

Bylaw No. 1195-2024 ELECTIONS BYLAW

PAGE 1 of 4

A BYLAW OF THE CITY OF LEDUC IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE PROCEDURES FOR CONDUCTING A MUNICIPAL ELECTION

WHEREAS under the authority of and subject to the provisions of the *Local Authorities Election Act*, RSA 2000, c. L-21, and amendments thereto, Council may establish, by bylaw, election procedures;

THEREFORE, the Council of the City of Leduc, in the Province of Alberta, duly assembled, hereby enacts as follows:

PART I: BYLAW TITLE

- 1 This bylaw shall be known as the "Elections Bylaw".

PART II: DEFINITIONS

- 2 Unless otherwise specified, words, terms and phrases used in this bylaw have the same meaning as defined in the *Municipal Government Act*, RSA 2000, c M-26 or the *Local Authorities Election Act*, RSA 2000, c L-21.
- 3 In this Bylaw,
 - (1) "Act" means the Local Authority Elections Act, RSA 2000, c. L-21, as amended, together with any regulations made thereunder.
 - (2) "Ballot" means the paper provided to an elector listing the names of candidates standing for election, and questions or bylaws posed to electors, with places for electors to mark their votes.
 - (3) "Bylaw" means this Bylaw
 - (4) "City" means the Municipal Corporation of the City of Leduc.
 - (5) "City Clerk" means the person employed by the City as the City Clerk.
 - (6) "City Manager" means the Chief Administrative Officer of the City, or a person appointed to fulfill the duties of the City Manager during a temporary absence of the City Manager, or a person appointed to be Interim City Manager during a time when the position of City Manager is vacant.
 - (7) "Council" means the Council of the City.
 - (8) "Councillor" means a member of the Council of the City except for the Mayor.

Bylaw No. 1195-2024 ELECTIONS BYLAW

PAGE 2 of 4

- (9) “Counting Centre” means a secure location designated by the Returning Officer as per s. 85.1 of the *Act* for the purpose of counting special ballots, ballots cast at an advance voting station, and ballots cast in an institutional voting station.
- (10) “Deputy City Clerk” means the person employed by the City as the Deputy City Clerk.
- (11) “Mayor” means the Chief Elected Official of the City.

PART III: ELECTION ADMINISTRATION

Scope

- 4 This Bylaw applies to all general elections, by-elections, or votes of the electors on a question conducted by the City.

Returning Officer and Substitute Returning Officer

- 5 The City Clerk is hereby appointed as the Returning Officer for the City of Leduc for the purposes of conducting elections and by-elections under the *Act*.
- 6 If, for any reason, the City Manager believes the City Clerk is unable to perform the duties of the Returning Officer, or the position of City Clerk is vacant, the City Manager may appoint another person to be Returning Officer.
- 7 The Deputy City Clerk is hereby appointed as the Substitute Returning Officer for the City of Leduc for the purposes of conducting elections and by-elections under the *Act*.
- 8 If an election for a separate elected authority is to be held and administered by the City of Leduc in conjunction with a City of Leduc election, the provisions of this Bylaw shall apply to the election of that separate elected authority, unless alternate provisions are agreed to in writing no later than June 30 in the year of a general election.
- 9 The Returning Officer is authorized to enter into agreements on behalf of the City of Leduc for the conduct of elections for other elected authorities.
- 10 The Returning Officer may delegate any of the Returning Officer’s powers, duties and functions to the Substitute Returning Officer, a Presiding Deputy and/or a Deputy Returning Officer appointed pursuant to the *Act*.

Bylaw No. 1195-2024 ELECTIONS BYLAW

PAGE 3 of 4

PART IV: PREPARATION FOR ELECTIONS

Voting Subdivisions/Stations

- 11 The Returning Officer may create, and alter, the boundaries of Voting Subdivisions.
- 12 The Returning Officer will designate the number of voting stations and the location of each voting station.
- 13 The Returning Officer will determine the locations, and dates and times of operation, for both the Advance and Institutional voting stations.

Nominations

- 14 Every nomination that nominates a Candidate for the office of Mayor shall contain a minimum of 50 signatures of electors of the City and be accompanied by a deposit in the sum of One Hundred Dollars (\$100).
- 15 Every nomination that nominates a Candidate for the office of Councillor shall contain a minimum of 25 signatures of electors of the City and be accompanied by a deposit in the sum of Fifty Dollars (\$50).
- 16 The deposit must be provided in cash, debit, credit card, certified cheque or money order payable to the City of Leduc.
- 17 The Returning Officer may establish one or more locations, in addition to the Leduc Civic Centre, where nominations may be submitted.

PART V: SPECIAL BALLOTS

- 18 An elector who meets the requirements in the *Act* may in writing, by telephone, in person, by e-mail or via a secure website, apply for a special ballot:
 - (1) between August 1 in the year of a general election and 4:30 pm on the day three (3) days before election day for a general election; or
 - (2) as determined by resolution of Council for a vote on a question or bylaw that does not coincide with an election or by-election.
- 19 Special ballots must be received at the address designated by the Returning Officer no later than 4:30 pm on election day.
- 20 The ballot box for special ballots will be unsealed, and the ballots counted at the Counting Centre after 7:30 pm on election day.

**Bylaw No. 1195-2024
ELECTIONS BYLAW**

PAGE 4 of 4

PART VI: INSTITUTIONAL VOTING

- 21** Institutional voting will take place on a date, or dates, when advance voting is being conducted, at times and locations determined by the Returning Officer.
- 22** Electors residing in, and voting at, a facility in which an Institutional Voting Station has been established, may vote only after producing acceptable identification as prescribed in the *Act*.
- 23** The institutional ballot box will be unsealed at the Leduc Civic Centre after 7:30 pm on election day.
- 24** At the discretion of the Returning Officer, the special ballot process may be employed in substitution of institutional voting.

PART VII: ENACTMENT

- 25** Upon coming into force of this bylaw, Bylaw No. 948-2017 is repealed.

READ A FIRST TIME IN COUNCIL THIS 9TH DAY OF DECEMBER, 2024.

READ A SECOND TIME IN COUNCIL THIS 9TH DAY OF DECEMBER, 2024.

READ A THIRD TIME IN COUNCIL THIS 9TH DAY OF DECEMBER, 2024.

“Original Signed”

MAYOR

“Original Signed”

CITY CLERK

December 9, 2024

Date Signed