

City of Lacombe  
Bylaw 526

**A Bylaw of the City of Lacombe, in the Province of Alberta (hereinafter referred to as “the Municipality”), to provide for municipal elections in the City of Lacombe**

WHEREAS the Municipal Government Act, RSA 2000, c. M-26, authorizes a Council to pass bylaws for municipal purposes; and

WHEREAS pursuant to sections 147 to 156 of the Municipal Government Act, RSA 2000, c. M-26, authorizes a municipality to hold elections to designate a chief elected official and councillors to the municipality; and

WHEREAS the Local Authorities Election Act, RSA 2000, c. L-21, as amended (the “Act”), provides for the holding of local elections by municipalities;

NOW, THEREFORE, the Council of the City of Lacombe duly assembled hereby enacts as follows:

**1. Bylaw Title**

1.1. The bylaw shall be referred to as the “Municipal Election Bylaw”.

**2. Schedules**

2.1. Schedule “A” – Example Ballots are attached and form part of this bylaw.

2.2. Schedule “B” – Vote on a Bylaw or Resolution is attached and forms part of this bylaw

2.3. Schedule “C” – Vote on a Question is attached and forms part of this bylaw

2.4. Schedule “D” – Privacy Statement Collection and Use of Personal Information – Municipal Elections

**3. Definitions**

Except as otherwise provided for in this Bylaw, the terms used in the Act, where used or referred to in this Bylaw, shall have the same meaning as defined or provided in the Act.

In this Bylaw, the following terms shall have the following meanings:

3.1. “ACT” means the Local Authorities Election Act, RSA 2000, c L-21.

3.2. “BALLOT” means a paper ballot similar to Schedule “A” presented to an elector on which is printed the offices to be voted on, the names of the candidates, the bylaw name and the number or the questions, if any, and containing spaces in which the elector is to mark their vote;

3.3. “BALLOT BOX” means a container for ballots that has been marked by the voters;

3.4. “CHIEF ELECTED OFFICIAL” in the City of Lacombe will have the title of Mayor;

3.5. “CITY” means the municipal corporation of the City of Lacombe, in the Province of Alberta;

3.6. “COUNCIL” means the Council of the City of Lacombe;

3.7. “ELECTION DAY” means the third Monday in October (Monday, October 20, 2025);

3.8. “ELECTION OFFICE” means a secure location at City Hall;

3.9. “ELECTOR” or “ELECTORS” means a person eligible to vote in an election pursuant to the Act.

- 3.10. "LOCAL JURISDICTION" means, and includes, the City of Lacombe, the Wolf Creek School Division No. 72, and the St. Thomas Aquinas Roman Catholic Separate Regional Division No. 38;
- 3.11. "MARKING DEVICE" means the pen or other instrument, approved by the Returning Officer, for the use in marking ballots by the elector;
- 3.12. "MUTATIS MUTANDIS" means with the necessary changes having been made;
- 3.13. "NOMINATION DAY" is the day four weeks prior to election day. (Monday, September 22, 2025);
- 3.14. "PORTABLE BALLOT BOX" means a cardboard container in the prescribed form, approved by the Returning Officer and intended for use in the collection of voted ballots in an institutional vote or persons with disabilities vote;
- 3.15. "RETURNING OFFICER" means the individual appointed under this Bylaw to conduct the election.
- 3.16. "SPECIAL BALLOT BOX" means a ballot box containing sealed ballot envelopes as deposited by the returning officer following their receipt. Completed special ballots are contained in ballot envelopes, themselves contained in certificate envelopes, and forwarded in a third outer envelope to the Returning Officer by electors not later than 4:30 pm on October 20, 2025;

#### **4. Election Administration**

- 4.1. The provisions of the Act, except as modified by this Bylaw, shall apply to all elections conducted within the City of Lacombe.
- 4.2. The Chief Administrative Officer of the City is authorized to enter into agreements, on behalf of the City, to conduct elections on behalf of other local jurisdictions in Lacombe whose boundaries may or may not be contiguous with the City but do have areas in common, that such agreements are subject to a resolution made by Council.
- 4.3. In the event that the election for the offices of Councillor and Mayor are held in conjunction with an election for School Board Trustees and any other election, the provisions of this Bylaw shall apply mutatis mutandis to the other election.

#### **5. Returning Officer and Substitute Returning Officer**

- 5.1. Council will appoint by resolution a returning officer for the City of Lacombe for the purpose of conducting elections under the Act.
- 5.2. Council will appoint by resolution a substitute returning officer for the City, who has and may exercise all the duties, functions and powers of the returning officer under the Act, if the returning officer is unavailable or unable to fulfill their duties.

#### **6. Receipt of Nomination, Hours, and Election Preparation**

- 6.1. Nominations for candidates for City elections will be received between January 1, 2025, and 12:00 noon on Nomination Day (Monday, September 22, 2025).
- 6.2. Nominations shall be received by the Returning Officer, or in the absence of the Returning Officer, the Substitute Returning Officer, or the Secretary (CAO), at Lacombe City Hall, 5432 56 Avenue Lacombe, Alberta, within normal business hours.
- 6.3. Nomination Forms for each candidate shall be signed by at least five electors who are eligible to vote in the City of Lacombe's election, be accompanied by no deposit, and be in accordance with Section 27 of the Act.
- 6.4. Following Nomination Day, the Returning Officer shall ensure ballot templates of the general form in Schedule "A" are prepared in sufficient quantity. The form of the ballot shall be established in accordance with the Act (Sections 41, 42, 43, 44).

- 6.5. Ballots for candidates will be in the general form prescribed in Schedule "A," attached hereto and forming part of this Bylaw, unless otherwise prescribed by the Returning Officer; and the ballots required for offices, bylaws or questions as set out in this Bylaw may be separated or combined in any manner deemed appropriate by the Returning Officer.

## **7. Voting Procedures**

- 7.1. The voting station at Lacombe Memorial Centre, in Centennial Hall, whether subject to an agreement with another elected authority or not, shall be kept open continuously on Election Day between the hours of 8:00 AM and 8:00 PM.
- 7.2. Paper ballots shall be used to conduct the vote held for all persons voting. The use of voting machines, vote recorders, automated voting systems or tabulators is not allowed per section 84 of the Act.
- 7.3. For each elector eligible to vote:
- a. A Deputy will ensure that the Elector produces the required identification as prescribed by the Act or Ministerial Order;
  - b. A Deputy will check the Registered Voters List to see if the Elector has registered.
  - c. If an Elector has not registered to vote, a Deputy will provide the Elector with a Statement of Elector Eligibility;
  - d. A Deputy will ensure that the Elector Register (Form 13) is completed;
  - e. A Deputy will initial the appropriate ballots, fold the ballots to ensure secrecy, and give it to the Elector;
  - f. Upon receiving the ballots, the elector shall forthwith proceed to the voting compartment to vote.
  - g. While the elector is in the voting compartment, they shall mark the ballot only with the marking device provided by marking an X in the place designated for a vote adjacent to the candidate's name or, where there is more than one vacancy, the candidates of their choice. Where the ballot includes a bylaw or question, the elector shall mark their vote within the portion of the ballot containing the affirmative or negative, whichever way they decide to vote.
  - h. The elector may not mark the ballot for more candidates than there are offices to be filled, or, where the ballot includes a question or a bylaw, the elector may not mark the ballot both in the affirmative and negative for any one bylaw or question.
  - i. After the elector has finished marking the ballot(s) and has completed their voting, they shall:
    - (i) Re-fold the ballots to ensure the markings on the ballots are not visible to anyone; and
    - (ii) Leave the voting compartment and deliver the ballots, to the Deputy supervising the ballot box;
    - (iii) Observe the placing of the ballot into the ballot box by the Deputy; and
    - (iv) May insert the ballot in the ballot box if they so desire.
  - j. The Deputy supervising the Ballot Box shall verify the Deputy's initials on the ballot prior to insertion into the Ballot Box, and without exposing the marks made on the ballot by the Elector.
  - k. If the elector requests another ballot, the Deputy must issue a new ballot to the elector and mark the returned ballot "SPOILED." Spoiled ballot will be retained and kept separately from all other ballots.

- I. Each elector shall follow the voting procedures contained herein and as posted in the voting station, and upon the deposit of the ballot(s) into the ballot box, the elector shall thereafter forthwith leave the voting station.

**8. Advanced Vote, Institutional Vote, and those with Physical Disabilities**

**Advance and Institutional Votes**

- 8.1. Paper ballots and Ballot Boxes will be used to conduct the Advance Vote.
- 8.2. Subject to this section and any necessary modifications, the voting procedures at the Advance Vote will follow the procedures described in this Bylaw.
- 8.3. Where Portable Ballot Boxes are used for an Advance Vote, or Persons with Disabilities voting at home, the Returning Officer shall:
  - a. direct the Portable Ballot Boxes to be opened by Deputies after 7:30 p.m. on Election Day; and
  - b. direct that ballots from a Portable Ballot Box be counted after 7:30 p.m. on Election Day.

**Institutional Vote (Supportive Living Facility/Treatment Centres)**

- 8.4. Three institutional votes shall be held on election day (October 20) at the Lacombe Hospital and Care Center, at the Lacombe Senior Citizens Lodge, and at Royal Oak Village.
- 8.5. For the purpose of conducting institutional voting, the Returning Officer shall designate the time or times during which the votes in the institution(s) shall be taken and may appoint at least two Deputies for the taking of the institutional votes.
- 8.6. (On Election Day) from 9 am to 11 am at Royal Oak Village, from 1 pm to 3 pm at the Lacombe Senior Citizens Lodge, and from 5 pm to 7 pm at the Lacombe Hospital and Care Centre for only those who reside in those facilities or institutions.
- 8.7. The Returning Officer shall take such steps as are necessary to ensure the institutional voting procedure shall as nearly as possible follow the voting procedures as at the voting station. Electors residing in and voting at an Institutional Voting Station may vote after producing one piece of identification as prescribed in the Act or the Returning Officer may determine resident voter identification using patient logs or a resident list in support of attestation of identity and ordinary residence for an elector in long term care or supportive living facilities as necessary.
- 8.8. Date(s) and time(s) of the institutional vote shall be posted at the institution at least two days before the vote is to be taken.
- 8.9. Portable Ballot Boxes will be used to conduct the Institutional vote.

**Persons with Physical Disabilities - Elector at Home Vote**

- 8.10. An Advance vote may be held at homes of pre-registered persons with disabilities (tentatively from 9 a.m. to 6 p.m. on October 16, 2025).
- 8.11. If a voter is unable to attend at the voting station because of physical incapacity or mobility limitations, that voter may request and register by October 1, 2025, to have two deputies attend at the voter's residence in order to take the vote of the voter (on October 16, 2025) between the hours of 9:00 a.m. and 6:00 p.m. Applications include the first and last name of the elector, municipal address, school elector status if voting for a school board trustee, mailing address, contact telephone number or email address, and reason for the request. The Returning Officer may direct that the

portable ballot boxes as defined in this Bylaw be used for the collection of voted ballots of such persons.

- 8.12. If the Returning Officer is satisfied that the voter is unable to attend at the voting station due to physical incapacity or mobility limitations, the Returning Officer shall:
  - a. advise the voter that the request has been accepted (or the reasons for rejection).
  - b. appoint two deputies to attend at the voter’s residence; and
  - c. inform the voter of the date and approximate time that the deputies will attend the residence.
- 8.13. At the designated time the deputies will bring inside the residence a portable ballot box.

**9. Voter Identification**

- 9.1. Electors of the City of Lacombe shall register on voterlink.ca to ensure they are able to vote in the 2025 Municipal Election.
- 9.2. The ability to register on voterlink.ca is open until September 15, 2025.
- 9.3. If Electors are not registered by September 15, 2025, they will have the ability to register at the Voting Station at the Advanced Votes or on Election Day.
- 9.4. Electors of the City of Lacombe shall produce identification to establish their identity and residential address in accordance with the Act and any acceptable identification for the purpose of determining whether the person is eligible to vote, namely:
  - a. One piece of identification issued by a Canadian government, whether federal, provincial, local or an agency of that government, that contains a photograph of the person, and their name and address of residence, (such as Operator/Driver’s license or Government photo identification card (for non-drivers),

OR

  - b. One piece of identification authorized by the Chief Electoral Officer under the Election Act, RSA 2000, c E-1, section 100(2)(b) which establishes the person’s name and current address
- 9.5. Electors who are not scrutineers may vouch once for person(s) without identification according to the Act.

**10. Vote on a Bylaw or Question**

- 10.1. Unless otherwise specified by statute or decided by the Council, a vote on any bylaw, resolution, or question will be held in conjunction with a general municipal election.
- 10.2. The date for a vote of the electors on a question on which the opinion of the electors is to be obtained (hereinafter referred to as a “question”) or on a bylaw shall be the date of the general election.
- 10.3. Unless otherwise provided for by a resolution of Council, the ballot for a vote on a bylaw or a question shall generally be in the following form:
  - a. In the case of a bylaw or resolution:

Vote on Bylaw or Resolution:

*(Title of Bylaw or Resolution) to (state the object of the bylaw or resolution)”*

For the Bylaw (or Resolution)



Against the Bylaw (or Resolution)

(Mark the ballot by placing an X in the space provided on the right-hand side opposite the words which express your intention)

- b. In the case of a question, the question will be stated on the ballot, and the voter will be able to mark their opinion with a yes or no. The ballot will state the question and will be followed by:

*(State the question here)*

“Are you in favour of the above question?”

Yes

No

Mark the ballot by placing an X in the space provided on the right-hand side opposite the words which express your intention.

- 10.4. A copy of the text of the bylaw, resolution or question shall be posted in at least one (1) conspicuous place at each voting station and, if feasible, in each voting compartment.

**11. Post Vote Procedures**

- 11.1. The Returning Officer shall close the voting station no earlier than 8:00 p.m. on Election Day:
- 11.2. Direct any Advance Ballot Box(es) be opened by Presiding Deputies;
- 11.3. Direct any Special Ballot Box(es) be opened by Presiding Deputies;
- 11.4. Direct any Institutional Ballot Box(es) be opened by Presiding Deputies;
- 11.5. Immediately after the close of the voting station, in the presence of at least one deputy and any additional officers that he or she considers necessary or candidates or their agents, if any, the presiding deputy shall:
  - a. together with another deputy (or such other number as described by the Returning Officer), and complete the ballot account;
  - b. report the results to the Returning Officer;
  - c. count the unused ballots, the voted ballots, and the spoiled ballots; and place them together with the elector register and all statements, and all oaths, declarations, in one ballot box as directed by the Returning Officer;
  - d. seal and initial the ballot box and provide the sealed ballot box for delivery in person to the Returning Officer/Election Office; and
  - e. forthwith deliver the completed ballot account (including the attached results tapes) to the Returning Officer
- 11.6. The Returning Officer may direct that additional reporting procedures be used.
- 11.7. The presiding deputy shall not permit more than one candidate or his or her agent, or more than one agent of either side of a vote on any bylaw or question to be present at the same time in the voting station after the voting station is closed.
- 11.8. After tabulating the voting results, the ballot boxes shall be stored as directed by the Returning Officer.
- 11.9. If the Returning Officer makes a recount, pursuant to the Act, the voted ballots will be recounted by the same method used.

- 11.10. Upon the completion of the tabulation of the election results, the Secretary shall retain the ballots as provided for in the Act.
- 11.11. The Secretary will ensure that all election results materials as retained above are destroyed or erased and witnessed in accordance with the Act (no later than 12 weeks after October 20, 2025) and in the case of ballots for a senate election, the retention period will comply with Section 49 of the Alberta Senate Election Act (at least 3 months).

**12. ACCESS TO INFORMATION AND PROTECTION OF PRIVACY**

- 12.1. The City of Lacombe is committed to protecting personal information collected during municipal elections, in compliance with the Act and the Freedom of Information and Protection of Privacy Act (FOIP), and upon passing of the Access to Information Act, 2024 and the Protection of Privacy Act, 2024. Personal data will be used solely for election purposes, including voter eligibility, nominations, and election results, as outlined in Schedule "D". Access to this information is restricted to authorized election officials, and all records will be securely retained and destroyed according to applicable laws and retention policies

**13. Effective Date**

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

**14. Severability**

- 14.1. If any portion of this bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed and the remainder of the bylaw is deemed valid.

**15. Repeal Of Bylaw 484**

- 15.1. City of Lacombe Bylaw #484 is hereby repealed.

INTRODUCED AND GIVEN FIRST READING THIS 12<sup>th</sup> day of May, 2025.

GIVEN SECOND READING THIS 26<sup>th</sup> day of May, 2025.

GIVEN THIRD AND FINAL READING THIS 26<sup>th</sup> day of May, 2025.

Original Signed

\_\_\_\_\_

Mayor

Original Signed

\_\_\_\_\_

Chief Administrative Officer

## City of Lacombe Bylaw 526 - SCHEDULE "A" – Example Ballots

### Ballot Form for Mayor – Front

**City of Lacombe**  
**[year] Municipal Election – Official Ballot**  
**[Date of Election]**

To Vote:

Mark the ballot by placing an X in the space provided on the right-hand side opposite the name of the candidate of your choice.

<b>Mayor</b>	
You are entitled to vote for <b>ONE (1)</b> candidate of your choice:	
LAST NAME, first name	<input type="radio"/>
LAST NAME, first name	<input type="radio"/>
LAST NAME, first name	<input type="radio"/>



## City of Lacombe Bylaw 526 - SCHEDULE "A" – Example Ballots

### Ballot Form for Public School Trustees – Front

**City of Lacombe**  
**[year] Public School Election – Official Ballot**  
**[Date of Election]**

To Vote:

Mark the ballot by placing an X in the space provided on the right-hand side opposite the name of the candidates of your choice. You may vote for less than the maximum number, but not for more.

<b>Public School Division</b>	
You are entitled to vote for <b>XXXXX(X)</b> candidate(s) of your choice:	
LAST NAME, first name	<input type="checkbox"/>
LAST NAME, first name	<input type="checkbox"/>
LAST NAME, first name	<input type="checkbox"/>
LAST NAME, first name	<input type="checkbox"/>

## City of Lacombe Bylaw 526 - SCHEDULE "A" – Example Ballots

### Ballot Form for Separate School Division Trustees – Front

**City of Lacombe**  
**[year] Separate School Division – Official Ballot**  
**[Date of Election]**

To Vote:

Mark the ballot by placing an X in the space provided on the right-hand side opposite the name of the candidates of your choice. You may vote for less than the maximum number, but not for more.

<b>Separate School Division</b>	
You are entitled to vote for <b>XXXXX(X)</b> candidate of your choice:	
LAST NAME, first name	<input type="checkbox"/>
LAST NAME, first name	<input type="checkbox"/>
LAST NAME, first name	<input type="checkbox"/>
LAST NAME, first name	<input type="checkbox"/>

## City of Lacombe Bylaw 526 - SCHEDULE "A" – Example Ballots

### Form of Ballot – Back

DRO Initials
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Back of Ballot

## City of Lacombe Bylaw 526 - SCHEDULE "B"

### Vote on a Bylaw or Resolution

**Instructions to Voters:** Mark the ballot by placing an X in the space provided on the right-hand side opposite the words which express your intention. If you tear or wrongly mark your ballot, return it and another will be provided.

#### Vote on Bylaw (or Resolution):

*(title of the bylaw or resolution) to (state object of the bylaw or resolution)*

For the Bylaw (or Resolution)

Against the Bylaw (or Resolution)

Submitted by the City of Lacombe (or school division) this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

## City of Lacombe Bylaw 526 - SCHEDULE "C"

### Vote on a Question

**Instructions to Voters:** Mark the ballot by placing an X in the space provided on the right-hand side opposite the words which express your intention. If you tear or wrongly mark your ballot, return it and another will be provided.

#### Vote on Question:

*(state the question here)*

Yes

No

Submitted by the City of Lacombe (or school division) this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

**City of Lacombe Bylaw 526 Schedule "D": Privacy Statement****Collection and Use of Personal Information – Municipal Elections**

The City of Lacombe is committed to protecting the personal information of electors, candidates, and all individuals involved in the conduct of municipal elections.

**1. Authority for Collection**

- Personal information is collected under the authority of the Local Authorities Election Act, RSA 2000, c L-21, section 33(c) of the Freedom of Information and Protection of Privacy Act, RSA 2000, c F-25 and upon passing the Access to Information Act, 2024 and the Protection of Privacy Act, 2024.

**2. Purpose**

- Information is collected for the purposes of:
  - Administering municipal elections;
  - Confirming elector eligibility;
  - Managing nominations and candidate disclosures;
  - Ensuring election security and integrity;
  - Complying with legislated record-keeping and reporting requirements.

**3. Use and Disclosure**

- Personal information will be used and disclosed only as authorized under the Local Authorities Election Act, the FOIP Act and upon passing the Access to Information Act, 2024 and the Protection of Privacy Act, 2024.
- This may include publication of candidate nomination papers, disclosure of election results, or inspection of election records as required by law.

**4. Access to Information**

- The City will ensure that access to personal information is restricted to those election officials who require it to perform their duties.
- All election workers will be required to sign a confidentiality agreement before accessing any election records.

**5. Retention and Destruction**

- Election records will be retained in accordance with section 101 of the Local Authorities Election Act and applicable municipal bylaws or records retention policies.
- Personal information will be securely destroyed once retention periods have expired and it is no longer required for legal or administrative purposes.

**6. Contact Information**

- For questions about the collection, use, or disclosure of personal information during the election process, contact:

**City of Lacombe FOIP Coordinator**

5432 56 Avenue

Lacombe, Alberta T4L 1E9

Phone: (403) 782-6666

Email: foip@lacombe.ca