

This document is consolidated into a single publication for the convenience of users. The Official Bylaw and all amendments thereto are available from the Legislative Services department and should be consulted in interpreting and applying this Bylaw. In the case of any dispute, the original Election Signage Bylaw and amendments must be consulted.



CITY OF FORT SASKATCHEWAN

A BYLAW OF THE CITY OF FORT SASKATCHEWAN, IN THE PROVINCE OF ALBERTA TO REGULATE THE ADMINISTRATION OF ELECTIONS IN THE MUNICIPALITY

BYLAW C22-24

WHEREAS, pursuant to the *Municipal Government Act*, the chief elected official is to be elected by a vote of the electors of a municipality,

AND WHEREAS, pursuant to the *Municipal Government Act*, councillors are to be elected in accordance with the *Local Authorities Election Act*,

AND WHEREAS, the *Local Authorities Election Act* allows municipalities to pass bylaws respecting certain aspects of elections within the municipality held pursuant to the *Local Authorities Election Act*,

NOW THEREFORE the Council of the City of Fort Saskatchewan in the Province of Alberta, duly assembled, enacts the following:

1. **SHORT TITLE**

This Bylaw shall be cited as the “Elections Bylaw”.

2. **DEFINITIONS**

For the purposes of this Bylaw, all terms shall have the same meaning as those defined in the Local Authorities Election Act (LAEA), unless otherwise stated in this Bylaw. Terms not defined in the LAEA or within this Bylaw shall be interpreted in accordance with their ordinary meaning.

2.1 “Ballot” means the printed document that lists the office to be voted on and the names of the Candidates, the bylaw name and number, or the question to be voted on, and provides spaces for the elector to mark their vote.

2.2 “By-Election” means an Election to fill a vacancy on Council other than at a general election, first election, or a vote on a bylaw or question.

- 2.3 “City” means the municipal corporation of the City of Fort Saskatchewan, in the Province of Alberta.
- 2.4 “Council” means the municipal Council for the City of Fort Saskatchewan.
- 2.5 “Institutional Voting” means voting which may be established for electors who reside at an institution, such as assisted or supportive living facility, who are physically unable to attend a voting station on an advance vote date or election day.
- 2.6 “LAEA” means *Local Authorities Election Act*, RSA 2000, C L-21, and any of the associated regulations, as amended.
- 2.7 “Nomination Day” means the day which is 4 weeks prior to election day, or for a By-Election the date established by Council, and the last opportunity for a candidate to submit their Nomination Package to the returning officer, pursuant to the LAEA.
- 2.8 “Nomination Package” means the complete nomination papers in the acceptable form specified in this bylaw, to be submitted by a candidate during the nomination period pursuant to the LAEA.
- 2.9 “Nomination Period” means the period in which the Nomination Packages may be filed with the returning officer pursuant to the LAEA, being:
- a) for a general election, the period beginning January 1st of the year in which the election occurs until 12:00 PM 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 12:00 PM on Nomination Day.

3. RETURNING OFFICER

- 3.1 The Director, Legislative Services is hereby appointed the City’s returning officer for the City for the purpose of conducting elections under the LAEA.
- 3.2 The Senior Legislative Officer is hereby appointed as the City’s substitute returning officer, should the returning officer be unavailable or unable to fulfill their duties.
- 3.3 The returning officer is authorized to negotiate agreements on behalf of the City for the conduct of elections for school divisions or any other elected authorities.

4. NOMINATIONS

- 4.1 Candidates for the offices of mayor and councillor shall submit their Nomination Package to the returning officer at City Hall, 10005 102 Street, Fort Saskatchewan, Alberta, T8L 2C5:

- a) in-person between the hours of 8:00 AM and 4:30 PM during the Nomination Period, or between 8:00 AM and 12:00 PM on Nomination Day; or
- b) by mail or courier.

4.2 It is the sole responsibility of the candidate to ensure their Nomination Package is completed, received, and has been accepted by the returning officer prior to the close of Nomination Day.

4.3 Each Nomination Package must be signed by a minimum of 5 electors.

5. **VOTING STATIONS**

5.1 The returning officer is authorized to designate more than one voting station for each voting subdivision and the location of such voting stations.

5.2 The City's voting stations shall open promptly at 9:00 a.m. on election day and shall remain open until 8:00 p.m.

6. **ADVANCE VOTING**

6.1 The returning officer is authorized to hold an advance vote on any vote to be held in an election.

7. **INSTITUTIONAL VOTING**

7.1 The returning officer is authorized to designate appropriate dates, times, and locations for Institutional Voting for the purpose of conducting an election.

8. **BALLOTS**

8.1 The returning officer shall be responsible for ensuring that Ballots are produced in accordance with the LAEA.

8.2 Ballots shall:

- a) set out the office to be voted on in the election and the candidates for that office;
- b) any bylaws or questions that are to be put to a vote of the electors pursuant to the *Municipal Government Act*, or any other enactment;
- c) contain clear and concise instructions for electors for how to correctly complete the Ballot, as well as what would cause a Ballot to be deemed a spoiled Ballot; and
- d) provide a space for the elector to mark the elector's vote for each Ballot.

- 8.3 ¹Ballots shall be printed in as many lots as there are Candidates, in accordance with Section 43(3) of the *Local Authorities Election Act*, with Candidate surnames to be first in a capitalized and bold type face, following by the given name(s).

9. SPECIAL BALLOTS

- 9.1 The use of special ballots is authorized for any vote to be held in an election. City shall make special ballots available to those electors that are on the permanent electors register and who are unable to vote at an advance vote or on election day.
- 9.2 Electors who wish to request a special ballot may do so by submitting a request to the returning officer, using one of the following methods:
- a) in writing to the returning officer;
 - b) by telephone;
 - c) in person;
 - d) by e-mail; or
 - e) through the City's secure website.
- 9.3 In order to be counted in an election, special ballots must be received by the returning officer at City Hall, 10005 102 Street, Fort Saskatchewan, Alberta, T8L 2C5, no later than 4:30 p.m. on election day.

10. COUNTING OF BALLOTS

- 10.1 The returning officer is authorized to designate the location of a counting centre.
- 10.2 The returning officer is authorized to commence counting Ballots from the special ballot, advance vote, and Institutional Voting ballot boxes at 7:30 p.m. on election day.

¹ C7-25
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11. GENERAL

- 11.1 References to provisions of statute, rules or regulations shall be deemed to include references to such provisions as amended, modified, or re-enacted from time to time.
- 11.2 All references in this Bylaw shall be read with such changes in number and gender as may be appropriate, and references shall be read as a corporation or partnership, and pronouns shall be deemed not to be gender specific.
- 11.3 Nothing in this Bylaw relieves any person from compliance with any other bylaw, enactment, or applicable federal or provincial legislation.
- 11.4 If any portion of this Bylaw is declared invalid by a court of competent jurisdiction, the invalid portion shall be severed, and the remainder of the Bylaw is deemed valid.

12. EFFECTIVE DATE

- 12.1 This Bylaw shall come into force and effect when it receives third reading and is duly signed.

13. REPEAL OF BYLAW

- 13.1 Upon third reading of Bylaw, Bylaw C4-21 shall be repealed.

READ a first time this	26th	day of	November	2024.
READ a second time this	26th	day of	November	2024.
READ a third time and passed this	26th	day of	November	2024.

Original Signed
MAYOR

Original Signed
DIRECTOR, LEGISLATIVE SERVICES

Date Signed: December 2, 2024