



City of Richmond

Report to Committee

To. General Purposes Committee

Date: June 23, 2005

From David Weber
Director, City Clerk's Office

File. 12-8125-40-01/2005-Vol 01

Re. **General Local and School Election 2005**

Staff Recommendation

That the report relating to the administration of the 2005 General Local and School Election (dated June 22, 2005 from the Director, City Clerk's Office) be received for information

David Weber
Director, City Clerk's Office, and
Chief Election Officer
(4098)

FOR ORIGINATING DIVISION USE ONLY		
CONCURRENCE OF GENERAL MANAGER		
REVIEWED BY TAG	YES <input checked="" type="checkbox"/> <i>SW</i>	NO <input type="checkbox"/>
REVIEWED BY CAO	YES <input checked="" type="checkbox"/> <i>GTS</i>	NO <input type="checkbox"/>

Staff Report

Origin

By this time in an election year, the City Clerk's Office begins preparations and initial planning for the local government and school election. The purpose of this report is to provide a general overview of how the election is to be conducted.

Analysis

In all the most observable ways, the 2005 General Local and School Election will be conducted in a similar fashion to previous elections. It is, therefore, not necessary to amend the Civic Election Administration and Procedure Bylaw for the 2005 election (a copy of the current bylaw is attached as **Attachment 1**). Some of the election practices that we will see again this year are

Use of the Provincial Voters List

The Local Government Act and the Civic Election Administration and Procedure Bylaw authorize the use of the provincial list of voters for local government elections. Adopting the most current provincial voters list is the most efficient and cost-effective way of producing the voters list as compared to maintaining a City voters list as was done in years gone by. The provincial list promises to be even more current this year for two reasons: (1) with a provincial election having occurred on May 17, 2005, many new registrants will have been added to the list in time for the 2005 local government elections (Elections BC has indicated that all new registrations from the May 17th provincial election will be fully processed and added to the provincial list by August 15, 2005), and (2) In 2003 and 2004, Elections BC and the federal government undertook a project to combine the federal and provincial voters lists, the result of which was to add 600,000 new registrants to the provincial voters list. It is expected that the voters list for Richmond will have significantly more registrants than in previous election years.

Advance and Election Day Voter Registration

Residents are able to register to vote in advance of the election or at the time of voting. Advance registration closes on September 27, 2005, in accordance with the Local Government Act. The fact that people can register to vote and all pertinent information regarding the process will be advertised in local newspapers and on the City website. It is important to understand that advance registration on the voters list is not a pre-requisite to voting. Qualified residents may register to vote immediately before voting on General Voting Day or at any of the advance voting opportunities. The registration process only takes a few minutes and does not add an extraordinary amount of time to the total voting experience.

Use of Automated Vote Counting and Live Reporting of Election Results to the City Website

The automated vote counting units have been in use in Richmond since 1993 and have not only been well-received by the voting public, but have also worked successfully through 5

elections without a single technical difficulty For the 2001 by-election, a further innovation was added whereby the election night results were reported live to the City's web-site, making the election results much more rapidly and widely available than in previous years In 2002, all election results were counted and reported live to the website within 45 minutes of the closing of the polls

Divisional Voting

Thirty-four voting divisions have been established under the Civic Election Administration and Procedure Bylaw and it is proposed that the same voting divisions be used in 2005 (see Schedules A, B and C to the bylaw in attachment 1 for maps of the voting divisions) The same voting places within each of the 34 voting divisions have also been reserved (see **Attachment 2**) As a rule of thumb, it is always preferable to be consistent in the choice of voting place locations if at all possible, as residents of a given neighbourhood develop a familiarity with the location of the voting places, resulting in less confusion on General Voting Day and fewer inquiries to election headquarters as to the location of the voting places

Advance Voting

Richmond has traditionally held four days of advance voting The Local Government Act mandates that one advance voting day be held 10 days prior to General Voting Day and that a second day of advance voting be established by bylaw The City's election bylaw establishes the second day of advance voting on the 9th day before General Voting Day and authorizes the Chief Election Officer to establish dates for additional advance voting opportunities The four days of advance voting are therefore proposed to fall on November 9, 10, 12 and 16, 2005 This allows for one day of advance voting on a Saturday (November 12th) as was suggested by Council following the 2002 election Advance Voting will take place at City Hall, from 8am to 8pm

Voting Opportunities for Residents of Care Facilities

As in previous years, voting opportunities will be provided for residents of care facilities who would otherwise not be able to attend a voting place on General Voting Day In the past, voting opportunities have been provided at Minoru Residence, Gilmore Gardens, Courtyard Gardens, Fraserview, Lions Manor, Rosewood Manor and Pinecrest Similar arrangements will be made again this year in consultation with facilities staff to provide appropriate voting opportunities for people living in care facilities Other people who are disabled or ill, but living at home or at another place not listed above, may also vote using a mail ballot

Non-Resident Property Electors

The Local Government Act allows people who are not residents of a municipality to vote if they own property within a given jurisdiction Of course, by definition, this right is only extended to people who are not residents so as to avoid double-voting For example, a resident of Vancouver who owns property in Richmond may vote in Vancouver as a resident elector and in Richmond as a non-resident property elector However, a person who lives in

Richmond, and owns additional properties in Richmond may only vote once in Richmond as a resident elector. The property must be owned personally and not by a corporation since corporate voting has long since been eliminated.

Mailed Voting Cards

Registered electors will receive a card in the mail which confirms that they are registered to vote and indicates where they are to vote (**Attachment 3**). The card also includes a small map showing the address and location of the voting place.

Election Advertising and Communications

As per past practice, statutorily-required election advertising is published in both the Richmond Review and the Richmond News. A small amount of discretionary advertising is undertaken beyond the requirement as budgets permit. In addition, press releases are issued in relation to various election activities and these usually receive good coverage in the local media. The City website has also proven to be an invaluable resource and communications tool for election purposes and it is our intention to utilize the website as much as possible to educate the public about election processes. Information on the election process and voting place signage will be provided in multiple languages so as to provide the broadest level of service possible to the voting public. In addition, as in previous years, a strong effort will be made to recruit multi-lingual election staff and to ensure that each voting place has some capability to offer election services in other languages. Finally, the general election flyer that is mailed to every Richmond household will also be utilized again this year and improved upon with the addition of maps and other pertinent election information (**Attachment 4**).

In addition to the normal election activities discussed above, the City Clerk's Office will be exploring the following new initiatives for this year's election. As these initiatives are at the very earliest stages of development, there is not a lot of information, except to say that we look forward to making significant strides in their implementation.

Expanded Use of Discretionary Advertising to "Promote the Vote"

For past elections, the City's election advertising has been limited primarily to statutorily-required notices and a small amount of discretionary advertising. Staff feel that there is a fair bit of room to improve the level of public awareness around the election and that it would be appropriate to do more to "promote the vote."

Testing and/or Conducting a Pilot Project Using New Voter's List Software

For the 2002 election, the City of Nanaimo developed software to manage the voter's list for use in the voting places on election day. Instead of using hard-copy voter's lists and manual voting books, election officials at the various voting places accessed a central on-line secure database to process voters. The City of Nanaimo enjoyed tremendous success with this system in 2002. This approach not only maintains the integrity of the voting proceedings, but also allows electors to vote at any voting place. We anticipate that this could have a positive

affect on voter turnout as the public would be afforded more choice and convenience on election day. The City of Nanaimo freely shares the software with other municipalities and the City of Richmond has obtained a copy for testing purposes. If the software proves suitable, a very limited pilot project may be conducted this year to determine whether a full implementation of the system would be feasible for the next election in 2008.

Key Dates

August 5, 2005	Last day to adopt an amendment to the Civic Election Administration and Procedure Bylaw
September 27, 2005	Closure of Advance Voter Registration
9 00 am October 4, 2005 to 4 00 pm October 14, 2005	Nomination Period
November 9, 10, 12, 16, 2005	Advance Voting Dates
November 19, 2005	General Voting Day

Financial Impact

None. This report is not seeking any change to the election budget.

Conclusion

That the report on the 2005 General Local and School Election be received for information.



David Weber
Director, City Clerk's Office
(4098)



***CIVIC ELECTION ADMINISTRATION
AND PROCEDURE***

BYLAW NO. 7244

EFFECTIVE DATE – July 9th, 2001

CONSOLIDATED FOR CONVENIENCE ONLY

This is a consolidation of the bylaws below. The amendment bylaws have been combined with the original bylaw for convenience only. This consolidation is not a legal document. Certified copies of the original bylaws should be consulted for all interpretations and applications of the bylaws on this subject.

AMENDMENT BYLAW

EFFECTIVE DATE

Bylaw 7368

June 24, 2002

CITY OF RICHMOND

***CIVIC ELECTION ADMINISTRATION
AND PROCEDURE***

BYLAW NO. 7244

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CITY OF RICHMOND

**CIVIC ELECTION ADMINISTRATION AND PROCEDURE
BYLAW NO. 7244**

The Council of the City of Richmond enacts as follows

PART ONE: PROVINCIAL LIST OF ELECTORS AUTHORIZATION

- 1 1 The provincial list of voters as of 52 days before General Voting Day and prepared under the Election Act, together with any advance registrations received in accordance with section 1 2 is adopted as the register of resident electors for the **City** for a General Local Election and a **by-election**
- 1 2 Advance registration in connection with a General Local Election and a **by-election** is authorized
- 1 3 The City Clerk is authorized to arrange any additional special registration opportunities which are deemed expedient in connection with a General Local Election or a **by-election**

PART TWO: SCRUTINEERS

- 2 1 Authorization is given for not more than two scrutineers for each candidate at a General Local Election and a **by-election** to be present at a voting place, including at advance voting and at any special voting opportunities, while voting proceedings are being conducted

PART THREE: VOTING DIVISION ESTABLISHMENT

- 3 1 For a General Local Election the **City** is divided into the voting divisions which are shown on Schedules A, B and C, which are attached and form a part of this bylaw
- 3.2 The provisions of section 3 1 do not apply to a **by-election**

**PART FOUR: AUTOMATED VOTE COUNTING SYSTEM AUTHORIZATION
AND PROCEDURES**

4 1 Authorization

- 4 1 1 Authorization is given for the conducting of a General Local Election and a **by-election**, including voting at any advance voting opportunities, special voting opportunities, if applicable, and voting by mail ballot in connection with either of such elections, using an **automated vote counting system**

4.2 Automated Voting Procedures

- 4 2 1 The presiding election official at each voting place, and at each advance and special voting opportunity, if applicable, may, as soon as an elector enters the voting place and before a **ballot** is issued to the elector, offer a demonstration of how to vote using an **automated vote counting system**
- 4 2 2 Upon completion of any voting demonstration, the elector must proceed as instructed to the election official responsible for issuing **ballots**, who
- (a) must ensure that the elector
 - (i) is qualified to vote in the election,
 - (ii) is voting in the correct voting division, if applicable,
 - (iii) completes the appropriate voting book, and
 - (b) upon fulfilment of the requirements of clause (a), must then provide a **ballot** to the elector, and any further instructions the elector requests
- 4 2 3 Upon being given a **ballot**, the elector must immediately proceed to a voting booth to mark the **ballot**
- 4 2 4 The elector may vote only by making an **acceptable mark** on the **ballot**
- (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, whichever is applicable, and ,
 - (b) if applicable, beside either "yes" or "no" in the case of each bylaw and question
- 4 2 5 Once the elector has finished marking the **ballot**, the elector must proceed to the **vote counting unit**, and under the supervision of the election official in attendance, insert the **ballot** into the **vote counting unit** without, so far as possible, the **acceptable marks** on the **ballot** being exposed
- 4 2 6 Any **ballot** accepted by the **vote counting 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
- 4 2 7 Once the **ballot** has been inserted into the **vote counting unit** and the **vote counting unit** indicates that the **ballot** has been accepted, the elector must immediately leave the voting place
- 4 2 8 A sample **ballot** to be used in an General Local Election or a **by-election** conducted under an **automated vote counting system** is attached as Schedule D and forms a part of this bylaw

4 3 Replacement of Spoiled Ballot

4 3 1 If

- (a) before inserting the **ballot** into the **vote counting unit**, an elector determines that a mistake has been made when marking the **ballot**, or
 - (b) the **ballot** has been inserted into the **vote counting unit** and returned,
- the elector may request a replacement **ballot** by advising the election official in attendance

4 3 2 Upon being advised of request for a replacement **ballot**, the presiding election official must

- (a) issue a replacement **ballot** to the elector,
- (b) mark the **returned ballot** as spoiled, and
- (c) retain all such spoiled **ballots** separately from all other **ballots**

4 3 3 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 counting unit**, the election official must, using the **ballot return over-ride procedure**, reinsert the **returned ballot** into the **vote counting unit** to count any **acceptable marks**

4 4 Malfunction of Vote Counting Unit

4 4 1 During any period that a **vote counting unit** is not functioning, the election official supervising the unit must direct electors to insert their **ballots** into the **emergency ballot compartment**

4 4 2 Where a **vote counting unit** which was not functioning

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

the **ballots** in the **emergency ballot compartment** must, 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 counting unit** to be counted

4 4 3 Any **ballots** which were temporarily stored in the **emergency ballot compartment** during a period when the **vote counting unit** was not functioning, which are returned by the **vote counting unit** when being counted, must, through the use of the **ballot return over-ride procedure**, and under the supervision of the presiding election official, be reinserted into the **vote counting unit** to ensure that any **acceptable marks** are counted

4 5 Advance Voting and Special Voting Opportunity Procedures

- 4 5 1 **Vote counting units** are to be used at each advance voting and at any special voting opportunities, and voting procedures at both the advance voting and any special voting opportunities must follow as closely as possible, those described in section 4 2
- 4 5 2 At the close of voting at each advance and any special voting opportunity, the presiding election official in each case must ensure that
- (a) no additional **ballots** are inserted into either the **vote counting unit** or into the **emergency ballot compartment**, and
 - (b) the **results tapes** in the **vote counting units** are not generated
- 4 5 3 During any period that a **vote counting unit** being used at an advance voting or any special voting opportunity is not functioning, the provisions of subsections 4 4 1 and 4 4 2 apply, so far as applicable
- 4 5 4 The presiding election official must, at the close of voting at the final advance voting opportunity and the final of any special voting opportunity
- (a) ensure that any remaining **ballots** in the **emergency ballot compartment** are inserted into the **vote counting unit**,
 - (b) secure the **vote counting unit** so that no more **ballots** can be inserted,
 - (c) ensure that the **results tapes** in the **vote counting units** are not generated, and
 - (d) deliver the **vote counting unit**, together with the **memory pack** and all other election materials, to the Chief Election Officer at **election headquarters**

4 6 Procedures after the Close of Voting

- 4 6 1 After the close of voting on General Voting Day, each presiding election official, except those responsible for advance voting and any special voting opportunities, and for mail ballot voting, must
- (a) ensure that any remaining **ballots** in the **emergency ballot compartment** are inserted into the **vote counting unit**,
 - (b) secure the **vote counting unit** so that no more **ballots** can be inserted,
 - (c) generate two copies of the **results tape** from the **vote counting unit**,

- (d) remove the **memory pack** from the **vote counting unit** and deliver it, along with one copy of the **results tape**, to the Chief Election Officer at **election headquarters**,
- (e) complete the ballot account to account for the **voted ballots**, unused ballots, spoiled ballots and unaccounted for ballots, and place ballot account in the election night returns envelope,
- (f) place the **voted ballots** into the election materials transfer box,
- (g) place the spoiled ballots in a sealed envelope and place the envelope into the election materials transfer box,
- (h) seal the election materials transfer box,
- (i) place the list of electors and any voting books/list of electors, if applicable, one copy of the **results tape**, completed elector registration cards, and all completed administrative forms into the Chief Election Officer envelope, and
- (j) deliver
 - (i) the sealed election materials transfer box
 - (ii) the **vote counting unit**;
 - (iii) the election night returns envelope, and
 - (iv) the Chief Election Officer envelope,

to the Chief Election Officer at **election headquarters**

4 6 2 After the close of voting on General Voting Day the Chief Election Officer must

- (a) direct the presiding election officials for the advance voting and any special voting opportunities to proceed in accordance with clauses (c) to (j) inclusive of subsection 4 6 1 so far as applicable, and
- (b) direct an election official to open the **portable ballot box** used for mail ballot voting, and to remove and insert all mail ballots into a **vote counting unit** to be counted, after which the provisions of clauses (c) to (j) inclusive of subsection 4 6 1, so far as applicable, apply

4 6 3 Upon the fulfilment of the provisions of subsections 4 6 1 and 4 6 2, the Chief Election Officer must, to obtain the election results, direct an election official to insert the **memory packs** from each **vote counting unit** into the **memory pack receiver (accumulator)** in order to obtain the totals of the votes

4 7 Recount Procedure

4 7 1 If a recount is required, it must 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 packs** of all **vote counting units** must be reinserted into the designated **vote counting unit** from which they came, to be cleared of all **votes** recorded,
- (b) a **results tape** must be generated to ensure that no **votes** are recorded for any candidate in the election, or beside either “yes” or “no” in the case of any bylaw and question,
- (c) all **voted ballots** must be removed from the sealed election materials transfer boxes, and reinserted in the appropriate **vote counting units** under the supervision of the Chief Election Officer,
- (d) any **ballots** returned by the **vote counting unit** during the recount process must, through the use of the **ballot return over-ride procedure**, be reinserted into the **vote counting unit** to ensure that any **acceptable marks** are counted, and
- (e) to obtain the election results, the **memory packs** must be inserted into the **memory pack receiver (accumulator)** in accordance with subsection 4 6 3

PART FIVE: MAIL BALLOT AUTHORIZATION AND PROCEDURES

5 1 Authorization

- 5 1 1 Voting by mail ballot, and elector registration by mail in conjunction with mail ballot voting, are authorized for a General Local Election and a **by-election**
- 5 1 2 In accordance with the provisions of the *Local Government Act* only those persons who have a physical disability, illness, or injury that affects their ability to vote at another voting opportunity are permitted to vote by mail ballot

5.2 Application Procedure

- 5 2 1 A person wishing to vote by mail ballot must apply, by giving their name and address to the Chief Election Officer during the period commencing ten days before the first day of advance voting, and ending at 4 00 p m on General Voting Day
- 5 2 2 Upon receipt of a request for a mail ballot and commencing on the first day of advance voting, the Chief Election Officer must
 - (a) make available to the applicant, a mail ballot package, together with a statement advising the elector that the elector must meet one or more of the mail ballot requirements specified in subsection 5 1 2, 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, and
- (ii) information as to whether the person is registered as an elector, or is a "new elector", if that person is not on the register of electors

5 3 Voting Procedure

5 3 1 In order to vote using a mail ballot, the elector must mark the **ballot** in accordance with the instructions contained in the mail ballot package provided by the Chief Election Officer

5 3 2 After marking the mail ballot, the elector must

- (a) place the mail 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 **election headquarters** so that it is received no later than the close of voting on General Voting Day

5 4 Replacement Of Spoiled Ballot

5 4 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 of the ballot being spoiled and by mailing or otherwise delivering by any appropriate means, the spoiled ballot package in its entirety to the Chief Election Officer

5 4 2 The Chief Election Officer must, upon receipt of the spoiled ballot package in accordance with subsection 5 4 1, record such fact, and proceed in accordance with subsection 5 2 2

5.5 Mail Ballot Acceptance Or Rejection

5 5 1 Upon receipt of each mail ballot envelope and its contents, the Chief Election Officer must

- (a) immediately record the date of such receipt, and

- (b) 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
 - (i) the identity and entitlement to vote of the elector whose mail ballot is enclosed, and
 - (ii) the completeness of the certification, and
 - (iii) the fulfilment of the requirements of the *Local Government Act* in the case of a person who is registering as a new elector,

the Chief Election Officer must mark the certification envelope as "accepted", and must retain all such certification envelopes in secure custody to deal with any challenges made in accordance with section 5 7

5 5 2 Where

- (a) upon receipt of an outer envelope, the Chief Election Officer is not satisfied as to the identity of the elector whose mail 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 the *Local Government Act*, or
- (c) the outer envelope is received by the Chief Election Officer after the close of voting on General Voting Day,

the certification envelope must remain unopened, and the Chief Election Officer must mark such envelope as "rejected", and must note his reasons for doing so, and the mail ballot contained in such envelope must not be counted in the election

5 5 3 Any certification envelopes and their contents rejected in accordance with subsection 5 5 2 must remain unopened and are subject to the provisions of the *Local Government Act* with regard to their destruction

5 5 4 At 6 00 p m on General Voting Day, the Chief Election Officer must, in the presence of at least one other person, including any scrutineers present, place all *secrecy envelopes received up until that time into a **portable ballot box*** designated for such purpose, where

- (a) such secrecy envelopes were received from persons whose right to vote using a mail ballot has not been challenged, or
- (b) such challenge has been resolved, and the challenged person has been permitted to vote

5 5 5 Where an outer envelope and its contents are received by the Chief Election Officer between 6 00 p m on General Voting Day and the close of voting on General Voting Day, the provisions of subsection 5 5 1 with regard to ballot acceptance apply, and the Chief Election Officer must, in the presence of at least one other person, including any scrutineers present, open such certification envelopes containing the secrecy envelopes, and place the secrecy envelopes containing the mail ballots into the **portable ballot box** identified in subsection 5 5 4

5 6 Mail Ballot Procedures After the Close of Voting

5 6 1 As soon as possible after all of the secrecy envelopes have been placed in the **portable ballot box** designated for that purpose, the ballot box must be opened under the supervision of the Chief Election Officer, and in the presence of at least one other person and any scrutineers present, the secrecy envelopes must be opened and the mail ballots contained in such envelopes must be inserted into the **vote counting unit** designated to receive mail ballots, to be counted

5 6 2 Any mail ballots which are returned by the **vote counting unit** when being counted, must, through the use of the **ballot return over-ride procedure** and under the supervision of the presiding election official, be reinserted into the **vote counting unit** to ensure that any **acceptable marks** are counted

5 7 Challenge Of Elector

5 7 1 A person exercising the right to vote by mail ballot may be challenged in accordance with, and on the grounds specified in, the *Local Government Act* until the close of voting on General Voting Day

5 7 2 The provisions of the *Local Government Act* apply, so far as applicable, where a challenge of an elector using a mail ballot has been made

5.8 Elector's Name Already Used

5 8 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 that elector's name, the provisions of the *Local Government Act* apply, so far as applicable

PART SIX: ADVANCE VOTING OPPORTUNITY ESTABLISHMENT

6 1 The second required advance voting opportunity is established on the 9th day before General Voting Day for a General Local Election and a **by-election**

6 2 The Chief Election Officer is authorized

- (a) to establish dates for any additional advance voting opportunities, and
- (b) to designate voting places and to set the voting hours for such voting opportunities, for a General Local Election and a **by-election**

PART SEVEN: SPECIAL VOTING OPPORTUNITY ESTABLISHMENT

7 1 The Chief Election Officer is authorized

- (a) to establish dates for any special voting opportunities, and
 - (b) to designate voting places and to set the voting hours for such special voting opportunities,
- for a General Local Election and a **by-election**

PART EIGHT: PREVIOUS BYLAW REPEAL

8 1 Civic Election Administration and Procedure Bylaw No 7025 (adopted July 12, 1999) is repealed

PART NINE: INTERPRETATION

9 1 In this bylaw, unless the context requires otherwise

ACCEPTABLE MARK

means a completed arrow which the **vote counting 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 bylaw and 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 counting units**, each of which rests on a two compartment ballot box, one of which is for **voted ballots** and the other being an **emergency ballot compartment**, and
- (b) a **portable ballot box** into which voted mail ballots are deposited, to be counted after the close of voting on General Voting Day

BALLOT

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

- (a) the names of all candidates for each of the offices of Mayor, Councillor, School Trustee, whichever is applicable, and
- (b) all of the choices on all of the bylaws and questions on which the assent or opinion of the electors is sought, if applicable

BALLOT RETURN OVER-RIDE PROCEDURE

means the use, by an election official, of a device on a **vote counting unit**, which causes the unit to accept a **returned ballot**

BY-ELECTION

means an election under the provisions of Section 37 of the *Local Government Act*

CITY

means the City of Richmond

ELECTION HEADQUARTERS

means Richmond City Hall, 6911 No 3 Rd, Richmond

EMERGENCY BALLOT COMPARTMENT

means a separate designated compartment in the ballot box under each **vote counting unit** into which **voted ballots** are temporarily deposited in the event that the **vote counting unit** ceases to function

MEMORY PACK

means a computer software cartridge which is inserted into the **vote counting unit** and into which is pre-programmed

- (a) the names of all the candidates for each of the offices of Mayor, Councillor, School Trustee, whichever is applicable, and
- (b) if applicable, the alternatives of "yes" or "no" for each bylaw and question,

and a mechanism to record and retain information on the number of **acceptable marks** made for each

MEMORY PACK RECEIVER (ACCUMULATOR)

means a tabulation device which reads the recorded votes contained within each **memory pack**, and which automatically accumulates the totals of those recorded votes to produce a final vote count for all of the offices on the **ballot**, and on each of the bylaws and questions, if applicable

PORTABLE BALLOT BOX

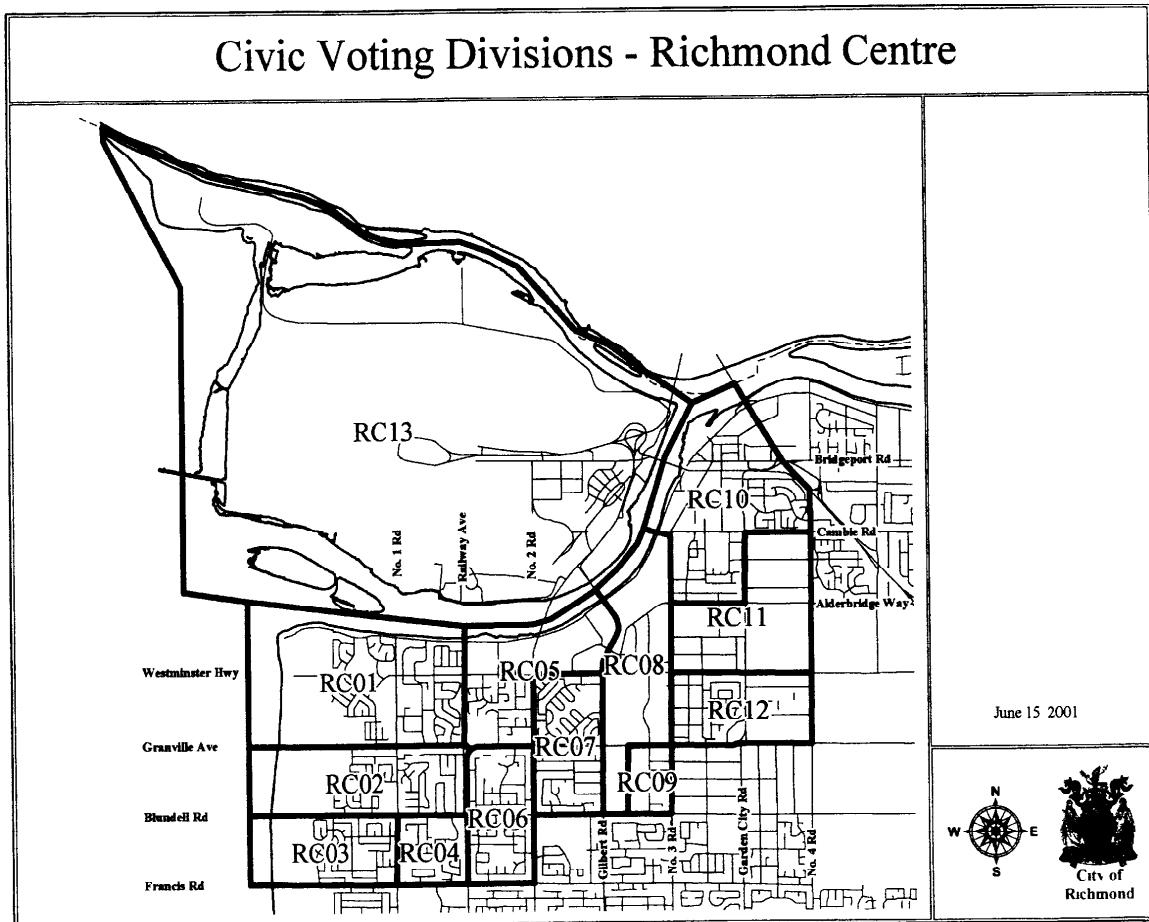
means a ballot box which is used in the election where a **vote counting unit** is not being used at the time of voting

RESULTS TAPE	means the printed record generated from a vote counting unit at the close of voting on General Voting Day, which shows the number of votes for each candidate for each of the offices of Mayor, Councillor, School Trustee, whichever is applicable, and the number of votes for and against each bylaw and question, if applicable
RETURNED BALLOT	means a voted ballot which was inserted into the vote counting unit but which was not accepted, and which was returned with an explanation of the ballot marking error which caused the ballot to be returned
VOTE COUNTING UNIT	means the device into which voted ballots are inserted and which scans each ballot and counts and records the number of votes for each candidate and for and against each bylaw and question
VOTED BALLOT	means a ballot on which an elector has made acceptable marks

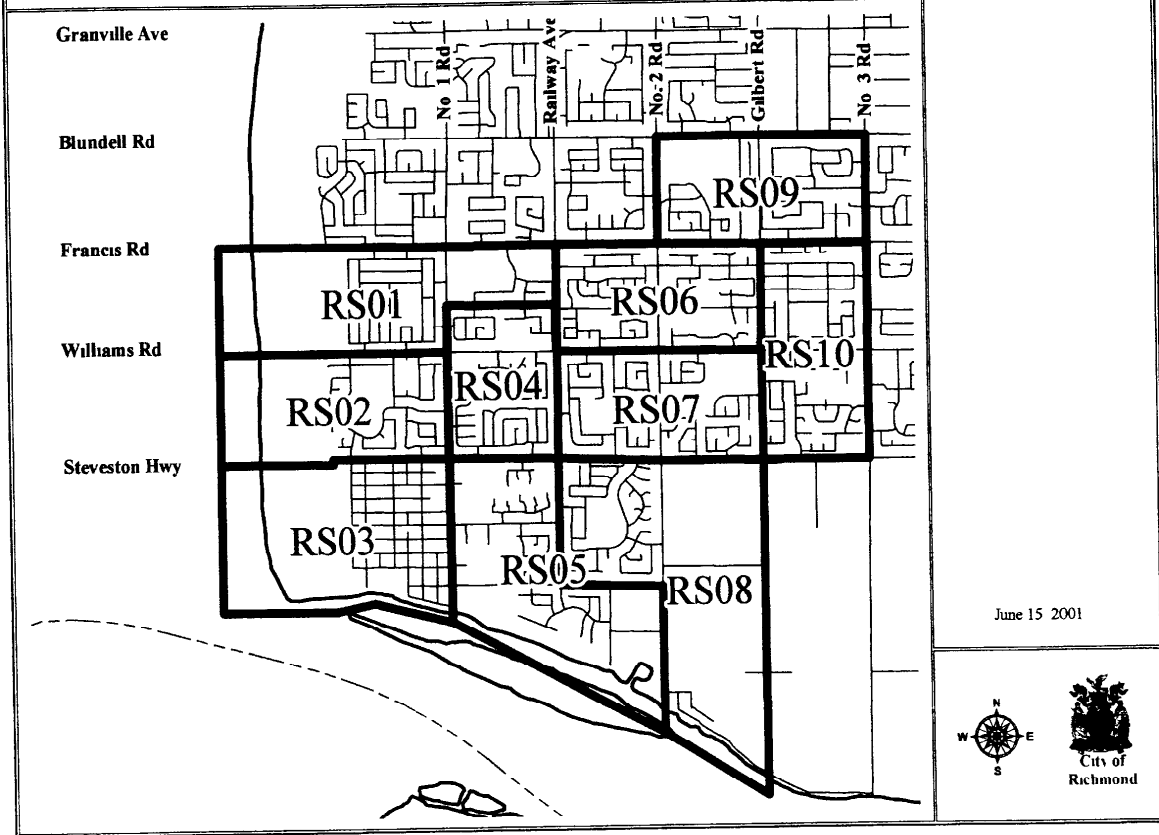
PART TEN: SEVERABILITY AND CITATION

- 10.1** If any part, section, subsection, clause or sub-clause of this bylaw is, for any reason held to be invalid by the decision of a Court of competent jurisdiction, such decision does not affect the validity of the remaining portions of this bylaw
- 10.2** This bylaw is cited as “**Civic Election Administration and Procedure Bylaw No 7244**”

SCHEDULE A to BYLAW NO. 7244

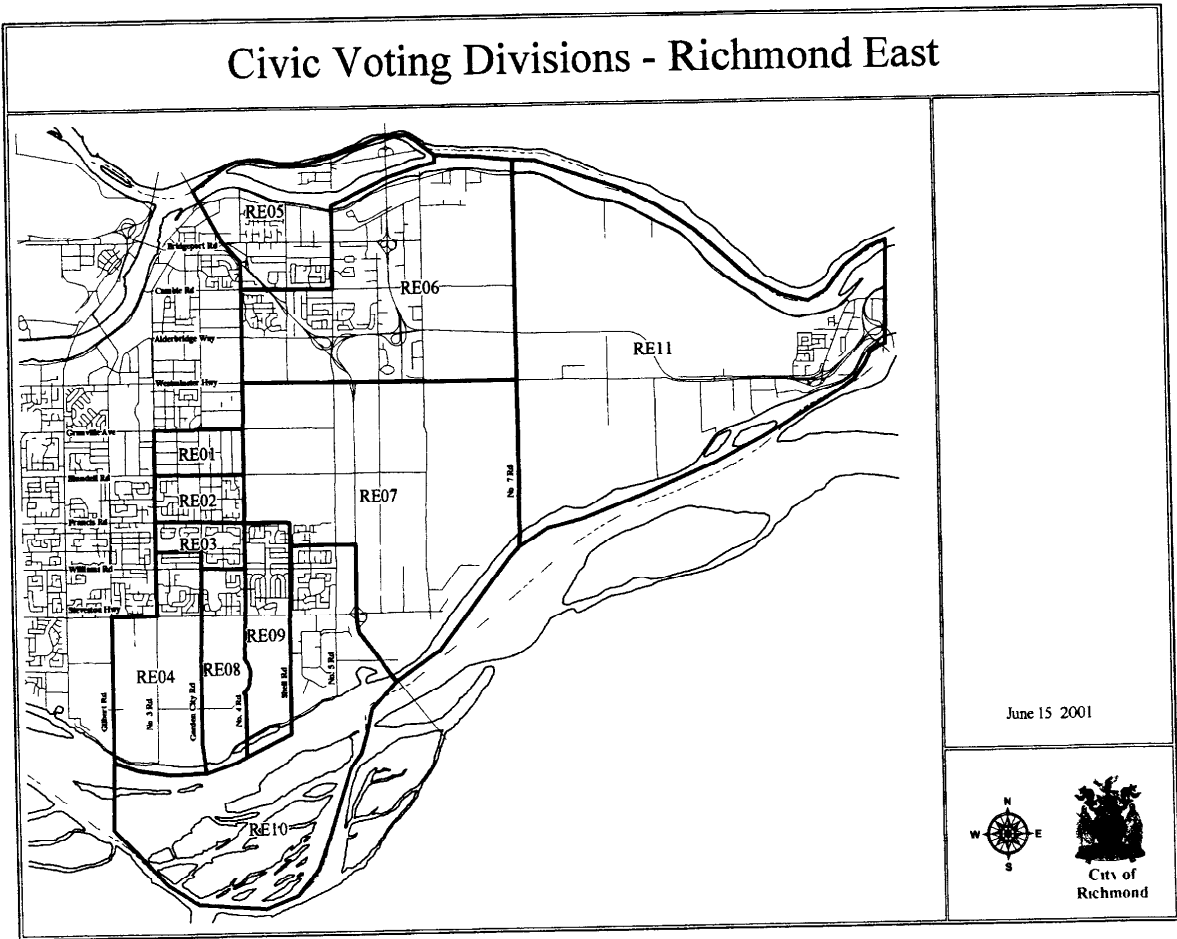


Civic Voting Divisions - Richmond Steveston



SCHEDULE B to BYLAW NO 7244

SCHEDULE C to BYLAW NO 7244




June 15 2001

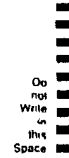


SCHEDULE D to BYLAW NO. 7244

GENERAL LOCAL ELECTION/BY-ELECTION




 Do not Write in this Space


 Do not Write in this Space

To vote completely fill in the arrow(s) ← → Point to your choice(s), like this ← →



Use Only Special Marker Provided

OFFICE OF MAYOR (Vote for One (1) Only)	OFFICE OF COUNCILLOR (Vote for not more than (4) Eight)	REFERENDA
CANDIDATE ← →	CANDIDATE ← →	QUESTION NO 1 Do you assent to City Council having the authority to adopt YES ← → NO ← →
CANDIDATE ← →	CANDIDATE ← →	
CANDIDATE ← →	CANDIDATE ← →	
		QUESTION NO 2 Do you assent to City Council having the authority to adopt YES ← → NO ← →
		QUESTION NO 3 Do you assent to City Council having the authority to adopt YES ← → NO ← →





Voting Places for General Local and School Election
Saturday, November 19, 2005

RICHMOND - CENTRE (RC)

RC01	Thompson Elementary School	6211 Forsyth Crescent
RC02	Quilchena Elementary School	3760 Moresby Drive
RC03	Gilmore Elementary School	8380 Elsmore Road
RC04	Grauer Elementary School	4440 Blundell Road
RC05	Blair Elementary School	6551 Lynas Lane
RC06	McKay Elementary School	7360 Lombard Road
RC07	Brighthouse Elementary School	6800 Azure Road
RC08	Minoru Place Seniors Centre	7660 Minoru Gate
RC09	Richmond Secondary School	7171 Minoru Boulevard
RC10	Talmey Elementary School	9500 Kilby Drive
RC11	Tomsett Elementary School	9671 Odlin Road
RC12	Cook Elementary School	8600 Cook Road
RC13	Sea Island Elementary School	1891 Wellington Crescent

RICHMOND - EAST (RE)

RE01	General Currie Elementary School	8220 General Currie Road
RE02	Garden City Elementary School	8311 Garden City Road
RE03	Walter Lee Elementary School	9491 Ash Street
RE04	Bridge Elementary School	10400 Leonard Road
RE05	Tait Elementary School	10071 Finlayson Drive
RE06	Kate McNeely Elementary School	12440 Woodhead Road
RE07	Kingswood Elementary School	11511 King Road
RE08	Whiteside Elementary School	9282 Williams Road
RE09	McNair Secondary School	9500 No 4 Road
RE10	Woodward Elementary School	10300 Seacote Road
RE11	Hamilton Elementary School	5180 Smith Drive

RICHMOND - STEVESTON (RS)

RS01	Dixon Elementary School	9331 Diamond Road
RS02	Manoah Steves Elementary School	10111 Fourth Avenue
RS03	Lord Byng Elementary School	3711 Georgia Street
RS04	Diefenbaker Elementary School	4511 Hermitage Drive
RS05	T K Homma Elementary School	5100 Brunswick Drive
RS06	Wowk Elementary School	5380 Woodwards Road
RS07	Steveston Secondary School	10440 No 2 Road
RS08	Westwind Elementary School	11371 Kingfisher Drive
RS09	Blundell Elementary School	6480 Blundell Road
RS10	Maple Lane Elementary School	7671 Alouette Drive



City of Richmond

VOTING PLACE CARD

General Local and School Election

for Mayor, Councillors and School Trustees

Saturday, November 16, 2002
(8:00 am to 8:00 pm)

12/4

206(F)



NOTE:

If this is not your **CURRENT** residential address, you should contact the Election Office at 604-276-4100 to find out where you are to vote

79236

SAMPLE

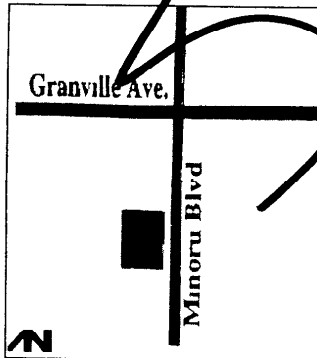
ATTACHMENT 3

VOTING PLACE CARD

General Local Election and Election

Saturday, November 16, 2002 8:00 am - 8:00 pm

RC09



Your Assigned Voting Place Is:

**Richmond
Secondary School
7171 Minoru Blvd.**

Please bring this card with you to the voting place on Election Day.

Advance Voting is on November 5th, 6th & 7th (8 00 am - 8 00 pm) and November 12th (8 00 am - 6 00 pm) at Richmond City Hall 6911 No 3 Road

For more information about Advance Voting and Voting by Mail Ballot, contact the City Election Office between 8 15 am and 5 00 pm, Monday to Friday, at 604-276-4100

*J. Richard McKenna
Chief Election Officer*

Notice of General Local and School Election



City of Richmond

for Mayor, Councillors
and School Trustees



Richmond School
District No. 38

Are you registered to vote?

Qualifications to be an Elector

If you are not pre-registered as a *resident elector* for the City, you may still apply to be registered and vote at this election if you satisfy *all* of the following criteria **at the time of voting**, and if you swear or affirm a solemn declaration attesting to the following

- a. that you are, or will be, age 18 or older on General Voting Day (Saturday, November 16th, 2002),
- b. that you are a Canadian citizen,
- c. that you have been a resident of British Columbia for at least six months,
- d. that you have been a resident of Richmond for at least 30 days, and
- e. that you are not disqualified from voting by the Local Government Act or any other enactment, or not otherwise disqualified by law

In addition, to meet legal requirements when registering at the time of voting, each elector must produce at least 2 documents that provide evidence of the applicant's identity and place of residence, at least one of which must contain the applicant's signature

Examples of Acceptable Elector Identification Documents:

- Canadian Passport
- BC Driver's Licence
- Owner's Certificate of Vehicle Insurance
- BC ID Card
- BC Gold Care Card
- Credit Cards or Debit Cards
- Birth Certificate
- Canadian Citizenship Card
- Social Insurance Card
- BC Care Card
- Property Tax Notice or Utility Bill

SATURDAY, NOVEMBER 16TH, 2002

8:00 AM TO 8:00 PM

Method of Marking the Ballot

At this election you will receive a single ballot on which you should indicate your choices of candidates for the offices of Mayor, Councillors and School Trustees, by connecting the head and tail of the arrow pointing towards each of the candidates of your choice



Voting Divisions and Voting Places

Voting for this election will be conducted on General Voting Day (Saturday, November 16th, 2002), from 8 am to 8 pm, in 34 voting divisions at the following voting places

Richmond - Centre (RC)

RC01 Thompson Elementary School	6211 Forsyth Cr
RC02 Quilchena Elementary School	3760 Moresby Dr
RC03 Gilmore Elementary School	8380 Elsmore Rd
RC04 Grauer Elementary School	4440 Blundell Rd
RC05 Blair Elementary School	6551 Lynas Lane
RC06 McKay Elementary School	7360 Lombard Rd
RC07 Brighthouse Elementary School	6800 Azure Rd
RC08 Minoru Place Seniors Centre	7660 Minoru Gate
RC09 Richmond Secondary School	7171 Minoru Blvd
RC10 Talmey Elementary School	9500 Kilby Dr
RC11 Tomsett Elementary School	9671 Odlin Rd
RC12 Cook Elementary School	8600 Cook Rd
RC13 Sea Island Elementary School	1891 Wellington Cres

Richmond - East (RE)

RE01 General Currie Elementary School	8220 General Currie Rd
RE02 Garden City Elementary School	8311 Garden City Rd
RE03 Walter Lee Elementary School	9491 Ash St
RE04 Bridge Elementary School	10400 Leonard Rd
RE05 Tait Elementary School	10071 Finlayson Dr
RE06 Kate McNecly Elementary School	12440 Woodhead Rd
RE07 Kingswood Elementary School	11511 King Rd
RE08 Whiteside Elementary School	9282 Williams Rd
RE09 McNair Secondary School	9500 No 4 Rd
RE10 Woodward Elementary School	10300 Seacote Rd
RE11 Hamilton Elementary School	5180 Smith Dr

Richmond - Steveston (RS)

RS01 Dixon Elementary School	9331 Diamond Rd
RS02 Manoah Steves Elementary School	10111 Fourth Ave
RS03 Lord Byng Elementary School	3711 Georgia St
RS04 Diefenbaker Elementary School	4511 Hermitage Dr
RS05 T K Homma Elementary School	5100 Brunswick Dr
RS06 Wowk Elementary School	5380 Woodward Rd
RS07 Steveston Secondary School	10440 No 2 Rd
RS08 Westwind Elementary School	11371 Kingfisher Dr
RS09 Blundell Elementary School	6480 Blundell Rd
RS10 Maple Lane Elementary School	7671 Alouette Dr

Information Regarding Voting Places

In early November a Voting Place Card will be mailed to each registered elector. This Card will designate a voting place for the elector, based on the address shown on the List of Electors. *It is important to note that electors must vote at the voting place specified for their voting division, based on their current residential address.* The only exceptions are those using (a) advance voting, or (b) those voting by mail ballot because of injury, illness or physical disability.

Electors who do not receive a Voting Place Card in the mail, or whose addresses have changed since they last registered on the List of Electors, or who wish to enquire about any other election matters contained in this Notice of Election should contact the **City Election Office** either by visiting City Hall, 6911 No 3 Road, or by calling **604-276-4100** between 8 15 am and 5 pm on weekdays (excluding statutory holidays). The City Election Office will also be open on General Voting Day.

Election Results

Results of the Richmond General Local and School Election will be reported live to the City website following the close of voting on November 16th. Navigate to the Election results by following the links from www.city.richmond.bc.ca

Questions?

Call the City of Richmond Election Office at **(604) 276-4100**

Information importante traduez s'il vous plaît

這是重要的通告，希請人譯讀。

ਇਹ ਜ਼ਰੂਰੀ ਸੂਚਨਾ ਹੈ। ਕਿਰਪਾ ਕਰਕੇ ਇਸ ਨੂੰ ਚਿੰਨ੍ਹਾ ਅਨੁਵਾਦ ਕਰਵਾਓ।

Advanced Voting Opportunities

Advance voting for the election will be held at Richmond City Hall, 6911 No 3 Road, Richmond, on the following dates and times

Tuesday, November 5th	8 am to 8 pm
Wednesday, November 6th	8 am to 8 pm
Thursday, November 7th	8 am to 8 pm
Tuesday, November 12th	8 am to 6 pm

Advance voting is **only available** for those electors who

- a.** expect to be absent from the City on General Voting Day,
- b.** will be unable to vote on General Voting Day for reasons of conscience,
- c.** will not be able to attend at a voting place on General Voting Day for reasons beyond their control,
- d.** have a physical disability or impaired mobility,
- e.** are candidates or candidate representatives (agents or scrutineers), or
- f.** are election officials

Voting by Mail Ballot

Voting by mail ballot (and where required, elector registration in connection with voting by mail ballot) will be permitted for this election, but **only** for those electors who have a physical disability, illness or injury which affects their ability to vote by other means, and who sign a statement indicating that they qualify for a mail ballot. Those electors wishing to vote by mail ballot may apply to the Chief Election Officer on weekdays between 8 15 am on Friday, October 25th, 2002 and 5 00 pm on Friday, November 15th, 2002 (excluding statutory holidays). Applications for mail ballots may also be made between 8 00 am and 4 00 pm on General Voting Day, Saturday, November 16th, 2002. Further information on the procedures and qualifications for voting by mail ballot may be obtained by contacting the City Election Office, Richmond City Hall, at 604-276-4100, between 8 15 am and 5 pm on weekdays (excluding statutory holidays).

Voting as a Non-Resident Property Elector

If you are not pre-registered as a *non-resident property elector*, you may still do so by making application for a "non-resident property elector certificate" at the City Election Office, City Hall, 6911 No 3 Road, Richmond BC, V6Y 2C1, between 8 15 am and 5 00 pm on weekdays (excluding statutory holidays), until Friday, November 15th, 2002, including during voting hours on all Advance Voting Days, and from 8 00 am until the close of voting on General Voting Day (November 16th, 2002).

J Richard McKenna
Chief Election Officer



City of Richmond

6911 No 3 Road, Richmond, BC V6Y 2C1

Election Office Phone (604) 276-4100 Fax (604) 278-5139

www.city.richmond.bc.ca