



Consolidated for Convenience
Updated: September 12, 2017

ELECTION AND OTHER VOTING PROCEDURES BYLAW NO. 6067, 1993

CONSOLIDATED VERSION
ELECTION AND OTHER VOTING PROCEDURES BYLAW NO. 6067, 1993

This is a consolidation of the bylaws listed below and includes amendments up to the date noted on the cover page. This document is for convenience only and is not the legal or official version. Certified copies of the original bylaws should be consulted for all interpretations and applications of the subject bylaw. Copies can be obtained through the Legislative Services Division at City Hall.

<u>AMENDING BYLAW</u>	<u>EFFECTIVE DATE</u>	<u>AMENDMENT</u>
Bylaw No. 7114, 1999	August 30, 1999	Definitions, Section 2. Application, Section 3. Elector Registration, Section 7. Special Voting Opportunities, Section 8. Mail Ballot Voting, Section 11. Automated Vote Machines
Bylaw No. 8137, 2008	June 23, 2008	Section 3.1, Section 8
Bylaw No. 8881, 2017	August 21, 2017	Section 3.1, 4, 5, 6, 7, 8, 9, 11.1, 11.2, 11.3.4
Bylaw No. 8892, 2017	September 11, 2017	11.3.13, Schedule A, Schedule B

CITY OF PRINCE GEORGE
BYLAW NO. 6067

A BYLAW TO PROVIDE FOR THE DETERMINATION OF VARIOUS PROCEDURES FOR THE CONDUCT OF THE LOCAL GOVERNMENT ELECTIONS AND OTHER VOTING.

WHEREAS under the *Local Government Act*, the Council may, by bylaw, determine various procedures and requirements to be applied in the conduct of local government elections and other voting;

AND WHEREAS Council wishes to establish various procedures and requirements under that authority;

NOW THEREFORE the Council of the City of Prince George, in open meeting of Council, enacts as follows:

1. DEFINITIONS

“Definitions” repealed by BL7114

2. APPLICATION

The provisions of this bylaw apply to general local elections and other voting. **BL7114**

3. ELECTOR REGISTRATION

(a) For the purposes of all elections and other voting under Part 3 and 4 of the *Local Government Act*, a person may register as an elector only at the time of voting. **BL7114**

(b) Registration as an elector under Part 3., subsection (a), of this bylaw is effective only for the voting or other matters on which the opinion of the electors is being sought at the time of voting.”

3.1 ACCESS TO ELECTION DOCUMENTS BY ELECTRONIC MEANS

Pursuant to Sections 89 (7) and 89 (8) of the *Local Government Act*, **BL8881** nomination documents received from all candidates for election for mayor or councillor will be made available on the City of Prince George web site for a period of six months following the day of the general local election. This availability is in addition to and in no way affects other access to such documents provided by the *Act*.

3.2 AVAILABILITY OF DISCLOSURE STATEMENTS**BL8881**

From the time any information in a disclosure statement related to the City of Prince George is made available on the Elections BC authorized internet site pursuant to section 58 (1) (a) of the *Local Elections Campaign Financing Act*, the Corporate Officer shall:

- (a) Make that information available for public inspection at City Hall during regular office hours on request; and
- (b) Ensure a link is created on the City of Prince George website to connect to the information related to the City of Prince George provided on the Elections BC authorized internet site.

4. REQUIRED ADVANCE VOTING OPPORTUNITIES**BL8881**

As required under Section 107 of the *Local Government Act*, two advance voting opportunities are hereby established:

- (a) one on the 10th day before general voting day; and
- (b) one on the 4th day before general voting day.

5. ADDITIONAL GENERAL VOTING OPPORTUNITIES**BL8881**

- (a) The Council authorizes the Chief Election Officer to establish additional general voting opportunities for general voting day for each election or other voting and to designate the voting places and voting hours, within the limits set out in Section 106 (2) of the *Local Government Act*, for such voting opportunities.

6. ADDITIONAL ADVANCE VOTING OPPORTUNITIES**BL8881**

- (a) As authorized under Section 108 of the *Local Government Act*, the Council authorizes the Chief Election Officer to establish additional advance voting opportunities for each election or other voting to be held in advance of general voting day and to designate the voting places, establish the date and the voting hours for these voting opportunities.

7. SPECIAL VOTING OPPORTUNITIES**BL8881**

- (a) To give electors who may otherwise be unable to vote an opportunity to do so, the Council will provide special voting opportunities as authorized under section 109 of the *Local Government Act* for each election and authorizes the Chief Election Officer to establish special voting opportunities for each

election and other voting and to designate the locations, dates and the voting hours within the limits set out in section 109 of the *Local Government Act*, for these special voting opportunities.

- (b) Council authorizes the Chief Election Officer to limit the number of candidate representatives who may be present at the special voting opportunities.

8. MAIL BALLOT VOTING

BL8881

- (a) As authorized under section 110 of the *Local Government Act*, voting may be done by mail for those electors who meet the criteria in paragraph (b) for each election or other voting.
- (b) As provided in the *Local Government Act*, the only electors who may vote by mail ballot are:
 - (i) those persons who have a physical disability, illness or injury that affects their ability to vote at another voting opportunity; and
 - (ii) those persons who expect to be absent from the municipality on general voting day and at the times of all advance voting opportunities.
- (c) The following procedures for voting by mail must apply:
 - (i) Sufficient record will be kept by the Chief Election Officer so that challenges of the elector's right to vote may be made in accordance with the intent of section 126 of the *Local Government Act*; and
 - (ii) a person exercising the right to vote by mail under the provisions of section 110 may be challenged in accordance with, and on the grounds specified in section 126 of the *Local Government Act*, until 4:30 p.m. two days before general voting day.
- (d) In accordance with section 110 (4) (b) of the *Local Government Act*, the time limits in relation to voting by mail ballot will be determined by the Chief Election Officer.
- (e) As provided in the *Local Government Act*, a mail ballot must be received by the Chief Election Officer before the close of voting on general voting day in order to be counted for an election or other voting.
- (f) Procedures for conduct of mail balloting shall be in accordance with those outlined in sections 110 (5), 110 (6), 110 (7), 110 (8) and 110 (9) of the *Local Government Act*.

9. RESOLUTION OF TIE VOTES AFTER JUDICIAL RECOUNT**BL8881**

In the event of a tie vote after a judicial recount, the tie vote will be resolved by conducting a lot in accordance with Section 151 of the *Local Government Act*.

10. REPEAL

Advance Poll Bylaw No. 5189, 1988, is hereby repealed.

11. AUTOMATED VOTING COUNTING SYSTEM**11.1 DEFINITIONS****BL7114**

In this Bylaw all definitions shall be in accordance with the *Local Government Act*, except for the following:

Acceptable mark means a completed oval which the **vote tabulating unit** is able to identify, which has been made by an elector in the space provided on the **ballot** opposite the name of any candidate or opposite either 'yes' or 'no' on any other voting question.

Automated vote counting system means a system that counts and records votes and processes and stores election results which comprises:

- (a) a number of **ballot scan vote tabulating units**, each of which rests on a **ballot** box; and
- (b) a number of **portable ballot boxes** into which voted **ballots** are deposited where a **vote tabulating unit** is not functioning or being used which will therefore be counted after the close of voting on general voting day.

Ballot means a single automated ballot card designed for use in an **automated vote counting system**, which shows:

- (a) the names of all of the candidates for each of the offices of mayor, councillors and school trustees; and
- (b) all of the choices on all of the bylaws or other matters on which the opinion or assent of the electors is sought.

Ballot Marking Device means a device which physically marks a **ballot** as intended by an elector through various computer assisted user-interfaces controlled by the elector, including, without limitation, enhanced audio or visual aids, brailled-marked keypads, or sip and puff devices. **BL8881**

Ballot return override procedure means the use, by an election official, of a device on a **vote tabulating unit**, which causes the unit to accept a **returned ballot**.

Election headquarters means the Office of the Chief Election Officer for the City of Prince George located on the Fifth Floor of City Hall, 1100 Patricia Boulevard, Prince George, BC.

Memory card means the storage device which stores all the permanent results for the **vote tabulating unit**.

Portable ballot box means a ballot box which is used as a voting place where a **vote tabulating unit** is not being used or is not functioning.

Register tape means the printed record generated from a **vote tabulating unit** at the close of voting on general voting day which shows the number of votes for each candidate for each of the office of mayor, councillor and school trustee, and the number of votes for and against each bylaw or other matter on which the assent of the electors is sought.

Returned ballot means a voted **ballot** which was inserted into the **vote tabulating unit** by the elector but which was not accepted and which was returned to the elector with an explanation of the **ballot** marking error which caused the **ballot** not to be accepted.

Secrecy sleeve means an open-ended folder or envelope used to cover **ballots** to conceal the choices made by each elector.

Vote tabulating unit means the device into which voted **ballots** are inserted and which scans each **ballot** and records the number of votes for each candidate and for and against each other voting question.

11.2 USE OF VOTING MACHINES

BL8881

11.2.1 Council hereby authorizes the conducting of general local elections and other voting in the City of Prince George using an **automated vote counting system** and **ballot marking device**.

11.3 AUTOMATED VOTING PROCEDURES

11.3.1 The presiding election official for each voting place and at each advance voting opportunity shall, as soon as the elector enters the voting place and before a **ballot** is issued, offer and if requested, direct an election official to provide a demonstration to an elector of how to vote using an **automated vote counting system**.

11.3.2 Upon completion of the voting demonstration, if any, the elector shall proceed as instructed, to the election official responsible for issuing **ballots**, who:

- (a) shall ensure that the elector:
 - (i) is qualified to vote in the election; and
 - (ii) is voting in the correct voting division [if applicable]; and
 - (iii) completes the voting book as required by the *Local Government Act*; and
- (b) upon fulfilment of the requirements of subsection (a), shall provide a **ballot** to the elector, a **secrecy sleeve** if requested by the elector, and any further instructions the elector requests.

11.3.3 Upon receiving a **ballot**, and **secrecy sleeve** if so requested, the elector shall immediately proceed to a voting compartment to vote.

11.3.4 The elector may vote only by making an **acceptable mark** on the **ballot** either manually or by using a **ballot marking device**, if such a device is available: **BL8881**

- (a) beside the name of each candidate of choice up to the maximum number of candidates to be elected for each of the offices of mayor, councillor and school trustee; and
- (b) beside either 'yes' or 'no' in the case of each bylaw or other matter on which the assent or opinion of the electors is sought.

11.3.5 Once the elector has finished marking the **ballot**, the elector must place the **ballot** into the **secrecy sleeve**, if applicable, proceed to the **vote tabulating unit** and under the supervision of the election official in attendance, insert the **ballot** directly from the **secrecy sleeve**, if applicable, into the **vote tabulating unit** without the **acceptable marks** on the **ballot** being exposed.

11.3.6 If, before inserting the **ballot** into the **vote tabulating unit**, an elector determines that he has made a mistake when marking a **ballot** or if the **ballot** is returned by the **vote tabulating unit**, the elector may request a replacement **ballot** by advising the election official in attendance.

11.3.7 Upon being advised of the replacement **ballot** request, the presiding election official [or alternate presiding election official] shall issue a replacement **ballot** to the elector and mark the **returned ballot** "spoiled" and shall retain all such spoiled **ballots** separately from all other **ballots** and they shall not be counted in the election.

11.3.8 If the elector declines the opportunity to obtain a replacement **ballot** and has not damaged the **ballot** to the extent that it cannot be reinserted into the **vote tabulating unit**, the election official shall, using the **ballot return override procedure**, reinsert the **returned ballot** into the **vote tabulating unit** to count any **acceptable marks** which have been made correctly.

11.3.9 Any **ballot** counted by the **vote tabulating unit** is valid and any acceptable marks contained on such **ballots** will be counted in the election subject to any determination made under a judicial recount.

11.3.10 Once the **ballot** has been inserted into the **vote tabulating unit** and the unit indicates that the **ballot** has been accepted, the elector must immediately leave the voting place.

11.3.11 During any period that a **vote tabulating unit** is not functioning, the election official supervising the unit shall insert all **ballots** delivered by the electors during this time, into a **portable ballot box**, provided that if the **vote tabulating unit**:

- (a) becomes operational, or
- (b) is replaced with another **vote tabulating unit**,

the **ballots** in the **portable ballot box** shall, as soon as reasonably possible, be removed by an election official and under the supervision of the presiding election official be inserted into the **vote tabulating unit** to be counted.

11.3.12 Any **ballots** which were temporarily stored in a **portable ballot box** which are returned by the **vote tabulating unit** when being counted shall, through the use of the **ballot return override procedure** and under the supervision of the presiding election official, be reinserted into the **vote tabulating unit** to ensure that any **acceptable marks** are counted.

11.3.13 Sample **ballots** generally in the form attached as Schedule "A" or Schedule "B" to this Bylaw may be used in an **automated vote counting system**. **BL8892**

11.4 ADVANCE VOTING OPPORTUNITY PROCEDURES

11.4.1 **Vote tabulating units** shall be used to conduct the vote at all advance voting opportunities and voting procedures at the advance voting opportunities shall follow as closely as possible those described in Section 11.3 of this Bylaw.

11.4.2 At the close of voting at each advance voting opportunity the presiding election official in each case shall ensure that:

- (a) no additional **ballots** are inserted in the **vote tabulating unit**;
- (b) the **portable ballot box** is sealed to prevent insertion of any **ballots**;
- (c) the **register tapes** in the **vote tabulating unit** are not generated; and
- (d) the **memory card** of the **vote tabulating unit** is secured.

11.4.3 At the close of voting at the final advance voting opportunity the presiding election official shall:

- (a) ensure that any remaining **ballots** in the **portable ballot box** are inserted into the **vote tabulating unit**;
- (b) secure the **vote tabulating unit** so that no more **ballots** can be inserted; and
- (c) deliver the **vote tabulating unit** together with the **memory card** and all other materials used in the election to the chief election officer at **election headquarters**.

11.5 SPECIAL VOTING OPPORTUNITY PROCEDURES

11.5.1 Unless the Chief Election Officer determines it is practical to use a **vote tabulating unit**, a **portable ballot box** as defined herein, shall be used for all special voting opportunities. The presiding election official appointed to attend at each special voting opportunity shall proceed in accordance with Sections 11.3.2, 11.3.3, 11.3.4 and 11.3.5 of this Bylaw so far as applicable, except that the voted **ballots** shall be deposited into the **portable ballot box** supplied by the presiding election official.

11.5.2 The presiding election official at a special voting opportunity shall ensure that the **portable ballot box** is secured when not in use and at the close of voting at the final special voting opportunity, the presiding election official shall seal the **portable ballot box** and return it together with all other election materials to the custody of the Chief Election Officer.

11.5.3 If a **vote tabulating unit** is in use at a special voting opportunity, the presiding election official appointed to attend the special voting opportunity shall follow the procedures outlined in Section 11.4 of this Bylaw as if it were an advance voting opportunity.

11.6 PROCEDURES AFTER CLOSE OF VOTING ON GENERAL VOTING DAY

11.6.1 After the close of voting on general voting day at voting opportunities where a **vote tabulating unit** was used in the election, but excluding advance and special voting opportunities,

- (a) each presiding election official shall:
 - (i) ensure that any remaining **ballots** in the **portable ballot box** are inserted into the **vote tabulating unit**;
 - (ii) secure the **vote tabulating unit** so that no more **ballots** can be inserted;
 - (iii) generate three copies of the **register tape** from the **vote tabulating unit**; and
 - (iv) deliver one copy of the **register tape** along with the **vote tabulating unit** to the chief election officer at **election headquarters**; and

- (b) each alternate presiding election official shall:
 - (i) account for the unused, spoiled and voted **ballots** and place them, packaged and sealed separately, into the election materials transfer box along with one copy of the **register tape**;
 - (ii) complete the ballot account and place the duplicate copy in the election materials transfer box;
 - (iii) seal the election materials transfer box;
 - (iv) place the voting books, the original copy of the ballot account, one copy of the **register tape**, completed registration cards (if applicable), keys and all completed administrative forms into the chief election officer portfolio; and
 - (v) transport all equipment and materials to **election headquarters**.

11.6.2 At the close of voting on general voting day the Chief Election Officer shall direct the presiding election official for the advance voting opportunity and any special voting opportunities where **vote tabulating units** were used, to proceed in accordance with Section 11.6.1 of this Bylaw.

11.6.3 At the close of voting on general voting day all **portable ballot boxes** used in the election will be opened under the direction of the Chief Election Officer and all **ballots** shall be removed and inserted into a **vote tabulating unit** to be counted, after which the provisions of Section 11.6.1, so far as applicable, shall apply.

11.7 RECOUNT PROCEDURE

11.7.1 If a recount is required it shall be conducted under the direction of the chief election officer using the **automated vote counting system** and generally in accordance with the following procedure:

- (a) the **memory cards** of all **vote tabulating units** will be cleared;
- (b) **vote tabulating units** will be designated for each voting place;
- (c) all **ballots** will be removed from the sealed ballot boxes; and
- (d) all **ballots**, except spoiled **ballots**, will be reinserted in the appropriate **vote tabulating units** under the supervision of the chief election officer.

11.8 GENERAL

11.8.1 Any enactment referred to herein is a reference to an enactment of British Columbia and regulations thereto, as amended, revised, consolidated or replaced from time to time.

11.8.2 If any part, section, sentence, clause, phrase or word of this Bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, the invalid portion shall be severed and the decision that it is invalid shall not affect the validity of the remainder which shall continue in full force and effect and be construed as if the Bylaw had been adopted without the invalid portion.

12. CITATION

This Bylaw may be cited as "Election and Other Voting Procedures Bylaw No. 6067, **BL7114** 1993".

Read a first time this the **30th** day of **August**, **1993**.

Read a second time this the **30th** day of **August**, **1993**.

Read a third time this the **30th** day of **August**, **1993**.

All three readings passed by a **unanimous** decision of all members of Council present and eligible to vote.

RECONSIDERED, FINALLY PASSED AND ADOPTED THIS THE **13th** DAY OF **September, 1993**, BY A **UNANIMOUS** DECISION OF ALL MEMBERS OF COUNCIL PRESENT AND ELIGIBLE TO VOTE.

John Backhouse
MAYOR

Jennifer Forrest
CLERK