

BYLAW NUMBER 35M2018 (Office Consolidation)

**BEING A BYLAW OF THE CITY OF CALGARY
TO CONDUCT ELECTIONS**

(Amended by 40M2018)

WHEREAS subsection 46(2) of the *Local Authorities Election Act*, R.S.A. 2000, c.L-21 (the “*Act*”) provides that an elected authority may, by a bylaw passed prior to June 30 in a year in which an election is to be held, provide that voting stations may be open before 10:00 a.m.;

AND WHEREAS Council, being an ~~local authority~~ elected authority as defined in the *Act*, deems it desirable that voting stations for an election be open at 8 a.m.;

AND WHEREAS section 49 of the *Act* provides that a municipality may by bylaw:

- (a) direct the secretary to prepare a permanent electors register of residents in the municipality who are entitled to vote in elections;
- (b) prescribe procedures and other forms governing the enumeration of electors and any other methods of compiling and revising a permanent electors register; and
- (c) provide for the use of the permanent electors register to create a list of electors who are entitled to vote in an election’

AND WHEREAS Council deems it advisable that a permanent electors register be prepared;

AND WHEREAS section 84 of the *Act* provides that an elected authority may by bylaw provide for the taking of votes from electors by means of voting machines, vote recorders, or automated voting systems, and the bylaw must prescribe the form of ballot, directions for marking the ballot, directions for procedures for the taking of votes, the examination of ballots by machine or otherwise to declare them void, counting of votes, and recounting by machine or other means;

AND WHEREAS Council deems it desirable to authorize the use automated voting system for elections and to provide for the procedures for their use;

AND WHEREAS section 73 of the *Act* provide that an elected authority may by resolution provide for the holding of an advance vote;

AND WHEREAS subsection 180(3) of the *Municipal Government Act*, R.S.A. 2000, c. M-26, provides that where Council is authorized under any enactment to do something by resolution, it may also be done by bylaw;

AND WHEREAS Council deems it desirable to provide for the holding of an advance vote;

AND WHEREAS subsection 80(1) of the *Act* provides that an elected authority may authorize the returning officer to designate the location of one or more institutional voting stations for an election;

AND WHEREAS subsection 77.1(2) of the *Act* provides that an elected authority may, by resolution passed prior to nomination day, provide for special ballots and provide the method by which a person may apply to receive a special ballot;

AND WHEREAS subsection 77.2(3.1) of the *Act* provides that an elected authority may by resolution set a time and date earlier than the closing of the voting stations on election day for when a special ballot must be received by a returning officer;

AND WHEREAS section 4 of the Calgary Election Regulation AR 293/2009 provides that section 78(5) of the *Act* does not apply in the case of an elector who is blind and directs that:

- (a) the deputy shall provide at advance vote stations on an as-required basis blind voter templates that will allow the elector to vote entirely unassisted; and
- (b) the returning officer shall ensure that advertisements for advance voting stations contain statements that blind voter templates will be available only at advance voting stations and will not be available on election day;

(40M2018, 2018 September 24)

AND WHEREAS section 27(2) of the *Act* allows an elected authority in a city with a population of at least 10,000 to specify a required number of electors to sign the nomination of a candidate for office as a member of the Council of The City Calgary, and that number must be at least 5 and not more than 100;

AND WHEREAS, Council is desirous that the minimum number of electors required to sign nomination papers be 100;

AND WHEREAS section 29 of the *Act* provides that an elected authority may by bylaw require every nomination be accompanied by a deposit in an amount fixed in the bylaw;

AND WHEREAS under sections 2 and 3 of the *Act* The Calgary Board of Education and the Roman Catholic Separate School District No. 1 have entered into agreements for The City of Calgary to conduct joint elections;

AND WHEREAS under sections 2 and 3 of the *Act*, the elected authority conducting the election has the power to pass bylaws where a joint election agreement has been made;

AND WHEREAS Council is desirous that the deposit be \$500 for the office of Mayor of the City of Calgary and \$100 for all other offices of the City of Calgary, Calgary Board of Education and Calgary Roman Catholic Separate School District No.1;

AND WHEREAS section 13(2.1) of the *Act* requires an elected authority to appoint a substitute returning officer by June 30 of the year in which the election occurs or, for a by-election, in the resolution or bylaw that fixes the day for the by-election;

AND WHEREAS section 28(1.1) of the Act authorizes an elected authority to pass a bylaw by December 31 of the year before a year in which a general election is to be held, to allow a returning officer to establish one or more locations, in addition to the local jurisdiction office, where a deputy may receive nominations;

AND WHEREAS section 37(3) of the Act authorizes an elected authority to pass a bylaw by June 30 of a year in which a general election is to be held allowing the returning officer of the elected authority to designate more than one voting station for each subdivision and the location of those voting stations for that election;

AND WHEREAS section 84(2.3) of the Act provides that an elected authority may by bylaw provide that a single ballot may be used for the office of chief elected official, the offices of councillors and the offices of school representatives or trustees;

AND WHEREAS section 147.32 of the Act provides that every candidate or a person acting on behalf of the candidate shall issue a receipt for every contribution accepted in a form acceptable to the local jurisdiction; and

AND WHEREAS section 177 of the Act provides that a third party shall issue receipts in the form and manner approved by the local jurisdiction for every advertising contribution accepted by the third party.

NOW, THEREFORE, THE COUNCIL OF THE CITY OF CALGARY ENACTS AS FOLLOWS:

PART 1 – TITLE, DEFINITIONS AND APPLICATION

Short Title

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

Definitions

2. In this Bylaw:
 - (a) “Act” means the *Local Authorities Election Act*, R.S.A. 2000, c.L-21;
 - (b) “*automated voting system*” means the tabulators, memory storage devices, remote accumulation systems, printers, computers and software used to count votes and generate election results electronically;
 - (c) “*auxiliary ballot box*” means a separate compartment in a ballot box into which electors place their marked ballots that have not been read by the tabulator;
 - (d) “*ballot*” means a paper listing the names of *candidates* standing for election, and questions or bylaws posed to electors, with places for electors to mark their choices;
 - (e) “*ballot account*” means the form prescribed pursuant to the Local Authorities Forms Regulation, AR 106/2007;

- (e.1) “candidate” means an individual who has been nominated to run for election in a local jurisdiction as member of *Council* or school board trustee;
- (f) “*Council*” means the municipal council for The City of Calgary;
- (g) “*counting centre*” means a secured area within the City’s Election and Census Office at #8 Novatel Skyline Bldg. 1103-55 Avenue NE Calgary AB, T2E 6W1, or such other location designated by the *Returning Officer*;
- (h) “*election*” means election as defined in the *Act*;
- (i) “*election day*” means election day as defined in the *Act*;
- (j) “*register tape*” means a printed record generated by a *tabulator* which shows the votes cast for each election and the total votes cast’
- (k) “*Returning Officer*” means the person appointed as a returning officer pursuant to section 13 of the *Act*
- (l) “*secrecy sleeve*” means an open ended envelope used to cover a marked *ballot* that conceals the elector’s choices but reveals the initials of the deputy who issued the ballot to the elector;
- (m) “*secretary*” means secretary as defined in the *Act*;
- (n) “*tabulator*” means a device with a memory storage component into which marked ballots are inserted which automatically counts the votes on the *ballot* for an *election*;
- (o) “*voting station*” means a voting station as defined in the *Act*.

Application

3. (1) This Bylaw applies to all *elections* in the City of Calgary that are governed by the *Act*.
- (2) If there is any conflict between a provision of this Bylaw and a provision of the *Act*, the latter prevails.

PART 2 – PERMANENT ELECTORS REGISTER

4. (1) The secretary is hereby directed to prepare a permanent electors register of residents in the City who are entitled to vote in *elections*.
- (2) The *Returning Officer* may use the permanent electors register to create a list of electors who are entitled to vote in an *election*.
- (3) The *Returning Officer* is hereby delegated the authority to prescribe procedures and other forms governing the enumeration of electors and any other methods of compiling and revising a permanent electors register.

PART 2.1 – SUBSTITUTE RETURNING OFFICER

4.1 The *Returning Officer* is hereby delegated the authority to appoint a substitute returning officer.

PART 2.2 - NOMINATIONS

Nomination Signatures

4.2 The minimum number of electors required to sign the nomination papers of a *candidate* for office as a member of the *Council* is 100.

Nomination Deposit

4.3 (1) Every nomination paper required by the *Act* which nominates a *candidate* for election as a:

(a) member of *Council* other than the Mayor; or

(b) school board trustee;

must be accompanied by a deposit in the amount of \$100 in cash, certified cheque or money order.

(2) Every nomination paper required by the *Act* which nominates a *candidate* for election to the office of Mayor must be accompanied by a deposit in the amount of \$500 in cash, certified cheque or money order.

(3) If the deposit is made by certified cheque or money order it must be drawn in favour of The City of Calgary.

(4) The deposit shall be taken in to general revenue unless the circumstances provided for in section 30(4) of the *Act* prevail in which case it shall be returned to the *candidate* after a *candidate* has been declared elected.

Locations Where Nominations may be received

4.4 (1) The *Returning Officer* is hereby authorized to establish one or more locations where a deputy may receive nominations.

(2) The *Returning Officer* must publish on The City's website a list of all locations where nominations may be received.

PART 2.3 – VOTING STATIONS

4.5 The *Returning Officer* is hereby authorized to to designate more than one *voting station* for each voting subdivision and the location of such *voting stations*.

PART 3 – VOTING STATION HOURS

5. *Voting stations* shall be kept open continuously on *election day* from 8 a.m. until 8 p.m.

PART 4 – ADVANCE VOTE

6. (1) The *Returning Officer* is hereby authorized to hold an advance vote on any vote to be held in an *election*.
- (2) The *Returning Officer* must determine the days and hours when the advance vote is to be held.

PART 4.1 – INSTITUTIONAL VOTING STATIONS

- 6.1 Pursuant to section 80 of the *Act*, the *Returning Officer* is hereby authorized to designate the location of one or more institutional voting stations for an *election*.
(40M2018, 2018 September 24)

PART 4.2 – SPECIAL BALLOTS

- 6.2 (1) The use of special ballots for an *election* is hereby authorized.
- (2) For a general election, as that term is defined in the *Act*:
 - (a) the *Returning Officer* is directed to accept applications for special ballots commencing on August 1 of the year of a general election and ending at noon on *election day*; and
 - (b) special ballots must be received by the *Returning Officer* no later than 4:00 p.m. on *election day*.
- (3) For a by-election, as that term is defined in the *Act*, or for a vote on a bylaw or question the *Returning Officer*:
 - (a) is directed to accept applications for special ballots
 - (b) is authorized to set the time period during which applications for a special ballot will be accepted; and
 - (c) is authorized to set the date and time by which special ballots must be received.
- (4) Applications for special ballots may be made:
 - (a) in writing;
 - (b) by telephone;
 - ~~(c) by telecopier or facsimile machine;~~
 - (d) in person;
 - (e) by e-mail; and
 - (f) through a publicly accessible website maintained by The City of Calgary.

PART 4.3 – BLIND AND VISUALLY IMPAIRED VOTERS

- 6.3 (1) In this section, “*electronic ballot marking device*” means an electronic device that has an audio instruction and vote confirmation component and Braille-embossed voting buttons that is used by blind or visually impaired voters to mark a ballot.
- (2) The *Returning Officer* is directed:
- (a) to provide *electronic ballot marking devices* for blind and visually impaired voters during the advance vote; and
 - (b) to ensure that advertisements for advance voting stations contain statements that *electronic ballot marking devices* will be available only at advance voting stations and will not be available on election day.

(40M2018, 2018 September 24)

PART 5 – AUTOMATED VOTING SYSTEM PROCEDURES

Automated Voting System

7. (1) *Council* hereby authorizes the use of *automated voting systems* for *elections*, as deemed appropriate by the *Returning Officer*.
- (2) The voting procedures outlined in this Bylaw must be followed for *elections* employing an *automated voting system*, except for the special *ballot* process unless otherwise stated.

Form of Ballot

8. (1) The *Returning Officer* is hereby authorized to determine the form of ballot to be used in an election where an *automated voting system* is employed.
- (2) The *Returning Officer* may use a single ballot for the office of chief elected official, the offices of councillors and the offices of school representatives or trustees.

Testing of Tabulators

9. If an *automated voting system* is used for an *election*, including special *ballots*, the *Returning Officer* must test all *tabulators* in advance of the *election* to ensure that they are functioning correctly, and once tested, memory units cleared and the *tabulators* physically secured until they are used for the *election*.

Issuance of Ballots

10. Prior to issuing a *ballot*, a deputy must ensure that:

- (a) the elector is voting at 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 voting register is completed; and
- (e) if the City is conducting an *election* for the school boards, the elector is asked if the elector is a resident of the Calgary Board of Education or the Calgary Separate School District No. 1; and
- (f) the *ballot* issued to the elector is initialed by the deputy.

Marking of ballot

- 11. (1) Upon receiving a *ballot*, the elector must enter the voting compartment alone to mark the *ballot*, or with an assistant as permitted by the *Act*.
- (2) Despite subsection (1), the elector may bring a minor child into the voting compartment.
- 12. After the elector has marked his or her *ballot* indicating one choice for each election with an “X”, or other legible mark that clearly indicates the elector’s choice, the elector will place the marked *ballot* in the *secrecy sleeve* provided with the ballot and proceed to the *ballot box*.

Deposit of ballot into tabulator

- 13. The deputy at the *ballot box* must ensure:
 - (a) that the *ballot* was initialed by a deputy; and
 - (b) the *ballot* is inserted directly into the *tabulator* from the *secrecy sleeve*, without revealing the elector’s choices on the *ballot*.

Ballot marked incorrectly

- 14. (1) If the elector makes an *inadvertent* error in marking a *ballot*, the elector will return the original *ballot* to a deputy, and may request a replacement *ballot*.
- (2) When an elector returns a *ballot* with an inadvertent error on it, a deputy will mark the returned *ballot* as “SPOILED” and if the elector requests a replacement *ballot*, a deputy will provide a replacement *ballot* to the elector.

Tabulator errors

- 15. (1) If a *ballot* is rejected by a *tabulator*, a deputy will advise the elector to obtain a replacement *ballot*, and if the elector:

- (a) requests a replacement *ballot*, the original *ballot* will be marked “SPOILED”;
 - (b) declines to obtain a replacement *ballot*, the original *ballot* will be marked “REJECTED”.
- (2) A deputy will retain the SPOILED and REJECTED *ballots* separate from each other, and from all other *ballots*.
 - (3) If the *tabulator* fails or malfunctions, electors will insert their marked *ballots* into the *auxiliary ballot box*.
 - (4) The *auxiliary ballot box* will remain closed until the voting station closes, at which time two deputies in the presence of one another and any *candidates*, scrutineers or official agents present, will open the *auxiliary ballot box* and insert the *ballots* from the *auxiliary ballot box* into the *tabulator*, but if the *tabulator* rejects a *ballot*, and it is possible to ascertain the votes on the ballot, a deputy will:
 - (a) prepare a replacement *ballot* duplicating the elector’s choices, and mark it “DUPLICATE”;
 - (b) mark the word “SPOILED” on the original *ballot*;
 - (c) mark a serial number on both the duplicate *ballot* and the original *ballot*; and
 - (d) insert the replacement *ballot* into the *tabulator*.

Failure of Tabulator or Automated Voting System

- 16. If a *tabulator* or the *automated voting system* fails, the *Returning Officer* may direct that:
 - (a) *ballots* from any or all *voting stations* be counted manually at the *voting station*; or
 - (b) *ballot boxes* be delivered to the *counting centre* and *ballots* so delivered be counted using *tabulators* at the *counting centre* in the same manner as prescribed for counting *ballots* from the *auxiliary ballot box*; and
 - (c) give such other directions as may be required for the proper conduct of the *election*.

Post-vote Procedures

17. (1) After a *voting station* closes, except as modified for special *ballot*, institutional and advance vote *voting stations*, the presiding deputy must ensure that the following functions are performed:
- (a) *ballots* from the *auxiliary ballot box* are inserted into the *tabulator* in the manner set out in subsection 14(4) 13 for counting;
 - (b) after the votes from the *auxiliary ballot box* are counted, the *tabulator* is secured such that no other *ballots* can be inserted into it
 - (c) two *register tapes*, or as many as may be directed by the *Returning Officer*, are produced from the *tabulator*;
 - (d) *register tapes* are certified by two deputies;
 - (e) one *register tape* is posted on the door or other conspicuous place at the entry to the *voting station*;
 - (f) election results are transmitted to the *Returning Officer* in the manner prescribed by the *Returning Officer*;
 - (g) unused *ballots* are counted;
 - (h) *ballots* that are marked SPOILED or REJECTED are placed in separately sealed packages;
 - (i) all election materials from the *voting station*, except for the *ballot account*, and voting registers with objections noted on them, into a ballot transport box for delivery to the *counting centre*; and
 - (j) the prescribed *ballot account* is completed, and a copy of the certified *register tape* is attached to it.
- (2) Despite subsection (1), ballot boxes for special ballots, institutional and advance vote voting stations may be opened on election day prior to the close of regular voting stations for the purpose of inserting ballots into the tabulator. The steps set out in subsection (1) otherwise are applicable to special ballots and ballots from institutional and advance vote voting stations.

Recount

18. If in accordance with the *Act*, the *Returning Officer* directs a recount the following procedure will be followed:
- (a) *tabulators* will be placed in the *counting centre*;
 - (b) in the presence of two deputies, the *Returning Officer*, scrutineers, *candidates* and official agents, the *tabulators* will be cleared, and the opening *register tape* showing a zero count produced;
 - (c) *ballots* cast for the *election* being recounted will be removed from the *ballot box* and inserted into the *tabulators* for counting;

- (d) after the *tabulators* have recounted all votes, two *register tapes*, or as many as directed by the Returning Officer, will be certified by two deputies;
- (e) 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.

Paper ballot system

19. Despite the voting procedures for *automated voting systems* set out in this Part, the *Returning Officer* may choose to conduct an *election* using a paper *ballot* system instead of an *automated voting system*, in which case the procedures for such *elections* prescribed by the *Act* must be followed.

PART 5.1 – CAMPAIGN CONTRIBUTION RECEIPTS

19.1 (1) Every *candidate* or a person acting on behalf of the *candidate* must issue a receipt for every contribution accepted.

(2) A receipt issued pursuant to subsection (1) must include the following information:

(a) date of contribution;

(b) name of individual contributor;

(c) address of individual contributor; and

(d) amount contributed.

PART 5.2 – THIRD PARTY ADVERTISING CONTRIBUTION RECEIPTS

19.2 (1) A third party must issue receipts for every advertising contribution accepted by the third party.

(2) A receipt issued pursuant to subsection (1) must include the following information:

(a) date of contribution;

(b) name of contributor;

(c) address of contributor; and

(d) amount contributed.

(3) In this section, “third party” and “advertising contribution” have the meaning as set out in the *Act*.

PART 6 - GENERAL

Repeal

20. Bylaw 8M86, Being a Bylaw of The City of Calgary to Direct the City's Returning Officer to Prepare a List of Electors for Municipal General Elections, is hereby repealed.

20.1 Bylaw 22M98, Being a Bylaw of The City of Calgary for the Establishment of Institutional Voting Stations for Municipal Elections, is hereby repealed.

(40M2018, 2018 September 24)

Coming into force

21. This Bylaw comes into force on the day it is passed.

READ A FIRST TIME ON 2020 OCTOBER 5

READ A SECOND TIME ON 2020 OCTOBER 5

READ A THIRD TIME ON 2020 OCTOBER 5

(Sgd.) N.Nenshi
MAYOR

(Sgd.) J. Fraser
ACTING CITY CLERK