

CITY OF GRANDE PRAIRIE

BYLAW C-1412

A Bylaw to establish The Elections Bylaw

WHEREAS, the *Local Authorities Elections Act, RSA 2000, chapter L-21* (“LAEA”), provides for the conduct of elections by local authorities; and

WHEREAS, the *LAEA* permits the local authority to pass bylaws for the conduct of such elections.

NOW THEREFORE, THE MUNICIPAL COUNCIL OF THE CITY OF GRANDE PRAIRIE, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, ENACTS AS FOLLOWS:

1. SHORT TITLE

This Bylaw shall be called the “Elections Bylaw”.

2. DEFINITIONS

In this Bylaw, unless the context otherwise requires:

- 2.1 “**Automated Voting System**” means automated or electronic systems designed to automatically count and record votes, and process and store the Election results.
- 2.2 “**Auxiliary Ballot Box**” means a separate compartment in the Ballot Box for Ballot Cards that have been marked by an elector but un-tabulated by the Vote Tabulator.
- 2.3 “**Ballot**” means the printed Ballot Card that indicates the:
 - 2.3.1 office to be voted on;
 - 2.3.2 names of the candidates;
 - 2.3.3 bylaw name and number or question if any; and
 - 2.3.4 spaces in which the elector is to mark their votes.
- 2.4 “**Ballot Box**” means a container for Ballot Cards that have been marked by an elector.
- 2.5 “**Ballot Card(s)**” means a paper card, in a form approved by the Returning Officer, listing the offices to be voted on in the Election.
- 2.6 “**City**” means the municipal corporation of the City of Grande Prairie, in the province of Alberta.
- 2.7 “**City Clerk**” means the person appointed by Council to the designated officer position or their designate.
- 2.8 “**Council**” means the Council of the City elected pursuant to the *LAEA*.

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- 2.9 **“Counting Centre”** means an area designated by the Returning Officer in a controlled access building and equipped for the tabulation of Election results.
- 2.10 **“DRO”** means a Deputy Returning Officer appointed by the Returning Officer.
- 2.11 **“Election”** means a municipal general election, first election, by-election and a vote on a bylaw or question.
- 2.12 **“Election Day”** means the day fixed for voting at an Election pursuant to the *LAEA*.
- 2.13 **“Local Jurisdiction”** means the City of Grande Prairie and includes a school division as defined in the *Education Act, RSA 2000, chapter E-0.3*.
- 2.14 **“Marking Device”** means a writing instrument approved by the Returning Officer for use by an elector to mark a Ballot Card.
- 2.15 **“Memory Card”** means a cartridge that is a removable, battery sustained memory where all tabulated results are stored.
- 2.16 **“M.G.A.”** means *The Municipal Government Act, RSA 2000, chapter M-26*, as amended from time to time.
- 2.17 **“Nomination Day”** means the day that is six (6) weeks before Election Day.
- 2.18 **“PDRO”** means a deputy who has been appointed as a presiding deputy returning officer in charge of a Voting Station.
- 2.19 **“Returning Officer”** means a person appointed under the *LAEA* as a returning officer and includes a person acting in the returning officer’s place.
- 2.20 **“Secrecy Sleeve”** means an open-ended sleeve, intended to be used to cover a Ballot Card to conceal the markings made by the elector without covering the initials of the DRO.
- 2.21 **“Supportive Living Facility”** means a lodge accommodation as defined in the *Alberta Housing Act, RSA 2000, chapter A-25*, or a facility for adults or senior citizens that provides assisted living and accommodation but does not include a treatment centre.
- 2.22 **“Tally Register Tape”** means the printed record generated by a Vote Tabulator showing the number of accepted Ballot Cards, and the results of the votes read by the Vote Tabulator.
- 2.23 **“Treatment Centre”** means a hospital or a facility under the *Mental Health Act, RSA 2000, chapter M-13*, or any facility that provides medical treatment or care on an in-patient basis.

- 2.24 **“Voting Station”** means the place where an elector votes.
- 2.25 **“Voting Subdivision”** means that area of a Local Jurisdiction designated as a Voting Subdivision by the Returning Officer.
- 2.26 **“Vote Tabulator”** means a unit of the Automated Voting System designed for use at the Voting Station to receive the Ballot Cards and automatically scan a specified area or areas on the Ballot Card and record the results.

3. NOMINATION DAY

- 3.1 Nomination Day is six (6) weeks before Election Day.
- 3.2 A person may file a nomination to become a candidate:
- 3.2.1 for a general Election, within the period beginning on January 1 in a year in which a general Election is to be held and ending at 12 noon on Nomination Day; and
 - 3.2.2 for a by-election, within the period beginning on the day after the resolution or bylaw is passed to set Election Day for the by-election and ending at 12 noon on Nomination Day.
- 3.3 Any person so nominated, may at any time within 24 hours after the close of the nomination period, withdraw in writing to the Returning Officer, as a candidate for the office for which they were nominated.
- 3.4 Within 48 hours of the close of nominations on Nomination Day, the Returning Officer shall post or cause to be posted at the Local Jurisdiction office the names of all candidates that have been nominated and the offices for which they were nominated.

4. NOMINATION FORM (PAPER)

- 4.1 A person shall file a nomination paper, in the prescribed form, to become a candidate within the period prescribed by the *LAEA*, ending at 12 noon on Nomination Day.
- 4.2 For the office of mayor and the office of councillor, each nomination paper must be signed by a minimum of twenty-five (25) electors eligible to vote in that Election and must reside in the Local Jurisdiction on the date of signing the nomination form.
- 4.3 Each candidate for the office of mayor and the office of councillor shall include with their nomination papers a deposit of one hundred dollars (\$100.00).
- 4.4 The deposit required in Section 5.3 of this Bylaw must be provided in cash, by certified cheque or money order made payable to the “City of Grande Prairie”.
- 4.5 If the candidate is not entitled to a refund pursuant to section 30(4) of the *LAEA*, the deposit shall then be paid into the General Revenue fund of the City.

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- 4.6 The Returning Officer shall not act upon a nomination paper as defined in section 27 of the *LAEA* if:
- 4.6.1 for the office of mayor and the office of councillor does not have the required signatures as required in Section 5.2 of this Bylaw;
 - 4.6.2 for the office of mayor and the office of councillor is not accompanied by the deposit as required in Section 5.3 of this Bylaw;
 - 4.6.3 for the office of school board trustees does not have the required signatures as defined in section 27(1)(b) of the *LAEA*; and
 - 4.6.4 sworn/affirmed by the candidate.

5. AUTOMATED VOTING SYSTEM

- 5.1 An Election may be conducted through the means of an Automated Voting System, which shall count the votes of electors and process and store the Election results, as directed by the Returning Officer.
- 5.2 The operation of the Automated Voting System shall be under the direction, supervision and control of the Returning Officer, who shall have such powers as may be necessary for the conduct of the Election using the Automated Voting System.
- 5.3 A reasonable time before an Election, the Returning Officer shall ensure that the Vote Tabulators have been tested, are in good working order and will provide accurate results.
- 5.4 The Returning Officer shall ensure that the integrity of the Automated Voting System or any component of it, including the software, and the Vote Tabulators are protected through appropriate security measures designed to prevent unauthorized access to, tampering with or use of the Ballot Cards.
- 5.5 Notwithstanding anything in this Bylaw, in the event that:
- 5.5.1 the Automated Voting System or any of its components malfunctions;
 - 5.5.2 the Automated Voting System or any of its components is not available for use;
 - or
 - 5.5.3 a defect in the Ballot Cards or Marking Devices prevents the operation of the Vote Tabulators;

the Returning Officer may make such directions considered necessary to ensure the effective conduct of the Election including:

- 5.5.4 the voting procedures to be used;
- 5.5.5 the taking of votes; and
- 5.5.6 the counting of the votes.

6. BALLOT CARDS

- 6.1 The Returning Officer shall be responsible for ensuring that Ballot Cards are produced in accordance with this Section.
- 6.2 Sufficient Ballot Cards shall be printed to ensure that there are Ballot Cards available for each elector who wishes to vote.
- 6.3 The Ballot Cards shall be in the form as set out in Schedule “A” attached or as otherwise prescribed by the Returning Officer.
- 6.4 The Ballot Cards may also contain bylaws or questions to be voted on in the Election.
- 6.5 The area for each office, bylaw or question shall be clearly designated on the Ballot Cards.

7. VOTING PROCEDURES

- 7.1 Each elector shall be given one Ballot Card which has been initialed by the DRO and put in a Secrecy Sleeve.
- 7.2 Upon receiving the Ballot Card in the Secrecy Sleeve, the elector shall forthwith proceed to the voting compartment to vote.
- 7.3 An elector may be accompanied in a voting compartment by a minor if the deputy consents, pursuant to section 55(4) of the *LAEA*.
- 7.4 The elector shall:
 - 7.4.1 only mark the Ballot Card in the voting compartment; and
 - 7.4.2 only use the Marking Device provided in the voting compartment to mark the Ballot Card.
- 7.5 The elector shall mark the Ballot Card as follows:
 - 7.5.1 with an “X” in the square corresponding with the choice of the elector’s candidate, or if there is more than one vacancy, the candidates of the elector’s choice; and
 - 7.5.2 where the Ballot Card is on a bylaw or question, marking an “X” in the square corresponding with the elector’s choice on the bylaw or question either in the affirmative or the negative.
- 7.6 After the elector has finished marking the Ballot Card, the elector shall:
 - 7.6.1 insert the Ballot Card into the Secrecy Sleeve without showing the markings on the Ballot Card to anyone and without folding the Ballot Card; and

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- 7.6.2 leave the voting compartment and deliver the Secrecy Sleeve containing the Ballot Card to the DRO supervising the Vote Tabulator and the Ballot Box.
- 7.7 The DRO supervising the Vote Tabulator and the Ballot Box shall insert the marked Ballot Card contained in the Secrecy Sleeve into the Vote Tabulator so that the Ballot Card is extracted from the Secrecy Sleeve without exposing the marks made by the elector.
- 7.8 When the elector's Ballot Card has been accepted by the Vote Tabulator and deposited into the Ballot Box, the elector shall leave the Voting Station.
- 7.9 Where a Vote Tabulator is available in the Voting Station but fails to operate, the DRO supervising the Vote Tabulator and Ballot Box shall:
- 7.9.1 insert the Ballot Card into the auxiliary compartment of the Ballot Box designed for the storage of marked but un-tabulated Ballot Cards; and
- 7.9.2 insert the Ballot Cards into a Vote Tabulator following the close of the Voting Station.
- 7.10 The voting procedure prescribed in this Section shall apply during an advance vote, an institutional vote and an at home vote insofar as is practicable and modified as may be necessary at the discretion of the Returning Officer.

8. REJECTED AND SPOILED BALLOTS

- 8.1 A Ballot is void and will not be counted in the Election results if the Ballot Card:
- 8.1.1 does not bear the initials of the DRO who issued the ballot card;
- 8.1.2 has been torn, defaced or dealt with in such a way by an elector that the elector can be identified;
- 8.1.3 has been marked for more candidates than there are offices to be filled;
- 8.1.4 in the event of a bylaw or question, has been marked both in the affirmative and the negative;
- 8.1.5 has not been marked by the elector;
- 8.1.6 has been marked outside of the space indicated for the placing of the elector's mark; or
- 8.1.7 cannot be read by the Vote Tabulator.
- 8.2 If an elector has inadvertently made a mistake on the provided Ballot Card the elector may, upon returning it to the DRO supervising the Vote Tabulator, request a new Ballot Card.
- 8.3 If the elector requests another Ballot Card, the DRO must issue a new Ballot Card to the elector and mark the returned Ballot Card "SPOILED" and place it in the envelope provided for spoiled Ballots Cards. Spoiled Ballot Cards must be retained and kept separately from all other Ballot Cards and must not be counted in the Election results.

- 8.4 If a Ballot Card is rejected by the Vote Tabulator, the DRO supervising the Ballot Box must advise the elector that he or she may request another Ballot Card. If the elector refuses to request another Ballot Card, the DRO must re-insert the Ballot Card into the Vote Tabulator to scan the specified area or areas on the Ballot Card that have been completed correctly.

9. MODIFIED VOTING PROCEDURE

- 9.1 The Returning Officer is hereby authorized to designate more than one Voting Station for each Voting Subdivision and the location of those Voting Stations for that Election.

10. ADVANCE VOTING

- 10.1 The Returning Officer shall conduct an advance vote on an Election in accordance with the *LAEA*.

- 10.2 A Vote Tabulator will be used to conduct the advance vote.

- 10.3 Where the Vote Tabulator is used for the advance vote, the PDRO must, upon completion of each day of the advance vote, ensure that:

10.3.1 no Tally Register Tape is generated; and

10.3.2 the Vote Tabulator complete with Memory Card is returned to a location specified by the Returning Officer.

- 10.4 Where the Vote Tabulator is used for the advance vote, the Returning Officer must ensure that:

10.4.1 the Memory Card remains secure; and

10.4.2 the Tally Register Tape is not generated until after 8:00 p.m. on Election Day.

11. INSTITUTIONAL VOTING

- 11.1 The Returning Officer is authorized to designate the location and voting hours of one or more institutional Voting Stations for an Election.

- 11.2 In the Election of the Local Jurisdiction, Supportive Living Facility and Treatment Centre are hereby established as institutional Voting Stations.

- 11.3 Vote Tabulators will be used to conduct the institutional vote.

- 11.4 Where the Vote Tabulators are used for the institutional vote, the PDRO must, upon completion of each Voting Station, ensure that no Tally Register Tapes are generated.

11.5 Upon the completion of the institutional vote the PDRO will bring the Vote Tabulators complete with Memory Cards to the Counting Centre, or to a location specified by the Returning Officer.

11.6 Tally Register Tapes will be generated by the PDRO after 8:00 p.m. on Election Day.

12. ELECTOR ASSISTANCE AT HOME

12.1 Provision is made for the attendance of two (2) DROs at a residence of an elector, during the hours of an advance vote, in order to take the votes of an elector who, because of physical disability, is unable to attend a Voting Station or an advance Voting Station to vote.

13. POST VOTING PROCEDURE ON ELECTION DAY

13.1 Immediately after the close of a Voting Station, the PDRO at each Voting Station shall:

- 13.1.1 confirm that the auxiliary compartment of the Ballot Box is empty;
- 13.1.2 close the Vote Tabulator against receiving any more Ballot Cards;
- 13.1.3 cause the Vote Tabulator to print off two (2) copies of the Tally Register Tapes;
- 13.1.4 together with a DRO sign the bottom of both Tally Register Tapes; and
- 13.1.5 hand the Vote Tabulator, tabulator access key and one (1) of the signed Tally Register Tape to the Election Assistant assign to the Voting Station by the Returning Officer to deliver them to the Counting Centre.

14. COUNTING CENTRE

14.1 The Returning Officer may designate a single location as a Counting Centre for the purpose of this Section and shall notify all affected candidates, official agents and scrutineers of the location of the Counting Centre.

14.2 The Returning Officer shall 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.

14.3 At the Counting Centre the Returning Officer shall:

- 14.3.1 record receipt of each Vote Tabulator;
- 14.3.2 cause the Memory Card from each Vote Tabulator to be activated by a computer which will tally the results from each Voting Station;
- 14.3.3 verify that the results of the votes to be tallied by the computer are the same as the results shown on the Tally Register Tape from the Memory Card being tallied;
- 14.3.4 produce a cumulative results report of the votes from all the Voting Stations;

14.3.5 receive all ballot account forms completed by the PDRO from each Voting Station; and

14.3.6 receive all sealed Ballot Boxes and verify the seal of each Ballot Box.

14.4 The Returning Officer may delegate any of the duties in this Section to a DRO.

15. RECOUNT BY RETURNING OFFICER

15.1 If the Returning Officer makes a recount under Section 98 of the LAEA, the voted Ballot Cards shall be recounted by a Vote Tabulator.

16. GENERAL

16.1 Upon completion of the tabulation of the election results, the City Clerk shall retain the programs and Memory Cards from the Automated Voting System in accordance with the provisions of the LAEA relating to the retention of election materials.

16.2 The provisions of this Bylaw shall apply generally in the same fashion, but with all necessary modifications, to:

16.2.1 a by-election; and/or

16.2.2 a Ballot on a bylaw or question that is put to the electors at a time other than a general election.

17. REPEAL

17.1 Bylaws C-952, C-1049 and C-1132 are hereby repealed.

18. EFFECTIVE DATE

18.1 This Bylaw shall take effect on the date it is passed.

READ a first time this 10 day of February, 2020.

READ a second time this 10 day of February, 2020.

“B. Given” (signed) _____
Mayor

“A. Karbasheski” (signed) _____
City Clerk

READ a third time and finally passed this 24 day of February, 2020.

“B. Given” (signed) _____
Mayor

“A. Karbasheski” (signed) _____
City Clerk



CITY OF GRANDE PRAIRIE

2017 Municipal Election
 Monday, October 16, 2017
 LOCAL AUTHORITIES ELECTION ACT

Public School Ballot

DRO

Instructions: To vote, fill in the squares to the right of your choices, like this: or .
 Please use only the marking pen provided. Do not write anything else on the ballot.

Election of

MAYOR

for the City of Grande Prairie

The maximum number of candidates that can be voted for is **ONE (1)**

Alexandre **BILODEAU**

Patrick **CHAN**

Valérie **MALTAIS**

Election of

COUNCILLOR

for the City of Grande Prairie

The maximum number of candidates that can be voted for is **EIGHT (8)**

Jennifer **ABEL**

Gillian **APPS**

Phil **BROWN**

Chandra **CRAWFORD**

Sidney **CROSBY**

Will **CROTHERS**

Matt **DUCHENE**

Meagan **DUHAMEL**

Ryan **FRY**

Charles **HAMELIN**

Dara **HOWELL**

Jan **HUDEC**

Carol **HUYNH**

Jennifer **JONES**

Mikaël **KINGSBURY**

Scott **MOIR**

Dylan **MOSCOVITCH**

Marie-Eve **NAULT**

Mark **OLDERSHAW**

Christine **SINCLAIR**

Election of

PUBLIC SCHOOL TRUSTEES

for Grande Prairie
 Public School District No. 2357

The maximum number of candidates that can be voted for is **SEVEN (7)**

Ryan **COCHRANE**

Douglas **CSIMA**

Robyn **GAYLE**

Christine **GIRARD**

Megan **HEINICKE**

Émilie **HEYMANS**

Kaillie **HUMPHRIES**

Duncan **KEITH**

Jocelyne **LAROCQUE**

Kaitlyn **LAWES**

Patrick **MARLEAU**

SAMPLE 2017



CITY OF GRANDE PRAIRIE

2017 Municipal Election
 Monday, October 16, 2017
 LOCAL AUTHORITIES ELECTION ACT

Separate School Ballot

DRO

Instructions: To vote, fill in the squares to the right of your choices, like this: or
 Please use only the marking pen provided. Do not write anything else on the ballot.

Election of

MAYOR

for the City of Grande Prairie

The maximum number of candidates that can be voted for is **ONE (1)**

Alexandre **BILODEAU**

Patrick **CHAN**

Valérie **MALTAIS**

Election of

COUNCILLOR

for the City of Grande Prairie

The maximum number of candidates that can be voted for is **EIGHT (8)**

Jennifer **ABEL**

Gillian **APPS**

Phil **BROWN**

Chandra **CRAWFORD**

Sidney **CROSBY**

Will **CROTHERS**

Matt **DUCHENE**

Meagan **DUHAMEL**

Ryan **FRY**

Charles **HAMELIN**

Dara **HOWELL**

Jan **HUDEC**

Carol **HUYNH**

Jennifer **JONES**

Mikaël **KINGSBURY**

Scott **MOIR**

Dylan **MOSCOVITCH**

Marie-Eve **NAULT**

Mark **OLDERSHAW**

Christine **SINCLAIR**

Election of

SEPARATE SCHOOL TRUSTEES

Grande Prairie Roman Catholic
 Separate School District No. 28, Ward 1

The maximum number of candidates that can be voted for is **FIVE (5)**

Roseline **FILION**

Kaetlyn **OSMOND**

Kelly **PARKER**

Scott **PERRAS**

Corey **PERRY**

Brittany **PHELAN**

Trevor **PHILP**

Carey **PRICE**

Brian **PRICE**

Morgan **PRIDY**

Eric **RADFORD**

SAMPLE 2017