



REGIONAL MUNICIPALITY  
OF **WOOD BUFFALO**

# **Election Bylaw**

Bylaw No. 13/010

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## **BYLAW NO. 13/010**

### **BEING A BYLAW OF THE REGIONAL MUNICIPALITY OF WOOD BUFFALO TO ESTABLISH THE RULES TO FOLLOW IN CONDUCTING REGIONAL ELECTIONS**

**WHEREAS** pursuant to the *Local Authorities Election Act*, R.S.A. 2000 c. L-21, as amended, an elected authority may:

- a) enter into an agreement with one or more elected authorities in the same area for the conduct of an election;
- b) pass a bylaw to provide the times and locations to receive nominations in the local jurisdiction;
- c) pass a bylaw to require that every nomination be accompanied with a deposit in the amount specified in the bylaw;
- d) pass a bylaw to provide for events in the circumstances of a death of a candidate;
- e) authorize the returning officer to divide the local jurisdiction into voting subdivisions;
- f) pass a bylaw to provide that voting stations be open prior to 10:00 a.m.;
- g) provide for the number and types of identification that are required to verify a person's name and current address;
- h) authorize the holding of an advance vote on any vote to be held in an election;
- i) authorize the attendance of two deputies at the residence of an elector for taking the vote of an elector who, because of physical incapacity, is unable to attend a voting station to vote;
- j) designate the location of one or more institutional voting stations for an election; and
- k) provide for the taking of the votes of the electors by means of voting machines, vote recorders or automated voting system, and such bylaw will prescribe the form of the ballot, the directions for the marking of the ballot by the elector, and the directions for voting procedures to be used and followed;

**AND WHEREAS** pursuant to the *Municipal Government Act*, R.S.A 2000 c. M-26, as amended,

- a) the chief elected official and councillors are to be elected by a vote of the electors in accordance with the *Local Authorities Election Act*, R.S.A. 2000 c. L-21, as amended;
- b) the term of office of the chief elected official and councillors is governed by the *Local Authorities Election Act*, R.S.A. 2000 c. L-21, as amended;
- c) council must hold by-elections to fill vacancies in specified circumstances; and

- d) a vacancy in the office of the chief elected official and councillor must be filled in specified circumstances;

**AND WHEREAS** the *School Act*, R.S.A. 2000, c. S-3, as amended, the *Local Authorities Election Act*, R.S.A. 2000 c. L-21, as amended, and the *Municipal Government Act*, R.S.A. 2000 c. M-26, as amended, establish the general rules for the conduct of members of school boards and municipal councils;

**NOW THEREFORE**, the Council of the Regional Municipality of Wood Buffalo, duly assembled, hereby enacts as follows:

## **PART I – SHORT TITLE, DEFINITIONS AND INTERPRETATION.**

### **Short Title**

1. This bylaw may be cited as the “Election Bylaw”.

### **Definitions**

2. For the purpose of this bylaw, the following definitions shall apply:
- (a) “Act” means the *Local Authorities Election Act*, R.S.A. 2000 c. L-21 as amended;
  - (b) “advance vote” has the meaning prescribed by the Act;
  - (c) “automated voting system” means an automated system that counts and records votes and processes and stores election results;
  - (d) “auxiliary ballot box” means a separate compartment in the ballot box for ballot cards that have been marked by voters but not counted by the vote tabulator;
  - (e) “ballot” means a separate marked area on the ballot card stating the office(s) and candidates, questions or bylaws and indicating all choices available to the voters and containing spaces in which the voters mark their votes;
  - (f) “ballot account” means an account of ballots prepared in the form required by the Act;
  - (g) “ballot box” means the container for ballot cards that have been marked by voters;
  - (h) “ballot card” means a paper card containing all ballots to be voted on by voters in the Municipality or a ward thereof;
  - (i) “counting centre” means a controlled access area where election results are determined;
  - (j) “Council” means the council of the Regional Municipality of Wood Buffalo;

- (k) “deputy” has the meaning prescribed by the Act;
- (l) “designated deputy” means the deputy returning officer(s) appointed by the presiding deputy to issue new ballot cards to voters if the original ballot card is spoiled;
- (m) “election” includes a single-purpose election and a general election;
- (n) “election office” means the Regional Municipality of Wood Buffalo Jubilee Centre, 9909 Franklin Avenue, Fort McMurray, Alberta, and/or any other locations(s) specified by the returning officer;
- (o) “general election” has the meaning prescribed by the Act;
- (p) “legible mark” means a mark (including an X) in the space provided on the ballot card denoting the choice of the voter;
- (q) “memory storage unit” means a computer memory unit that connects to the vote tabulator that contains:
  - (i) the names of the candidates for each contest;
  - (ii) the alternatives “yes” and “no” for each bylaw or question (where there is a bylaw or question); and
  - (iii) a secure mechanism to record and count votes;
- (r) “Municipality” means the municipal corporation of the Regional Municipality of Wood Buffalo;
- (s) “paper ballot” means a ballot used when an automated voting system is not used, indicating an office, bylaw or question to be voted on, all choices available to the voters and containing spaces in which the voters mark their votes;
- (t) “portable ballot box” means a ballot box, in the form required by the Act, that is not used with a vote tabulator;
- (u) “presiding deputy” has the meaning prescribed by the Act;
- (v) “privacy sleeve” means an open-ended envelope used to cover ballot cards to conceal the voter’s mark(s) but reveal the initials of the deputy;
- (w) “register tape” means the printed record generated from a vote tabulator which shows:
  - (i) the number of ballots received;
  - (ii) the number of ballots accepted;

- (iii) the number of ballots rejected;
  - (iv) the number of votes for each candidate; and
  - (v) where there is a vote on a bylaw or question, the number of votes for and against each bylaw or question;
- (x) “rejected ballot card” means a ballot card that has been submitted by a voter under section 45 of this bylaw;
- (y) “returning officer” has the meaning prescribed by the Act;
- (z) “single-purpose election” means any by-election or vote on a bylaw or question held in the Regional Municipality of Wood Buffalo:
  - (i) to elect a member or members of Council;
  - (ii) to elect a member or members of a board of trustees, or any other authority as prescribed by the Act or other legislation, when a joint election agreement has been entered into by the Regional Municipality of Wood Buffalo;
  - (iii) to determine a vote on a bylaw or question; or
  - (iv) any combination of these alternatives;
- (aa) “spoiled ballot card” means a ballot card that has been returned by the voter under sections 44 or 46 of this bylaw;
- (bb) “statement of elector eligibility” means a statement in the form required by the Act;
- (cc) “statement of friend of incapacitated elector” means a statement in the form required by the Act to be made by a friend who assists an incapacitated voter to vote;
- (dd) “statement of incapacitated elector” means a statement in the form required by the Act to be made by an incapacitated voter;
- (ee) “vote tabulator” means a machine into which ballot cards are inserted that scans each ballot and:
  - (i) records the number of votes for each candidate; and
  - (ii) where applicable, records the number of votes for and against each bylaw or question;
- (ff) “voter” has the same meaning as “elector” under the Act.

3. When a term used in this bylaw is not defined in section 2 and the term's meaning is not clear from its context, that term will be given the same meaning as it has in any provincial legislation governing elections. If the term is not given a meaning in such provincial legislation, then the ordinary dictionary definition shall apply.

### **Application**

4. This bylaw applies to all elections conducted by the Regional Municipality of Wood Buffalo.

## **PART II – JOINT ELECTIONS**

### **Joint Election with Another Elected Authority**

5. The returning officer is authorized to enter into agreements, on behalf of the Municipality, to conduct elections on behalf of other elected authorities in the Regional Municipality of Wood Buffalo whose boundaries may or may not be contiguous with the Regional Municipality of Wood Buffalo but do have areas in common.

## **PART III – ELECTION WORKERS**

### **Returning Officer**

6. The Chief Administrative Officer must appoint a returning officer for the purpose of conducting an election under the Act.

### **Deputies and Constables**

7. The returning officer may appoint as many deputies, constables and other persons as the returning officer decides are necessary to assist with any requirement of this bylaw or the Act.

## **PART IV – VOTING SUBDIVISIONS**

### **Ward Boundaries**

8. Wards, ward boundaries and the composition of Council are determined by Province of Alberta Order in Council 817/94, as amended.

### **Voting Subdivisions**

9. The returning officer may divide the wards into voting subdivisions.

### **Altering Voting Subdivisions**

10. The returning officer may alter the boundaries of voting subdivisions and create additional voting subdivisions as long as the changes are made before notice is given for an election.

11. The returning officer may designate the locations of more than one voting station for a voting subdivision.

### **Work Site Voting Stations**

12. The returning officer may establish voting stations at work sites and direct that those workers who are electors who wish to vote and are required to work at the site during the hours for which the voting station is open, shall vote at that voting station, notwithstanding that those workers do not reside in the voting subdivision in which that voting station is located.

## **PART V – PREPARATION FOR ELECTIONS**

### **Nomination Day and Time**

13. Nomination Day must be held four weeks before Election Day and the returning officer may only receive nominations between the hours of 8:30 a.m. and 12:00 noon on Nomination Day at the following locations:
  - (a) Ward 1 - Fort McMurray, Council Chamber, Jubilee Centre, 9909 Franklin Avenue, Fort McMurray;
  - (b) Ward 2 - Fort Chipewyan Municipal Office, 101 Loutit Street, Fort Chipewyan;
  - (c) Ward 2 – Fort McKay School, Range Road 110A, Fort MacKay;
  - (d) Ward 3 – Sapræ Creek Estates – Vista Ridge, Spruce Valley Road, Sapræ Creek Estates;
  - (e) Ward 4 - Anzac Municipal Office, 105B-4 Christina Drive, Anzac;
  - (f) Ward 4 - Conklin Municipal Office, 245 Northland Drive, Conklin;
  - (g) Ward 4 - Janvier Municipal Office, 110 Janvier Drive, Chard;

### **Nomination Form**

14. For the office of mayor, the nomination form must be signed by at least five (5) voters.
15. For the office of councillor, the nomination form must be signed by at least five (5) voters.

### **Nomination Deposit Amount**

16. Candidates for the office of mayor must submit a \$250.00 deposit at the time of filing their nomination form.
17. Candidates for the office of councillor must submit a \$100.00 deposit at the time of filing their nomination form.

18. The deposit must be in cash, certified cheque or money order payable to the Regional Municipality of Wood Buffalo.
19. If the Municipality is conducting an election for another elected authority, the nomination signatures and deposit requirements, if any, duly passed by that elected authority shall apply to the nomination of candidate(s) for the office(s) of that elected authority.

#### **Death of a Candidate**

20. If a candidate for any position dies after nomination day but before 9:00 a.m. on election day, the election for that position will be discontinued.
21. The appropriate elected authority will arrange a new election for the position as soon as possible.

#### **Election Day**

22. As prescribed by the Act, general elections under this bylaw will be held on the third Monday in October every four years.
23. All other elections will be held on the date determined by resolution of the elected authority.

#### **Election Time**

24. Voting stations will be open from 9:00 a.m. to 8:00 p.m. on Election Day.

#### **Form of Ballots**

25. Ballot cards for an election will be in the general form prescribed in Schedule A, unless otherwise prescribed by the returning officer.
26. Ballot cards for a vote on a bylaw or question will be as described in Schedule B, unless otherwise prescribed by the returning officer.

#### **Separate Ballot Cards**

27. Ballot cards used within the same voting subdivision, but containing different ballots, may be distinguished by colour or by any other means as directed by the returning officer.

### **PART VI – USE OF AUTOMATED VOTING SYSTEM**

#### **Use of Automated Voting System**

28. The returning officer may decide to conduct any portion of any election in the Regional Municipality of Wood Buffalo using an automated voting system.
29. If an automated voting system is not used:

- (a) The term “ballot card” will be replaced by “paper ballot” where the context requires; and
- (b) Sections 31, 32, 35(f), 39, 40(b), 41, 42, 43, 44, 46, 48, 50, 83 and Parts XI and XII do not apply and the provisions of the Act will be followed instead.

30. Notwithstanding anything in this bylaw, in the event of:

- (a) a malfunction of the automated voting system;
- (b) the unavailability of the automated voting system or any of its components;
- (c) a defect in the ballots or ballot marking pens; or
- (d) anything related to the operation of the automated voting system or any of its components,

the returning officer may make any direction that the returning officer deems necessary or desirable with respect to:

- (a) the voting procedures to be used;
- (b) the taking of votes;
- (c) the counting of votes; and
- (d) where required, a recount under the Act.

31. Without restricting the generality of section 30 (above), if it becomes impossible or impractical to count the ballots with the vote tabulator, the returning officer may direct that the ballots:

- (a) be counted manually, or
- (b) be duplicated and counted following the procedure in section 91 of this bylaw;

following as far as practicable the provisions of the Act governing the counting of ballots.

### **Systems Test and Security**

- 32. The returning officer must conduct a test of the automated voting system before each election and must be satisfied that it is in good working order.
- 33. As soon as the test of the automated voting system is completed, the returning officer must secure the memory storage units and ensure that they will remain secured until the election.

## **PART VII – VOTING PROCEDURES**

### **Demonstration**

34. If requested by a voter before voting, a deputy must explain voting procedures.

### **Registration**

35. A deputy responsible for issuing ballot cards will:
- (a) ensure the voter is voting in the correct voting subdivision;
  - (b) ensure that, in addition to meeting the requirements of the Act, the voter produces the following proof of the person's identity and current residence for inspection:
    - (i) one piece of identification issued by a Canadian government, whether federal, provincial or local, or an agency of that government, that contains a photograph of the elector and his or her name and current address, or
    - (ii) two pieces of identification each of which establishes the elector's name and at least one of which establishes the elector's current address (as per Schedule C) and provides proof satisfactory to the returning officer that the person is eligible to vote;
  - (c) ensure that the voter gives the statement of elector eligibility;
  - (d) ensure the voting register is completed;
  - (e) if an agreement has been entered into with the school districts or divisions, ask the voter if the voter is a resident of the Fort McMurray Public School District, or a resident of the Fort McMurray Catholic School District, or where applicable, a resident of the Northland School Division.
  - (f) initial the appropriate ballot card and give it to the voter, along with the privacy sleeve, and where necessary, the ballot marking pen and any further instructions the voter requests.

### **Voting Compartment**

36. Unless section 50, 51, 52 or 53 applies, immediately after receiving the ballot card, the voter must go to the voting compartment alone to vote.

### **Marking Ballot**

37. The voter may only vote by making a legible mark on each ballot beside the chosen candidate (or candidates where there is more than one vacancy), and where there is a vote on a bylaw or question, beside "yes" or "no".
38. A voter may mark only up to the same number of spaces on a ballot as the number of

vacancies in office, and may not mark more than one space on a ballot for each bylaw or question.

### **After Voting**

39. Once the voter has finished marking the ballot card, the voter must insert the ballot card into the privacy sleeve and return the ballot card to the deputy at the ballot box.

### **Checking and Inserting Ballots**

40. The deputy at the ballot box must:
  - (a) ensure that the ballot card was initialed by a deputy; and
  - (b) insert the ballot card directly from the privacy sleeve into the vote tabulator, ensuring that the ballots are not exposed.

### **Voter Error – Spoiled Ballot Cards**

41. If a voter has made a mistake when marking a ballot, the voter may return the ballot card to the designated deputy.
42. The designated deputy must issue a new ballot card to a voter and mark the returned ballot card “SPOILED” if the designated deputy is satisfied that the voter made a mistake.

### **Vote Tabulator**

43. If a ballot card is rejected by the vote tabulator, the deputy at the ballot box must advise the voter to request another ballot card.

### **Spoiled Ballot Cards**

44. If the voter requests another ballot card, the designated deputy must issue a new ballot card to the voter and mark the returned ballot card “SPOILED”.

### **Rejected Ballot Cards**

45. If the voter refuses to request another ballot card, the deputy at the ballot box must mark the ballot card with the word “REJECTED”.

### **Spoiled Ballots and Rejected Ballots Kept Separately**

46. Spoiled ballot cards must be retained and kept separately from all other ballot cards and must not be counted in the election results.
47. Rejected ballot cards must be retained and kept separately from all other ballot cards and must not be counted in the election results.

### **Valid Ballots**

48. Subject to a determination made by the returning officer on a recount, a ballot counted by the vote tabulator is valid and will be counted in the election results.

### **Exiting Voting Station**

49. Once the ballot card has been inserted in the ballot box, the voter must immediately leave the voting station.

### **Vote Tabulator Failure**

50. If the vote tabulator fails to work or stops working, the deputy at the ballot box must insert into the auxiliary ballot box all ballot cards delivered by voters while the vote tabulator is not working.

### **Blind or Incapacitated Voters at the Voting Station**

51. A voter who is unable to read, or who is incapacitated by blindness or another physical condition from marking the ballot, can request assistance from the presiding deputy in marking the ballot.
52. Upon the incapacitated voter making the statement of incapacitated elector, the presiding deputy shall assist that voter in marking the ballot.
53. A voter who is unable to read, or who is incapacitated by blindness or another physical condition from marking the ballot, can choose to be assisted by a friend or relative, who is at least 18 years of age and has accompanied the voter to the voting station.
54. The incapacitated voter must give the statement of incapacitated elector and the friend must give the statement of friend of incapacitated elector before being allowed to vote under this section.

## **PART VIII – ADVANCE VOTE**

### **Advance Vote**

55. There will be an advance vote for each election conducted under this bylaw.

### **Dates and Times of Advance Vote**

56. The advance votes will be held on the dates and times set by the returning officer.

### **Returning Officer Assigns Duties**

57. The returning officer will:
  - (a) select a presiding deputy for each location of the advance vote; and

- (b) assign duties to deputies.

### **Use of Vote Tabulator in Advance Vote**

- 58. The vote tabulators will be used to conduct the advance vote unless the returning officer directs that portable ballot boxes will be used.

### **Visually Impaired Voters**

- 59. In the event that a visually impaired voter requests a blind voter template in accordance with the Act, the returning officer will advise the voter to attend at an advance vote location.
- 60. A blind voter template will not be used if the returning officer used the audio ballot feature options of the electronic ballot marking device.
- 61. A visually impaired voter can request the use of the audio ballot feature option of the electronic ballot marking device.

### **Completion of Advance Vote**

- 62. If the vote tabulators are used for the advance vote, upon completion of each day of the advance vote; the presiding deputy must ensure that:
  - (a) no additional ballot cards are inserted in the vote tabulator between the completion of that day's advance vote and the beginning of the next scheduled advance vote day for that election,
  - (b) no register tapes for the advance vote are generated, and
  - (c) the vote tabulators, complete with memory storage units, are delivered to the election office, or other location(s) specified by the returning officer.

### **Sealed Ballot Boxes**

- 63. The returning officer must ensure:
  - (a) that the ballot boxes used for the advance vote remain sealed; and
  - (b) where the vote tabulators are used for the advance vote:
    - (i) that the memory storage units remain secure; and
    - (ii) that the register tapes for the advance vote are not generated until 8:00 p.m. on election day.

## **PART IX – INCAPACITATED VOTE**

### **Incapacitated Elector at Home**

64. A voter who, because of physical incapacity is unable to attend a voting station or an advance voting station, may request the attendance of two deputies at the voter's residence to take the elector's vote between the hours of 9:00 a.m. and 8:00 p.m. on election day.
65. If the returning officer is satisfied that a voter is unable to attend a voting station or an advance voting station due to physical incapacity, the returning officer shall include the voter's name and address on a list.
66. When the returning officer has completed the list in accordance with section 65, the returning officer shall:
  - (a) advise each applicant that the request has been accepted or rejected, as the case may be, and in the event of rejection, give reasons for it;
  - (b) inform each voter whose request has been accepted of the date and approximate time at which the two deputies will attend the voter's residence; and
  - (c) appoint sufficient deputies to give full effect to this section.
67. All attendances by deputies at the incapacitated voter's residence must be made during the hours fixed by this section and no vote shall be taken at any other time.

### **Voting Procedures at Incapacitated Voter's Residence**

68. The deputies appointed by the returning officer to attend the residence of an incapacitated voter must take the vote of each incapacitated voter by:
  - (a) explaining and demonstrating the voting procedure;
  - (b) ensuring that, in addition to meeting the requirements of the Act, the voter produces the following proof of the person's identity and current residence for inspection:
    - (i) one piece of identification issued by a Canadian government, whether federal, provincial or local, or an agency of that government, that contains a photograph of the elector and his or her name and current address, or
    - (ii) two pieces of identification each of which establishes the elector's name and at least one of which establishes the elector's current address (as per Schedule C) and provides proof satisfactory to the returning officer that the person is eligible to vote;
  - (c) ensuring that each voter gives the statement of elector eligibility;

- (d) ensuring that the voting register is complete;
- (e) asking if the voter is a resident of the Fort McMurray Public School District, or a resident of the Fort McMurray Catholic School District, or where applicable, a resident of the Northland School Division.
- (f) initialing the appropriate ballot card and giving it to the voter along with a privacy sleeve, the ballot marking pen and any further instructions the voter requests;
- (g) allowing the voter to mark his or her ballot; and
- (h) inserting the ballot card directly from the privacy sleeve into the portable ballot box or the vote tabulator.

### **Securing Ballot Boxes**

- 69. If a portable ballot box is used, the deputies must ensure that the portable ballot box used for the taking of the vote of the incapacitated voter is secured.
- 70. As soon as the deputies have attended at all incapacitated voters residences as directed by the returning officer, the deputies must seal the portable ballot box and return it to the counting centre.
- 71. If a vote tabulator is used for the taking of the vote of the incapacitated voter, the deputies must ensure:
  - (a) upon completion of the vote at each incapacitated voter's residence, that the ballot boxes used are sealed to prevent the insertion of additional ballot cards and are delivered to the counting centre or other location(s) specified by the returning officer; and
  - (b) upon the completion of the vote at the last incapacitated voter's residence:
    - (i) that no additional ballot cards are inserted in the vote tabulator;
    - (ii) that no register tapes for the votes of the incapacitated voters are generated;
    - (iii) that the vote tabulators, complete with memory storage units, are delivered to the counting centre, or other location(s) specified by the returning officer; and
    - (iv) that the register tapes for the votes of the incapacitated voters are not generated until 8:00 p.m. on election day.

## **PART X – INSTITUTIONAL VOTE**

### **Institutional Vote**

72. Institutional voting stations shall be established at hospitals, auxiliary hospitals, nursing homes and seniors' accommodation facilities as prescribed by the returning officer.
73. The returning officer will ensure that the times are posted at the institution at least two days before the vote is to be taken.

### **Seniors' Accommodation Facility**

74. The returning officer is not required to conduct an institutional vote at a seniors' accommodation facility when:
  - (a) the facility provides accommodations for less than 25 persons of 65 years of age or older; or
  - (b) the facility does not have a suitable place to conduct the vote.

### **Appoint Deputies**

75. The returning officer will appoint deputies to take the votes of voters who are confined to a hospital, auxiliary hospital, nursing home or seniors' accommodation facility.
76. The returning officer may conduct a vote at an institution during the advance vote.
77. If the returning officer chooses to conduct the vote at an institution during the advance vote, the deputies must ensure that the voters provide identification as specified in the Act and in Section 80(b) and give the statement of elector eligibility.
78. Subject to sections 81 and 82 and any necessary modifications, the deputies appointed to attend at an institution must use the voting procedures described in Part VII, and the completed ballots must be inserted in the portable ballot box or the vote tabulator.
79. The deputies, accompanied by an official of the institution, may attend with a ballot box on those patients or residents confined in their rooms, and take the votes of any of those patients or residents who express a desire to vote.

### **Voting Procedures at Institutions**

80. The deputies appointed by the returning officer to take the institutional vote must take the vote of each patient indicating a desire to vote by:
  - (a) explaining and demonstrating the voting procedure;
  - (b) ensuring that, in addition to meeting the requirements of the Act, the voter produces following proof of the person's identity and current residence for inspection:

- (i) one piece of identification issued by a Canadian government, whether federal, provincial or local, or an agency of that government, that contains a photograph of the elector and his or her name and current address, or
- (ii) two pieces of identification each of which establishes the elector's name and at least one of which establishes the elector's current address (as per Schedule C) and provides proof satisfactory to the returning officer that the person is eligible to vote;
- (c) ensuring that each voter gives the statement of elector eligibility;
- (d) ensuring that the voting register is complete;
- (e) asking if the voter is a resident of the Fort McMurray Public School District, or a resident of the Fort McMurray Catholic School District, or where applicable, a resident of the Northland School Division.
- (f) initialing the appropriate ballot card and giving it to the voter along with a privacy sleeve, the ballot marking pen and any further instructions the voter requests;
- (g) allowing the voter to mark his or her ballot; and
- (h) inserting the ballot card directly from the privacy sleeve into the portable ballot box or the vote tabulator.

### **Securing Ballot Boxes**

- 81. If a portable ballot box is used, the deputies must ensure that the portable ballot box used for the institutional vote is secured.
- 82. As soon as the deputies have attended at all institutions as directed by the returning officer, the deputies must seal the portable ballot box and return it to the election office.
- 83. If a vote tabulator is used for the institutional vote, the deputies must ensure:
  - (a) upon completion of the vote at each institution, that the ballot boxes used are sealed to prevent the insertion of additional ballot cards and delivered to the election office or other location(s) specified by the returning officer; and
  - (b) upon the completion of the vote at the last institutional vote:
    - (i) that no additional ballot cards are inserted in the vote tabulator;
    - (ii) that no register tapes for the institutional vote are generated;
    - (iii) that the vote tabulators, complete with memory storage units, are delivered to the election office, or other location(s) specified by the returning officer; and

- (iv) that the register tapes for the institutional vote are not generated until 8:00 p.m. on election day.

## **PART XI – POST VOTE PROCEDURES**

### **Presiding Deputy to Close**

- 84. Immediately after the voting station is closed, the presiding deputy must, in the presence of at least one and any additional officers that the presiding deputy considers necessary, and the candidates or agents, if any:
  - (a) insert the ballot cards from the auxiliary ballot box into the vote tabulator;
  - (b) secure the vote tabulator so that no more ballot cards can be inserted;
  - (c) produce one copy of the register tape, or other number of copies as may be directed by the returning officer, from the vote tabulator;
  - (d) together with another deputy, certify the register tape in the form prescribed in Schedule D of this bylaw;
  - (e) report the results to the returning officer in one or all of the following ways:
    - (i) by transmitting the results electronically from the vote tabulator;
    - (ii) by delivering the vote tabulators, complete with memory storage units, to the election office, or other location(s) specified by the returning officer; or
    - (iii) by telephone;
  - (f) ensure all voted ballot cards remain in the ballot box(es);
  - (g) count the unused ballot cards, the rejected ballot cards and the spoiled ballot cards and place them, packaged separately and sealed, in the ballot box(es) along with the voting register and all statements;
  - (h) seal and initial the ballot box(es) so that it cannot be opened without breaking the seal, mark on the outside the voting station or number, and ensure that it is ready to be delivered to the returning officer; and
  - (i) complete the ballot account, attaching one copy of the certified register tape and delivering a copy of the register tape and the ballot account to the returning officer as soon as possible.
- 85. The returning officer may direct that additional reporting procedures be used.

86. A presiding deputy shall not permit more than the candidate or his agent, or more than one agent of either side of a vote on any bylaw or question to be present at the same time after the voting station is closed.

### **Ballots Not Counted**

87. A ballot will not be counted in the election results if:
- (a) the ballot card has not been initialed by a deputy; or
  - (b) it cannot be read by the vote tabulator.

### **Portable Ballot Boxes**

88. Deputies must deliver the portable ballot boxes to the counting centre or other location specified by the returning officer.
89. The portable ballot boxes will remain sealed until they are opened for counting by the automated voting system.

### **Advance Vote Counting**

90. The register tapes from the vote tabulators used at the advance vote will be generated at the counting centre after 8:00 p.m. on election day.

### **Counting From Portable Ballot Boxes**

91. The portable ballot boxes will be opened, at the direction of the returning officer, by the deputies at the counting centre after 8:00 p.m. on election day, and all ballot cards will be removed and inserted into the appropriate vote tabulators for counting.
92. If the vote tabulator rejects the ballot, and a vote, though incorrectly marked on a ballot, clearly indicates for whom or what the voter intended to vote:
- (a) a duplicate ballot may be prepared in the presence of two deputies to reflect the intent of the elector, and the word “DUPLICATE” shall be marked on the ballot, and the word “SPOILED” shall be marked on the incorrectly marked ballot; and
  - (b) the duplicated ballot shall be marked with a serial number, which shall also be recorded on the incorrectly marked ballot, and such duplicated ballot may be inserted into a vote tabulator to be counted.

## **PART XII – RECOUNTS**

### **Recount Procedure**

93. If a recount is authorized by the Act and the returning officer chooses to make a recount:
- (a) the memory storage units of all vote tabulators will be cleared;

- (b) vote tabulators will be designated for each ward, where applicable;
- (c) all ballot cards will be removed from the sealed ballot boxes; and
- (d) all ballot cards will be reinserted in the appropriate vote tabulators under the supervision of the returning officer except;
  - (i) spoiled ballot cards; and
  - (ii) rejected ballot cards that have been duplicated.

### **Duplicate Ballots**

94. If the vote tabulator rejects the ballot, and a vote, though incorrectly marked on a ballot clearly indicates for whom or what the voter intended to vote:
- (a) a duplicated ballot may be prepared in the presence of two deputies to reflect the intent of the elector, and the word “DUPLICATE” shall be marked on the ballot, and the word “SPOILED” shall be marked on the incorrectly marked ballot; and
  - (b) the duplicated ballot shall be marked with a serial number which shall also be recorded on the incorrectly marked ballot, and such duplicated ballot may be inserted into a vote tabulator to be counted.

### **PART XIII – GENERAL**

95. Bylaw No. 10/007 and all amendments are hereby repealed.
96. This Bylaw shall become effective when it has received third and final reading and has been signed by the Mayor and Chief Legislative Officer.

READ a first time this 12 day of March, 2013

READ a second time this \_\_\_\_\_ day of \_\_\_\_\_, 2013

READ a third and final time this \_\_\_\_\_ day of \_\_\_\_\_, 2013

SIGNED and PASSED this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

\_\_\_\_\_  
Mayor


\_\_\_\_\_  
Chief Legislative Officer

DRO's Initials

**Form for a Ballot Card**

**Regional Municipality of Wood Buffalo**  
**ELECTION – Month XX, 20XX**

**To Vote:**


**Completely fill in the oval  beside the name(s) of the candidate(s) of your choice.**

<b>MAYOR</b> <b>Regional Municipality of</b> <b>Wood Buffalo</b>	<b>COUNCILLOR WARD X</b> <b>Regional Municipality of</b> <b>Wood Buffalo</b>	<b>SCHOOL TRUSTEE</b> <b>School District or Division</b>
This ballot shall not be marked for more than one (1) candidate.	This ballot shall not be marked for more than six (6) candidates.	This ballot shall not be marked for more than five (5) candidates.
<input type="radio"/> <b>CANDIDATE</b>	<input type="radio"/> <b>CANDIDATE</b>	<input type="radio"/> <b>CANDIDATE</b>
<input type="radio"/> <b>CANDIDATE</b>	<input type="radio"/> <b>CANDIDATE</b>	<input type="radio"/> <b>CANDIDATE</b>
<input type="radio"/> <b>CANDIDATE</b>	<input type="radio"/> <b>CANDIDATE</b>	<input type="radio"/> <b>CANDIDATE</b>
<input type="radio"/> <b>CANDIDATE</b>	<input type="radio"/> <b>CANDIDATE</b>	<input type="radio"/> <b>CANDIDATE</b>
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	<input type="radio"/> <b>CANDIDATE</b>	<input type="radio"/> <b>CANDIDATE</b>
	<input type="radio"/> <b>CANDIDATE</b>	<input type="radio"/> <b>CANDIDATE</b>
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	<input type="radio"/> <b>CANDIDATE</b>	
	<input type="radio"/> <b>CANDIDATE</b>	
	<input type="radio"/> <b>CANDIDATE</b>	

DRO's Initials

**Form for a Ballot on a Bylaw or Question(s)**

**Ballot on a Bylaw or Question(s)**  
**Regional Municipality of Wood Buffalo**  
**Month XX, 20XX**

To vote, completely fill in the oval  beside your choice(s).

**Sample Preamble:**

"As an eligible elector of the Regional Municipal of Wood Buffalo, please vote on the following question:"

<p><b>Are you in favour of Bylaw (insert bylaw # &amp; bylaw title)?</b> Mark only "Yes" or "No"</p> <p><input type="radio"/> YES</p> <p><input type="radio"/> NO</p>	<p><b>A statement of the Question followed by: Are you in favour?</b> Mark only "Yes" or "No"</p> <p><input type="radio"/> YES</p> <p><input type="radio"/> NO</p>
<p><b>A statement of the Question followed by: Are you in favour?</b> Mark only "Yes" or "No"</p> <p><input type="radio"/> YES</p> <p><input type="radio"/> NO</p>	

### **Authorized Elector Identification**

In order to vote, every person must make a statement that the person is eligible to vote and must produce one piece of government issued identification containing the elector's photograph, current address and name. This includes an Operator's (Driver's) Licence or an Alberta Identification Card.

An elector who is unable to produce government issued photo identification, must produce two pieces of identification from the following list prior to voting. Both pieces of identification must establish the elector's name and one piece must establish the elector's current address.

### **Identification with Elector's Name**

Alberta Assured Income for the Severely Handicapped (AISH) card	Canadian National Institute for the Blind (CNIB) card
Alberta Forestry ID card	Confirmation Certificate
Alberta Health Care Insurance Plan (AHCIP) card	Credit / Debit card
Alberta Health Service ID Band (patient wrist identification band)	Employee / Staff card
Alberta Natural Resources (conservation) ID card	Firearm Possession and Acquisition Licence or Possession Only Licence
Alberta Service Dog Team ID card	Fishing, Trapping or Hunting Licence
Alberta Wildlife (WIN) ID card	Hospital / Medical card
Baptismal Certificate	Library card
Birth Certificate	Marriage Certificate
Canadian Air Transportation Security Agency (CATSA) ID card	Membership card: e.g. Service club, community organization, fitness/health club, political party or retail outlet
Canadian Blood Services card	Old Age Security card
Canadian Border Services Agency Canadian Passenger Accelerated Service System (CANPASS) card	Outdoors or Wildlife card / licence
Canadian Border Services Agency Free and Secure Trade (FAST) card	Pleasure Craft Operator (PCOC) card - Government of Canada
Canadian Border Services Agency Nexus card	Public Transportation card
Canadian Forces Civilian ID card	Secure Certificate of Indian Status (SCIS) card
Canadian Forces Health card	Social Insurance Number card
Canadian Forces ID card	Student ID card
Canadian Passport	Veteran's Affairs Canada Health card
Citizenship card	

Note: For electors residing in seniors' accommodation facilities and long-term care facilities, a photocopy of an item on the list is acceptable. This exception is made to address the fact that when residents are admitted, they routinely transfer their original identification to the administrator or to members of their family.

### Identification with Elector's Name and Address

Attestation of Residence issued by the responsible authority of First Nations band or reserve	One of the following, issued by the responsible authority of a seniors' accommodation facility or long-term care facility: e.g. Attestation of residence letter, letter of stay, admission form or statement of benefits
Bank / credit card statement or personal cheque	Pension Plan statement of benefits, contributions or participation
Correspondence issued by a school, college or university	Prescription bottle insert
Government cheque or cheque stub	Residential lease or mortgage statement
Income / property tax assessment notice	Statement of government benefits: e.g. Employment insurance, old age security, social assistance, disability support or child tax benefit
Insurance policy or coverage card	Utility bill: e.g. Telephone, public utilities commission, television, hydro, gas or water
Letter from a public curator, public guardian or public trustee	Vehicle Ownership or Insurance certificate
One of the following, issued by the responsible authority of a student residence, shelter or soup kitchen: e.g. Attestation of residence letter, letter of stay, admission form or statement of benefits	

Note: For electors residing in seniors' accommodation facilities and long-term care facilities, a photocopy of an item on the list is acceptable. This exception is made to address the fact that when residents are admitted, they routinely transfer their original identification to the administrator or to members of their family.

**Results Tape Certification**

We hereby certify that the above results are a true and accurate account of the election and that all counters were zero (0) when the polls opened and that the Election was held in accordance with the laws of the Province of Alberta.

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Presiding Deputy

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Deputy