



CITY OF ST. ALBERT CITY COUNCIL POLICY

NUMBER	TITLE	ORIGINAL APPROVAL DATE	DATE LAST REVISED
C-CC-14	Votes of Electors	March 6, 2017 – BL-17-015	

Purpose

To appoint and establish the responsibilities of the Returning Officer and establish standards for how Votes are conducted in the City of St. Albert.

Policy Statement

The Returning Officer shall conduct all Votes in the City of St. Albert in accordance with the *Local Authorities Election Act* RSA, 2000 (LAEA), the Municipal Elections Bylaw and this policy.

Definitions

“Advance Vote” means a vote taken in advance of election day.

“By-election” means an election other than a general election.

“City” means the municipal corporation of the City of St. Albert or, where the context so requires, the area contained within the boundaries of the municipality.

“General Election” means an election held on the third Monday in October every four years in accordance with the LAEA.

“Institutional Vote” means a vote held at a voting station provided by the City at a hospital, auxiliary hospital, nursing home or Seniors Accommodation Facility.

“Returning Officer” means a person appointed under the LAEA as a returning officer.

“Seniors Accommodation Facility” means a lodge accommodation as defined in the *Alberta Housing Act* or a facility for seniors that provides accommodation at a location for 10 or more persons who are 65 years of age or older.

“Special Ballots” means a ballot provided to a voter who is unable to vote at an advance vote or on election day at a voting station.

“Votes” means elections, by-elections or other votes by electors conducted under the LAEA.

“Voting Subdivision” means that area of the City designated as a voting subdivision by the Returning Officer.

“Voting Station” means a place where an elector votes.

Responsibilities

1. The Chief Legislative Officer shall:
 - a. Act as Returning Officer for the conduct of Votes unless another person is appointed to the position by Council.
2. The Returning Officer shall:
 - a. Establish voting subdivisions prior to each election in accordance with this policy;
 - b. Determine locations for all voting stations;
 - c. Hire election personnel as needed;
 - d. Appoint election personnel;
 - e. Establish dates, times and locations for Advance Votes and Institutional Votes;
 - f. Give notice of and receive nominations;
 - g. Declare acclamations where appropriate;
 - h. Ensure the smooth operations and conduct of the Election in accordance with the LAEA, City Bylaws and this policy; and
 - i. Negotiate with other jurisdictions (i.e. School Divisions) who wish to contract with the City to conduct their votes.

Service Standards/ Expectations

1. When establishing Voting Subdivisions, the Returning Officer, where possible, shall:
 - a. Include the whole of a neighbourhood in one Voting Subdivision;
 - b. Consider geographical features, including existing road systems; and
 - c. Ensure the availability of a suitable space for a voting station.
2. When Establishing Voting Stations, the Returning Officer, where possible, shall ensure:
 - a. Accessibility for persons with mobility challenges;
 - b. Sufficient parking to accommodate electors;

- c. Proximity to public transit; and
 - d. Bathroom and kitchen facilities for election personnel.
3. The City shall offer Advance Vote opportunities for all General Elections.
 4. The City shall offer Advance Vote opportunities for all Votes other than the General Election, unless otherwise determined by the Returning Officer.
 5. The Returning Officer shall identify institutions at which Institutional Votes shall be conducted.
 6. The City shall offer Special Ballots for all General Elections.
 - a. Application for Special Ballots may be made by any one of the following methods:
 - i. in writing;
 - ii. by telephone;
 - iv. in person; and
 - v. by email;
 - b. Requests for Special Ballots can be made eight weeks prior to Election Day.
 7. The Returning Officer shall determine whether Special Ballots shall be available for all Votes other than General Elections.

Legal References

*Local Authorities Election Act, RSA, 2000
 Alberta Housing Act, RSA, 2000*

Cross References

Bylaw 20/2017 Municipal Elections

REVIEW	REVISION
REVIEW DATES	

