

**TOWN OF DRUMHELLER**  
**BYLAW NUMBER 13.25**  
DEPARTMENT: LEGISLATIVE SERVICES

A BYLAW OF THE TOWN OF DRUMHELLER, IN THE PROVINCE OF ALBERTA TO MODIFY  
ELECTIONS HELD UNDER THE AUTHORITY OF THE LOCAL AUTHORITIES ELECTION ACT  
WITHIN THE TOWN OF DRUMHELLER

**WHEREAS** the *Local Authorities Election Act, R.S.A 2000, c.L-21* prescribes how an election should be conducted within a local authority;

**AND WHEREAS** there are specific matters of an election that may be modified at the discretion of the local authority by either bylaw or resolution, as provided for by the *Local Authorities Election Act*;

**AND WHEREAS** section 7(a) of the *Municipal Government Act, R.S.A 2000, c.M.26* allows *Council* to pass bylaws respecting the safety, health, and welfare of people and the protection of people and property;

**AND WHEREAS** section 180(3) of the *Municipal Government Act* allows *Council* to do something by bylaw if it is required to do something by resolution under any enactment;

**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 authority granted by the *Local Authorities Election Act*;

**NOW, THEREFORE**, the *Council* of the *Town of Drumheller* enacts as follows:

**1. SHORT NAME**

1.1 This Bylaw shall be cited as the "Election Bylaw."

**2. DEFINITIONS**

2.1 Except as where otherwise provided for, the words used in this Bylaw shall have the same meaning defined or provided for in the *Act*.

2.2 For the purposes of this Bylaw, the following definitions shall apply:

- a) "*Ballot Card*" means a paper card, in the form approved by the Returning Officer, listing the office and associated candidates that are subject to the election and any bylaw or question to be voted on in the election;
- b) "*Chief Administrative Officer*" or "*CAO*" means the person appointed as *Chief Administrative Officer* for the *Town of Drumheller*, or their designate;
- c) "*Council* " means the Mayor and Councillors of the *Town of Drumheller*;
- d) "*Election Signage Bylaw*" means the *Election Signage Bylaw #13.21*, as amended from time to time, and its successor legislation;

- e) "*Local Authorities Election Act*" or "*Act*" means the *Local Authorities Election Act, R.S.A 2000, c.L-21*, as amended from time to time, and its successor legislation;
- f) "*Municipal Government Act*" or "*MGA*" means the *Municipal Government Act, R.S.A. 2000 M-26*, as amended from time to time, and its successor legislation;
- g) "*Town of Drumheller*" or "*Town*" means the *Town of Drumheller*, a municipal corporation in the Province of Alberta, and includes the area contained within the corporate boundaries of the *Town of Drumheller*, as the context may require.

### **3. PURPOSE**

- 3.1 The purpose of this Bylaw is to establish rules for elections conducted by the *Town* under the *Act* and specifically for addressing matters within the discretion of elected authorities under the *Act*.
- 3.2 This Bylaw applies to all elections conducted by the *Town* under the *Act*, which includes general elections, by-elections, and votes on a bylaw or question as provided for in the *Act*.

### **4. JOINT ELECTIONS**

- 4.1 The *Chief Administrative Officer* shall be responsible for the negotiation and executing agreements on behalf of the *Town* for the conducting of joint elections with other elected authorities, as required, pursuant to Section 3 of the *Act*.

### **5. RETURNING OFFICER (RO) AND SUBSTITUTE RETURNING OFFICER (SRO)**

- 5.1 *Council* shall be responsible for the appointment of the Returning Officer (RO) and the Substitute Returning Officer (SRO) as required pursuant to Section 13 of the *Act*.

### **6. NOMINATION PAPERS**

- 6.1 The Returning Officer shall receive nominations for candidates for the Town of Drumheller municipal elections at the Municipal Office located at 224 Centre Street, Drumheller, Alberta, T0J 0Y4.

### **7. VOTING HOURS**

- 7.1 Every Voting Station shall be kept open continuously on election day from 10:00 AM to 8:00 PM.

### **8. ADVANCE VOTE**

- 8.1 The Returning Officer shall hold an advance vote for an election and shall establish voting stations in the amount(s) and location(s) considered necessary for the conducting of the advance vote.
- 8.2 The Returning Officer shall determine the date(s) and the time(s) when an advance vote shall be held.

## 9. INSTITUTIONAL VOTE

- 9.1 The Returning Officer shall establish Institutional Voting Stations for an election, and they shall be in the amount(s) and location(s) considered necessary for the conducting of the institutional vote.
- 9.2 The Returning Officer shall determine the date(s) and the time(s) when an Institutional Vote shall be held.

## 10. SPECIAL BALLOTS

- 10.1 An elector may, if their name is contained in the *Town's* electors' register, apply to the Returning Officer for a special ballot package through any of the following methods:
- a) In writing;
  - b) By email;
  - c) By telephone; or
  - d) In person.
- 10.2 If the elector's name is not contained in the *Town's* electors' register, the elector must first apply to be added to the *Town's* electors' register before receiving a special ballot package in accordance with Section 77.1(1.1) of the *Act*.
- 10.3 Electors must apply for a special ballot package:
- a) for a general election, between 8:00 AM on August 1 of the year in which the general election is to be held and 4:30 PM seven (7) days prior to election day; or
  - b) for any other election or a vote on a bylaw or question, in accordance with the dates established by the Returning Officer.
- 10.4 The elector must provide the following information to the Returning Officer to apply for a Special Ballot:
- a) The first and last name of the elector;
  - b) The municipal address of the residence of the elector;
  - c) School elector status, if the elector is voting for a trustee of a board of a school division;
  - d) The mailing address to which the special ballot will be sent; and
  - e) Contact e-mail address, if the elector is unavailable by telephone.

10.5 Upon receiving an application for a special ballot that complies with the requirements of this Bylaw and the *Act*, the Returning Officer will issue the elector with a special ballot package within forty-eight (48) hours after the close of nominations on nomination day.

10.6 Special ballot packages must be returned to the Returning Officer no later than 4:30 PM on election day pursuant to section 77.21(2) of the *Act*.

- a) If a special ballot package is not received before 4:30 PM on election day, the special ballot will be considered a rejected ballot pursuant to section 77.3 of the *Act*.

## **11. BALLOT CARDS**

11.1 Candidates' names shall be listed on the *Ballot Card* alphabetically by surname. Each surname shall be capitalized and bolded.

## **12. BLIND ELECTOR TEMPLATE**

12.1 A blind elector template for use by blind electors shall be created if a request by a valid elector is submitted no later than June 30 of an election year.

12.2 If a blind elector template is requested, the Returning Officer shall:

- a) notify electors of the availability of the blind elector templates in conjunction with the notice of election, pursuant to section 78(4.3) of the *Act*; and
- b) provide electors who are blind with blind elector templates on election day and during advanced votes, pursuant to section 78(4.3) of the *Act*.

## **13. ELECTION SIGNAGE**

13.1 All election signage shall be in compliance with the *Election Signage Bylaw*.

## **14. EARLY COUNT**

14.1 The Returning Officer shall be authorized to begin counting ballots from the Advance Vote, Special Ballot or Institutional Vote starting at 7:30 PM on Election Day at the designated counting centre.

## **15. DEATH OF A CANDIDATE**

15.1 If a candidate dies after being nominated but before the opening of voting stations during the advance vote or on election day, the Returning Officer will provide notice of the candidate's death in a conspicuous location at all relevant voting stations pursuant to section 33(2) of the *Act*.

## **16. SEVERABILITY**

16.1 If any portion of this Bylaw is found to be invalid, that portion shall be severed from the remainder of the Bylaw and shall not invalidate the whole Bylaw.

**17. TRANSITIONAL**

17.1 This Bylaw comes into full force and effect upon third and final reading.

17.2 Bylaw #12.21 and Bylaw #10.77 are hereby repealed.

READ A FIRST TIME THIS 3<sup>rd</sup> DAY OF MARCH, 2025

READ A SECOND TIME THIS 3<sup>rd</sup> DAY OF MARCH 2025

READ A THIRD AND FINAL TIME THIS 3<sup>rd</sup> DAY OF MARCH 2025

*The original document, duly signed and executed, is retained on file.*