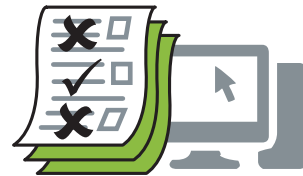




1 Elections Calgary issues a Request for Quote (RFQ) for ballot printing, requiring bidders to meet ballot specifications and security standards.

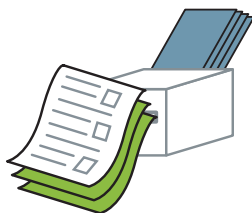
2

Working with the selected printer, the ballot is designed, taking into account specifications, language, layout and unique ballot book identifiers, such as serial numbers.



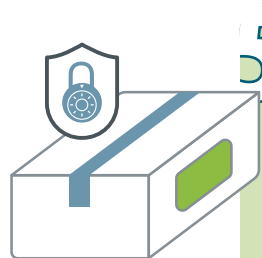
3

After Nomination Day and the withdrawal deadline, Elections Calgary begins ballot proofing by reviewing candidate and local political party or slate (if applicable) names for accuracy before approving them for printing.



4

After printing, the ballots are delivered to a secure Elections Calgary warehouse, where access is controlled and monitored, requiring sign-in/out procedures and the presence of two people when working with the ballots at all times.



5 Once received by Elections Calgary, ballots are packaged for each voting station for Advance Vote and Election Day, then placed in secure election carts for direct delivery to the voting stations. Each cart is equipped with a GPS tracker for security purposes.

6

During Advance Vote or on Election Day, voters receive their ballots and select their chosen candidate by marking an X next to the candidate's name.



7

Each night during Advance Vote, election workers return sealed ballot boxes containing marked ballots back to the Elections Calgary warehouse for secure storage until the count on Election Day.



8

Prior to Election Day, Advance Vote ballots are transported — under Corporate Security escort — from the secure Elections Calgary



warehouse to the counting centre with 24-hour security, where Advance Vote workers will hand count the ballots after voting stations close.

9

After Election Day voting stations close, the ballots at each station are counted by hand by election workers. After the ballots are counted, they are placed back inside the re-sealed ballot boxes and signed. Sealed ballot boxes are delivered by election workers to Elections Support Centres throughout the city and then escorted by Corporate Security back to the secure Elections Calgary warehouse.



10

Once all the ballots are counted, and the counting centre and voting stations are closed, the sealed ballot boxes are put back on trucks escorted by Corporate Security for storage in the secure Elections Calgary warehouse space.



12

Elections Calgary is legislatively required to keep ballot boxes and all election materials for a minimum of six weeks from Election Day to a maximum of 12 weeks. After this, the ballots and election materials will be securely destroyed by Elections Calgary employees.



11

All ballots from Advance Vote and Election Day voting stations are stored in the secure Elections Calgary warehouse. Elections Calgary can access the boxes if a recount is required.

