

**TOWN OF CROSSFIELD  
MUNICIPAL ELECTION BYLAW  
BY-LAW NO. 2024-10**

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**BEING A BYLAW OF THE TOWN OF CROSSFIELD, IN THE PROVINCE OF ALBERTA TO ESTABLISH RULES FOR MUNICIPAL ELECTIONS CONDUCTED BY THE TOWN OF CROSSFIELD UNDER THE *LOCAL AUTHORITIES ELECTION ACT* AND FOR ADDRESSING MATTERS WITHIN THE DISCRETION OF ELECTED AUTHORITIES UNDER THE *LOCAL AUTHORITIES ELECTION ACT*.**

**WHEREAS** the *Municipal Government Act*, Statutes of Alberta 2000 Chapter M-26, and all amendments thereto, authorizes Council to pass Bylaws in relation to conducting Municipal Elections and By-Elections;

**WHEREAS** the *Local Authorities Election Act*, Revised Statutes of Alberta 2000 Chapter L-21, and all amendments thereto, authorizes Council to pass Bylaws in relation to enacting procedures and regulations in relation to conducting Municipal Elections and By-Elections;

**AND WHEREAS** section 203(1) of the *Municipal Government Act* authorizes Council to delegate to the Chief Administrative Officer any of its powers, duties, or functions under any enactment, which includes the *Local Authorities Election Act*;

**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**".
- 1.2. Words in this bylaw have the same meaning as set out in the *Local Authorities Election Act* and the *Municipal Government Act* except for the definitions provided in Schedule 'A' of this 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. "**Advance Vote**" means a vote taken in advance of Election Day.

- b. **"Ballot"** means a paper ballot presented to an Elector which contains the information required by and complies the Local Authorities Election Forms Regulation, Alta Reg. 106/2007 as amended from time to time.
- c. **"Ballot Box"** means a container for the purpose of receiving marked Ballots which complies with section 39(2) of the Act.
- d. **"Candidate"** has the same meaning as provided for in the *Local Authorities Election Act*, which means an individual who has been nominated to run for election as a Councillor or school board trustee.
- e. **"Council"** means the Council of the Town of Crossfield.
- f. **"Chief Administrative Officer"** means the Chief Administrative Officer of the Town of Crossfield pursuant to the *Municipal Government Act* of their authorized delegate.
- 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. **"Criminal Record Check"** means a criminal record check that is:
  - i. Conducted by a police service operating in Alberta, such as the Royal Canadian Mounted Police or Calgary Police Service, and not conducted by a third-party criminal record check provider, and that at a minimum, shows the Candidates past criminal convictions if any.
- i. **"Election"** means a general election, first election, by-election or vote on a bylaw or question.
- j. **"Elector"** has the same meaning as provided for in the *Local Authorities Election Act*, which means a person eligible to vote at an Election.
- k. **"Institutional Voting Station"** means a Voting Station designated as an institutional voting station in accordance with section 80(2) of the Act and Section 12 of this bylaw.
- l. **"Local Authorities Election Act"** means the *Local Authorities Election Act*, RSA 2000, c L-21 as amended from time to time, together with any Regulations made thereunder.
- m. **"Nomination Day"** means the day referred to in section 25(1) of the Act.

- n. **"Returning Officer"** means the person appointed under the Act or by as delegated by the Chief Administrative Officer 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.
- o. **"Scrutineer"** has the same meaning as provided for in the *Local Authorities Election Act*, which means a person recognized as a scrutineer pursuant to section 69 or appointed pursuant to Section 70 of the *Local Authorities Election Act*.
- p. **"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.
- q. **"Town"** means the municipal corporation of The Town of Crossfield, in the Province of Alberta.
- r. **"Voting"** means casting a Ballot at an Election.
- s. **"Voting Station"** has the same meaning as provided for in the *Local Authorities Election Act*, which means the place where an Elector votes.

### **SECTION 3: INTERPRETATION**

- 3.1 If a matter related to an Election conducted by the Town of Crossfield under the *Local Authorities Election Act*:
  - a. is not contemplated by this bylaw, the matter will be decided by reference to the relevant provisions of the *Local Authorities Election Act*; or
  - b. is not contemplated by this bylaw nor the *Local Authorities Election Act*, the matter will be decided by the Returning Officer in their sole and unfettered discretion.
- 3.2 If a provision of this bylaw conflicts with the provisions of the *Local Authorities Election Act*, the provisions of the *Local Authorities Election Act* take precedence.

### **SECTION 4: DELEGATION BY THE CHIEF ADMINISTRATIVE OFFICER**

- 4.1 Pursuant to section 203(3) of the *Municipal Government Act*, the Chief Administrative Officer may further delegate any the powers, duties, and functions delegated to them by council under this bylaw.

**SECTION 5: APPOINTMENT OF RETURNING OFFICER,  
POWERS AND DUTIES**

- 5.1 Council delegates to the Chief Administrative Officer, 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*.
- 5.2 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*.
- 5.3 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*.
- 5.4 The Returning Officer must be independent and impartial when performing their duties pursuant to section 13.1(1) of the *Local Authorities Election Act*.
- 5.5 No person may obstruct or attempt to influence the Returning Officer in the performance of their duties pursuant to section 13.1(2) of the *Local Authorities Election Act*.
- 5.6 The following individuals are ineligible for appointment as the Returning Officer or the Substitute Officer pursuant to section 13(3) of the *Local Authorities Election Act*:
- a. a Candidate; or
  - b. a Candidate's spouse, adult interdependent partner, child, parent, or sibling.

**SECTION 6: APPOINTMENT OF SUBSTITUTE RETURNING OFFICER,  
POWER AND DUTIES**

- 6.1 Council delegates to the Chief Administrative Officer, 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*.
- 6.2 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.
- 6.3 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*.

## **SECTION 7: NOMINATION DAY**

- 7.1 Nomination Day is held pursuant to section 25 of the *Local Authorities Election Act*.
- 7.2 A person may file a nomination to become a Candidate pursuant to section 25(2) of the *Local Authorities Election Act*.

## **SECTION 8: RECEIPT OF NOMINATIONS AND WITHDRAWAL OF NOMINATIONS**

- 8.1. Nominations shall be submitted in person at the Town office during regular business hours within the nomination period for an Election pursuant to section 28(1) of the *Local Authorities Election Act*.
- 8.2 The Returning Officer may, as provided for in section 28(1.1) of the *Local Authorities Election Act*, establish additional locations where nominations may be submitted during the nomination period for an Election.
- 8.4 Nominations must comply with the requirements of this bylaw and the *Local Authorities Election Act* and be accompanied by the following:
- a. a criminal record check, at the sole expense of the Candidate, completed at least six months prior to the date the nomination is submitted as provided for in section 21.1 of the *Local Authorities Election Act*.
- 8.5 It is the sole responsibility of Candidates to ensure that nominations comply with the requirements of this bylaw and the *Local Authorities Election Act*.

### **Nomination Paper Available to Public**

- 8.6 Within 48 hours of the close of the nomination period for an Election, the Returning Officer will make a list of all nominated Candidates available to the public on the Town of Crossfield's public website and at the Town Office.
- 8.7 When making nomination papers available to the public under this Bylaw:
- a. nomination papers will be partially redacted to ensure that the mailing address of the Candidate is not disclosed as required by the Act;
  - b. accompanying nomination papers will be partially redacted to ensure that the mailing address of the Candidate is not disclosed as required by the Act; and
  - c. the Returning Officer may further redact any personal information in nomination papers that, in their opinion, would compromise the personal safety of Candidates as provided for in the Act.

**Nomination withdrawals:**

- 8.8 Candidates may withdraw their nomination at any time during the nomination period for an Election, or within 24 hours after the close of the nomination period subject to section 32(2) of the *Local Authorities Election Act*, by submitting their nomination withdrawal to the Returning Officer:
- a. in writing delivered to the Town Office during regular business hours;
  - b. by email to town@crossfieldalberta.com; or
  - c. by another method to the satisfaction of the Returning Officer.
- 8.9 Nomination withdrawals must include:
- a. the Candidate's first and last name,
  - b. the office for which they were nominated, and
  - c. be signed and dated by the Candidate.
- 8.10 A nomination withdrawal is effective on the date that it is received by the Returning Officer.

**SECTION 9: BALLOT TEMPLATE**

- 9.1. 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.
- 9.2 In accordance with section 43(3) of the *Local Authorities Election Act*, the Ballots shall comply with the following naming order:
- 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 10: PERMANENT ELECTORS REGISTER**

- 10.1 The Chief Administrative Officer or designate must compile and revise a permanent electors register of the Town of Crossfield residents who are eligible, or may become eligible, to vote as required by section 49(1) of the *Local Authorities Election Act*.
- 10.2 The Chief Administrative Officer may, as provided for in section 49(3) of the *Local Authorities Election Act*, use any information obtained or available to the Town in compiling and revising the permanent electors register.
- 10.3 The Chief Administrative Officer may use individual elector registers to revise the permanent electors register prior to their destruction pursuant to section 91.1(2) of the *Local Authorities Election Act*.
- 10.4 The Chief Administrative Officer must, as required by section 49(3.1) of the *Local Authorities Election Act*, enter any of the information listed in section 10.6 of this bylaw obtained during an election into the permanent electors register.
- 10.5 The Chief Administrative Officer is authorized to negotiate and enter into an information sharing agreement with the Chief Electoral Officer of Alberta for the purpose of compiling and revising the permanent electors register and the provincial register of electors as required by section 49(2) of the *Local Authorities Election Act*.
- 10.6 Pursuant to section 49(5) of the *Local Authorities Election Act*, the permanent electors register may contain only the following information for each person included in the permanent electors register:
  - a. the person's residential address and the mailing address, including postal codes, if the mailing address is different from the residential address;
  - b. the surname, given name, and middle initial of the person;
  - c. the day, month, and year of birth of the person;
  - d. the residential phone number of the person;
  - e. the gender of the person; and
  - f. whether the person is a public school or separate school resident.
- 10.7 Persons not included in the permanent electors register may submit an application to the Town in the prescribed form for the purpose of being added to the permanent electors register.
- 10.8 Persons who are included in the permanent electors register but wish to correct information about themselves contained within the permanent electors register may submit an application to the Town in the prescribed form to have their information corrected.
- 10.9 The prescribed form referenced in sections 10.7 and 10.8 of this bylaw will be made

available:

- a. on the Town of Crossfield's public website;
- b. in person at the Town officer during regular business hours; or
- c. by email to [town@crossfieldalberta.com](mailto:town@crossfieldalberta.com)

- 10.10 The Town will only use the permanent electors register and the information contained within it for purposes consistent with the *Local Authorities Election Act* and will not share the permanent electors register or the information contained within it to the public, candidates, official agents, or scrutineers.
- 10.11 The Town will only make a person's information contained within the permanent electors register available to that person, or their authorized agent, to ensure that the information about that person within the permanent electors register is correct pursuant to section 49(6) of the *Local Authorities Election Act*.
- 10.12 No candidate, official agent, or scrutineer may photograph or copy the permanent electors register as provided for in section 49(8) of the *Local Authorities Election Act*.

#### **SECTION 11: VOTING STATION(S) AND VOTING HOURS**

- 11.1 The Crossfield Community Center located at 900 Mountain Avenue shall be designated as the Voting Station and the Counting Centre.
- 11.2 Every Voting Station will be kept open continuously on Election Day pursuant to section 46 of the *Local Authorities Election Act*.

#### **SECTION 12: INSTITUTIONAL VOTES**

- 12.1 The Town may conduct institutional votes for Electors who are confined to a treatment centre or reside in a supportive living facility as provided for in section 80(1) of the *Local Authorities Election Act*.
- 12.2 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 designated institutions at least two days before voting will occur at the Institutional Voting Stations
- 12.3 Institutional Voting Stations shall be designated at Dr. Whillans Manor located at 1237 Osler Avenue and Rocky View Lodge located at 1224 Hammond Avenue.

### **SECTION 13: ADVANCE VOTING**

- 13.1 The Town of Crossfield must conduct an Advance Vote in any Election as required by sections 73,74 and 75 of the *Local Authorities Election Act*.
- 13.2 The Returning Officer must, in their sole and unfettered discretion, determine the following for Advance Votes:
- a. the number and locations of all Voting Stations that they consider necessary for conducting the Advance Vote as provided for in section 75(1) of the *Local Authorities Election Act*; and
  - b. the days and hours of when the Advance Vote will be conducted in accordance with the *Local Authorities Election Act*.
- 13.3 Immediately upon the closure of the Advance Voting station(s), the Returning Officer and/or Substitute 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 14: ELECTOR ASSISTANCE AT HOME**

- 14.1 The Town of Crossfield may provide elector assistance at home of Electors who are unable to attend a Voting Station on Election Day or during an Advance Vote because of a physical disability as provided for in section 79 of the *Local Authorities Election Act*.
- 14.2 If elector assistance at home is provided during an Election, Electors may submit a request for elector assistance at home beginning on August 1 for a general election, or on the date set by the Returning Officer for a by-election or vote on a bylaw or question, if they are unable to attend a Voting Station on Election Day or during an Advance Vote because of a physical disability.
- 14.3 In order to receive elector assistance at home, Electors must submit a request to the Returning Officer using one of the following methods:
- a. in person at the Town Office during regular business hours;
  - b. in writing delivered to the Town Office;
  - c. by email to [town@crossfieldalberta.com](mailto:town@crossfieldalberta.com);
  - d. by telephone at (403) 946-5565; or
  - e. another method to the satisfaction of the Returning Officer.

- 14.4 The Returning Officer will require the following information from Electors when requesting elector assistance at home under this bylaw and the *Local Authorities Election Act*:
- a. first and last name of the Elector;
  - b. reason why the Elector is unable to attend a Voting Station on Election Day or during an Advance Vote;
  - c. contact telephone number, or contact email address if the Elector is unavailable by telephone;
  - d. municipal address of the residence of the Elector;
  - e. mailing address to which the Special Ballot is to be sent; and
  - f. school elector status, if the Elector is voting for a trustee of a board of a school.
- 14.5 The Returning Officer, in their sole and unfettered discretion, may accept or reject requests for elector assistance at home pursuant to section 79(4) of the *Local Authorities Election Act* and in the event of a rejection, shall provide reasons for the rejection.

#### **SECTION 15: SPECIAL BALLOTS**

- 15.1 The Town of Crossfield must provide for special ballots for electors who are unable to vote on Election Day or during an Advance Vote pursuant to section 77.1 (1) of the *Local Authorities Election Act*.
- 15.2 Electors may apply for a special ballot beginning on August 1 for a general election, or on the date set by the Returning Officer for a by-election or vote on a bylaw or question, if they are unable to vote on election day or during an advance vote.
- 15.3 Applications for a Special Ballot must include the information outlined in section 77.1(2.4) of the *Local Authorities Election Act*.
- 15.4 Electors who are included in the permanent electors register may apply to the Returning Officer for a special ballot through one of the following methods:
- a. in person at the Town Office during regular business hours;
  - b. in writing delivered to the Town Office;
  - c. by email to [town@crossfieldalberta.com](mailto:town@crossfieldalberta.com);
  - d. by telephone at (403) 946-5565; or
  - e. another method to the satisfaction of the Returning Officer.
- 15.5 Electors who are not included in the permanent electors register must first apply to be added to the permanent electors register before applying for a special ballot or being issued a special ballot package as required by section 77.1(1.1) of the *Local Authorities Election Act*.

- 15.6 Upon receiving an application for a special ballot that complies with the requirements of this bylaw and the *Local Authorities Election Act*, the Returning Officer will issue the elector with a special ballot package after the close of nominations on nomination day.
- 15.7 Special ballot packages must be returned to the Returning Officer no later than 4:00 p.m. on election day pursuant to section 77.21(2) of the *Local Authorities Election Act*.
- 15.8 If a special ballot package is not received before 4:00 p.m. on election day, the special ballot will be considered a rejected ballot pursuant to section 77.3 of the *Local Authorities Election Act*.

#### **SECTION 16: SCRUTINEERS**

- 16.1 Before a person is recognized or appointed as a scrutineer and before they may perform the duties of a scrutineer, the person must:
- a. Provide the Returning Officer or a presiding deputy with the written noticed required by section 69 (1) of the *Local Authorities Election Act* for a general election or by-election or section 70 (1) of the *Local Authorities Election Act* for a vote on a bylaw or question; and
  - b. Complete the statement in the prescribed form as required by section 16(2) of the *Local Authorities Election Act*.
- 16.2 When performing the duties of a scrutineer, scrutineers must:
- a. comply with the requirements of the *Local Authorities Election Act* and the requirements of this bylaw;
  - b. comply with the direction of the Returning Officer or a presiding deputy and
  - c. Perform their duties with integrity and respect and in a manner that is helpful and courteous to electors, elections workers, other scrutineers, the public, and anyone else involved in an election.
- 16.3 No person may impede a scrutineer from performing the duties of a scrutineer pursuant to section 69(7) of the *Local Authorities Election Act*.

#### **SECTION 17: JOINT ELECTIONS**

- 17.1 The Chief Administrative Officer or Returning Officer 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.

**SECTION 18: VOTE ON A BYLAW OR QUESTION**

- 18.1. 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 19: ELECTION RESULTS**

- 19.1 The Town of Crossfield will publish the official Election results on the Town of Crossfield's public social medias sites no later than 12:00 p.m. on the fourth day after an Election pursuant to section 97(2) of the *Local Authorities Election Act*.
- 19.2 The Town of Crossfield may publish, on the Town of Crossfield's public social medias sites, the unofficial Election results once counts are received from voting stations pursuant to section 97(1) of the *Local Authorities Election Act*.

**SECTION 20: SEVERABILITY**

- 20.1 Each provision of this bylaw is independent of all other provisions. If any provision of this bylaw is declared invalid for any reason by a court of competent jurisdiction, all other provisions of this bylaw remain valid and enforceable.

**SECTION 21: ENACTMENT**

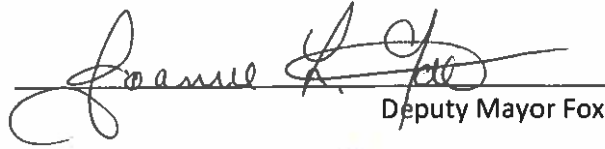
- 21.1 That Bylaw 2021-02 Election Bylaw is rescinded.
- 21.2 Bylaw 2024-10 is passed when it receives third reading and is signed by the Deputy Mayor and the Chief Administrative Officer or designate, as per the *Municipal Government Act*.

Given first reading this 17 day of December 2024.

Given second reading this 17 day of December 2024.

Given unanimous consent to go to third reading on this 17 day of December 2024.

Given third and final read this 17 day of December 2024.



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Deputy Mayor Fox



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Kiza Barney  
Chief Administrative Officer