

BYLAW # 3244

Election Bylaw

A bylaw of the County of Grande Prairie No. 1 in the Province of Alberta to for the purpose of establishing the rules to follow in conducting municipal elections.

WHEREAS: the Local Authorities Election Act, RSA 2000 Chapter L-21, hereinafter referred to as the “Act” provides for the conduct of general elections by local authorities; and

WHEREAS: the Act permits the local authority to pass bylaws for the conduct of such elections;

WHEREAS the Municipal Government Act, RSA 2000, c. M-26, section 180(3) provides that where Council is authorized under any enactment to do something by resolution, it may also be done by bylaw;

NOW THEREFORE, under the authority of the Municipal Government Act, the Council of the County of Grande Prairie No. 1, in the Province of Alberta, hereby enacts as follows:

INTERPRETATION

1. This Bylaw shall be cited as the “Election Bylaw”.
2. Headings in this Bylaw are for reference purposes only.
3. Words in the masculine gender will include the feminine gender whenever the context so requires and vice versa.
4. Words in the singular shall include the plural or vice versa whenever the context so requires.

DEFINITIONS

5. In this Bylaw:
 - 5.1 Except as otherwise provided for in this bylaw, the terms used in the Local Authorities Election Act (the Act), where used or referred to in this bylaw, shall have the same meaning as defined or provided in the Act.
 - 5.2 “Candidate” means an individual who has been nominated to run for Election in a local jurisdiction as a Councillor;
 - 5.3 “County” means the municipality of the County of Grande Prairie No. 1 having

jurisdiction under the Municipal Government Act and other applicable legislation.

- 5.4 “Counting Centre” means an area designated by the Returning Officer in a controlled access building and equipped for the counting of votes and the determination of the election results.
- 5.5 “County Manager” also known as the “Chief Administrative Officer (CAO)” or “County Administrator” means the person, or delegate appointed by Council to the position of Chief Administrative Officer under the *Municipal Government Act* for the County of Grande Prairie No. 1.
- 5.6 “Election” means a general Election, by-Election, and a vote on a bylaw or question;
- 5.7 “General Election” means an Election held for all the members of an elected authority to fill vacancies caused by the passage of time;
- 5.8 “Local Jurisdiction Office” means the County of Grande Prairie No. 1 Administration Building located at 10001 84 Avenue, Clairmont, Alberta.
- 5.9 “Voting Station” means a place where an Elector votes.
- 5.10 “Voting Subdivision” means that area of a local jurisdiction designated as a voting subdivision by the Returning Officer.

RETURNING OFFICER

- 6. Council delegates to the County Manager, pursuant to section 203(1) of the Municipal Government Act, its power and duty to appoint the Returning Officer as required by section 13(1) of the Local Authorities Election Act.
- 7. The Returning Officer is responsible for exercising all the duties, functions, and powers of a Returning Officer under this bylaw and the Local Authorities Election Act.
- 8. The Returning Officer may delegate any of their powers or duties to a constable, presiding deputy, or deputy pursuant to section 14(3) of the Local Authorities Election Act.
- 9. Council delegates to the County Manager, pursuant to section 203(1) of the Municipal Government Act, its power and duty to appoint the Substitute Returning Officer as required by section 13(2.1) of the Local Authorities Election Act.
- 10. The Substitute Returning Officer is responsible for exercising all the duties, functions and powers of a Returning Officer under this bylaw and the Local Authorities Election Act when the Returning Officer is incapable of performing those duties, functions, and powers.
- 11. When acting as the Returning Officer, the Substitute Returning Officer may delegate any of their powers or duties to a constable, presiding deputy, or deputy pursuant to section 14(3) of the Local Authorities Election Act.

PERMANENT ELECTORS REGISTER

12. The County must prepare a permanent electors register of residents in the County who are eligible to vote in an Election in accordance with the Act.
13. The County will only use the permanent electors register and the information contained within it for purposes consistent with the Act and will not share the permanent electors register or the information contained within it to the public, candidates, official agents, or scrutineers.

NOMINATIONS

14. A person may file a nomination to become a Candidate of the local jurisdiction by filing nomination papers in the prescribed form within the period prescribed by the Act, ending at 12 noon on Nomination Day.
15. Candidate nominations must be signed by at least five (5) persons who are Electors eligible to vote in that Election and resident of their electoral division on the date of signing the nomination.

LOCATIONS TO RECEIVE NOMINATION PAPERS

16. Nomination papers shall be received by the Returning Officer at the Local Jurisdiction Office.

VOTING HOURS ON ELECTION DAY

17. Voting Stations shall be open promptly at 10:00 a.m. and remain continuously open until 8:00 p.m. on Election Day.

ADVANCE VOTING

18. The Returning Officer shall conduct an advance vote on an Election in accordance with the Act.
19. The advance vote will be held on the dates and times set by the Returning Officer.

VOTING STATIONS

20. The Returning Officer is authorized to divide the municipality into Voting Subdivisions and alter the boundaries of Voting Subdivisions and create additional Voting Subdivisions in accordance with the Act.
21. The Returning Officer is authorized to designate more than one Voting Station for each Voting Subdivision and determine the location of all Voting Stations.

INSTITUTIONAL VOTING

22. The Returning Officer is authorized to designate the location and voting hours of one (1) or more institutional voting stations for an Election.

SPECIAL BALLOTS

23. An elector who is unable to vote at an advance vote or at the voting station on election day may apply to vote by special ballot, in accordance with the Act.
24. Applications for special ballots must be submitted between August 1 of the year in which the General Election is held and 4:30 p.m. on the Friday immediately preceding Election Day.
25. For any other election or a vote on a bylaw or question in accordance with the application periods stated in the resolution fixing the date of the Election.
26. An application for a special ballot may be made to the Returning Officer:
 - 26.1 In writing;
 - 26.2 By telephone
 - 26.3 In person
 - 26.4 By email; or
 - 26.5 By secure website.
27. Completed special ballots must be received by the Returning Officer no later than:
 - 27.1 For a General Election, 4:30 p.m. on Election Day.
 - 27.2 For any other Election or a vote on a bylaw, 4:30 p.m. on the date of the Election or vote on a bylaw.

BLIND ELECTOR TEMPLATE

28. The County will provide blind elector templates to electors who are blind in accordance with the Act.
29. The Returning Officer must provide electors who are blind with blind elector templates on election day and during advanced votes in accordance with the Act.
30. Electors will be notified of the availability of blind elector templates, in accordance with the Act, in conjunction with notices of election and notices of advance votes.

JOINT ELECTIONS

31. The Returning Officer is authorized to enter into agreements, on behalf of the Municipality, to conduct elections or resource sharing, on behalf of other elected

authorities in the County of Grande Prairie whose boundaries may or may not be contiguous with the Municipality but do have areas in common.

COUNTING CENTRE

32. The Returning Officer may designate a single location as a Counting Centre in accordance with the Act.
33. The Returning Officer is authorized to commence the count of the special ballot box, advance vote ballot box and institutional vote ballot box at 7:30 p.m. on Election Day.

SEVERABILITY

34. Every provision of this bylaw is independent of all other provisions and if any provision is declared invalid by a Court, then the invalid provisions shall be severed and the remainder provisions shall remain valid and enforceable.

REPEAL

35. Bylaw 3155 and amendments thereto are hereby rescinded.

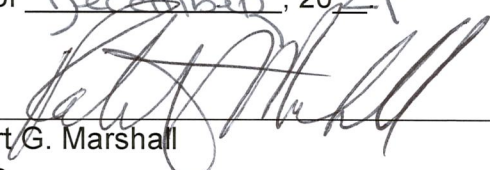
EFFECTIVE DATE

36. This Bylaw shall come into force and effect on the third and final reading thereof.

Read a FIRST time this 16 day of December, 2024

Read a SECOND time this 16 day of December, 2024

Read a THIRD time and finally passed this 16 day of December, 2024



Robert G. Marshall
Reeve



Joulia Whittleton
County Manager

ATTACHMENTS

N/A