

PART II

PRIOR TO ELECTION DAY

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A. Nomination Procedure

1. Date of Nomination Day

Local Jurisdictions Other than Summer Villages (s. 25)

Monday, September 23, 2013, or if a bylaw is passed prior to June 30th, in an election year (s. 11(2)) then nomination day will be on Saturday, September 21, 2013.

Summer Villages (s. 12(d))

June and/or July 2013

2. Before Nomination Day

Appointment of Returning Officer (s. 13)

The elected authority may, by resolution, appoint a returning officer. If the elected authority fails to do so, then the secretary of an elected authority is the returning officer.

Appointment of Deputy, Deputies, Constables (s.14.1)

The returning officer shall appoint a presiding deputy, deputies, constables and other persons as required.

Oaths/ Statement (s. 16)

The returning officer must subscribe to an official oath in the prescribed form prior to assuming his or her duties (Form 1). The presiding deputy, deputies, constables and other persons must complete the statement as required (Form 1A).

Ward System

If there are wards in an area, the provisions of the *Local Authorities Election Act* apply unless specifically varied in the act, s. 6(3). A "ward" means:

- A ward or electoral division under the *Municipal Government Act*; or
- A ward or an electoral subdivision under the *School Act*.

Part 5, Division 2, s. 148 of the *Municipal Government Act* provides for the division of a municipality into wards. A bylaw under s. 148 must be passed at least 180 days before the general election at which it is to take effect.

Providing for Notice of Nomination (s. 26)

The returning officer shall publish a notice of nomination day in the prescribed form (Form 2 or 2SV), in a newspaper or other publication circulating in the area, at least once a week in each of the two weeks prior to nomination day **or** by mailing or delivering a notice to every residence in the local jurisdiction at least one week before nomination day. The returning officer may publish, mail and deliver additional notices and may give notice by any other method as many times as considered appropriate.

The notice of nomination day should indicate that a deposit must accompany the nomination paper, if this requirement has been previously established by bylaw. The bylaw must be passed 30 days prior to nomination day. The notice of nomination day should also indicate where the nomination papers are available.

In a summer village (s. 12) nomination day shall be in June or July at a date and place and between the hours established by council, and s. 25 and s. 28(1) do not apply.

Form of Nomination (s. 27)

Every nomination shall be in the prescribed form (Form 3), and if a deposit has been established by bylaw (s. 29), the form shall be accompanied by cash, certified cheque or money order.

Where such a bylaw has been passed, a nomination form is not valid nor shall it be acted upon unless it is accompanied by the deposit.

The nomination of candidates for election shall be in the form prescribed for use under s. 27(1) and shall be signed by at least five electors eligible to vote at that election,

except in the case of a City or a board of trustees under the *School Act* (with populations of at least 10,000) where a bylaw has been passed prior to June 30 pursuant to s. 27(2).

THE RETURNING OFFICER IS NOW REQUIRED TO REFUSE A NOMINATION PAPER THAT HAS NOT BEEN SIGNED BY THE REQUIRED NUMBER OF ELECTORS. (s. 28(3.01).

IT IS NOT THE RETURNING OFFICER'S RESPONSIBILITY TO RULE ON THE VALIDITY OF THE INFORMATION CONTAINED IN THE NOMINATION PAPER.

However, the returning officer may point out known discrepancies. The responsibility lies with the courts if the election or nomination is challenged by an elector.

Requirement that a Deposit Accompany the Nomination Paper (s. 29)

An elected authority may by bylaw, passed not less than 30 days before nomination day, require a deposit with every nomination. The deposit may not exceed:

- \$1000 in a jurisdiction with a population of more than 10,000; or
- \$100 in any other case.

The deposit is to be provided in cash, by certified cheque or by money order.

Candidate Eligibility

Local Jurisdictions Other Than Summer Villages (s. 21 and 47)

A person may be nominated as a candidate in any election under this act if on nomination day the person is:

- is at least 18 years old;
- is a Canadian citizen;
- has resided in Alberta for the six consecutive months immediately preceding election day and the person's place of residence is located in the area on election day;

- is a resident of the local jurisdiction and the ward, if any, for the six consecutive months immediately preceding nomination day; and
- is not otherwise ineligible or disqualified.

In a city, a candidate is not required to be a resident of the ward, but must be a resident of the city (s. 21(2)).

Summer Villages (s. 12)

In order to qualify for nomination as a councillor, a person is not required to be a resident of the summer village, but must be entitled to vote in the election and have been a resident of Alberta for the 12 consecutive months immediately preceding election day.

Candidate Ineligibility (s. 22)

A person is not eligible to be nominated as a candidate, if on nomination day the person (see the exemptions listed under the above noted section):

- is the auditor for the local jurisdiction;
- is an employee of the local jurisdiction or is employed by a school district or division, a charter school or a private school, for which the election is to be held unless on a leave of absence under this section;
- is indebted for taxes for more than \$50 except current taxes, or if a tax consolidation agreement is entered into and not in default of payments;
- is indebted to the local jurisdiction in excess of \$500 for any debt and is in default for more than 90 days;
- has within the previous 10 years, been convicted of an offence under the *Local Authorities Election Act*, the *Election Act* or the *Canada Elections Act*;

Effective January 1, 2014 a person is not eligible to be nominated as a candidate for election as a councillor if:

- (a) the secretary transmitted a report to council under section 147.8(1) in respect of the person,

- (b) the Court did not dispense with, or extend the time for, compliance with section 147.4 by an order under section 147.8(3), and
- (c) subject to section 22(1)(d.1), nomination day for the election occurs within
 - (i) the 8-year period following the day on which the secretary transmitted the report to council, or
 - (ii) where the disclosure statement required by section 147.4 has been filed with the municipality, the 3-year period following the day of filing,
 whichever period expires first.

This applies where a report has been transmitted under section 147.8(1) respecting a campaign period beginning on or after January 1, 2014.

Ineligibility does not apply to a person by reason only:

- (a) that the person is a shareholder in a corporation having a contract or dealings with the local jurisdiction or elected authority for which the election is being held,
 - (i) unless the person holds or there is held by the person or the person's spouse or adult interdependent partner, parents, children, brothers and sisters more than 25% of the issued capital stock of the corporation, or
 - (ii) unless the contract or dealings are for the building or construction of a public work of the local jurisdiction;
- (b) that the person has a contract with the local jurisdiction for the supplying to the person, the person's spouse, or adult interdependent partner or child of a service, utility or commodity that the local jurisdiction has statutory authority to supply;
- (c) that the person holds an interest in a publication
 - (i) in which official advertisements of the local jurisdiction appear, or
 - (ii) that is supplied to the local jurisdiction at the usual rates;
- (d) that the person sells or leases to the local jurisdiction land or interest in land that the local jurisdiction has authority to expropriate;
- (e) that the person supplies goods, merchandise or services to the local jurisdiction or to persons contracting with the local jurisdiction if they are

supplied at competitive prices and in the ordinary course of the person's business or profession;

- (f) that the person renders
 - (i) services to indigents who are residents of the local jurisdiction and for which the local jurisdiction is or may become liable to pay, or,
 - (ii) services for which the local jurisdiction has provided a subsidy;
- (g) that the person is appointed to a position under the *Emergency Management Act*;
- (h) that the person has rendered professional services as a lawyer to the local jurisdiction, if the fees for the services have been taxed under the *Alberta Rules of Court*;
- (i) that the person has received a gratuity or allowance for services on a committee or board appointed by or responsible to the local jurisdiction;
- (j) that the person is a member of an association under the *Rural Utilities Act* or is a member of a co-operative under the *Cooperatives Act*;
- (k) that the person is a vendor, purchaser, assignor or assignee of land bought or sold under the *Agriculture Financial Services Act*;
- (l) that the person is a party to a contract for the purchase or lease of real or personal property from the local jurisdiction entered into before nomination day;
- (m) that the person is a volunteer chief, officer or member of a fire, ambulance or emergency measures organization established by a local jurisdiction or that the person is a volunteer for another purpose who performs duties under the direction of the local jurisdiction.

Eligibility for Nomination if a Separate School Authority Exists

Public school authorities and separate school authorities are equal partners in education delivery. They share geographical area. They do not share governance of education delivery. Each is a corporate entity in its own right. Each has a Board of Education. Each has eligible electors, who are able to run as a trustee or vote for a trustee in the system in which they meet the criteria of an eligible elector. The *School Act* and

the *Local Authorities Election Act* set out in legislation the criteria that determines what constitutes ability to run as a trustee and vote for a trustee in either a public or separate school authority.

It is important that returning officers and deputy returning officers understand the legal framework that impacts on school board elections in areas where both public school boards and separate school boards co-exist.

School Act (s. 44)

An individual resides within the boundaries of a separate school district and shares the same faith as those who established the district, is a resident of the separate school district, not of the public school district. All separate school districts are Roman Catholic. A Roman Catholic is defined as a person who is in communion with the See of Rome. The residency is determined by faith. Where a Roman Catholic separate school system is established, those persons who are of the Roman Catholic faith are residents of the Roman Catholic system. Those persons who are of the Roman Catholic faith are eligible to vote for trustees of the Roman Catholic separate school system. They are not able to vote for trustees of the public school system. Likewise, those persons of the Roman Catholic faith are eligible for nomination as a trustee to the Roman Catholic separate school system. They are not eligible for nomination to the public school system.

Proof of Elector Eligibility (s. 53(1), (2), (3), (4))

Elector identification is required where a list of electors is not prepared. The elector must produce proof of the person's identity and current address:

- (a) one piece of identification issued by a Canadian government, whether federal, provincial or local, or an agency of the government, that contains a photograph of the elector and his or her name and current address, or
- (b) one piece of identification authorized by the Chief Electoral Officer under the Election Act for the purposes of section 95(1)(a)(ii) of that Act that establishes the elector's name and current address. (See Appendix B - Authorized Elector Identification)

A bylaw may be passed no later than six months prior to nomination day in a year that an election is held, to provide for other types and number of identification required to be produced by a person to verify identity, current residence and age of the person. A bylaw may also be passed to provide for other types and number of identification required for a person who wishes to vote by special ballot (if provided for) to verify the person's identity, current address and age to determine eligibility.

In order to provide municipalities with adequate time to develop these bylaws, Ministerial Order L:011/13 states that for elections held on or before December 31, 2013, a bylaw under section 53(3) or 53(4) may be passed no later than May 23, 2013; and in the case of summer village elections, a bylaw may be passed, at the latest, two months prior to nomination day.

There are advertising requirements for the passing of bylaws for elector identity and age that outline procedures for petitioning against the bylaw(s).

A person attending at a voting station for the purpose of voting must be permitted to vote if the person's name appears on a list of electors, if one was prepared, **or** makes a statement in the prescribed form (Form 8/Form 8SV) and produces the required identification described in section 53 of the Act. If a bylaw is passed requiring other identification, the elector may vote upon producing for inspection, the required number and types of identification required by the bylaw.

Voting Register (Form 8 or Form 8SV)

The voting register requires an elector to make a statement that he or she is a resident of the voting subdivision or ward on Election Day. That is the physical requirement of residence.

The voting register also requires the person indicate if he or she is eligible to vote for a public school trustee or a separate school trustee. When a separate school system is

formed, it always shares geographical area with the public school system. Where a separate school authority exists, eligibility is determined by faith as set out in s. 44 of the *School Act*.

Death of a Candidate (s. 33)

Before nomination day, an elected authority may provide, by bylaw, that if a candidate dies prior to the opening of the voting stations on election day, the election for the position be discontinued and a new election be provided for.

If a candidate dies after being nominated and a bylaw has not been passed under subsection (1), the returning officer shall cause a notice of the death to be posted at a conspicuous location in all the relevant voting stations.

3. Nominations

Receipt of Nomination Papers (s. 28 through 31)

Local Jurisdictions Other Than Summer Villages

Nomination papers must be received at the local jurisdiction's office (location stated in the notice) between the hours of 10 a.m. and noon on nomination day, and if required by bylaw, accompanied by a cash, certified cheque, or money order deposit.

If an elected authority passes a bylaw before June 30 of the election year, the returning officer may receive nominations earlier than 10 a.m., and may establish locations, in addition to the local jurisdiction's office, where a deputy may receive nominations.

The returning officer is now required to refuse a nomination paper that has not been signed by the required number of electors. (s.28(3.01))

Candidate's Official Agent (s.68.1)

Each candidate may, when filing nomination papers, appoint an elector as the person's official agent. The candidate's official agent is no longer required to take an official oath. The candidate must notify the returning officer in writing, if a new official agent is appointed. The official agent's duties are those assigned by the candidate. A person must be an **elector** to be qualified as the candidate's official agent. If the person has within the previous 10 years, been convicted of an offence under the *Local Authorities Election Act*, the *Election Act*, or the *Canada Elections Act*, they would not be eligible to be appointed as an official agent.

Summer Villages (s. 12)

In the case of a general election, nominations for councillors shall be received by the returning officer in June or July or June and July of the year in which an election is to be held at a date and place and between the hours established by council, and sections 25 and 28(1) do not apply.

Insufficient Nominations (s. 31)

Where the number of persons nominated is less than the number required, then nominations shall stand adjourned to the next day from 10 a.m. to noon and shall continue to be adjourned in the same manner until sufficient nominations have been received or a period of six days including nomination day, **but not including Saturday, Sunday and holidays, as defined in the *Interpretation Act* have elapsed. In the case of Summer Villages, the period of six days includes Saturday and Sunday (s. 31(3)).** Where sufficient nominations have not been received the secretary shall immediately notify the Minister.

If a system of wards is in effect, only an elector who is a resident of the ward for which a candidate for election is being nominated may sign the nomination papers for the candidate (s. 27(3)).

Election by Acclamation (s. 34)

When the number of persons nominated equals the number to be elected at the close of nomination, the returning officer shall declare the persons nominated as elected.

Where **all** of council is declared elected by acclamation, section 10(2) provides that those declared elected may hold an organizational meeting before the date of the general election. The holding of the organizational meeting terminates the term of office of the members of the elected authority who were elected at the previous general election.

Candidates Nomination Information (s. 28(6))

The returning officer shall provide a signed statement which shows the name and address of each nominated candidate and the position they are nominated for to the relevant Deputy Minister. This statement is now completed electronically through the Election Data Base. The returning officer shall deliver the nomination papers and other related materials to the secretary.

Candidate's Withdrawal of Nomination

Local Jurisdictions Other Than Summer Villages (s. 32)

If there are more nominations received than vacancies, a candidate may, in writing to the returning officer, withdraw as a candidate for that office. The withdrawal must be made within 24 hours after the close of nominations.

The returning officer shall refuse to accept withdrawals that would reduce the number of candidates below the number of vacancies.

Summer Villages (s. 12(g))

The time limit for withdrawal of nominations shall be 48 hours and s. 32 applies except as to hours.

Declaration of Election (s. 35(1))

If more than the required number of persons for any office remains nominated 24 hours after the close of nominations, the returning officer shall declare that an election shall be held for the filling of that office.

B. Preparation for Election

1. Appointment of Election Officers (s. 14 and 18)

The returning officer shall appoint a presiding deputy, deputies, constables and other persons as required and must appoint at least two deputies to work at each voting station, with one designated as the presiding deputy, in charge of the voting station. The returning officer can be considered as one of the deputies if working at that station.

The returning officer or deputy returning officer, may, in writing appoint another person to act in the place of an appointed deputy or constable if they become incapable of carrying out the duties.

2. Oath (s. 16)

Every returning officer shall take and subscribe to the official oath in the prescribed form before performing their duties (Form 1).

Every presiding deputy, deputy, enumerator, and constable must subscribe to a statement in the prescribed form before performing their duties (Form 1A).

3. Establishing Fees for Election Officers

The local jurisdiction may establish fees payable to the election officers and rates payable for any other expenses as may be required for conducting an election.

4. Election Forms

The returning officer shall ensure that all the election forms are the current prescribed forms.

5. Permanent Electors Register (s. 49(1))

The elected authority may, by bylaw,

- a) direct the secretary to prepare a permanent electors register of residents who are entitled to vote in the election,
- b) prescribe procedures and forms governing the enumeration of electors, and
- c) provide for the use of the permanent electors register to create a list of eligible electors.

The bylaw could also provide for entering into an agreement with the Chief Electoral Officer under the *Election Act* to receive information that would assist the secretary.

6. List of Electors (s. 50)

The elected authority may, by bylaw, direct the secretary or returning officer to prepare a list of electors who are eligible to vote in an election.

The day after nominations may be withdrawn and upon request of a candidate, section 50(2) provides for giving a candidate a copy of the list of electors, if one was prepared.

7. Enumerators (s. 51)

If an electors' list is prepared, the elected authority shall appoint, or authorize the secretary or returning officer to appoint sufficient enumerators to complete an enumeration of electors.

8. Voting Subdivision (s. 36)

The elected authority, by resolution, or the returning officer if authorized by a resolution, may divide the local jurisdiction into voting subdivisions, but may not do so between the time of giving of notice of an election and the election day.

If voting subdivisions are not established, the area or the ward is considered to be one voting subdivision.

9. Voting Station (s. 37)

The returning officer shall designate one voting station for each voting subdivision and the location may be outside of the area.

10. Modified Voting System (s. 160)

Where an elected authority has passed a bylaw in accordance with s. 160(2) of the Act, s. 37 of the Act is modified so that the returning officer may designate the location of the voting station and provide for more than one voting station per voting subdivision. (See Alberta Regulation 5/2007)

If your elected authority has not passed a bylaw, you will still require the Minister's approval to pass the bylaw. (See the sample application form and sample bylaw in Part VI.)

11. Instructions for Voters (s. 45)

Form 7, Instructions For Electors, shall be posted in each of the voting compartments and at the voting stations.

12. Candidate's Scrutineer (s. 69)

A candidate may, by written notice to the presiding deputy, appoint a scrutineer to represent him or her at a voting station. The scrutineer shall be at least 18 years of age. A person who has within, the previous 10 years, been convicted of an offence under the *Local Authorities Election Act*, the *Election Act*, or the *Canada Elections Act* is not eligible to be recognized as a scrutineer. A candidate's scrutineer shall subscribe to a statement in the prescribed form before a deputy at the voting station (Form 10).

13. Voting Machines (s. 84)

The elected authority may, by bylaw, make provision for the taking of votes of the electors by way of voting machines, vote recorders, or automated voting systems.

If an elected authority does make provision for the use of voting machines, vote recorders, or automated voting systems, then the bylaw must also make provision for the:

- form of ballot;
- directions for marking ballots; and
- directions for voting procedure including taking of votes, examination of ballots to determine which votes should be declared void, and the counting of ballots and recounts.

The bylaw must conform to the provisions of the *Local Authorities Election Act* as closely as possible but sections 75, 85 and 103 to 115 **do not** apply when the votes are taken by this method.

14. Notice of Election

Date of Election Day (s. 11)

Local Jurisdictions Other Than Summer Villages: Election day is the third Monday in October, unless a bylaw is passed prior to June 30 in the year in which a general election is to be held allowing the election to be held on the Saturday immediately preceding the third Monday in October.

Summer Villages: Four weeks after Nomination Day.

Providing for Notice of Election (s. 35 and 53)

The returning officer shall give notice of an election in the prescribed form (Form 4A) by:

- publishing a notice at least once a week in each of the two weeks before election day in a newspaper circulating in the area; or,
- mailing or delivering a notice to every residence in the local jurisdiction at least one week before election day.
- **include in the notice, identification as required by Section 53 of the Act or as described by local bylaw.**

In complying with the above the returning officer may publish, mail and deliver additional notices and give notice by any other method as many times as appropriate.

If an elector's list has been prepared, the returning office shall use Form 4 to provide notice of an election.

15. Advance Vote

Authorizing an Advance Vote (s. 73)

An elected authority may by resolution provide for the holding of an advance vote. If a resolution is enacted, the returning officer must determine the days and hours when the advance vote is to be held.

Establishing Date(s) of Advance Vote (s. 73(2))

No advance vote may be held within 24 hours of election day.

Providing for Notice of Advance Vote (s. 12, 35, 46 and 53)

Notice for an advance vote must be given using Form 4A and by:

- publishing the notice at least one week before the date set for the advance vote in a newspaper or other publication circulating in the area, or
- by mailing or delivering a notice to every residence in the area at least one week before the date set for the advance vote, or
- both publishing and posting the notice. The notice may be published and posted as many times as the returning officer considers desirable.
- **Include in the notice of advance vote, identification as required by Section 53 of the Act or as described by local bylaw.**

If an elector's list has been prepared, the returning office shall use Form 4 to provide notice of an advance vote.

Advance Voting Stations (s. 75)

The returning officer shall establish the advance voting stations. A vote held at an advance voting station must be conducted in the same manner as a vote on election day except that:

- (a) a fresh ballot box must be used on each day of the advance vote, and
- (b) on completion of each day of the advance vote, the ballot box must be sealed and stored in a secure place until the counting of the ballots at the close of the voting stations on election day.

Advance Vote Qualifications

- **All electors are eligible to vote at any advance vote.**

The deputy returning officer shall require all persons applying to vote at an advance voting station to produce the required identification and make a statement in the prescribed form (Form 8). If a bylaw was passed requiring other identification to be

produced by a person, and the person does not produce the identification, then they may not vote.

16. Vote by Special Ballot

Provision for a Special Ballot (s. 77.1, 77.2 and 77.3)

The special ballot provides a flexible means for electors to cast their ballots.

If an elected authority has passed a resolution prior to nomination day, they may provide for voting by special ballot. The resolution would include the manner by which requests by electors may be done. The provisions are in writing, by telecopier, by telephone, in person and by email. Also, the method as determined in the resolution for applying for a special ballot is anytime between the day after the resolution is passed and the closing of the voting station. The resolution may also indicate that the request for a special ballot may be made as early as the day after the resolution is passed.

If the elected authority passes a resolution providing for special ballots, then the Minister must be notified by nomination day.

An elector who is unable to vote at an advance vote or at the voting station on election day because of:

- physical incapacity,
- absence from the local jurisdiction,
- being a returning officer, deputy returning officer, constable, candidate, official agent, or scrutineer who may be located on election day at a voting station other than that for the electors place of residence;

may apply for a special ballot.

An elected authority that is providing for special ballot, and upon receipt of an application, must enter in the special ballot elector register the name and place of residence, the name and number of the voting subdivision for the elector's place of residence, and provide the forms to the applicant. A copy of the special ballot elector

register must be available at the voting station on election day should a candidate, candidate's official agent or scrutineer wish to review it.

An elected authority may pass a resolution to set an earlier time than the close of the voting station on election day that the outer envelope of the special ballot package may be received by the returning officer.

Upon receipt of the outer envelope of the special ballot package, the returning officer will open the outer envelope and review the certificate envelope (part 1) which is the completed statement of elector eligibility form. If the elected authority has passed a bylaw requiring other identification, then the elector must attach a copy of the identification that is required in the bylaw. If the certificate is properly completed and the required identification attached, then the returning officer would complete the certificate (part 2) and record "voted" and that the certificate envelope is received in the special ballot elector register.

If the returning officer cannot determine if the certificate (part 1) is properly completed or rejected, the certificate will be forwarded to the person appointed by the Minister to review the questionable certificate. Late receipt of special ballot packages are treated as rejected and remain unopened.

17. Institutional Vote

Provision for an Institutional Vote (s. 80)

The elected authority, by resolution, or the returning officer if authorized by resolution, may establish where institutional voting stations, if any, are to be.

Establishing Times of Institutional Vote (s. 81)

The returning officer shall fix the times, on election day, at which the votes in the institution shall be taken, if an institutional vote is provided for.

18. Incapacitated Elector at Home (s. 79)

An elected authority may, by resolution, provide for the attendance of two deputies at an incapacitated elector's place of residence during the hours an advance voting station is open, or other times as may be fixed by resolution.

19. Printing of Ballots (s. 41)

The returning officer shall cause a sufficient number of ballots to be printed, in the prescribed form (Form 6), at the expense of the local jurisdiction. Number of ballots should be based on the number of eligible voters.

Use of a Separate Ballot (s. 42)

A separate ballot must be used for the office of:

- the chief elected official;
- the councillors;
- the school representatives or trustees;

Explanatory Note - Number of Candidates (s. 42)

Every ballot used in an election must contain a brief explanatory note stating the maximum number of candidates that can be voted for (Form 6).

Candidate's Name (s. 43)

The ballot shall name the candidates for that office on each ballot. The name on the ballot must be exactly the same as printed on the nomination form.

Names in Alphabetical Order (s. 43)

The names of the candidates on each ballot shall be arranged alphabetically in order of the surnames. If two or more candidates have the same surname, the names of those candidates shall be arranged alphabetically in the order of their given names.

Ballots in Lots (s. 43)

An elected authority may, by bylaw passed at least two months before an election, authorize the ballots to be printed in as many lots as there are candidates.

In the first lot, the candidates' names shall appear in alphabetical order. In the second lot, the names shall appear in the same order, except that the first name in the first lot shall be placed last, and in each succeeding lot the candidates' names shall be in alphabetical order, except that the first name in the preceding lot shall be placed last.

The ballots, on election day, shall be arranged so that no two consecutive electors may receive ballot papers from the same lot such that each candidate's name shall appear first and in each other position substantially the same number of times on the ballots used.

Ballot for Bylaw or Question (s. 44)

If there is a vote on a bylaw or question, the elected authority, by resolution, must determine the wording on the ballot. The elected authority may determine the form of the ballot, but if the elected authority does not, the returning officer must do so.

Form of Ballot

A sample of the ballot form (Form 6) is provided in the Appendix.

20. Materials for Use at the Voting Station (Checklist)

- _____ Ballot box(es) labeled with the voting station name or number
- _____ Sealing equipment to seal ballot boxes (One set per station)
- _____ Ballots (councillor)
- _____ Ballots (chief elected official)
- _____ Ballots (school trustee)
- _____ Ballots, if a (question or bylaw)
- _____ Bibles (At least one per station)
- _____ Pencils (At least one per voting compartment)

- _____ Pens (For election officers)
- _____ Rulers (At least one per station for crossing off names on the voters' list if one is being used)
- _____ *Local Authorities Election Act* (One per station)
- _____ Summary listing of all identification required
- _____ Voting Compartments
- _____ Tables, chairs
- _____ Boundary maps (Optional)
- _____ Packets in which to store election materials. Packets for each voting station should be prepared and labeled as follows:
 - Valid ballots
 - Valid ballots objected to together with notes of objection
 - Rejected ballots, including those on which no vote has been cast by an elector
 - Spoiled ballots
 - Unused ballots
 - The Voting Register

21. Forms for Use at the Voting Station

Prescribed Forms:

- _____ Oath of Returning Officer (Form 1)
- _____ Statement of Deputy, Enumerator, and Constable (Form 1A)
- _____ Instructions for Electors (Form 7)
- _____ Voting Register - Local Jurisdictions (Form 8)
- _____ Voting Register - Summer Villages (Form 8 SV)
- _____ Presiding Deputy's Certification (Form 9)
- _____ Statement of Scrutineer (Form 10)
- _____ Statement of Interpreter (Form 11)
- _____ Note of Objection to a Ballot (Form 12)
- _____ Ballot Account (Form 13)

Suggested Forms:

_____ Election Officer Voting at Assigned Station

_____ Election Officer Voting at an Advance Vote

22. Meeting the Media

It would be appropriate for the returning officer to set out guidelines for the election officers to follow in meeting with the media and giving out information to the media. These guidelines should be presented to the election officers at the training session so that they know how to deal, in a consistent manner, with the media.

These guidelines are suggested for your use:

- Prior to election day, the returning officer should arrange to meet with the media to discuss election proceedings.
- In order to maintain consistency, one person should be the contact person for meeting with press representatives.
- Provide the media with a telephone number to call where the latest election results may be obtained.

You are reminded that the media cannot be present in the voting stations during the counting of the ballots (s. 85).

23. Training Session

The returning officer should plan a training session, prior to election day, for the appointed returning officer deputies.

The ballots, forms, pencils, pens, elastics, voting compartment instructions and all other relevant material should be distributed to the deputies at this time.

This is also an appropriate time to have the deputy, enumerator and constable subscribe to the statement, in the prescribed form.