.S.A. 2000, c R-8.4.

The provisions of the statute prevails.

4. **RETURNING OFFICER**

4.1. Council shall appoint, by resolution, a Returning Officer for the General Election no later than June 30th of the year in which a general election is taking place or for a By-election, in the resolution that fixes the day for the By-election.

4.2. Council shall appoint by resolution, a substitute Returning Officer for the General Election no later than June 30th of the year in which a general election is taking place or for a By-election, in the resolution that fixes the day for the By-election.

4.3. The Returning Officer is authorized to appoint one or more deputy returning officers and any other officials they deem necessary to fulfill their duties under the Local Authorities Election Act or this Bylaw.

5. **JOINT ELECTION**

5.1. The Returning Officer is authorized to enter into agreements, on behalf of Greenview, to conduct elections on behalf of another Local Jurisdiction in Greenview whose boundaries may or may not be contiguous with Greenview but do have areas in common.

6. NOMINATIONS

6.1. A person may file a nomination to become a candidate 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.

6.2. Nomination day for a general election is 4 weeks before election day.

6.3. The Returning Officer shall give notice of nomination day by publishing a notice at least once a week in each of the two weeks before nomination day in a newspaper circulating in the area, as well as on the Greenview website.

6.4. The person nominated as a candidate is responsible for ensuring that the nomination filed meets the requirements under the Local Authorities Election Act. The Returning Officer shall not accept incomplete nominations, or nominations received after 12 noon on nomination day.

6.5. Nomination packages for General Elections can be dropped off with a deputy returning officer at any of the following locations:

A) Valleyview Administration Building 4805 36 Avenue, Valleyview, AB.

B) DeBolt Public Service Building 11115 Township Rd 721A, DeBolt, AB.

C) Grovedale Public Service Building 56351 Township Road 695A, Grovedale, AB.

D) Grande Cache Public Service Building 10002 Shand Avenue, Grande Cache, AB.

6.6. Nomination packages for By-Elections will be received, at one of the locations identified within section 6.5, dependent upon the Ward in which the By-Election is to take place.

7. DEATH OF A CANDIDATE

7.1. If prior to the opening of the voting stations on an election day, a candidate for an elected authority dies after being nominated, the election for the position for which the deceased candidate was nominated shall be discontinued, and the elected authority should, as soon as practicable, provide for the holding of a new election for that office.

8. BALLOTS

8.1. Sufficient ballots shall be printed to ensure that there are ballot cards available for each Elector who wishes to vote.

- 8.2. A separate ballot shall be used for:
- A) The offices of Councillors; and,
 - B) The offices for school representatives or trustees, **if applicable;**
- 8.3. Each ballot shall:
- A) Contain a brief explanatory note stating the maximum number of candidates for each office for which an Elector can vote without making the ballot void; and
 - B) Provide a space for the Elector to mark the Elector's vote beside each office or question on the ballot.
- 8.4. Candidates names shall be listed on the ballot alphabetically by last name. Each last name will be capitalized and bolded.
- 8.5. **Before issuing a Ballot, a Deputy must ensure that:**
- A) **the Elector produces identification as required by the Act;**
 - B) **the Elector makes the statements prescribed by the Act;**
 - C) **the permanent Electors register is completed;**
 - D) **if Greenview is conducting an Election for a school district, the Elector is provided with a Ballot for the Elector's appropriate school district; and,**
 - E) **the Ballot issued to the Elector is initialed by the Deputy.**

9. **SPECIAL BALLOTS**

- 9.1. Council may, by resolution passed prior to nomination day, provide for Special Ballots for electors who are unable to vote on election days or during an advance vote and provide that the application for special ballots may be made by any one or more of the following methods:
- A) In writing **delivered to the Valleyview Administrative Building;**
 - B) By telephone **at 780-524-7600;**
 - C) In person; **at the locations noted in section 6.5 or,**
 - D) By Email to elections@mdgreenview.ab.ca

- 9.2. If Council has made a resolution for special ballots, an Elector may apply to the returning officer for a special ballot, by a method provided for in the resolution, and during the period of time specified in the resolution.
- 9.3. Electors who wish to make an application for a special ballot in accordance with this Bylaw, must provide to the Returning Officer the Elector's:
- A) First and last name;
 - B) Residential municipal address (Legal Land Location or RuralAddress);
 - C) School Elector status if voting for a trustee of a board of a school division;
 - D) Mailing address for delivery of special ballot;
 - E) Contact phone number;
 - F) Email address; and,
 - G) Reason why the special ballot is requested.

10. ELECTOR IDENTIFICATION

- 10.1. An Elector may vote after producing government issued identification as prescribed by the Act.
- 10.2. A person may validate the address of their residence if accompanied by an Elector who:
- A) validates the Elector's identity and the address of the Elector's residence in accordance with the Act; and,
 - B) vouches for the person in accordance with the Act.

11. PERMANENT ELECTORS REGISTER

- 11.1. The CAO must prepare a permanent Electors register of residents of Greenview who are entitled to vote in Elections.
- 11.2. Greenview 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 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.
- 11.3. Greenview must enter into an agreement with the Chief Electoral Officer of Alberta to:

- A) receive from the Chief Electoral Officer, information that will assist Greenview in compiling or revising the permanent Electors register; and
- B) 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 under the *Election Act, RSA 2000, c. E-1*.

11.4. In compiling and revising the permanent Electors register, Greenview:

- A) must use information primarily received from the Chief Electoral Officer;
- B) must enter any information in the permanent Electors register that is collected under the Act during an Election regarding:
 - i. the residential address, including the postal code of the residence of the person, and the mailing address, including the postal code, if the mailing address is different from the residential address,
 - ii. the surname, given name and middle initial of the person,
 - iii. the residential telephone number of the person,
 - iv. the gender of the person,
 - v. the day, month and year of birth of the person, and,
 - vi. whether the person is a public school resident or a separate school resident; and,
- C) may use any other information obtained by or available to Greenview to supplement the information received from the Chief Electoral Officer.

12. **VOTING STATIONS**

12.1. The Returning Officer is hereby delegated the authority to designate more than one Voting Station for each voting subdivision and the location of such voting stations.

13. **ADVANCE VOTING**

13.1. Greenview will conduct an advance vote in accordance with the *Local Authorities Election Act*.

13.2. The Returning Officer must determine the days and hours when the advance vote is to be held.

13.3. The Returning Officer is authorized to establish the number of advance voting stations the Returning Officer considers necessary.

14. **INSTITUTIONAL VOTING**

14.1. Council by resolution, or the Returning Officer, if authorized by resolution of Council, may designate the location of one or more institutional voting stations for an election.

14.2. If it is determined that an institutional vote will be held, the returning officer is authorized to set appropriate dates and times for holding the institutional vote.

14.3. The dates and times of the institutional vote will be posted at the institution at least two (2) days before the vote is to be taken.

14.4. The deputies, accompanied by an official of the institution, will locate a portable ballot box in a common area for those patients or residents who desire to vote during the designated times.

15. **VOTING HOURS ON ELECTION DAY**

15.1. Every voting station shall be kept open continuously on an election day from 8:00 a.m. to 8:00 p.m.

16. **SEVERABILITY**

16.1. If any portion of this Bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed, and the remainder of the Bylaw is deemed valid.

17. **REPEAL**

17.1. Bylaw 20-862 "Municipal Elections Bylaw" is hereby repealed.

18. **COMING INTO FORCE**

18.1. This Bylaw shall come into force and effect upon the day of final passing and signing.

Read a first time this ____ day of _____, 2024.

Read a second time this ____ day of _____, 2024.

Read a third time this ____ day of _____, 2024.

REEVE

CHIEF ADMINISTRATIVE OFFICER