

PART VII

**INSTRUCTIONS ON
HOW TO FILL OUT ELECTION FORMS**

PURPOSE

Form 1 serves as an affidavit, which is a statement made under oath. It contains statements that are verified by the oath of the person making the statement. Legal rights are therefore established. The importance of the affidavit is reflected in the Criminal Code which provides a maximum penalty of 14 years imprisonment for any person making a false affidavit.

Every returning officer, or official agent is, required to take the oath before performing his/her duties.

INSTRUCTIONS

1. Enter the complete and official name(s) of the local jurisdiction(s) for which the election is being conducted. For example, the election may be held for both council and school board, in which case both names will be printed.
2. Enter the date of the election.
3. Enter the name of the person making oath.
4. Enter the appointed office (returning officer, or official agent) of the person making the oath.

<p>FORM 1</p> <p style="text-align: right;">Oath of Returning Officer and Official Agent Local Authorities Election Act (Section 16)</p> <p>Local Jurisdiction: _____ (1) _____, Province of Alberta</p> <p>Election Date: _____ (2)</p> <p>I, _____ (3) _____, solemnly swear (affirm) <small>(Name of Person Taking Oath)</small></p> <p>THAT I will diligently, faithfully and to the best of my ability execute according to law the office of _____ (4) _____ ; <small>(Office Appointed To)</small></p> <p>THAT I will not communicate to any person any information obtained at an election or in the course of carrying out my duties as to the candidate or candidates for whom a person has voted, or at a vote on a bylaw or question, as to whether a person has voted for or against a bylaw or question;</p> <p>THAT, where applicable, I will not communicate to any person any information obtained in the course of carrying out my duties as a returning officer or official agent; and</p> <p>THAT I will in all respects maintain and aid in maintaining the absolute secrecy of the vote.</p> <p>SWORN (AFFIRMED) before me at the _____ (6) _____ of _____ in the Province of Alberta this _____ day of _____ 20____.</p> <p>_____ (7) _____ <small>(Signature of Returning Officer or Commissioner for Oaths)</small></p> <p style="text-align: center;">It Is An Offence To Sign A False Affidavit</p> <p><small>Note: The personal information that is being collected under the authority of the <i>Local Authorities Election Act</i> will be used for the purposes under that Act. It is protected by the privacy provisions of the <i>Freedom of Information and Protection of Privacy Act</i>.</small></p> <p>If you have any questions about the collection, contact _____ <small>(Title and Business Phone Number of the Responsible Official)</small></p> <p><small>MA0751 (2007/04)</small></p>	<p>_____ (5) _____ <small>(Signature of Person Taking Oath)</small></p>
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5. Ask the person to read and sign the affidavit. It is not necessary for the person to read the affidavit aloud. If the affidavit has already been signed, ask him/her if the signature is his/hers.

Ask the person if he/she wishes to either swear or affirm to the affidavit. If he/she wishes to swear, ask him/her to raise his/her right hand, and then ask him/her “Do you swear that the contents of this your affidavit are true, so help you God?” He/She responds by saying “I do” while holding his/her hand uplifted. If he/she wishes to affirm to the affidavit, ask him/her “Do you solemnly affirm and declare that the contents of this your affidavit are true?” The person responds by saying “I do”.

6. Complete the jurat by printing the name of the place and the date on which the affidavit is made.

7. Sign the jurat. Indicate if you are administering the affidavit as a returning officer or as a commissioner for oaths by circling the appropriate position. If you are a commissioner for oaths, include your printed name and the date on which your appointment expires. The returning officer cannot administer his or her own oath.

FORM 1A

Statement of Deputy, Enumerator and Constable

Local Authorities Election Act
(Section 16)

Local Jurisdiction: _____ (1) _____, Province of Alberta

Election Date: _____ (2) _____

I, _____ (3) _____, solemnly state
(Name of Deputy, Enumerator or Constable)

THAT I will diligently, faithfully and to the best of my ability execute according to law the office of

_____ (4) _____ ;
(Office Appointed To)

THAT I will not communicate to any person any information obtained at an election or in the course of carrying out my duties as to the candidate or candidates for whom a person has voted, or at a vote on a bylaw or question, as to whether a person has voted for or against a bylaw or question;

THAT, where applicable, I will not communicate to any person any information obtained in the course of carrying out my duties as a deputy, enumerator or constable; and

THAT I will in all respects maintain and aid in maintaining the absolute secrecy of the vote.

(5)

(Signature of Deputy, Enumerator or Constable)

It Is An Offence To Sign A False Affidavit

Note: The personal information that is being collected under the authority of the *Local Authorities Election Act* will be used for the purposes under that Act. It is protected by the privacy provisions of the *Freedom of Information and Protection of Privacy Act*.

If you have any questions about the collection, contact _____
(Title and Business Phone Number of the Responsible Official)

MA1326 (2007/04)

PURPOSE

Form 1A serves as a statement made under the Act. It contains statements that are agreed to by the person making the statement. Legal rights are therefore established.

Every deputy, presiding deputy, enumerator, or constable is required to make the statement before performing his duties.

INSTRUCTIONS

1. Enter the complete and official name(s) of the local jurisdiction(s) for which the election is being conducted. For example, the election may be held for both council and school board, in which case both names will be printed.
2. Enter the date of the election.
3. Enter the name of the person making oath.
4. Enter the appointed office (deputy, presiding deputy, enumerator, or constable) of the person making the statement.

5. Ask the person to read and sign the statement. It is not necessary for the person to read the statement aloud.

FORM 2

Notice of Nomination Day

Local Authorities Election Act
(Section 26)

Local Jurisdiction: _____ **(1)** _____, Province of Alberta

Notice is hereby given that Nomination Day is _____ **(2)** _____ and that nominations
(Date)

for the election of candidates for the following offices will be received at the location of the local jurisdiction office set out below between the hours of _____ **(3)** _____ and 12:00 Noon on
(Start Time)

Nomination Day.

Office(s)	Number of Vacancies	Ward or Electoral Division Number (If Applicable)
(4)		

Location (Address) of Local Jurisdiction Office:

(5)

DATED at the _____ **(6)** _____ of _____ in the Province of Alberta, this _____ day of _____ 20_____ .

(7)
(Returning Officer)

MA0752 (2007/04)

PURPOSE

Form 2 provides the wording required to give notice of nomination day for local jurisdictions other than summer villages (See Form 2SV).

Notice must be given at least once in each of the two weeks before nomination day, in a newspaper or other publication circulating in the area, or at least once the week before nomination day by mailing or delivering a notice to every residence in the local jurisdiction. When this has been complied with, the returning officer may publish, mail, and deliver additional notices and may give notice by any other method and as many times as the returning officer considers appropriate.

INSTRUCTIONS

1. Enter the complete and official name(s) of the local jurisdiction(s) for which nominations will be received.
2. Enter the date on which Nomination Day is being held. Nomination Day is four weeks before Election Day.
3. Enter the start time for receiving nominations on nomination day. Nominations may be received earlier than 10:00 a.m. if the elected authority has passed a bylaw, prior to June 30 of an election year, to do so.

4. Enter the names of the offices, the number of vacancies in each office, and the ward or electoral division number (if applicable) for which nomination papers are being received.

5. Enter the address of the location at which nomination papers will be received on nomination day. Additional information and directions may also be included to assist persons in finding the location.

6. Enter the name of the place and the date on which this information is being compiled.

7. Enter the name of the returning officer.

FORM 2 SV

**Notice of Nomination Day
For Summer Villages**

Local Authorities Election Act
(Sections 12, 26)

Local Jurisdiction: _____ **(1)** _____, Province of Alberta

Notice is hereby given that Nomination Day is _____ **(2)** _____ and that nominations
(Date)

for the election of candidates for the following offices will be received between the hours of

_____ and _____ at _____ **(3)** _____
(Location)

Office(s)	Number of Vacancies
(4)	

DATED at the _____ **(5)** _____ of _____ in the
Province of Alberta, this _____ day of _____ 20 _____.

(6)
(Returning Officer)

MA0752SV (2007/04)

PURPOSE

Form 2SV provides the wording required to give notice of nomination day for summer villages.

Notice must be given at least once in each of the two weeks before nomination day, in a newspaper or other publication circulating in the area, or at least once the week before nomination day, by mailing or delivering a notice to every residence in the local jurisdiction. When this has been complied with, the returning officer may publish, mail, and deliver additional notices and may give notice by any other method and as many times as the returning officer considers appropriate.

INSTRUCTIONS

1. Enter the complete and official name(s) of the local jurisdiction(s) for which nominations will be received.
2. Enter the date on which Nomination Day is being held. Nomination Day is four weeks before Election Day.
3. Enter the start time and location for receiving nominations on nomination day. The hours are established by council.
4. Enter the offices and the number of vacancies in each office for which nomination papers are being received.

5. Enter the name of the place and the date on which this information is being compiled.
6. Enter the name of the returning officer.

PURPOSE

Form 3 serves as an affidavit, which is a statement made under oath. It contains statements that are verified by the oath of the person, in this case the candidate, making the statement. Legal rights are therefore established. The importance of the affidavit is reflected in the Criminal Code which provides a maximum penalty of 14 years imprisonment for any person making a false affidavit.

The form also serves as a vehicle for the electors nominating the candidate to record their name, address, and signature. The reverse of the form may be used if more than five electors are nominating the candidate.

INSTRUCTIONS

1. The upper portion of the form should be complete when the form is submitted to you, however, check that it has been completed and that the names, addresses and signatures of at least five electors has been recorded. The person who is nominated as a candidate is responsible for ensuring the nomination meets the requirements of the Act. **Note:** Because there is a requirement in section 28(6) to provide candidate information to the Deputy Minister, the returning officer will need to collect the mailing addresses for each candidate.

2. Ask the candidate if they are appointing an official agent.

Nomination Paper and Candidate's Acceptance

FORM 3 Local Authorities Election Act
(Sections 12, 21, 22, 27, 47, 151)
School Act (Section 44(4))

Local Jurisdiction: _____ (1) _____, Province of Alberta

We, the undersigned electors of _____ (Name of Local Jurisdiction and Ward, if applicable), nominate _____ (Candidate's Surname) _____ (Given Names) of _____ (Street Address or Legal Land Description of the Candidate's Residence) as a candidate at the election about to be held for the office of _____ (Office Nominated For) of _____ (Name of Local Jurisdiction)

Signatures of at least 5 ELECTORS ELIGIBLE TO VOTE in this election in accordance with sections 27 and 47 of the *Local Authorities Election Act* and section 44(4) of the *School Act* (if applicable).

Printed Name of Elector	Street Address or Legal Land Description of Residence of Elector	Signature of Elector

Candidate's Acceptance
I, the above named candidate, solemnly swear (affirm)

- THAT I am eligible under sections 21 and 47 (and section 12, in the case of summer villages) of the *Local Authorities Election Act* and section 44(4) of the *School Act* (if applicable) to be elected to the office;
- THAT I am not otherwise disqualified under section 22 of the *Local Authorities Election Act*;
- THAT I will accept the office if elected;
- THAT I have read sections 12, 21, 22, 27, 47, and 151 of the *Local Authorities Election Act* and section 44(4) of the *School Act* (if applicable) and understand their contents; and
- THAT I am appointing _____ (2) _____ (Name, Contact Information or Address and Telephone Number of Official Agent) (if applicable) as my official agent.

Print name as it should appear on the ballot _____ (3) _____ (Candidate's Surname) _____ (Given Names (may include nicknames, but not titles, i.e., Mr., Mrs., Dr.))

SWORN (AFFIRMED) before me _____ (4) _____ (Candidate's Signature) at the _____ of _____ (5) _____ in the Province of Alberta this _____ day of _____ 20____. _____ (6) _____ (Signature of Returning Officer or Commissioner for Oaths)

It is an Offence to Sign a False Affidavit or a Form That Contains a False Statement

Note: The personal information that is being collected under the authority of the *Local Authorities Election Act* will be used for the purposes under that Act. It is protected by the privacy provisions of the *Freedom of Information and Protection of Privacy Act*.

If you have any questions about the collection, contact: _____ (Title and Business Phone Number of the Responsible Official)

MA0753 (2007/04)

3. Ask the candidate to print his name in the space provided. The name printed is the exact name that will be printed on the ballot. Ensure that the candidate is aware of this. A nickname, initials, or the true given name of the candidate is acceptable.
4. Ask the person if he/she wishes to either swear or affirm to the affidavit. If he/she wishes to swear, ask him/her to raise his/her right hand, and then ask him/her "Do you swear that the contents of this your affidavit are true, so help you God?" He/She responds by saying "I do" while holding his/her hand uplifted. If he/she wishes to affirm to the affidavit, ask him/her "Do you solemnly affirm and declare that the contents of this your affidavit are true?" The person responds by saying "I do". Ask the person to sign the affidavit.
5. Complete the jurat by entering the name of the place and the date on which the affidavit is made.
6. Sign the jurat. Indicate if you are administering the affidavit as a returning officer or as a commissioner for oaths by circling the appropriate position. If you are a commissioner for oaths, include your printed name and the date on which your appointment expires. Retain the completed form.

FORM 3RA **NOMINATION PAPER AND CANDIDATE'S ACCEPTANCE**
Local Authorities Election Act
(Sections 12, 21, 22, 27, 47, 151)
School Act (Section 256)

THE (1) FRANCOPHONE EDUCATION REGION NO. _____, PROVINCE OF ALBERTA
 We, the undersigned electors of The (2) Francophone Education Region No. _____,
 nominate _____ of _____
 (name of candidate) (address of candidate)
 as a candidate at the election about to be held for the office of _____
 of the Regional authority of The _____ Francophone Education Region No. _____
 Signatures of at least 5 ELECTORS ELIGIBLE TO VOTE in this election in accordance with sections 27 and 47 of the
Local Authorities Election Act and section 256(1)(1.1)(2) of the *School Act*.

Printed Name of Elector	Address of Elector	Signature of Elector

CANDIDATE'S ACCEPTANCE

I, the said (3) named
 (surname) (given names)
 in the foregoing nomination, solemnly swear (affirm)
 THAT I am eligible under sections 21 and 47 of the *Local Authorities Election Act* and section 256(3)(3.1) of the *School Act*,
 THAT I am not otherwise disqualified under section 22 of the *Local Authorities Election Act* and section 256(3)(3.1) of the
School Act,
 THAT I will accept the office if elected;
 THAT I have read sections 12, 21, 22, 27, 47 and 151 of the *Local Authorities Election Act* and section 256(3)(3.1) of the
School Act and understand their contents; and
 THAT I am appointing (4)
 (name, address and telephone number of official agent) (if applicable) as my official agent.
 Print name as it should appear on the ballot

 (Candidate's Surname) _____
 (Given Names) (may include nicknames,
 but not titles, i.e. Mr., Mrs., Dr.)

SWORN (AFFIRMED) BEFORE ME
 at the _____ of (6)
 in the Province of Alberta, this _____ day of _____
 _____ 20 _____
 (7)
 (Signature of Returning Officer or Commissioner for Oaths)

} (5)
 (Candidate's Signature)

IT IS AN OFFENCE TO SIGN A FALSE AFFIDAVIT OR A FORM THAT CONTAINS A FALSE STATEMENT

NOTE :
 The personal information that is being collected under the authority of the *Local Authorities Election Act* and the *School Act*
 will be used for the purposes under those Acts. It is protected by the privacy provisions of the *Freedom of Information and*
Protection of Privacy Act.
 If you have any questions about the collection, contact

 (title and business phone number of the responsible official)

MA0753F (2007/04)

PURPOSE

Form 3RA serves as an affidavit, which is a statement made under oath. It contains statements that are verified by the oath of the person, in this case the candidate, making the statement. Legal rights are therefore established. The importance of the affidavit is reflected in the Criminal Code which provides a maximum penalty of 14 years imprisonment for any person making a false affidavit.

The form also serves as a vehicle for the electors nominating the candidate to record their name, address, and signature. The reverse of the form may be used if more than five electors are nominating the candidate.

INSTRUCTIONS

1. Ensure the name of the region and its' number have been completed.
2. The upper portion of the form should be complete when the form is submitted to you, however, check that it has been completed and that the names, addresses and signatures of at least five electors have been recorded. The person who is nominated as a candidate is responsible for ensuring the nomination meets the requirements of the Act.
3. Ask the candidate to print his name in the space provided. The name printed is the exact name that will be printed on the ballot. Ensure that the candidate is aware of this. A nickname, initials, or the true given name of the candidate is acceptable.

4. Ask the candidate if they are appointing an official agent.
5. Ask the person if he/she wishes to either swear or affirm to the affidavit. If he/she wishes to swear, ask him/her to raise his/her right hand, and then ask him/her "Do you swear that the contents of this your affidavit are true, so help you God?" He/She responds by saying "I do" while holding his/her hand uplifted. If he/she wishes to affirm to the affidavit, ask him/her "Do you solemnly affirm and declare that the contents of this your affidavit are true?" The person responds by saying "I do". Ask the person to sign the affidavit. Ask the person to sign the affidavit.
6. Complete the jurat by entering the name of the place and the date on which the affidavit is made.
7. Sign the jurat. Indicate if you are administering the affidavit as a returning officer or as a commissioner for oaths by circling the appropriate position. If you are a commissioner for oaths, include your printed name and the date on which your appointment expires. Retain the completed form.

FORM 4 **Notice of Election**
Local Authorities Election Act
(Sections 12, 35, 46)

Local Jurisdiction: _____ **(1)** _____, Province of Alberta

Notice is hereby given that an election will be held for the filling of the following offices:

Office(s)	Number of Vacancies	Ward or Electoral Division Number (If Applicable)
(2)		

(3)
Voting will take place on the _____ day of _____ 20____, between the hours of _____ and _____ . Voting stations will be located at:
(Start Time) (Closing Time)

(4)

DATED at the _____ **(5)** _____ of _____ in the Province of Alberta, this _____ day of _____ 20____.

(6)
(Returning Officer)

MA0754 (2007/04)

PURPOSE

Form 4 provides the wording required to give notice of election. Notice must be given by publishing a notice at least once a week in each of the two weeks before election day in a newspaper or other publication circulating in the area, or by mailing or delivering a notice to every residence in the local jurisdiction at least one week before election day. When this has been complied with, the returning officer may publish, mail, and deliver additional notices and may give notice by any other method and as many times as the returning officer considers appropriate. This form may also be used as a guide in preparing a notice for advance vote. However notice of advance vote must be made at least one week before the advance vote date. Notice of election and notice of advance vote may be combined for publication, provided the publication timing requirements have been met.

INSTRUCTIONS

1. Enter the complete and official name(s) of the local jurisdiction(s) for which the election is being conducted.
2. Enter the names of the offices, the number of vacancies in each office, and (if applicable) the ward or electoral division number for which the election is being held.

3. Enter the date on which voting will take place and the start time and closing times for voting. Except for summer villages, voting hours are from 10 a.m. to 8 p.m., unless an elected authority has passed a bylaw prior to June 30 in a year in which an election is to be held, to open the voting station before 10 a.m. Voting hours for summer villages are 10 a.m. to 7 p.m.
4. Enter the locations of the voting stations. Additional information and directions may also be included to assist persons in finding the location. Maps are often used, depicting the voting subdivisions and voting station locations of the local jurisdiction.
5. Enter the name of the place and the date on which this information is being compiled.
6. Enter the name of the returning officer.

FORM 4A **Notice of Election and Requirements for Voter Identification**
 Local Authorities Election Act
 (Sections 12, 35, 46, 53)

Local Jurisdiction: _____ (1) _____, Province of Alberta

Notice is hereby given that an election will be held for the filling of the following offices:

Office(s)	Number of Vacancies	Ward or Electoral Division Number (If Applicable)
(2)		

(3) Voting will take place on the _____ day of _____, 20____, between the hours of _____ and _____ (Start Time) (Closing Time). Voting stations will be located at:

_____ (4) _____

In order to vote, you must produce identification for inspection. Your identification must be one or more of _____ (5) _____ as required by bylaw.
(list acceptable forms of identification)

DATED at the _____ (6) _____ of _____ in the Province of Alberta, this _____ day of _____, 20____.

_____ (7) _____
(Returning Officer)

MA1385 (2007/04)

PURPOSE

Form 4A provides the wording required to give notice of election and requirements for voter identification. Notice must be given by publishing a notice at least once a week in each of the two weeks before election day in a newspaper or other publication circulating in the area, or by mailing or delivering a notice to every residence in the local jurisdiction at least one week before election day. When this has been complied with, the returning officer may publish, mail, and deliver additional notices and may give notice by any other method and as many times as the returning officer considers appropriate. This form may also be used as a guide in preparing a notice for advance vote. However notice of advance vote must be made at least one week before the advance vote date. Notice of election and notice of advance vote may be combined for publication, provided the publication timing requirements have been met.

INSTRUCTIONS

1. Enter the complete and official name(s) of the local jurisdiction(s) for which the election is being conducted.
2. Enter the names of the offices, the number of vacancies in each office, and (if applicable) the ward or electoral division number for which the election is being held.

3. Enter the date on which voting will take place and the start time and closing times for voting. Except for summer villages, voting hours are from 10 a.m. to 8 p.m., unless an elected authority has passed a bylaw prior to June 30 in a year in which an election is to be held, to open the voting station before 10 a.m. Voting hours for summer villages are 10 a.m. to 7 p.m.
4. Enter the locations of the voting stations. Additional information and directions may also be included to assist persons in finding the location. Maps are often used, depicting the voting subdivisions and voting station locations of the local jurisdiction.
5. List the acceptable forms of identification to be shown in order to vote.

Continued...

Notice of Election and Requirements for Voter Identification (Form 4A) Continued...

6. Enter the name of the place and the date on which this information is being compiled.
7. Enter the name of the returning officer.

FORM 5

Notice of Vote on a Bylaw or Question
Local Authorities Election Act
(Sections 7, 12, 35, 46)

Local Jurisdiction: _____ (1) _____, Province of Alberta

Notice is hereby given that a vote of the electors will be held on the following:
(Specify Bylaw or Question to be voted on)

(2)

(3)
Voting will take place on the _____ day of _____ 20_____, between
the hours of _____ and _____. Voting stations will be located at:
(Start Time) (Closing Time)

(4)

In order to vote, you must produce identification for inspection, if applicable. Your identification must
be one or more of _____ (5) _____
(list acceptable forms of identification)
as required by bylaw.

DATED at the _____ of _____ (6) _____ in the
Province of Alberta, this _____ day of _____ 20_____.
(7)

(Returning Officer)

MA0755 (2007/04)

PURPOSE

Form 5 provides the wording required to give notice of vote on a bylaw or question. Notice must be given by publishing a notice at least once a week in each of the two weeks before voting day in a newspaper or other publication circulating in the area, or by mailing or delivering a notice to every residence in the local jurisdiction at least one week before voting day. When this has been complied with, the returning officer may publish, mail, and deliver additional notices and may give notice by any other method and as many times as the returning officer considers appropriate.

This form may also be used as a guide in preparing a notice for advance vote. However, notice of advance vote must be made at least one week before the advance vote date. Notice of voting day and advance voting day may be combined for publication purposes, provided the publication timing requirements have been met.

INSTRUCTIONS

1. Enter the complete and official name of the local jurisdiction for which the vote on a bylaw or question is being conducted.
2. Enter the wording, determined by resolution of the elected authority, for a vote on the bylaw or question. The wording will be the same as that printed on the ballot.

3. Enter the date on which voting will take place and the voting hours. On voting day, voting hours are 10 a.m. to 8 p.m. unless a bylaw has been passed prior to June 30 in the year in which an election is to be held, to open the voting station before 10 a.m., except for summer villages where voting hours are 10 a.m. to 7 p.m.
4. Enter the locations of the voting stations. Additional information and directions may also be included to assist persons in finding the location. Maps are often used, depicting the voting subdivisions and voting station locations of the local jurisdiction.
5. List the acceptable forms of identification to be shown in order to vote. (If applicable)
6. Enter the name of the place and the date on which this information is being compiled.
7. Enter the name of the returning officer.

FORM 6

Ballot
Local Authorities Election Act
(Sections 42, 43, 44)

Ballot Form for Chief Elected Official (CEO)

Election of CEO for the (Local Jurisdiction)	(List Names of Candidates Below)	

This ballot shall not be marked for more than one (1) candidate.

Ballot Form For Other Offices

Election of _____ for the (Office) (Local Jurisdiction)	(List Names of Candidates Below)	

The maximum number of candidates that can be voted for is _____
(Number)

Using Separate Ballots for Each Office

A separate ballot shall be used for:

- the office of chief elected official;
- the offices of councillors;
- the offices of school trustees.

Ballot for a Vote on a Bylaw or Question

The wording on a ballot for a vote on a bylaw or question must be determined by a resolution of the elected authority. The form of the ballot may be determined by a resolution of the elected authority, however, if no resolution is passed, the returning officer must determine the form.

Arranging the Names on the Ballots

The names of the candidates on each ballot must be arranged alphabetically in order of the surnames and, if 2 or more candidates have the same surname, the names of those candidates must be arranged alphabetically in order of their given names.

If an elected authority passes a bylaw 2 months before an election that provides that ballots be printed in as many lots as there are candidates for the office, section 43(3) of the *Local Authorities Election Act* applies.

Indicating the Number of Candidates that can be Voted for

Every ballot used in an election for a member of an elected authority must contain a brief explanatory note stating the maximum number of candidates that can be voted for in order not to make the ballot subject to being rejected, and every ballot used in an election for chief elected official must contain a brief explanatory note stating that the ballot shall not be marked for more than one (1) candidate.

Ballots for Public or Separate Members

Every ballot should indicate if the elector is voting for a public or separate candidate.

MA0756 (2007/04)

PURPOSE

Form 6 depicts the ballot format required for the office of the chief elected official, and for other offices. Information is provided to clarify that a separate ballot is required for each office; arranging the names on the ballot; and for indicating the number of candidates who can be voted for.

The wording on a ballot for a vote on a bylaw or question is determined by resolution of the elected authority.

When voting machines are used for taking votes, the elected authority may, by bylaw, determine the ballot form.

Instructions for Electors

Local Authorities Election Act
(Section 45)

To Vote:

- Mark each ballot by placing an "X" in the space provided on the right hand side opposite the name of the candidate(s) of your choice. The ballot indicates the maximum number of candidates that can be voted for. You may vote for less than the maximum number, **but not for more**.

Examples of How to Mark Ballots

Ballot Form for the Election of Chief Elected Official (CEO)

Election of CEO for the (Local Jurisdiction)	Name One	
	Name Two	X
	Name Three	
	This ballot shall not be marked for more than one (1) candidate.	

Ballot Form for Other Than the Election of the Chief Elected Official (CEO)

Election of (Office) for the (Local Jurisdiction)	Name One	
	Name Two	X
	Name Three	X
	Name Four	
	Name Five	X
The maximum number of candidates that can be voted for is three (3).		

- Fold each ballot so that your markings are concealed and the initials of the deputy who issued the ballot(s) are visible.

After Marking Your Ballot(s)

- Hand the ballot(s) to the deputy supervising the ballot box. The deputy will, after verifying the initials on the ballot(s), deposit the ballot(s) in the ballot box or, at your request, return the ballot(s) to you for deposit in the ballot box.
- You have now completed the voting process. Please leave the voting station.

Bylaw or Question Ballot

- In the case of a ballot for a bylaw or question, mark the ballot by placing an "X" opposite either "For" or "Against" or opposite either "Yes" or "No".

Spoiled Ballot(s)

- If you have marked your ballot in error, or defaced it in any way, you may return it and obtain a replacement from the deputy who gave it to you.

If a ballot is torn, defaced, or otherwise dealt with by an elector so that the elector can be identified, the ballot is rejected and shall not be counted.

**- A Person May Only Vote Once -
It Is An Offence To Take A Ballot Out Of A Voting Station**

PURPOSE

Form 7 provides instructions to electors on the voting process.

The form must be posted within each voting compartment and at a conspicuous location within the voting station.

The form is often enlarged so that the print is more easily read by the elector.

FORM 7A

**Enumerator, Candidate or Official Agent
Proof of Identification for Section 52 Access**

Local Authorities Election Act
(Section 52)

Local Jurisdiction: _____ **(1)** _____, Province of Alberta

Election Date: _____

Voting Subdivision or Ward (If Applicable): _____

For the purposes of access authorized under section 52 of the *Local Authorities Election Act*, this constitutes as identification for _____ of _____
(Name) (Address)
serving in the capacity of _____
(Office)

Section 52 of the *Local Authorities Election Act* states that a person to whom an enumerator, a candidate, an official agent or a campaign worker on behalf of a candidate has produced identification that meets the requirements of the regulations, indicating that the person is an enumerator, a candidate, an official agent or a campaign worker shall not

- (a) obstruct or interfere with, or
- (b) cause or permit the obstruction or interference with

the free access of the enumerator, candidate, official agent or campaign worker to each residence in a building containing 2 or more residences or to each residence in a mobile home park.

(3)

(Signature of Returning Officer or Deputy Returning Officer)

(2)

(Signature of Enumerator, Candidate or Official Agent named above)

MA1327 (2007/04)

PURPOSE

Form 7A provides for proof of identification of an enumerator, candidate or official agent.

INSTRUCTIONS

1. The upper portion of the form should be completed when the form is submitted to you, however, check that it has been completed and that the jurisdiction, election date, voting subdivision or ward (if applicable), the name and address of the applicant and the offices they are to represent are complete.
2. Ask the enumerator, candidate or official agent if they are the person identified and, if so, have them sign the form.
3. As the returning officer or deputy returning officer, sign the form.

FORM 7B **Campaign Worker Proof of Identification**
Local Authorities Election Act
(Section 52)

Local Jurisdiction: _____ **(1)** _____, Province of Alberta

Election Date: _____

Voting Subdivision or Ward (If Applicable): _____

This appointment is in effect for the 20__ campaign period.

Section 52 of the *Local Authorities Election Act* states that a person to whom an enumerator, a candidate, an official agent or a campaign worker on behalf of a candidate has produced identification that meets the requirements of the regulations, indicating that the person is an enumerator, a candidate, an official agent or a campaign worker shall not

(a) obstruct or interfere with, or
(b) cause or permit the obstruction or interference with

the free access of the enumerator, candidate, official agent or campaign worker to each residence in a building containing 2 or more residences or to each residence in a mobile home park.

_____ **(3)** _____ _____ **(2)** _____
(Signature of Candidate) (Signature of Campaign Worker)

MA1364 (2007/04)

PURPOSE

Form 7B provides for proof of identification of a campaign worker. The form is for use by the candidate and a campaign worker and not provided to the returning officer.

INSTRUCTIONS

1. The upper portion of the form should be completed by the returning officer before it is provided to the candidate for his/her use.
2. The candidate will ensure that the campaign worker signs the form and has the form available while campaigning.
3. The candidate signs the form.

PURPOSE

Form 8 serves both as the statement made by the elector that he/she is eligible to vote, and as an account of the ballots issued to the elector and any other circumstances that pertain to the elector and are required to be noted. This form is specific to local jurisdictions other than summer villages (See Form 8SV).

A person who makes a false statement is guilty of an offence and is liable to imprisonment up to six months or a fine up to \$10,000, or to both a fine and imprisonment.

A separate form must be completed for each elector.

INSTRUCTIONS

1. Enter the complete and official name(s) of the local jurisdiction(s) for which the election is being conducted, the date of the election and, if applicable, the voting subdivision or ward, and the voting station number. Preprinting this information onto the forms will save valuable time in the voting station.

2. The elector has produced the acceptable forms of identification in order to vote. (If applicable)

FORM 8		Voting Register Local Authorities Election Act (Sections 47,53, 54, 59, 78) School Act (Section 44(4))	
Local Jurisdiction: _____ (1)		, Province of Alberta	
Election Date: _____			
Voting Subdivision or Ward (if applicable): _____		Voting Station: _____	
Statement of Elector Eligibility			
I, _____ (3)		of _____	
<small>(Name of Elector)</small>		<small>(Street Address of Residence or legal land description, mailing address and postal code)</small>	
am eligible to vote at the above mentioned election because:			
<ul style="list-style-type: none"> • I have not voted before in this election; • I am 18 years of age or older; • I am a Canadian Citizen; • I have resided in Alberta for the six (6) consecutive months immediately preceding Election Day; • My place of residence is in the Voting Subdivision or Ward on Election Day; and • I am eligible to vote for: 			
Where applicable: (Check <input checked="" type="checkbox"/> One) <input type="checkbox"/> A Public School Trustee			
<input type="checkbox"/> A Separate School Trustee			
_____ <small>(Signature of Elector)</small>			
It Is An Offence To Sign A False Statement			
Deputy Returning Officer			
Voter Number: _____ (4)			
<input type="checkbox"/> Identification Shown (if applicable) (2)			
Ballots Issued to Elector (Check <input checked="" type="checkbox"/>)			
(5) <input type="checkbox"/> Chief Elected Official		<input type="checkbox"/> Bylaw or Question	
<input type="checkbox"/> Councillors		<input type="checkbox"/> Separate School Trustee	
<input type="checkbox"/> Public School Trustee			
Objection to Person Voting (6)	Name of Candidate /Official Agent/ R.O./Scrutineer Making Objection:		Deputy's Initials:
	Reason for Objection:		
Incapacitated Elector (7)	Ballot of Incapacitated Elector Was Marked By Another Person: (Check <input checked="" type="checkbox"/>) <input type="checkbox"/>		
	Reason:		
<small>Note: The personal information that is being collected under the authority of the Local Authorities Election Act will be used for the purposes under that Act. It is protected by the privacy provisions of the Freedom of Information and Protection and Privacy Act.</small>			
<small>If you have any questions about the collection, contact _____ <small>(Title and Business Phone Number of the Responsible Official)</small></small>			
<small>MA0758 (2007/04)</small>			

3. Ask the elector to print his/her name and address in the spaces provided, read the statement, and sign it. The elector is not required to read the statement aloud.

Where applicable, the elector must also check if he/she is a public or separate school resident.

4. Enter the voter number in the space provided. Start with the number 1 for the first voter, and then for each voter thereafter, assign the next consecutive number. A separate form must be completed for each elector. Voter numbers may be preprinted in consecutive number order on each of the forms however, if this is done, ensure that consecutive number order is maintained to calculate the number of persons who registered to vote. It is suggested that you do not preprint voter numbers if identification is required

5. Indicate the ballot(s) issued to the elector by checking the appropriate boxes. Fold and initial the ballots so that the initials are visible without opening the ballot. Hand the ballots to the elector and direct him/her to the voting compartment.

Continued ...

Voting Register (Form 8) Instructions Continued ...

6. If a person who makes the statement is objected to by a candidate, official agent or scrutineer, note the objection by entering the name of the candidate, official agent or scrutineer, making the objection and the reason for the objection, and then initial the objection in the space provided. If the returning officer believes that a person is not eligible to be an elector, the returning officer must note in the voting register the reason for the belief and initial it. The person may continue with the voting process.

7. If an elector is unable to mark his/her ballot in the usual manner because he/she is unable to read, or does not understand the English language, or is incapacitated by blindness or another physical condition, and is accompanied by a friend, the friend may assist the elector in marking his/her ballot as directed by the elector.

You must:

- Administer to the elector, the verbal Statement of Interpreter or Incapacitated Elector contained on Form 11, and complete that portion of the form.
- Administer to the friend of the elector, the Statement of Friend of Incapacitated Elector contained on Form 11. The statement is made on the same form on which the incapacitated elector made his/her statement.
- Enter a check in the box provided on the elector's Voting Register form to indicate his/her ballot(s) was marked by another person, and note the reason why it was so marked.
- Keep the completed Form 11 Statements with the elector's Voting Register form.

If the incapacitated elector is not accompanied by a friend, you may mark his/her ballot(s) in the manner directed by the elector. You do not have to make the Statement of Friend of Incapacitated Elector, however, the Incapacitated Elector section of the elector's Voting Register form must be completed.

Keep the completed voting register forms, along with any completed Form 11 Statements, stacked in consecutive number order to facilitate the calculation of the number of persons who registered to vote.

At the close of the voting station on election day, the presiding deputy **must** make a copy of each voting register in which an objection was noted. (Sections 54 and 90.)

FORM 8 SV **Voting Register
for Summer Villages**
Local Authorities Election Act
(Sections 12, 47, 53, 54, 59, 78)

Local Jurisdiction: _____ (1) _____, Province of Alberta

Election Date: _____

Voting Subdivision or Ward (if applicable): _____ Voting Station: _____

Statement of Elector Eligibility

I, _____ (3) _____ of _____
(Name of Elector) (Street Address of Residence or legal land description,
mailing address and postal code)

am eligible to vote at the above mentioned election because:

- I have not voted before in this election;
- I am 18 years of age or older;
- I am a Canadian Citizen;
- I am named on the certificate of title as the person who owns property within the summer village, or the spouse or adult interdependent partner of the person named,
or
- I have resided in Alberta for the six (6) consecutive months immediately preceding Election Day and my place of residence is in the Summer Village on Election Day.

(Signature of Elector)

It Is An Offence To Sign A False Statement

Deputy Returning Officer

Voter Number: (4) _____

Identification Shown (if applicable) (2)

Ballots Issued To Elector (Check [✓])

(5) Chief Elected Official Bylaw or Question
 Councillors

Objection to Person Voting (6)	Name of Candidate /Official Agent/ R.O./Scrutineer Making Objection:	Deputy's Initials:
	Reason for Objection:	
Incapacitated Elector (7)	Ballot of Incapacitated Elector Was Marked By Another Person: (Check [✓]) <input type="checkbox"/>	
	Reason:	

Note: The personal information that is being collected under the authority of the Local Authorities Election Act will be used for the purposes under that Act. It is protected by the privacy provisions of the Freedom of Information and Protection of Privacy Act.

If you have any questions about the collection, contact _____
(Title and Business Phone Number of the Responsible Official)

MA0758SV (2007/04)

PURPOSE

Form 8SV is the Voting Register form specific to summer villages. It serves both as the statement made by the elector that he/she is eligible to vote, and as an account of the ballots issued to the elector and any other circumstances that pertain to the elector and are required to be noted.

A person who makes a false statement is guilty of an offence and is liable to imprisonment up to six months or a fine up to \$10,000, or to both a fine and imprisonment.

A separate form must be completed for each elector.

INSTRUCTIONS

1. Enter the complete and official name(s) of the local jurisdiction(s) for which the election is being conducted, the date of the election and, if applicable, the voting subdivision or ward and the voting station number. Preprinting this information onto the forms will save valuable time in the voting station.
2. The elector has produced the acceptable forms of identification in order to vote. (If applicable)
3. Ask the elector to print his/her name and address in the spaces provided and to read the statement. The elector is not required to read the statement aloud.

4. Enter the voter number in the space provided. Start with the number 1 for the first voter, and then for each voter thereafter, assign the next consecutive number. A separate form must be completed for each elector. Voter numbers may be preprinted in consecutive number order on each of the forms however, if this is done, ensure that consecutive number order is maintained. It is suggested you do not pre-print voter numbers if identification is required.

5. Indicate the ballot(s) issued to the elector by checking the appropriate boxes. Fold and initial the ballots so that the initials are visible without opening the ballot. Hand the ballots to the elector and direct him/her to the voting compartment.

6. If a person who makes the statement is objected to by a candidate, official agent or scrutineer, note the objection by entering the name of the candidate, official agent or scrutineer making the objection and the reason for the objection, and then initial the objection in the space provided. If the returning officer believes that a person is not eligible to be an elector, the returning officer must note in the voting register the reason for the belief and initial it. The person may continue with the voting process.

Continued ...

7. If an elector is unable to mark his/her ballot in the usual manner because he/she is unable to read, or does not understand the English Language, or is incapacitated by blindness or another physical condition, and is accompanied by a friend, the friend may assist the elector in marking the electors ballot as directed by the elector.

You must:

- Administer to the elector, the verbal Statement of Interpreter or Incapacitated Elector contained on Form 11, and complete that portion of the form.
- Administer to the friend of the elector, the Statement of Friend of Incapacitated Elector contained on Form 11. The statement is made on the same form on which the incapacitated elector made his/her statement.
- Enter a check in the box provided on the elector's Voting Register form to indicate his/her ballot(s) was marked by another person, and note the reason why it was so marked.
- Keep the completed Form 11 Statements with the elector's Voting Register form.

If the incapacitated elector is not accompanied by a friend, you may mark his/her ballot(s) in the manner directed by the elector. You do not have to make the Statement of Friend of Incapacitated Elector, however, the Incapacitated Elector section of the elector's Voting Register form must be completed.

Keep the completed voting register forms, along with any completed Form 11 Statements, stacked in consecutive number order to facilitate the calculation of the number of persons who registered to vote.

At the close of the voting station on election day, the presiding deputy **must** make a copy of each voting register in which an objection was noted. (Sections 54 and 90.)

PURPOSE

Form 8RA serves both as the statement made by the elector that he/she is eligible to vote, and as an account of the ballots issued to the elector and any other circumstances that pertain to the elector and are required to be noted.

A person who makes a false statement is guilty of an offence and is liable to imprisonment up to six months or a fine up to \$10,000, or to both a fine and imprisonment.

A separate form must be completed for each elector.

INSTRUCTIONS

1. Enter the Regional Authority name and number. Enter the date of the election and, if applicable, the voting subdivision or ward, and the voting station number. Preprinting this information onto the forms will save valuable time in the voting station.
2. The elector has produced the acceptable forms of identification in order to vote. (If applicable)
3. Ask the elector to print his/her name and address in the spaces provided, read the statement, and sign it. The elector is not required to read the statement aloud. Where applicable, the elector must also check if he/she is eligible to vote for a Francophone separate or a Francophone public school member.

FORM 8RA		VOTING REGISTER Local Authorities Election Act (Sections 47, 53, 54(2), 59, 78) School Act (Section 256)	
THE REGIONAL AUTHORITY OF _____ (1)			
FRANCOPHONE EDUCATION REGION NO. _____, PROVINCE OF ALBERTA			
ELECTION DATE: _____			
VOTING SUBDIVISION OR WARD (If Applicable): _____			
VOTING STATION: _____			
STATEMENT OF ELECTOR ELIGIBILITY			
I, _____ (3) of _____ (name of elector) (street address or legal land description, mailing address and postal code)			
am eligible to vote at the above mentioned election because:			
<ul style="list-style-type: none"> • I have not voted before in this election; • I am a Francophone; • I am 18 years of age or older; • I am a Canadian citizen; • I have resided in Alberta for the 6 consecutive months immediately preceding Election Day. 			
And at least one of the following criteria is applicable:			
<ul style="list-style-type: none"> • I have a child enrolled in a school operated by the above noted Regional authority; • I am an individual who was enrolled as a student in a school operated by a Regional authority and received an Alberta High School Diploma or Certificate from a Regional authority; and/or • I am the biological or adoptive parent of an individual who was enrolled as a student in a school operated by a Regional authority and that individual received an Alberta High School Diploma or Certificate from a Regional authority. 			
I am eligible to vote for (Check [✓] One):			
<input type="checkbox"/> A Francophone Separate School member (3) <input type="checkbox"/> A Francophone Public School member			
_____ (Signature of Elector)			
IT IS AN OFFENCE TO SIGN A FALSE STATEMENT			
DEPUTY RETURNING OFFICER			
VOTER NUMBER: _____ (4)			
<input type="checkbox"/> Identification shown (if applicable) (2)			
BALLOTS ISSUED TO ELECTOR (Check [✓] One): (5)			
<input type="checkbox"/> A Francophone Separate School member <input type="checkbox"/> A Francophone Public School member <input type="checkbox"/> Bylaw or Question			
OBJECTION TO PERSON VOTING	Name of Candidate/Official Agent/Scrutineer/Returning Officer Making Objection: _____ (6)	Deputy's Initials: _____	
	Reason for Objection: _____		
INCAPACITATED ELECTOR	Ballot for Incapacitated Elector Was Marked By Another Person: (Check [✓]) <input type="checkbox"/>		
	Reason: _____ (7)		
NOTE : The personal information that is being collected under the authority of the <i>Local Authorities Election Act</i> and the <i>School Act</i> will be used for the purposes under those Acts. It is protected by the privacy provisions of the <i>Freedom of Information and Protection of Privacy Act</i> .			
If you have any questions about the collection, contact _____			
(title and business phone number of the responsible official)			
MA0758F (2007/04)			

4. Enter the voter number in the space provided. Start with the number 1 for the first voter, and then for each voter thereafter, assign the next consecutive number. A separate form must be completed for each elector. Voter numbers may be preprinted in consecutive number order on each of the forms however, if this is done, ensure that consecutive number order is maintained to calculate the number of persons who registered to vote. It is suggested that you do not pre-print voter numbers if identification is required.

5. Indicate the ballot(s) issued to the elector by checking the appropriate boxes. Fold and initial the ballots so that the initials are visible without opening the ballot. Hand the ballots to the elector and direct him/her to the voting compartment.

Continued ...

6. If a person who makes the statement is objected to by a candidate, official agent or scrutineer, note the objection by entering the name of the candidate, official agent or scrutineer, making the objection and the reason for the objection, and then initial the objection in the space provided. If the returning officer believes that a person is not eligible to be an elector, the returning officer must note in the voting register the reason for the belief and initial it. The person may continue with the voting process.

7. If an elector is unable to mark his/her ballot in the usual manner because he/she is unable to read, or does not understand the English language, or is incapacitated by blindness or another physical condition, and is accompanied by a friend, the friend may assist the elector in marking his/her ballot as directed by the elector.

You must:

- Administer to the elector, the verbal Statement of Interpreter or Incapacitated Elector contained on Form 11, and complete that portion of the form.
- Administer to the friend of the elector, the Statement of Friend of Incapacitated Elector contained on Form 11. The statement is made on the same form on which the incapacitated elector made his/her statement.
- Enter a check in the box provided on the elector's Voting Register form to indicate his/her ballot(s) was marked by another person, and note the reason why it was so marked.
- Keep the completed Form 11 Statements with the elector's Voting Register form.

If the incapacitated elector is not accompanied by a friend, you may mark his/her ballot(s) in the manner directed by the elector. You do not have to make the Statement of Friend of Incapacitated Elector, however, the Incapacitated Elector section of the elector's Voting Register form must be completed.

Keep the completed voting register forms, along with any completed Form 11 Statements, stacked in consecutive number order to facilitate the calculation of the number of persons who registered to vote.

At the close of the voting station on election day, the presiding deputy **must** make a copy of each voting register in which an objection was noted. (Sections 54 and 90.)

FORM 9

Presiding Deputy's Certification and Statement on Completion of Ballot Count

Local Authorities Election Act
(Sections 90, 91)

Local Jurisdiction: _____ **(1)** _____, Province of Alberta

Election Date: _____

Voting Subdivision or Ward (if applicable): _____ Voting Station: _____

I, _____ **(2)** _____ certify that the number of persons who
(Name of Presiding Deputy)
have this day signed the voting register to vote at this voting station is _____ **(3)** _____
(Figures)

(Words)

and that to the best of my knowledge and belief the entries in the voting register, which are required by law to be made, were correctly made.

(4)

(Signature of Presiding Deputy Returning Officer)

It Is An Offence To Sign A False Statement

MA0759 (2007/04)

PURPOSE

Form 9 serves as the presiding deputy's certification and statement of the number of persons who registered to vote in the voting station, and that the entries made on the voting register forms were correctly made

A person who makes a false statement is guilty of an offence and is liable to imprisonment up to six months or a fine up to \$10,000, or to both a fine and imprisonment.

INSTRUCTIONS

1. Enter the complete and official name(s) of the local jurisdiction(s) for which the election is being conducted, the date of the election and, if applicable, the voting subdivision or ward and the voting station number.
2. Enter your name in the space provided.
3. Enter in figures and words, the number of persons who registered to vote at the voting station. This number is the total of all the completed voting register forms.
4. Read the statement and sign it in the space provided. The form will be placed in the ballot box along with all the other materials that are required to be placed in the ballot box.

FORM 10 **Statement of Scrutineer**
Local Authorities Election Act
(Sections 16(2), 69, 70)

Local Jurisdiction: _____ **(1)** _____, Province of Alberta

Election Date (or Vote on a Bylaw or Question): _____

I, _____ **(2)** _____,
(Name of Scrutineer)
of _____
(Street Address or Legal Land Description of the Residence of the Scrutineer and the Mailing Address of the Scrutineer)

in the Province of Alberta, am at least 18 years of age and,

(a) For the purposes of an election, will act as scrutineer on behalf of

_____ for the office of _____
(Name of Candidate) (Office for which Candidate was Nominated)

OR

(b) For the purposes of a vote on a bylaw, will act as scrutineer for those persons who are interested in

(Check One) promoting the passing of Bylaw No. _____
 opposing the passing of Bylaw No. _____

OR

(c) For the purposes of a vote on a question, will act as scrutineer on behalf of those persons who are interested in

(Check One) voting in the positive on the question set out.
 voting in the negative on the question set out.

AND I will in all respects, maintain and aid in maintaining the absolute secrecy of the vote.

_____ **(3)** _____
(Signature of Scrutineer)

It Is An Offence To Sign A False Statement

Note: The personal information that is being collected under the authority of the *Local Authorities Election Act* will be used for the purposes under that Act. It is protected by the privacy provisions of the *Freedom of Information and Protection of Privacy Act*.

If you have any questions about the collection, contact _____
(Title and Business Phone Number of the Responsible Official)

MA0760 (2007/04)

PURPOSE

Form 10 serves as a statement made by a person who presents to the presiding deputy a written notice signed by a candidate, appointing the person to represent that candidate as his/her scrutineer at the voting station.

When the *Statement of Scrutineer* has been made by the person, he/she is then recognized by the presiding deputy as the scrutineer of the candidate.

The scrutineer is making a statement to act on behalf of the candidate, and to maintain the secrecy of the vote.

A person who makes a false statement is guilty of an offence and is liable to imprisonment up to six months or a fine up to \$10,000, or to both a fine and imprisonment.

INSTRUCTIONS

1. Enter the complete and official name of the local jurisdiction for which the election is being conducted, and the date of the election.
2. Ask the scrutineer to print his/her name and the name of the local jurisdiction in the spaces provided, and to read the statement. The scrutineer is not required to read the statement aloud.
3. Ask the scrutineer to sign the form.

Note: Options are provided if a person is acting as scrutineer for the purpose of a vote on a bylaw or a question.

Retain the completed form. At post-vote procedures, the form will be placed in the ballot box along with all the other materials that are required to be placed in the ballot box.

FORM 11

**Statement of Interpreter, Incapacitated Elector,
Friend of Incapacitated Elector**
Local Authorities Election Act
(Sections 72, 78)

Local Jurisdiction: _____ (1) _____, Province of Alberta

Election Date: _____

Voting Subdivision or Ward (if applicable): _____ Voting Station: _____

Statement of Interpreter

I, _____ (2) _____ of _____ (Address) _____ in the
(Name of Interpreter) (Address)

Province of Alberta, will faithfully read or translate such statements, questions and answers that the deputy returning officer may require to be read or translated at this election and I will keep secret all information which may come to me by virtue of being the interpreter for _____ (Name of Elector) _____ (3) _____ (Signature of Interpreter)

Deputy's Initials

Statement of Incapacitated Elector Verbal Statement

Are you _____ (4) _____ of _____ (Address) _____
(Name of Incapacitated Elector) (Address)

in the Province of Alberta, unable to mark your ballot in the usual manner and you require assistance because of blindness, or you require assistance because of a physical condition?
(Instruction to Deputy: Initial if the elector answers affirmatively to this question.)

Deputy's Initials

Statement of Friend of Incapacitated Elector

I, _____ (5) _____ of _____ (Address) _____
(Name of Friend or Relative of Incapacitated Elector) (Address)

in the Province of Alberta, am the friend or relative of _____ (Name of Incapacitated Elector) _____, an incapacitated elector. I will read the ballot to my friend or relative, mark the ballot in accordance with the elector's instructions, and keep secret all information which may come to me by virtue of assisting the elector. _____ (Signature of Friend or Relative of Incapacitated Elector)

Deputy's Initials

It Is An Offence To Make Or Sign A False Statement

Note: The personal information that is being collected under the authority of the *Local Authorities Election Act* will be used for the purposes under that Act. It is protected by the privacy provisions of the *Freedom of Information and Protection of Privacy Act*.
If you have any questions about the collection, contact: _____ (Title and Business Phone Number of the Responsible Official)

MA0761 (2007/04)

(File With Elector's Voting Register Form)

PURPOSE

Form 11 is used when an elector is unable to mark his/her own ballot in the usual manner because the person:

- is unable to read, or does not understand the English language, or
- is incapacitated by blindness or a physical condition, or
- requires an interpreter for translating purposes.

A person who makes a false statement is guilty of an offence and is liable to imprisonment up to six months or a fine up to \$10,000, or to both a fine and imprisonment.

INSTRUCTIONS

1. Enter the complete and official name of the local jurisdiction(s) for which the election is being conducted, the date of the election and, if applicable, the voting subdivision or ward, and the voting station number.

To administer the Statement of Interpreter:

If the elector does not understand the English language, an interpreter may translate the statement as well as any question necessary for the proper purposes of the election put to the elector, and the elector's answers. Before acting as an interpreter, the interpreter is required to make the Statement of Interpreter.

2. Ask the interpreter to enter in the spaces provided, his/her name and address, and the name of the elector he/she is interpreting for.

3. Ask the interpreter to read the statement and sign it. It is not necessary for the interpreter to read the statement aloud. The interpreter may now act as interpreter for the elector.

To administer the Statement of Incapacitated Elector:

If the elector is unable to mark his/her own ballot in the usual manner because he/she is unable to read or is incapacitated by blindness or another physical condition, and he/she has brought a friend* to mark his/her ballot as directed, both the incapacitated elector and his/her friend must make the required statements.

Continued ...

4. Enter the name of the incapacitated elector and his/her address in the spaces provided.

Read the Statement of Incapacitated Elector aloud to the elector. The elector responds by saying "Yes".

Note on the elector's Voting Register form (Form 8 or 8SV) that the ballot of the incapacitated elector is marked by another person by entering a check in the box provided, and the reason why it is so marked.

To administer the Statement of Friend of Incapacitated Elector:

5. Ask the friend to enter in the spaces provided, his/her name and address, and the name of the elector.

Ask the friend to read and sign the statement. It is not necessary for the friend to read the statement aloud. The friend may now assist the elector in the election process.

Keep the completed form with the elector's Voting Register form.

*Note: If the incapacitated elector is not accompanied by a friend, the deputy may mark his/her ballot(s) in the manner directed by the elector. You do not have to make the Statement of Friend of Incapacitated Elector, however, the Incapacitated Elector section of the elector's Voting Register form must be completed.

FORM 12 **Note of Objection to A Ballot**

for **(1)**
(Name of Office, Bylaw or Question)

Local Authorities Election Act
(Section 87)

Local Jurisdiction: **(2)** _____, Province of Alberta

Election Date: _____

Voting Subdivision or Ward (if applicable): _____ Voting Station: _____

<small>Objection Number</small>	<small>Name of Official Agent, Scrutineer or Candidate Making Objection</small>	<small>Reason for Objection</small>
(3) 1.	(4)	(5)
2.		
3.		
4.		
5.		
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15.		
16.		
17.		
18.		
19.		
20.		

MA0763 (2007/04)

PURPOSE

Form 12 serves as a record of any objection made by a candidate or his/her official agent or scrutineer to any ballot found in the ballot box.

Every objection made must be numbered, the corresponding number placed on the back of the ballot being objected to, and the ballot initialled by the deputy.

INSTRUCTIONS

1. Enter the name of the office, or the description of the bylaw or question for which the vote is being conducted.

It is common for a separate form to be used for each office.

2. Enter the complete and official name(s) of the local jurisdiction(s) for which the election is being conducted, the date of the election and, if applicable, the voting subdivision or ward, and the voting station number.

3. When an objection is made the deputy must start with the number 1 for the first objection made, and then for each objection made thereafter, assign the next consecutive number.

4. In the space provided, enter the name of the official agent, scrutineer or candidate making the objection.

5. In the space provided, enter the reason for the objection.

Record the corresponding number on the back of the ballot objected to and initial the ballot.

Note: The deputy decides any question arising out of the objection.

FORM 13 **Ballot Account and Result of Vote**
for (1)
(Name of Office, Bylaw, or Question)
Local Authorities Election Act
(Sections 54, 88, 89)

Local Jurisdiction: (2), Province of Alberta
Date of Election: _____
Voting Subdivision or Ward (if applicable): _____ Voting Station: _____

Result of Vote

(3) Names of Candidates (or Question, or Description of Bylaw)	(4) Number of Valid Ballots Marked for Each Candidate (or For and Against on a Question or Bylaw)
(Continue on Reverse if Required)	

Ballot Account

(a) Number of Ballots Supplied	<u>(5)</u>	
(b) Number of Special Ballots Sent Out	+ <u>(6)</u>	= <u>(7)</u> *
(c) Valid Ballots	<u>(8)</u>	
(d) Valid Special Ballots Received	+ <u>(9)</u>	
(e) Rejected Ballots	+ <u>(11)</u>	
(f) Rejected Special Ballots	+ <u>(12)</u>	
(g) Spoiled Ballots	+ <u>(14)</u>	
(h) Unused Ballots	+ <u>(15)</u>	
(i) Ballots Not Accounted For	+ <u>(16)</u>	
(j) Special Ballots Not Returned	+ <u>(17)</u>	
(k) Total		= <u>(18)</u> *

*Total number of ballots in (a) and (b) must equal (k), the total number of ballots in (c), (d), (e), (f), (g), (h), (i) and (j).
Persons objected to under section 54 (19)

Valid Ballots for: Number of Ballots:

Candidate <u>(23)</u>	<u>(24)</u>	Valid Ballots Objected To <u>(10)</u>
Candidate _____	_____	
Candidate _____	_____	
Candidate _____	_____	
Candidate _____	_____	

Rejected Ballots On Which No
Vote Was Cast By An Elector (13)

DATED this (20) day of _____, 20____.

(Signatures of at least 2 Deputies) (21) (Signatures of Candidates/Official Agents/Scrutineers
who desire to sign) (22)

(Hand this form to the Returning Officer)

MA0764 (2007/04)

PURPOSE

Form 13 serves as an account of the results of the vote and of every ballot supplied to the voting station. The form is used for accounting for the ballots for a specific office, or for a question or bylaw.

INSTRUCTIONS

1. Enter the name of the office, or the description of the bylaw or question, for the ballots being accounted for.
2. Enter the complete and official name(s) of the local jurisdiction(s) for which the election is being conducted, the date of the election and, if applicable, the voting subdivision or ward, and the voting station number.
3. Enter the names of each candidate for that office, or if the vote is a vote on a bylaw or question, enter the description of the bylaw or question.
4. Opposite each name, or bylaw or question, enter the number of valid ballots marked for each candidate, or for or against a bylaw or question.

To complete the ballot account:

5. Enter the total number of ballots supplied to the voting station for that office.
6. Enter the number of Special Ballots sent out.

7. The total of (5) and (6) = (7).
8. Enter the number of valid ballots. Valid ballots are ballots marked by the electors which are acceptable, and therefore have been counted. The rules for determining void ballots are established in section 86 of the Act.
9. Enter the number of valid Special Ballots received.
10. From the number of valid ballots, count those that were objected to by a candidate or official agent, or scrutineer, and enter the number in the space provided. Note - this number is extracted from the count of total valid ballots to assist the returning officer in determining if a recount is necessary. This number is not used in the mathematical account of the ballots.

Continued ...

Ballot Account (Form 13) Instructions Continued ...

11. Enter the number of rejected ballots. Rejected ballots are void ballots as established in section 86 of the Act.
12. Enter the number of rejected Special ballots.
13. From the number of rejected ballots, count the rejected ballots on which no vote was cast by an elector. These are often referred to as the “blank” ballots. Enter the number in the space provided. Note - this number is extracted from the count of rejected ballots to assist the returning officer in determining if a recount is necessary.
14. Count the number of spoiled ballots and enter the number in the space provided. Remember, the spoiled ballots are those ballots issued during voting hours that were returned to the deputy by the elector, and the elector received another ballot in place of the spoiled ballot.
15. Count the number of unused ballots and enter the number in the space provided.

Note: The Valid Ballots Objected To and the Rejected Ballots On Which No Vote Was Cast By An Elector have NOT been included in the count since these numbers have been extracted to assist the returning officer in determining if a recount is necessary.

16. If the totals are not equal because a ballot may have been inadvertently taken from the voting station, then Line (i) Ballots Not Accounted For, is used to balance the account.
17. Enter the number of Special Ballots not returned.
18. To determine TOTAL Ballots ADD lines: (c), (d), (e), (f), (g), (h), (i) and (j). The sum total must equal the Number of Ballots Supplied and Special Ballots sent out (lines (a) and (b)).
19. Enter the number of persons objected to under section 54.
20. Enter the day, month, and year of the election.
21. At least two deputies involved in the count must sign in the spaces provided.
22. If candidates, official agents, or scrutineers wish to sign the form, they may do so in the spaces provided.
23. List the name of each candidate.
24. Enter the number of valid ballots for each candidate.

DO NOT place the form in the ballot box. HAND the form to the returning officer.

FORM 14

Disclaimer Before A Complaint
Local Authorities Election Act
(Section 144)

Local Jurisdiction: _____, Province of Alberta

I, _____, solemnly swear
(Name of Person Disclaiming)

(affirm) that I disclaim all right to the office of _____ of

_____ and all defence of any right I may have to it.
(Name of Local Jurisdiction)

SWORN (AFFIRMED) before me

at the _____ of _____

in the Province of Alberta

this ____ day of _____ 20____.



(Signature of Person Taking Oath)

(Signature of Returning Officer or Commissioner for Oaths)

It Is An Offence To Sign A False Affidavit

MA0765 (2007/04)

PURPOSE

Form 14 is used when a person who has submitted his/her name as a candidate, gives notice that he/she is relinquishing his/her candidacy and any claim he/she may be entitled to make as to the legitimacy of his/her candidacy.

The form is used prior to the election or any complaint being made about the legitimacy of the candidacy.

The disclaimer delivered before the election or before the person disclaiming is complained of, relieves the person from all liability costs.

The disclaimer may be posted in the voting station on election day.

FORM 15

Disclaimer After Motion
Local Authorities Election Act
(Section 143)

Local Jurisdiction: _____, Province of Alberta

I, _____, on whom notice of motion
(Name of Person Disclaiming)

in the nature of quo warranto has been served for the purpose of contesting my right

to the office of _____ of _____
(Name of Local Jurisdiction)

solemnly swear (affirm) that I disclaim that office and all defence of any right I may have to it.

SWORN (AFFIRMED) before me

at the _____ of _____

in the Province of Alberta

this ____ day of _____ 20____



(Signature of Person Taking Oath)

(Signature of Returning Officer or Commissioner for Oaths)

It Is An Offence To Sign A False Affidavit

MA0766 (2007/04)

PURPOSE

Form 15 serves the same purpose as Form 14 Disclaimer Before A Complaint, but is only used in response to a notice of motion being filed objecting to the validity of an election of a candidate.

The form gives notice the elected candidate is relinquishing his/her seat and any right of defence to the legitimacy of the election.

Form 15 is used after an election and after a formal complaint has been filed with the Courts.

FORM 16 **Request for Special Ballot Package**
Local Authorities Election Act
(Section 77.1)

Local Jurisdiction: _____ **(1)** _____, Province of Alberta

Election Date: _____

Ward / Subdivision Number: _____ Voting Station: _____

I, _____ **(2)** _____ of _____
(Printed First Name and Surname) (Street Address of Residence or Legal Land Description, Mailing Address and Postal Code)

(Telephone Number) (Email Address)

request a special ballot package which will include all applicable ballots issued at the regular voting station. I am requesting one of the following ballots:

Please select: A Public School Trustee
 A Separate School Trustee
(3) Chief Elected Official
 Councillors
 Bylaw or Question

Reason for request: _____ **(4)** _____

Please select one: (Election official to fill in if application is made by telephone.)

(5) I would like my special ballot package sent by regular mail to the following address:

(Complete address to which the application will be mailed, including postal code)

I will arrange for my Special Ballot package to be picked up during regular office hours.
I would like my package held for pickup.

(Date of Request)

Note: The personal information that is being collected under the authority of the *Local Authorities Election Act* will be used for the purposes under that Act. It is protected by the privacy provisions of the *Freedom of Information and Protection of Privacy Act*.

If you have any questions about the collection, contact: _____
(Title and Business Phone Number of the Responsible Official)

MA1328 (2007/04)

PURPOSE

Form 16 serves as an account of the ballots issued and the reason that the special ballot package is requested. Section 77.1(1) defines reasons: unable to vote at an advance vote or at the voting station on election day because of physical incapacity, absence from the local jurisdiction, or 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 elector’s place of residence.

A separate form must be completed for each elector.

INSTRUCTIONS

1. Enter the complete and official name of the jurisdiction for which the election is being conducted, the date of the election and, if applicable, the voting subdivision or ward and the voting station number. Preprinting this information onto the forms will save time.
2. Ensure that the elector’s name is printed, address of residence, telephone number and email address if applicable.
3. Ensure that the ballots issued are checked in the appropriate boxes.
4. Ask the reason for the request (as stated above) and indicate this on the form.

5. Ensure that the voter requesting the special ballot package has indicated whether the package should be mailed or picked up, and note the date of the request.

FORM 17

Special Ballot Package
Local Authorities Election Act
(Sections 77.1, 77.2)

SPECIAL BALLOT

Ballot Form for Elected Official

Election of CEO for the _____
(Local Jurisdiction)

(List Names of Candidates below if known prior to application for Special Ballot in the following Ballot Format)

The maximum number of candidates that can be voted for is _____
(Number)

Special Ballot Form for Elected Offices

Election of _____ for the _____
(Office) (Local Jurisdiction)

(If Application for Special Ballot is sent prior to Special Ballots being printed with List of Candidates Names, use the following Ballot Format)

Print the name(s) of the candidate on the line below:
I vote for: _____

The maximum number of candidates that can be voted for is _____
(Number)

Using Separate Ballots for Each Office

A separate ballot must be used for:

- the office of chief elected official;
- the offices of councillors;
- the offices of school trustees;
- any questions

Ballot for a Vote on a Bylaw or Question

The wording on a ballot for a vote on a bylaw or question must be determined by a resolution of the elected authority. The form of the ballot may be determined by a resolution of the elected authority, however, if no resolution is passed, the returning officer must determine the form in accordance with section 44 of the *Local Authorities Election Act*.

Arranging the Names on the Ballots

The names of the candidates on each ballot must be arranged alphabetically in order of the surnames and, if two (2) or more candidates have the same surname, the names of those candidates must be arranged alphabetically in order of their given names.

If an elected authority passes a bylaw two (2) months before an election that provides that ballots be printed in as many lots as there are candidates for the office, section 42(3) of the *Local Authorities Election Act* applies.

Indicating the Number of Candidates That can be Voted for

Every ballot used in an election for a member of an elected authority must contain a brief explanatory note stating the maximum number of candidates that can be voted for in order not to make the ballot void, and every ballot used in an election for chief elected official must contain a brief explanatory note stating that the ballot shall not be marked for more than one (1) candidate.

Ballots for Public or Separate Members

Every ballot should indicate if the elector is voting for a public or separate candidate.

MA1329 (2007/04)

PURPOSE

Form 17 provides instructions to electors on voting by special ballot.

The form must be included in the special ballot package.

Special Ballot Voting InstructionsLocal Authorities Election Act
(Sections 77.1, 77.2)**Special Ballot Voting Instructions**

1. With a pen or pencil, mark the ballot by printing in the space provided the name of the candidate(s) of your choice if a blank ballot, or mark an "X" in the space provided on the right hand side opposite the name of the candidate(s) of your choice. The ballot indicates the maximum number of candidates that can be voted for. You may vote for less than the maximum number, but not for more.
2. Place all ballot(s), marked or not, in the Special Ballot Envelope and seal the envelope.
3. Place the ballot envelope in the Special Ballot Certificate Envelope.
4. Complete and sign Part I of the Special Ballot Certificate Envelope and seal the envelope.
5. Attach a photocopy of your identification (if applicable) to the Special Ballot Certificate Envelope.
Your identification must be one or more of **(1)** _____
(list acceptable forms of identification)
as required by bylaw.
6. Place the Special Ballot Certificate Envelope in the Outer Envelope and seal the envelope.
7. It is your responsibility to ensure that this Outer Envelope, complete with all prescribed contents, arrives at the office of the returning officer prior to _____ on election day, which is:

Election Day: _____ (Date to be entered by Returning Officer)
(Day) (Month) (Year)
8. Failure to complete any of these steps may invalidate your ballot.

PURPOSE

Form 18 provides instructions to electors on voting by special ballot.

The form must be included in the special ballot package.

Note: The date of election day must be filled in before this form is included in the special ballot package.

INSTRUCTIONS

1. Ensure that the acceptable number and types of identification are presented if applicable, otherwise cross off this section.

FORM 19 **Special Ballot Certificate Envelope**
 Local Authorities Election Act
 (Sections 47, 53, 77.1, 77.2)

Local Jurisdiction: _____ (1) _____, Province of Alberta

Election Date: _____

Voting Subdivision or Ward (if applicable): _____ Voting Station: _____

Part I To be completed by Elector

Statement of Elector Eligibility (3)

I, _____ of _____
(Name of Elector) (Street Address of Residence or legal land description, mailing address and postal code)

am eligible to vote at the above mentioned election because:

- I have not voted before in this election;
- I am 18 years of age or older;
- I am a Canadian Citizen;

(a) I have resided in Alberta for the six (6) consecutive months immediately preceeding Election Day; and my place of residence is in the Voting Subdivision or Ward on Election Day;
 or

(b) I am named on the certificate of title as the person who owns property within the summer village, or the spouse or adult interdependent partner of the person named,

- I am entitled to receive a Special Ballot because I will not be able to attend advance voting stations, if any, or the voting station established for my local jurisdiction, due to physical incapacity, absence from the local jurisdiction or being a returning officer, deputy returning officer, constable, candidate, official agent, or scrutineer.

I declare that the above statements are true.

Dated at _____ this _____ day of _____, _____
(Address including postal code, where Special Ballot Certificate Envelope is received) (Date) (Month) (Year)

(Signature of Elector)

It Is An Offence To Sign A False Statement

Part II To be completed by Returning Officer

Check : Name of the individual recorded on the front of envelope is recorded in the Special Ballot Voting Register. (2) Special Ballot certificate IS NOT opened because:

Part I is properly completed. OR Part I is not properly completed;

Special Ballot Certificate IS accepted. Received after the close of voting stations on election day.

(5) _____
(Date and Time Received) (Initials of Election Officer)

Note: The personal information that is being collected under the authority of the Local Authorities Election Act will be used for the purposes under that Act. It is protected by the privacy provisions of the Freedom of Information and Protection of Privacy Act.

If you have any questions about the collection, contact: _____
(Title and Business Phone Number of the Responsible Official)

MA1331 (2007/04)

PURPOSE

Form 19 serves as the statement made by the elector that he/she is eligible to vote and any other circumstances that pertain to the elector and are required to be noted. This form is specific to voting by special ballot.

A person who makes a false statement is guilty of an offence and is liable to imprisonment up to six months or a fine up to \$10,000, or to both a fine and imprisonment.

A separate form must be completed for each elector.

INSTRUCTIONS

1. Enter the complete and official name(s) of the local jurisdiction(s) for which the election is being conducted, the date of the election and, if applicable, the voting subdivision or ward and the voting station number. Preprinting this information onto the forms will save valuable time in the voting station.

2. **If voter identification is required and not attached to the Special Ballot Certification Envelope, treat the envelope as a rejected Special Ballot and indicate by writing ‘no identification’ and initial.**

3. Ensure the elector has printed his/her name and address in the spaces provided.

- 4. Ensure that the elector has filled in the address where the special ballot was received by the elector, dated and signed.
- 5. Record the date and time the special ballot was received and initial the form.

Keep the completed special ballot forms where the special ballot was NOT opened because the returning officer determined no identification was attached and was required, that Part 1 of the certificate was not properly completed, or the special ballot was received late or no identification attached, to facilitate determining the number of ballots that were rejected.

FORM 20 **Declaration of Valid or Rejected Special Ballot Certificates**
 Local Authorities Election Act (Section 77.2)

Name of Person Appointed by the Minister of Municipal Affairs and Housing _____

Local Jurisdiction: _____ **(1)** _____, Province of Alberta

Election Date: _____

Voting Subdivision or Ward (if applicable): _____ Voting Station: _____

Questionable Certificates by Returning Officer

Number of Questionable Certificates **(2)** _____

DATED this _____ day of _____, 20____.

(3) _____
 (Signature of Reviewer)

(4) _____
 (Signature of Returning Officer) (Date) _____

Certificates Reviewed by Appointed Official

(a) Number of Questionable Certificates **(5)** _____

(b) Valid Certificate Envelopes **(6)** _____

(c) Rejected Certificate Envelopes + **(7)** _____

* Total Certificates = **(8)** _____

* Total Certificates in (b) and (c) must equal number in (a).

DATED this _____ day of _____, 20____.

(9) _____
 (Signature of Reviewer)

(10) _____
 (Signature of Appointed Official) (Date) _____

(Submit this Form to the Returning Officer)

*A copy of this form must be submitted to the local jurisdiction and the Minister of Municipal Affairs and Housing.
 MA1386 (2007/04)

PURPOSE

Form 20 provides for the returning officer to forward any questionable special ballot certificate envelopes to a person appointed by the Minister of Municipal Affairs and Housing to determine if the certificate envelope is valid.

INSTRUCTIONS

1. Enter the complete and official name(s) of the local jurisdiction(s) for which the election is being conducted, the date of the election and, if applicable, the voting subdivision or ward and the voting station number.
2. Enter the number of questionable certificates and the date.
3. Signature of reviewer of the questionable certificate in the local jurisdiction.
4. Signature of the returning officer and date.
5. The number of questionable certificates should match the number in (2).
6. Upon review of the certificate envelopes by the person appointed by the Minister, if it is determined that there are valid certificates, indicate so in (b).

7. If it is determined by the person appointed by the Minister that the certificate envelope is rejected, indicate so in (c).
8. The total certificates in (b) and (c) must equal (a).
9. Signature of reviewer of the questionable certificate(s).
10. Signature of the person appointed by the Minister and the date.