

## BYLAW NO. 24/028

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

**WHEREAS** the *Local Authorities Election Act*, R.S.A. 2000 c. L-21, as amended, provides for the conduct of elections by local authorities and permits the local authority to pass a bylaw for the conduct of such elections;

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

#### Short Title

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

#### Definitions

2. For this Bylaw, the following definitions shall apply:
  - (a) "*Act*" means *Local Authorities Election Act*, R.S.A. 2000 c. L-21;
  - (b) "Advance Ballot" means a Ballot used during the Advance Vote;
  - (c) "Advance Vote" means a vote held in accordance with section 73 of the *Act*;
  - (d) "Advance Voting Station" means a place where an Elector votes during the Advance Vote;
  - (e) "Auxiliary Ballot Box" means a separate compartment in the ballot box for ballots that have been marked by Electors as Advance Ballots;
  - (f) "Ballot" means the printed or electronically produced document on which is indicated the office to be voted on, the names of the Candidates, the questions or bylaws posed to Electors, if any, and containing the spaces in which the Elector is to mark their vote;
  - (g) "Ballot Account" means an account of Ballots prepared in the form required by the *Act*;
  - (h) "Ballot Box" means the container for Ballots that have been marked by the Electors;

- (i) “Bylaw Enforcement Officer” means a bylaw enforcement officer appointed under section 555 of the *Municipal Government Act*, RSA 2000, c. M-26;
- (j) “Candidate” means an individual who has been nominated to run for election in a local jurisdiction as a mayor or councillor, or school board trustee.
- (k) “Chief Administrative Officer” or “CAO” means the person appointed by Council under section 205 of the *Municipal Government Act*, RSA 2000, c. M-26, to the position of chief administrative officer for the Municipality;
- (l) “Chief Electoral Officer” means the person appointed to such position pursuant to the *Election Act*, RSA 2000, c. E-1;
- (m) “Council” means the municipal council of the Municipality;
- (n) “Counting Centre” means an area designated by the Returning Officer in a controlled access building and equipped for the counting of votes and the determination of election results;
- (o) “Deputy” means deputy returning officer;
- (p) “Election Day” means the day fixed for voting in an election;
- (q) “Elector” means a person eligible to vote in an election;
- (r) “Mayor” means the Municipality’s Chief Elected Official pursuant to the *Municipal Government Act*, RSA 2000, c.M-26;
- (s) “Municipality” means the Regional Municipality of Wood Buffalo;
- (t) “Portable Ballot Box” means a cardboard container in the prescribed form, approved by the Returning Officer and intended for use in the collection of marked Ballots in an institutional vote, an elector assisted at home vote, or Special Ballot;
- (u) “Returning Officer” means the person appointed as a returning officer pursuant to section 8 of the Bylaw;
- (v) “Special Ballot” means a Ballot for an Elector whose name is contained in the permanent electors register and who is unable to vote at an Advance Vote or at the Voting Station on Election Day;
- (w) “Supportive Living Facility” means a lodge accommodation as defined in the *Alberta Housing Act*, RSA 2000, c. A-25, or a facility for adults or senior citizens that provides assisted living and accommodation but does not include a Treatment Centre;

- (x) "Treatment Centre" means a hospital or a facility under the *Mental Health Act*, RSA 2000, c. M-13, or any facility that provides medical treatment or care on an inpatient basis;
  - (y) "Violation Tag" means a tag or similar document issued by the Municipality under the *Municipal Government Act*, RSA 2000, c. M-26
  - (z) "Violation Ticket" means a ticket issued under Part 2 of the *Provincial Offences Procedure Act*, RSA 2000, c. P-34;
  - (aa) "Voting Station" means a place where an Elector votes; and
  - (bb) "Voting Subdivision" means that area of a local jurisdiction designated as a voting subdivision by the Returning Officer.
3. When a term used in this Bylaw is not defined, the term shall have the same meaning as defined or provided for in the *Municipal Government Act*, RSA 2000, c.M-26, or the *Act*.

### **Application**

4. This Bylaw applies to all elections conducted by the Municipality.
5. The provisions of this Bylaw apply in generally the same fashion, but with all necessary modifications, to
- (a) a By-election,
  - (b) a Ballot on a bylaw or question that is put to the Electors at a time other than a general election, and
  - (c) an election for school board trustees or any other election conducted in conjunction with an election for Council.

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

6. The Chief Administrative 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.
7. Where the Municipality and one or more Local Jurisdictions have entered into an agreement to do so, the Municipality may conduct elections on behalf of those Local Jurisdictions.

### **Authority of the Chief Administrative Officer and Returning Officer**

8. The Chief Administrative Officer may delegate any of their powers, duties, or functions under this Bylaw to any person.
9. The Council appoints the Chief Legislative Officer as the Returning Officer for the Municipality.
10. The Returning Officer is delegated the authority to appoint a:
  - (a) Substitute Returning Officer;
  - (b) Presiding Deputy;
  - (c) Deputies;
  - (d) Constables; and
  - (e) Other persons as required.

### **Voting Subdivisions, Voting Stations and Voting Station Hours**

11. In addition to the powers under the *Act*, the Returning Officer may:
  - (a) divide the Municipality into Voting Subdivisions and alter the boundaries of Voting Subdivisions and create additional Voting Subdivisions pursuant to the *Act*;
  - (b) designate more than one Voting Station for each Voting Subdivision;
  - (c) determine the location of all Voting Stations;
  - (d) post printed voting instructions at Voting Stations in languages other than English as the Returning Officer deems appropriate;
  - (e) designate the location of one or more institutional Voting Stations in addition to all other Voting Stations;
  - (f) establish the form of Ballot and voting procedures for any Advance Vote held on behalf of Local Jurisdiction in the area outside of the Municipality;
  - (g) delegate any of their powers, duties, or functions to any person appointed under section 10; and

- (h) apply to the Minister of Municipal Affairs for directions under the *Act*; and to the Lieutenant Governor in Council for regulations under the *Act*.

### **Permanent Electors Register**

- 12. The Chief Administrative Officer must prepare a permanent electors register of residents in the Municipality who are entitled to vote in elections.
- 13. The Municipality may:
  - (a) compile or revise the permanent electors register manually or by means of any computer-based system; and
  - (b) keep the permanent electors register in printed form or may store it in any computer-based system or any other information storage device that can reproduce any required information in legible printed form within a reasonable time.
- 14. The Municipality must enter into an agreement with the Chief Electoral Officer to:
  - (a) receive from the Chief Electoral Officer information that will assist the Municipality in compiling or revising the permanent electors register, and
  - (b) provide to the Chief Electoral Officer information that will assist the Chief Electoral Officer in preparing or revising information for the purpose of compiling or revising the register of electors under the *Election Act*, RSA 2000, c. E-1.
- 15. In compiling and revising the permanent electors register, the Municipality must:
  - (a) use information primarily received from the Chief Electoral Officer;
  - (b) enter any information in the permanent electors register that is collected under the *Act* during an election regarding:
    - (i) the residential address, including the postal code of the residence of the person, and the mailing address, including the postal code, if the mailing address is different from the residential address,
    - (ii) the surname, given name and middle initial of the person,
    - (iii) the residential telephone number of the person,

- (iv) the gender of the person,
  - (v) the day, month and year of birth of the person, and
  - (vi) whether the person is a public school resident or a separate school resident; and
- (c) may use any other information obtained by or available to the Municipality.

## **Nominations**

16. The Returning Officer must receive nominations for the Local Jurisdiction in accordance with the *Act*.
17. The Returning Officer may establish locations, in addition to the Local Jurisdiction office, where a Deputy may receive nominations.
18. The Returning Officer must publish on the Municipality's website a list of all locations where nominations may be received.
19. A person wishing to become a Candidate must file a nomination:
  - (a) in the prescribed form;
  - (b) within the period prescribed by the *Act*;
  - (c) with the Returning Officer or Deputy;
  - (d) in a location established in section 16; and
  - (e) accompanied by a deposit in the sum of \$100.00 for Councillor and \$250.00 for Mayor.
20. The deposit must be provided in cash, certified cheque, money order, e-transfer, debit card, or credit card to the Municipality.
21. The Candidate's deposit must be kept or returned to the Candidate in accordance with the *Act*.
22. Candidate nominations must be signed by:
  - (a) If the Candidate is nominated for the office of Mayor, at least 10 Electors; and
  - (b) if the Candidate is nominated for the office of Councillor, at least 10

Electors.

### **Death of a Candidate**

23. If a Candidate dies prior to the opening of Voting Stations on Election Day or any Advance Vote, the Returning Officer must post notice of the death in a conspicuous location in all relevant Voting Stations.

### **Election Day Preparation**

24. Election Day is the 3rd Monday in October in the year of a General Election.
25. The Returning Officer must establish the form of Ballot for each election.
26. Following Nomination Day, the Returning Officer will ensure sufficient Ballots for the election are printed.
27. The Returning Officer may direct that Ballots for elections occurring within the same voting subdivision for:
  - (a) the office of the Mayor;
  - (b) the offices of Councillors;
  - (c) the offices of Trustees; and
  - (d) the submissions of bylaws and questions to Electors.be differentiated by colour or any other means.
28. The form of Blind and Visually Impaired Voter Template is set out in Schedule "A".
29. Elector assistance at Voting Stations will be provided pursuant to the *Act*.

### **Special Ballots**

30. An eligible Elector may apply to the Returning Officer for a Special Ballot in writing, in person, by email; or by secure website designated by the Returning Officer.
31. An eligible Elector must submit their application for a Special Ballot:
  - (a) for a General Election, between August 1 of the year in which the General Election is held and 4:30 pm on the date the Advance Vote starts; and

- (b) for any other Election or a vote on a bylaw or question in accordance with the application periods stated in the resolution fixing the date of the Election.
32. The completed Special Ballot package must be received by a Returning Officer no later than:
- (a) For a General election, 7:00 pm on the Friday immediately preceding Election Day; and
  - (b) For any other Election or vote on a bylaw, 7:00 pm on the business day immediately preceding the date of the election or vote on the bylaw.

### **Advance Vote**

33. The Returning Officer must hold an Advance Vote in accordance with the *Act*.
34. The Returning Officer will determine the number and location of the Advance Voting Stations and the days and the hours during which they will operate.
35. The voting procedure described in sections 42 through 48 must, as far as practical, apply to an Advance Vote and may be modified as necessary upon the direction of the Returning Officer.
36. The Deputy must ensure that on the completion of each day of the Advance Vote the Ballot Boxes used are sealed to prevent the insertion of additional Ballots and are delivered to the location specified by the Returning Officer.

### **Election Day Voting**

37. The Returning Officer or Deputy must ensure that a copy of the “Instructions for Electors” are posted:
- (a) at each voting compartment in each Voting Station;
  - (b) at a conspicuous location within the Voting Station; and
  - (c) Until the close of the Voting Station.
38. On Election Day, all Voting Stations will be open continuously between 9:00 a.m. and 8:00 p.m.
39. The Returning Officer may alter voting hours:
- (a) to correspond with hours established in areas where the Municipality



partners in the conduct of the election of trustees; or

- (b) at work site vote locations to adequately accommodate site shift change hours.

40. Prior to issuing a ballot, a Deputy shall ensure that:

- (a) the Elector is in the correct Voting Station;
- (b) the Elector produces identification as required by the *Act*;
- (c) the Elector makes the statements prescribed by the *Act*;
- (d) the elector register is completed;
- (e) if the Municipality is conducting an election for a school district, the Elector is provided with a Ballot for the Elector's appropriate school district; and
- (f) the Ballot issued to the Elector is initialed by the Deputy.

41. If an Elector does not have identification as required by the *Act*, they may validate the address of their residence if accompanied by an elector who:

- (a) validates the Elector's identity and the address of the Elector's residence in accordance with the *Act*; and
- (b) vouches for the person in accordance with the *Act*.

### **Voting Procedure**

42. Upon receipt of a Ballot, the Elector must enter the voting compartment alone to mark the Ballot, or with an assistant as permitted by the *Act*.

43. Despite section 42, the elector may bring a minor child into the voting compartment.

44. The Elector must mark the Ballot with an "X" or other eligible mark in the space designated for a vote adjacent to the Candidate's name of their choice, or if there is more than one vacancy, the Candidates of the Elector's choice, and where there is a vote on a bylaw or questions, beside "yes" or "no".

45. When finished marking the Ballot, the Elector must, without showing the markings on the Ballot to anyone, provide the Ballot to the Deputy supervising the Ballot Box who must:

- (a) check the Ballot for the Deputy's initials; and
  - (b) after confirming the presence of the Deputy's initials, insert the voted Ballot into the Ballot Box.
46. If the Deputy notes the Ballot is missing a Deputy's initials, the Deputy supervising the Ballot Box will escort the Elector to the Deputy who issued their Ballot. The Deputy will add their initials, without exposing the Elector's markings. The Elector will return to the Ballot Box to have their Ballot processed as set out in section 45.
47. At the request of an Elector, the Returning Officer must provide Elector assistance in accordance with section 78 of the *Act*.
48. Each Elector must follow the voting procedures contained in this Bylaw and as posted in the Voting Station, and upon the deposit of the Ballot into the Ballot Box, the Elector must leave the Voting Station.

### **Institutional Vote**

49. The Returning Officer may designate any Treatment Centre or Supportive Living Facility as an institutional Voting Station.
50. The Returning Officer must post the dates and times of the institutional vote at the institution at least two days before the vote is to be taken.
51. Deputies may attend with a Ballot Box on those patients or residents confined to their rooms and take the votes of any of those patients or residents who express a desire to vote.
52. Electors at an institutional Voting Station will place their Ballot into a Portable Ballot Box designated for Ballots from an institutional Voting Station only, instead of adhering to the requirements under sections 42 to 46.
53. A Portable Ballot Box may have its seal broken to allow the deposit of Ballots if the vote must be conducted throughout a facility to accommodate the physical disability of the residents or if the Deputies have to attend multiple buildings to conduct the institutional vote.
54. After the close of institutional Voting Stations, the Presiding Deputy will ensure the Ballot Box is labelled, sealed, signed for, and returned to the Counting Centre to be held in a secure area.

### **Elector Assistance at home**

55. An Elector who is unable to attend a Voting Station or Advance Voting Station

due to physical disability may request elector assistance at home.

56. The Returning Officer will provide Elector assistance at home during the hours an Advance Voting Station is open.
57. The Returning Officer:
  - (a) must provide for the attendance of two Deputies at the residence of the Elector requesting elector assistance at home; and
  - (b) may direct that Portable Ballot Boxes be used for the collection of voted Ballots of such Electors assisted at home.
58. Any Portable Ballot Box used in the elector assistance at home vote:
  - (a) may have its seal broken to allow the deposit of Ballots in each subsequent residence that is attended for the taking of votes; and
  - (b) will be closed, labelled, sealed and signed for upon the completion of the elector assistance at home vote and will be returned to the Counting Centre to be held in a secure area until opened for the counting of Ballots on Election Day.

### **Spoiled and Rejected Ballots**

59. If an Elector has made a mistake when marking a Ballot, the Elector will return the Ballot to the Deputy from whom they received the Ballot, and may request a replacement Ballot.
60. If the Elector:
  - (a) requests a replacement Ballot, the Deputy will provide a replacement Ballot to the Elector and mark the returned Ballot as "SPOILED"; and
  - (b) declines to obtain another Ballot, the Deputy will mark the returned Ballot as "REJECTED".
61. The Deputy must retain spoiled Ballots and rejected Ballots and keep them separately from all other Ballots and will not count them or include them in the tally of election results.

### **Counting of Ballots**

62. After the Voting Station closes, a Deputy must not permit more than the Candidate or the Candidate's official agent or Scrutineer, or more than one official agent or Scrutineer of either side of a vote on any bylaw or question to

be present at the same time in a Voting Station during the counting of the votes.

63. Except as modified for Special Ballots, Elector assistance at home, and institutional and Advance Voting Stations, the Presiding Deputy must ensure that the following functions are performed in the presence of at least two Deputies and the Candidates, official agents, or Scrutineers, if any:
- (a) unused Ballots are counted;
  - (b) Ballots marked SPOILED or REJECTED are counted and placed in separate, sealed packages;
  - (c) Ballots from the Auxiliary Ballot Box are counted in the manner prescribed in this Bylaw;
  - (d) Ballots are counted;
  - (e) Ballot Account and result of the vote are certified by at least two Deputies;
  - (f) the prescribed Ballot Account is completed with one copy of the certified Ballot Account forms attached to it;
  - (g) the prescribed form to certify the number of persons who registered to vote at the Voting Station is completed;
  - (h) all election documents from the Voting Station, except for the Ballot Account and result of the vote, and elector registers with objections noted on them, are sealed in the Ballot Boxes for delivery to the Counting Centre;
  - (i) election results are transmitted to the Returning Officer in the manner prescribed by the Returning Officer;
  - (j) Ballot Boxes are closed and sealed so that they cannot be opened without breaking the seal, and the outside is marked with the Voting Station name or number and initialed by at least two Deputies.
64. At the close of institutional, elector assistance at home, and the Advance Voting Stations, the Presiding Deputy must ensure that the Auxiliary Ballot Boxes and Portable Ballot Boxes and all election materials from the Voting Station are securely transported to the Counting Centre.
65. At 7:30 p.m. on Election Day, the Auxiliary Ballot Boxes and Portable Ballot Boxes must be opened in the presence of at least two Deputies, and any Candidates, Scrutineers or official agents present, and the Special Ballots and Advance Ballots must be counted, but the results from that count must not be

disclosed earlier than 8:00 p.m. on Election Day.

66. The Returning Officer must ensure that the same post-vote procedures identified in this Bylaw for regular Voting Stations are followed for counting and recording the Special Ballot, institutional, elector assistance at home and Advance Votes at the Counting Centre except for the auxiliary Ballot count and delivery requirements.

### **Counting Centre**

67. The Returning Officer must designate a single location as a Counting Centre and notify all Candidates, official agents and Scrutineers of the location of the Counting Centre.
68. The Returning Officer must ensure the Counting Centre is secure from unauthorized access by persons who are not entitled to be present during the processing and tabulation of results.
69. The count of Special Ballots, Advance Vote Ballots, and institutional vote Ballots may commence at 7:30 p.m. on Election Day.
70. The Returning Officer must preside at the Counting Centre and must:
  - (a) receive all sealed Ballot Boxes;
  - (b) record receipt of Ballot Boxes;
  - (c) verify the seal of each Ballot Box;
  - (d) open the Ballot Box from each of the Special Ballots, Advance Vote Ballots and institutional vote Ballots, and count the Ballots;
  - (e) cause a tally to be produced from each Advance Vote and institutional vote; and
  - (f) produce a cumulative tally from all the Voting Stations.

### **Recount**

71. If, in accordance with section 98(1) of the *Act*, the Returning Officer directs a recount, the following procedure will be followed:
  - (a) in the presence of the Returning Officer, and as many officers that the Returning Officer considers necessary to assist in the recount, Candidates, Scrutineers, and official agents, Ballots cast for the Voting Station being recounted will be removed from the Ballot Box and

recounted using the process for counting set out in section 63;

- (b) after the recount has been completed, the Returning Officer must sign across the Ballot Box seals; and
  - (c) the Returning Officer will consider the number of votes to which an objection was noted, and declare the result in accordance with the provisions of the *Act*.
72. The Returning Officer must make a recount of the votes cast at one or more Voting Stations if the Returning Officer receives an application for a recount under section 98(1.2) of the *Act* and the Returning Officer is satisfied that the requirements to make an application for a recount have been satisfied.
73. On a recount required under section 98(1.2), the Returning Officer must follow the procedure for recount set out in the *Act*.

### **Vote on a Bylaw or Question**

74. Wherever practical, and unless otherwise provided for by a resolution of Council, the date for a vote of the Electors on a question on which the opinion of the Electors is to be obtained or on a bylaw must be the date of the General Election.
75. Unless otherwise specified by legislation or decided by Council, a vote on any question or bylaw will be held in conjunction with a General (municipal) Election.

### **Scrutineers**

76. A person who wishes to be recognized as a scrutineer must complete the statement prescribed by the *Act*.
77. Scrutineers must comply with the Standards for Conduct of Scrutineers set out in Schedule "B".
78. If a Scrutineer fails to comply with the Standards for Conduct of Scrutineers set out in Schedule "B", the Deputy may issue the Scrutineer a written warning concerning their actions in the form set out in Schedule "C".
79. The Deputy may remove a Scrutineer from the voting place if, in the opinion of the Deputy, the Scrutineer fails to comply with the Standards for Conduct of Scrutineers.

80. A Presiding Deputy will not allow more than one Candidate, or their official agent or Scrutineer, or more than one official agent, or one Scrutineer of either side of a vote on any bylaw or question to be present at the same time after the Voting Station is closed.

### **Offences**

81. Any person who contravenes section 77 of this Bylaw is guilty of an offence and is liable, on summary conviction, to pay a penalty as set out at Schedule "C" of this Bylaw.
82. A Bylaw Enforcement Officer is authorized to issue a Violation Tag to any person who the Bylaw Enforcement Officer has reasonable and probable grounds to believe has contravened section 77 of this Bylaw.
83. The Violation Tag must be in a form approved by the Chief Administrative Officer and must state:
- (a) The name of the person;
  - (b) The description of the offence;
  - (c) The appropriate penalty for the offence as specified in Schedule "C" of this Bylaw;
  - (d) That the penalty must be paid within 30 days of the issuance of the Violation Tag; and
  - (e) Any other information as may be required by the Chief Administrative Officer.
84. Where a Violation Tag is issued under section 82 of this Bylaw, the person to whom it is issued may, in lieu of being prosecuted for the offence, pay to the Municipality the penalty specified on the Violation Tag.
85. Where a Violation Tag has been issued and the penalties specified on the Violation Tag have not been paid within the prescribed time, a Violation Ticket under Part 2 of the *Provincial Offences Procedures Act*, RSA 2000, c. P-34 may be issued.
86. Despite section 82 of this Bylaw, a Bylaw Enforcement Officer is authorized to immediately issue a Violation Ticket to any person whom the Bylaw Enforcement Officer has reasonable and probable grounds to believe has contravened section 82 of this Bylaw.

**General**

87. Election Bylaw No. 20/021 and all amendments are hereby repealed.
88. A reference in this Bylaw to a statute or regulation means the statute or regulation as amended or replaced.
89. Schedule “E” to this Bylaw identifies the provision of the *Act* establishing the authority for the various provisions in this Bylaw.
90. This Bylaw comes into force when it is passed.

READ a first time this 26<sup>th</sup> day of November, 2024.

READ a second time this 10<sup>th</sup> day of December, 2024.

READ a third and final time 10<sup>th</sup> day of December, 2024.

SIGNED and PASSED this 11<sup>th</sup> day of December, 2024.



**Schedule “A”  
Form of Ballot for Blind and Visually Impaired Voters**

**VOTER TEMPLATE**

**This template is for electors with low or no vision who wish to mark their own ballot.**

**INSTRUCTIONS:**

- 1. After greeting the elector, offer them the use of the voter template.**

*Would you like to use the elector template?*

*It's a tool that allows you to vote more independently, by giving you the option to mark the ballot yourself.*

*I will read the ballot to you.*

*You can feel along the cutouts on the template in the same order, so you are able to mark the ballot without assistance.*

- 2. If yes, place a pre-folded, opened ballot inside the template.**

**The bottom edge of the ballot should be held in place squarely by the bottom flap, with the template cut-outs aligned accurately with the white circles on the ballot.**

**INSTRUCTIONS CONTINUE ON INSERT**

**VOTER TEMPLATE INSTRUCTIONS**

- 3. Give the template to the elector and instruct them to choose up to one (1) candidate.**

*Here is the template. I have inserted the ballot squarely with the bottom fold of the template so that the ballot is aligned accurately with the holes for marking your selection.*

*There are [TOTAL NUMBER OF CANDIDATES] candidates, and you may vote for [NUMBER].*

- 4. When the elector is ready, read the candidates carefully and clearly. Continue until all names have been read.**

*Please feel for the bottom cut-out on the ballot template. I will read each candidate and their party affiliation to you in reverse order, from the bottom to top. This first candidate is:*

**[CANDIDATE'S NAME]**  
**[PARTY AFFILIATION / INDEPENDENT].**

*Next is...: [REPEAT AS NEEDED].”*

**5. Ask the elector to proceed to the voting booth to mark their ballot.**

*Please take the ballot behind the voting screen. Using the pencil provided, mark the ballot with an 'X' in the circle beside the name of the candidate of your choice. Remove the ballot from the template and refold it from the right to the left to ensure the secrecy of your vote.*

*When you are done, take your ballot and the template to the person standing at the ballot box on your way out.*

*Would you like me to help you to the voting screen?*

**6. NOTE:** If requested by the elector, you may accompany them to the voting screen and re-read the candidates or instructions as they are marking their ballot. Remain in front of the voting screen unless the elector requests additional assistance.

**Schedule “B”  
Standards for Conduct of Scrutineers**

1. Before a person is recognized or appointed as a scrutineer and before they may perform the duties of a scrutineer, the person must:
  - a. provide the Returning Officer or Deputy with:
    - i. the written notice required by section 69(1) of the *Act*; or
    - ii. the written request required by section 70(1) of the *Act* for a vote on a bylaw or question; and
  - b. make and subscribe to a statement in the prescribed form as required by section 16(2) of the *Act*.
2. When performing the duties of a scrutineer, scrutineers must:
  - a. comply with the requirements of the *Act*;
  - b. comply with the requirements of this Bylaw;
  - c. comply with the direction of the Returning Officer or Deputy; and
  - d. perform their duties with integrity and respect and in a manner that is helpful and courteous to electors, election workers, other scrutineers, the public, and anyone else involved in the election.
3. Scrutineers may:
  - a. observe the conduct of an election from the location designated within a voting station by the Returning Officer or a Deputy pursuant to section 69(5) or 70(4) of the *Act*;
  - b. observe the sealing of ballot boxes at the opening of voting stations to ensure that ballot boxes are empty prior to the start of the voting process and observe the opening of ballot boxes after the close of voting stations to ensure that all ballots are removed from the ballot boxes prior to the counting process;
  - c. observe that each ballot box is opened and that the ballots are counted as provided for in section 85(1) of the *Act* from the location designated by the Returning Officer or Deputy;
  - d. observe that each special ballot box, advance vote ballot box, and institutional vote ballot box is opened and that all ballots are counted at

the counting centre as provided for in section 85.1(5) of the *Act* from the location designated by the Returning Officer or Deputy;

- e. observe recounts conducted by the Returning Officer pursuant to this bylaw, section 98(2) of the *Act* or observe a judicial recount pursuant to section 106(1) of the *Act*;
  - f. request to view individual elector registers when election workers are not assisting electors;
  - g. request to view the names and addresses of electors who have applied for and been provided special ballot packages pursuant to section 77.1(4) of the *Act* when election workers are not assisting electors;
  - h. request a copy of the ballot account as provided for in section 89(2) of the *Act* and, if the scrutineer desires, sign the ballot account as provided for in section 89(1) of the *Act*; and
  - i. use cellphones, laptops, and other electronic devices within a voting station or the counting centre so long as no audio or video recordings are taken, no photographs are taken, and no phone calls are made or taken.
4. A scrutineer must not:
- a. interfere with the orderly conduct of an election, including interfering with the voting process or the counting process;
  - b. view an elector completing their ballot, assist an elector with completing their ballots, vouch for an elector pursuant to section 53(5) of the *Act*, or prevent an elector from completing their ballot;
  - c. take photographs within a voting station or the counting centre, including photographs of the permanent electors register, individual elector registers, or the special ballot elector register;
  - d. make copies of, transcribe, or interfere with election materials in a voting station or the counting centre, including the permanent electors register, individual elector registers, and the special ballot elector register;
  - e. make or take phone calls in a voting station or the counting centre while they are within a voting station or the counting centre, including for the exchange of information between a scrutineer and a candidate or official agent;
  - f. engage in political campaigning or promotion for or against any candidate, or for or against any position on a vote on a bylaw or question,

within or outside of voting stations or the counting centre, including wearing campaign materials such as buttons, hats, and t-shirts; or

- g. engage in harassing or discriminatory behaviour or make abusive, derisive, threatening or insulting statements or gestures to or about another person.
5. If a Scrutineer fails to comply with this Standards for Conduct of Scrutineers, the Presiding Deputy may:
  - a. issue the scrutineer a written warning concerning their actions; or
  - b. remove a scrutineer from the voting place.
6. The Returning Officer and Deputy must not:
  - a. for a general election or by-election, allow a candidate to have a scrutineer or official agent present in a voting station or the counting centre while the candidate is present in the voting station or counting centre pursuant to section 69(3) or 85.1(6) of the *Act*;
  - b. for a general election or by-election, allow a candidate to have both an official agent and a scrutineer present in a voting station or in the counting centre at the same time pursuant to section 69(3.1) or 85.1(6) of the *Act*;
  - c. for a vote on a bylaw or question, allow more than one scrutineer for each side of the bylaw or question to be present in the voting station or the counting centre at the same time pursuant to section 70(3) and 85.1(6) of the *Act*; or
  - d. permit more than one of the candidates, the candidate's official agent, the candidate's scrutineer, or more than one scrutineer for either side of a vote on any bylaw or question, to be present during the counting of ballots pursuant to section 85(2) of the *Act*.
7. No person may impede a scrutineer from performing the duties of a scrutineer pursuant to section 69(7) of the *Act* so long as the scrutineer is complying with the requirements of this bylaw and the *Act*.

**Schedule "C"**  
**Form: Warning of Failure to Comply with the**  
**Standards for Conduct of Scrutineers**

**Warning of Failure to Comply with the Standards for Conduct of Scrutineers**

<b>Electoral Division of:</b>	
<b>Date:</b>	
<b>Time:</b>	
<b>To:</b> (print full name of individual creating disturbance or disrupting proceedings in space to the right)	
<b>At:</b> (print name of voting place)	(the "Voting Place")
<b>I have determined that you are not complying with the Standards for Conduct of Scrutineers as follows:</b>	
<b>Description of actions resulting in the Warning:</b>	
If you continue to contravene the Standards for Conduct of Scrutineers, you will be removed from the voting place.	

Scrutineer was removed from the voting place at: (use only if Scrutineer continues to violate the Standards for Conduct of Scrutineers)	Time:
<input type="checkbox"/> RO Notified	
_____ (print name of Election Officer Issuing Warning)	_____ (Signature of Election Officer Issuing Warning)
<b>Scrutineer's Copy</b>	

**Warning of Failure to Comply with the Standards for Conduct of Scrutineers**

<b>Electoral Division of:</b>	
<b>Date:</b>	
<b>Time:</b>	
<b>To:</b> (print full name of individual creating disturbance or disrupting proceedings in space to the right)	
<b>At:</b> (print name of voting place)	(the "Voting Place")
<b>I have determined that you are not complying with the Standards for Conduct of Scrutineers as follows:</b>	
<b>Description of actions resulting in the Warning:</b>	
If you continue to contravene the Standards for Conduct of Scrutineers, you will be removed from the voting place.	

Scrutineer was removed from the voting place at: (use only if Scrutineer continues to violate the Standards for Conduct of Scrutineers)	Time:
<input type="checkbox"/> RO Notified	
_____	_____
(print name of Election Officer Issuing Warning)	(Signature of Election Officer Issuing Warning)
<b>Returning Officer's Copy</b>	

**Schedule “D”  
Offence Penalties**

A person who contravenes section 77 of this Bylaw may be subject to a fine of:

- a. \$250.00 for a first offence; and
- b. \$500.00 for any subsequent offence.



**Schedule "E"**  
**Connection between Sections of the Bylaw and the Act**

<b>Section of the Bylaw</b>	<b>Authorizing section in the <i>Local Authorities Election Act</i></b>	<b>Content</b>
6 & 7	2(2) & 3(1)	Joint elections
9	13(1)	Appointment of returning officer
10	13(2.1)	Substitute returning officer
11	36(1) & 37(3)	Returning officer authorities
17	28(1.1)	Locations to receive nominations
19(e)	27(1)(d) & 29(1)	Nomination deposit and amount
20	30(1)	Methods of receipt of deposit
21	27(2)	Number of electors required for nomination
24	11(1)	Election day
28	78(4.2)	Blind elector template
30	77.1(2)	Special ballots
31	77.1(2.1)	Special ballot request timelines
32	77.21(2)	Special ballot submission timelines
33	73(3)	Advance vote
38	46(2) & 46(2.1)	Voting station times
49	80(1)	Institutional vote locations
55 - 58	79(1)	Elector assistance at home
65	85.1(4)	Counting centres (early count)