

**VILLAGE OF PORT ALICE
MAIL BALLOT AUTHORIZATION & PROCEDURE
BYLAW NO. 578**

WHEREAS pursuant to Section 100 of the *Local Government Act*, Council may, by bylaw, permit voting by mail ballot and establish procedures therefor;

NOW THEREFORE the Council of the Village of Port Alice, in open meeting, enacts as follows:

1. CITATION

1.1 This bylaw may be cited as “Village of Port Alice Mail Ballot Authorization and Procedure Bylaw No. 578, 2011.”

2. AUTHORIZATION

2.1 Voting by mail ballot and elector registration by mail in conjunction with mail ballot voting are hereby authorized.

2.2 The only electors who may vote by mail ballot are the following:

- (a) persons who have a physical disability, illness, or injury that affects their ability to vote at another voting opportunity;
- (b) persons who expect to be absent from the Village of Port Alice on general voting day and at the times of all advance voting opportunities;

3. APPLICATION PROCEDURE

3.1 A person wishing to vote by mail ballot shall apply by giving their name and address to the chief election officer or to the person designated by the chief election officer for such purposes, during the period commencing 7 days before the first day of advance voting and ending at 4:00 pm on the Thursday two days before general voting day.

3.2 Upon receipt of a request for a mail ballot, the chief election officer or designate shall, between the first day of advanced voting and 4:00 pm on the Thursday two days before general voting day:

- (a) make available to the applicant, a mail ballot package as specified in Section 100(7) of the *Local Government Act*, together with a statement advising the elector that the elector must meet one or more of the mail ballot criteria specified in Section 2.2 of this bylaw, and that they must attest to such fact; and
- (b) immediately record and, upon request, make available for inspection:

- (i) the name and address of the person to whom the mail ballot package was issued.

4. VOTING PROCEDURE

- 4.1 To vote using a mail ballot, the elector shall mark the ballot in accordance with the instructions contained in the mail ballot package provided by the chief election officer.
- 4.2 After marking the ballot, the elector shall:
 - (a) place the ballot in the secrecy envelope provided and seal the secrecy envelope;
 - (b) place the secrecy envelope in the certification envelope, and complete and sign the certification printed on such envelope, and then seal the certification envelope;
 - (c) place the certification envelope, together with a completed elector registration application, if required, in the outer envelope, and then seal the outer envelope;
 - (d) mail, or have delivered, the outer envelope and its contents to the chief election officer at the address specified so that it is received no later than the close of voting on general voting day.

5. BALLOT ACCEPTANCE OR REJECTION

- 5.1 Until 4:00 pm on the Thursday two days before general voting day, upon receipt of the outer envelope and its contents, the chief election officer or designate shall immediately record the date of such receipt and shall then open the outer envelope and remove and examine the certification envelope and the completed elector registration application, if applicable, and if satisfied as to:
 - (a) the identity and entitlement to vote of the elector whose ballot is enclosed; and
 - (b) the completeness of the certification; and
 - (c) the fulfilment of the requirements of Section 55 of the *Local Government Act* in the case of a person who is registering as a new elector;

the chief election officer or designate shall mark the certification envelope as “accepted”, and shall retain in his custody all such certification envelopes in order to deal with any challenges made in accordance with Section 6 of this bylaw.

- 5.2 The unopened certification envelopes shall remain in the custody of the chief election officer or designate until 4:00 pm on the Thursday two days before general voting day, at which time the certification envelopes containing the secrecy envelopes shall be opened in the presence of at least one other person, including any scrutineers present.
- 5.3 At 4:00 pm on the Thursday two days before general voting day, the chief election officer or designate shall place all secrecy envelopes received up until that time into a ballot box specified for such purpose, where such secrecy envelopes were received from persons

whose right to vote using a mail ballot has not been challenged, or where such challenge has been resolved and the challenged person permitted to vote.

- 5.4 Where an outer envelope and its contents are received by the chief election officer or designate between 4:00 pm on the Thursday two days before general voting day and the close of voting on general voting day, the provisions of Section 5.1 of this bylaw with regard to ballot acceptance shall apply and the chief election officer or designate shall retain such envelopes in their possession until the close of voting and at that time shall open such certification envelopes in the presence of at least one other person, including any scrutineers present, and place the secrecy envelope containing the ballot into the ballot box containing the other unopened secrecy envelopes.
- 5.5 As soon as possible after all of the secrecy envelopes have been placed in the ballot box designated for that purpose, the ballot box shall be opened under the supervision of the chief election officer or designate, and in the presence of at least one other person and any scrutineers present, the secrecy envelopes shall be opened and the ballots contained therein counted in accordance with the provisions of the *Local Government Act*.
- 5.6 Where:
- (a) upon receipt of an outer envelope, the chief election officer is not satisfied as to the identity of the elector whose ballot is enclosed; or
 - (b) in the case of a person required to complete an application for registration as an elector, such application has not been completed in accordance with Section 56 of the *Local Government Act*; or
 - (c) the outer envelope is received by the chief election officer or designate after the close of voting on general voting day,

the certification envelope shall remain unopened and the chief election officer shall mark such envelope as “rejected”, and shall note the reasons therefore, and the ballot contained therein shall not be counted in the election.

- 5.7 Any certification envelopes and their contents rejected in accordance with Section 5.6 of the bylaw shall remain unopened and shall be subject to the provisions of Section 150(6) of the *Local Government Act* with regard to their destruction.

6. CHALLENGE OF ELECTOR

- 6.1 A person exercising the right to vote under the provisions of this bylaw may be challenged in accordance with and on the grounds specified in Section 116 of the *Local Government Act*, until 4:00 pm on the Thursday two days before general voting day.
- 6.2 The provisions of Section 116(2) to (5) inclusive of the *Local Government Act* shall apply where a challenge of an elector using a mail ballot has been made.

7. ELECTOR'S NAME ALREADY USED

7.1 Where, upon receiving a request for a mail ballot, the chief election officer determines that another person has voted or has already been issued a mail ballot in the elector's name, the provisions of Section 117 of the *Local Government Act* shall apply, so far as applicable.

8. REPLACEMENT OF SPOILED BALLOT

8.1 Where an elector unintentionally spoils a mail ballot before returning it to the chief election officer, the elector may request a replacement ballot by advising the chief election officer or designate of the ballot spoilage and by mailing or otherwise delivering by any appropriate means, the spoiled ballot package in its entirety to the chief election officer or designate.

8.2 The chief election officer shall, upon receipt of the spoiled ballot package, record such fact, and proceed in accordance with Section 3.2 of this bylaw.

READ A FIRST TIME THIS 23rd day of March, 2011.

READ A SECOND TIME THIS 13th day of April, 2011.

READ A THIRD TIME THIS 13th day of April, 2011.

RECONSIDERED AND ADOPTED THIS 27th day of April, 2011.

MAYOR

CHIEF ADMINISTRATIVE
OFFICER

Certified a true and correct copy of Bylaw No. 578,
as adopted by Council on the 27th day of April, 2011.

Chief Administrative Officer