

**VILLAGE OF BIG VALLEY**  
**AGENDA of the SPECIAL MEETING**  
**Thursday, October 14, 2021 @ 1:00 p.m.**  
**Village Office, 29 1<sup>st</sup> Avenue South, Big Valley, Alberta**  
**VIA Zoom Meeting**  
Meeting ID: 682 734 4432  
Passcode: bwa2E9

1. **Call to Order**
2. **Adoption of Agenda**
3. **2021 Election – Advance Vote Day**
4. **Closed Session**
  - a. FOIP – Section 27(1) – Privileged Information
5. **Public Comments (limited to 5 minutes)**
6. **Adjournment**

# REQUEST FOR DECISION



**Date:** October 14, 2021  
**Memo To:** Village Council  
**From:** Tracy Mindus, CAO  
**Subject:** 2021 Election - Advance Vote

RFD 79-21

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## PURPOSE

To review the events at the 2021 Election Advance Vote Day held on Saturday, October 9, 2021 with the Senate and Referendum Ballots not being issued to Electors on that day.

## BACKGROUND:

The Village of Big Valley held an advance vote on Saturday, October 9, 2021 where only the municipal ballots were offered to Village Electors.

The Returning Officer was advised by Municipal Affairs on Tuesday, October 12, 2021 that the 40 Electors that attended the Advance Vote would not be allowed to vote again on Monday, October 18, 2021 in the Senate and Referendum

Elections Alberta was in consultation with Municipal Affairs. The two agencies did not reach a mutual agreement by the end of the day on Wednesday, October 13, 2021.

Elections Alberta did receive a legal opinion and advised the Returning Officer that measures could be taken and to offer the forty (40) Electors the opportunity to vote for Senate and Referendum only, following proper procedure, using Form 13RSE, and a Ballot Box Sealing Procedure. Council may go into closed session to review legal opinion as per *Section 27 of the Freedom of Information and Protection of Privacy Act*.

The forty (40) Electors could be contacted and be offered the opportunity to submit their ballot for the Senate and Referendum, following the voting procedure outlined in the *Local Authorities Election Act* and with the attached procedure for Sealing the Ballot Box for the two (2) days. This would satisfy the requirement of offering the democratic right to the Electors.

Some other Municipalities have been impacted by the Advance Vote and the Senate and Referendum Ballots, in their circumstances the Senate and Referendum Ballots were offered part way through the Advance Vote. These Electors are not being given this opportunity as in determining who may have received a senate and referendum ballot could be challenged. In our situation, absolutely no one received a senate or referendum ballot, therefore, this situation is different.

**Option 1: If Council is going to approve offering the forty Electors (40) the opportunity to vote for the Senate and Referendum, then this will require two resolutions:**

Resolution #1: that the Village of Big Valley Council approve the Ballot Box Sealing Procedure #2021-01 for this as presented.

Resolution #2: That the Village of Big Valley Council authorize the Returning Officer, and/or an Election Deputy, to contact the forty (40) people whom attended the Advance Vote on October 9, 2021 to offer them the opportunity to vote in the Senate and Referendum Election by opening the Form 13RSE Envelope and documenting each Elector and resealing the Envelope with a witness present;

AND further that every reasonable attempt to contact these people will be made via telephone and hand delivered notice, and tracking of same will be included and sealed with the Form 13RSE Forms;

AND further that the voting station for these people will be at the Village of Big Valley Administration office on Friday, October 15, 2021 and Saturday, October 16, 2021 with each of these days being open from 10 a.m. to 6 p.m.;

AND further that the people will also have the opportunity to vote on election day Monday, October 18, 2021 at a separate voting station;

AND further that the process for the ballot box sealing will follow the Ballot Box procedure approved by Council.”

**Option 2:** that the Village of Big Valley Council has considered all information given and deny the request to take any further actions.

**FINANCIAL IMPLICATIONS** – Yes. Presiding Deputy and Deputy Officers.

**LEGAL** – Possible depending on the decision of Council.

**PREPARED BY:**  
Tracy Mindus, CAO

**BALLOT BOX SEAL PROCEDURE 2021-001**

**FOR ADVANCE VOTERS OF OCTOBER 9, 2021 AND AS PER RESOLUTION # \_\_\_\_\_.**

**Purpose:**

This procedure is to ensure the secrecy of the vote as there is a potential for minimal votes which in turn could potentially reveal how an Elector voted.

**Procedure:**

At the start of Friday, October 15, 2021, one (1) ballot box will be used for Senate Election and one (1) ballot box for Referendum Election.

- The first Elector to come in will look in the box to ensure that there are no contents in the box, then clear packing tape will be used to seal the sides and any potential openings.
- The ballot box seal at the end of each day will be a piece of grey duct tape that will completely cover the ballot box slot.
- Initials of the Returning Officer and Deputy will be over the seal with the date and will then be sealed with clear packing tape.

This procedure will be used whenever the box is moved between locations; stored overnight; and to be placed over the ballot box slot at the close of the polls.

To open the box for the next day a knife will be used to open the slot and the sealing procedure will commence again until either the ballot box is full or to the close of Advance Vote.

Approved by Council, this 14<sup>th</sup> day of October, 2021

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Mayor

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Chief Administrative Officer

**ELECTOR VERIFICATION PROCEDURE 2021-002**

**FOR ADVANCE VOTERS OF OCTOBER 9, 2021 AND AS PER RESOLUTION # \_\_\_\_\_.**

**Purpose:**

This procedure is verify idetification of Elector’s whom voted on Advanced Vote, diferenciating from regular electors on October 18, 2021.

**Procedure:**

- The Returning Officer, witnessed by deputy officer, will open Sealed Envelope Containing Voter Registration Forms 13RSE
- Master List containing registered voters from October 9<sup>th</sup>,2021
- Conduct two (2) additional Advanced Vote on October 15<sup>th</sup> & 16<sup>th</sup> from 10 a.m. – 6 p.m. at Administrative Office
  - Regular Voting Procedures with the exception of including Municipal ballots
- Any of the forty (40) electors who attend must initial the Master List
- Any 1 trained official must initial the Master List ensuring their verification
  - This is to ensure they cannot vote again on Election Day (October 18<sup>th</sup>, 2021)
- On Election Day Monday, October 18<sup>th</sup>, 2021 the Returning Officer will be identified upon arrival
- Cross referencing Master List, electors will be either directed to one (1) of two (2) stations
- One (1) station for all regular electors and one (1) station for voters off the Master List

Approved by Council, this 14<sup>th</sup> day of October, 2021

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Mayor

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Chief Administrative Officer