

**BYLAW 018-10
OF THE
TOWN OF CHESTERMERE
IN THE PROVINCE OF ALBERTA**

BEING A BYLAW OF THE TOWN OF CHESTERMERE, IN THE PROVINCE OF ALBERTA TO PROVIDE FOR MUNICIPAL ELECTIONS IN THE TOWN OF CHESTERMERE.

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

NOW THEREFORE the Municipal Council of the Town of Chestermere, in the Province of Alberta, duly assembled, enacts as follows:

100 Title

101. This bylaw may be called the "Municipal Election Bylaw".

200 Definitions

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

202. In this bylaw, the following terms mean:

- (a) "Ballot" means a paper ballot presented to an elector on which is printed the office 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 his/her vote;
- (b) "Ballot box" means a container for paper ballots that have been marked by the voters or printed ballot tapes that have been produced by the electronic ballot device;
- (c) "Ballot tape" means a printed record, produced by the master control unit, which can be used to manually verify the voting results;
- (d) "Town" means the municipal corporation of The Town of Chestermere, in the Province of Alberta;

- (e) "Council" means the Council of The Town of Chestermere elected pursuant to the Act;
- (f) "Counting centre" means an area designated by the Returning Officer in a controlled access building and equipped for the counting of votes and the tabulation of election results;
- (g) "Electronic Voting System" means a system that records and counts votes by electronic means where a voter casts his or her vote using touch button technology;
- (h) "Electronic Voting Terminal" means a device connected to a master control unit and is used in place of a paper ballot. The device contains the names and images of each candidate for each office and a button in which the voter presses to indicate his or her vote;
- (i) "Local Jurisdiction" means the Town of Chestermere;
- (j) "Master Control Unit" means a device, which controls each electronic voting terminal and contains memory for storage of electronic voting and a paper tape for the printing of voting results;
- (k) "Register Tape" means the printed record generated from the Master Control Unit, which shows:
 - (i) the number of ballots received;
 - (ii) the number of votes for each candidate; and
 - (iii) where there is a vote on a bylaw or question, the number of votes for and against each bylaw or question.

300. The Chief Administrative Officer of the Town is authorized to enter into agreements, on behalf of the Town, to conduct elections on behalf of other local jurisdictions in Chestermere whose boundaries may or may not be contiguous with the Town but do have common areas.

400. Returning Officer

401. Council shall appoint, by resolution, an individual to act as the Returning Officer for The Town (hereinafter referred to as the "Returning Officer") for the purpose of conducting elections under the Act.

500. Nomination Hours

501. The Returning Officer will receive nominations of candidates for the Town of Chestermere elections between the hours of 10:00 a.m. and 12:00 noon on Nomination Day and on any subsequent day to which the time for receipt of nominations is adjourned.

600. Receipt of Nominations

601. The Returning Officer may establish locations, in addition to the local jurisdiction office, where a deputy may receive nominations. Upon submission of their nomination form, the Town will take a digital photograph of each candidate, which will be used on the ballot template together with the candidate's name.

700. Voting Subdivisions

701. The Returning Officer may establish voting subdivisions, alter the boundaries of voting subdivisions and create additional voting subdivisions as long as the changes are made before notice of election is given.

800. Ballot Template

801. Following nomination day, the Returning Officer will ensure ballot templates are prepared for the electronic ballot device.

900. Form of Ballot

901. The form of the ballot will be established by the Returning Officer in accordance with the Act.

1000. Voting Hours

1001. (a) Every voting station will be kept open continuously on election day from 10:00 am until 8:00 pm.
- (b) The hours, of advanced voting, will be established by the Returning Officer and advertised in accordance with the Act.

1100. Advance Voting

- 1100. An advance vote may be held on any vote held in an election for the local jurisdiction.
- 1102. The advance vote will be held on the dates and times set by Council.
- 1103. An electronic voting system will be used to conduct the advance vote.
- 1104. Electronic voting will be held in accordance with the voting procedures established in this Bylaw.
- 1105. At the end of each day of an advance vote the presiding deputy will place the electronic voting system into a protective lock mode and physically lock the master control unit.
- 1106. Upon the close of the advance vote the Presiding Deputy will close off the voting by printing additional lines of privacy text, will remove the printed ballot tape and place the printed ballot tape into a ballot box which will then be sealed and will remain like that until opened for the tabulation of results on Election Day.

1200. Incapacitated Elector Voting

- 1201. Council may pass a resolution authorizing the Returning Officer to conduct an incapacitated elector vote for individuals in their own home who are unable to attend a voting station or an advance voting station to vote.
- 1202. The incapacitated vote will be held on the date(s) and time(s) set by Council.
- 1203. If the Returning Officer is satisfied that an elector is unable to attend a voting station, he or she may appoint two deputies to attend at the elector's residence to take the elector's vote within the time fixed by the resolution.
- 1204. The incapacitated vote will be conducted using an electronic voting system as described in section 1300 of this bylaw.
- 1205. Upon completion of incapacitated elector voting the presiding deputy will place the mobile electronic voting device into a protective lock mode, physically lock the device and will remain like that until opened for the

tabulation of results after the close of voting.

1300. Electronic Voting System

1301. The taking of votes of the electors and the tabulation of election results on any question or in any election conducted by The Town may be done by means of an electronic voting system, as directed by the Returning Officer.

1302. In the event that an electronic voting system is used in the election, the Returning Officer will:

- (a) satisfy himself or herself, prior to the date of the election, that the electronic voting system has been pre-tested and is accurate and in good working order; and
- (b) take whatever reasonable safeguards may be necessary to secure the electronic voting system and any part thereof, including the vote tabulators and the ballot boxes from unauthorized access, entry, use, tampering, or any unauthorized use of the ballot cards or tabulated results.
- (c) establish procedures and guidelines for deputy returning officers related to the preparation and operation of the electronic voting system and electronic voting devices.

1303. Notwithstanding anything in this bylaw, in the event of:

- (a) a malfunction of an electronic voting system;
- (b) the unavailability of an electronic voting system or any of its components;
- (c) anything related to the operation of an electronic voting system or any of its components;

the Returning Officer may make any directions that he or she thinks necessary or desirable with respect:

- (d) to the voting procedures to be used;
- (e) to the taking of votes;
- (f) for the counting of the votes; and

(g) where required, for a recount;

subject to the provisions of this Bylaw and the Act.

1400. Voting Procedures

1401. An electronic voting device will be used to conduct the vote and a mobile electronic voting device will be used to conduct the incapacitated vote.

1402. For each elector eligible to vote a deputy will:

- (a) explain the voting procedures for the electronic voting device;
- (b) activate one of the electronic voting terminals; and
- (c) direct the voter to the voting compartment with the activated electronic voting device.

1403. The voter may only vote by selecting a candidate's name (or candidates, where there is more than one vacancy up to the maximum number of vacancies) and where there is a vote on a bylaw or question, beside "yes" or "no". The voter may also choose to abstain from voting by selecting that button.

1404. Once a voter has pressed the "cast my vote" button and cast the ballot, the voter will not be allowed to cast another ballot.

1405. In the event that a voter leaves the voting station without pressing the "cast my vote" button to cast the ballot, the two deputies will enter the booth and:

- (a) if the voter had selected candidates, one of the deputies will press the "cast my vote" button; or
- (b) if candidates have been selected for one office and no candidates selected for the other office one of the deputies will select the "abstain from voting" button for the office in which no candidates were selected and press the "cast my vote" button; or
- (c) if no candidates have been selected for either office one of the deputies will select the "abstain from voting" button for both offices and then press the "cast my vote" button.

1500. Electronic Voting Device Failure

1501. Notwithstanding sections 13 and 14, the Returning Officer may establish such other procedures as required to facilitate an electronic vote.
1502. The voting procedure prescribed in this bylaw will, during an advance vote and an institutional vote, as far as is practicable, apply and may be modified as may be necessary upon the direction of the Returning Officer.
1503. Each elector must follow the voting procedures as set out in this bylaw and as posted in the voting station, and upon casting his or her ballot, the elector shall leave the voting station.

1600. Vote on a Bylaw or Question

1601. Unless otherwise specified by statute or decided by council, a vote on any bylaw or question may be held in conjunction with a general municipal election.

1700. Sealing of Ballot Boxes

1701. Prior to the removal of the ballot box(es) from any voting station, the ballot box(es) containing the printed ballot tapes shall be:
 - (a) closed and sealed with the presiding deputy's seal so that it cannot be opened without breaking the seal; and
 - (b) marked on the outside with the voting station name and number.
1702. Electronic equipment used to acquire electronic votes is deemed to be a sealed ballot box.
1703. The mobile electronic voting system used in the institutional and incapacitated elector vote will be closed and sealed upon the completion of the institutional electors votes and will remain like that until opened for the counting of ballots on Election Day.
1704. The Returning Officer may direct that the locked mobile electronic voting system be delivered to the counting centre until it is opened for the counting of ballots, or may make any other direction deemed necessary for the storage and disposition of said devices.

1800. Post Vote Procedures

1801. Immediately after the close of the voting station, the presiding deputy shall in the presence of at least one deputy and any additional officers that he or she considers necessary, and the candidates or their agents if any shall:

- (a) insert a key, into the master control unit, and produce the required number of copies of the tally register tape(s) as directed by the Returning Officer;
- (b) together with another deputy, certify the tally register tape(s) as directed by the Returning Officer;
- (c) package separately, in ballot boxes, the printed ballot tape along with the voting register and all statements;
- (d) seal and initial the ballot boxes and ensure they are ready to be delivered to the Returning Officer;
- (e) ensure that the deputy supervising the electronic voting system and one other deputy designated by the presiding deputy report the results to the Returning Officer by immediately delivering the tally register tapes and any reporting forms required by the Act to the counting centre.

1802. The Returning Officer may also require that results be reported by telephone.

1803. 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 after the voting station is closed.

1900. Ballot Counting

1901. The deputy supervising at the counting centre will:

- (a) receive all sealed ballot boxes containing printed ballot tapes and number in a check-in book and initial each entry;
- (b) after 8:00 p.m. on election day, insert a key into the master control units used for the advance vote and the incapacitated vote and produce the required number of copies of the tally register tape(s), as directed by the Returning Officer, and deliver those tapes to the Returning Officer and the sealed ballot boxes containing the printed

ballot tape(s) along with the voting register and all statements.

2000. Recount

2001. If the Returning Officer makes a recount, pursuant to the Act, the voting shall be recounted using the printed ballot tapes.

2100. Disposition of Election Material

2101. Upon the completion of the tabulation of the election results, the Director of Administration shall retain the voting registers, the ballot boxes with their seals unbroken, for six (6) weeks from the date of voting.

2102. After six weeks from the date of voting the Director of Administration will ensure that all voter registers and printed ballot tapes are destroyed in accordance with the Act.

2200. General

2201. Bylaw 013-10 is hereby repealed.

2202. Bylaw 018-10 shall take full force and effect on the date of signing.

Read a first time this 19th day of July, 2010. Resolution Number: #252-10

Read a second time this 19th day of July, 2010. Resolution Number: #253-10

Read a third and final time this 19th day of July, 2010. Resolution Number: 255-10

MAYOR

CHIEF ADMINISTRATIVE OFFICER