



City of Richmond

Report to Committee

To: General Purposes Committee

Date: May 30, 2011

From: David Weber
Director, City Clerk's Office

File: 12-8160-20-8778/Vol
01

Re: 2011 Civic Election Update and Bylaw Amendment

Staff Recommendation

That Civic Election Administration and Procedure Bylaw No. 7244, Amendment Bylaw No. 8778, be introduced and given first, second and third readings.

David Weber
Director, City Clerk's Office
(604-276-4098)

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

Staff Report

Origin

The purpose of this report is to:

- provide an update on the status of early plans for the 2011 General Local and School Election;
- recommend a number of bylaw amendments that will be required as a consequence of implementing the “vote anywhere” initiative; and
- recommend other housekeeping amendments that support other initiatives and clarify various election procedures.

In accordance with the *Local Government Act*, election bylaw amendments must be adopted by August 8, 2011 in order to apply to the 2011 civic election.

Analysis

1. Update on the Recommendations of the Local Government Elections Task Force

Starting in late 2009 and working through to the spring of 2010, the Province’s Local Government Elections Task Force conducted a broad public consultation process and invited comment from local governments and various interest groups on a range of election-related topics. At the end of May 2010, the Task Force delivered its report to the Provincial Government which included a number of key recommendations including:

- the establishment of expense limits for all campaign participants;
- the regulation of third party advertisers and new requirements for their registration as well as new requirements for the disclosure of expenses and contributions by third party advertisers;
- new requirements to identify sponsors of all election advertising;
- the banning of anonymous contributions;
- the shortening of the time frame for filing campaign financial disclosure statements to 90 days after election day;
- the establishment of a central role for Elections BC regarding the enforcement of election legislation and the posting of campaign financing information online; and
- the establishment of a separate Act for campaign financing rules for local elections.

At the time the recommendations were endorsed, the Provincial Government indicated its intention to implement the proposed changes in time for the 2011 Local Government Elections. However, in April of this year, following a change in Government leadership, a further announcement was made that Government would instead work towards implementing the Task Force recommendations and bringing forward the required legislative amendments in time for the 2014 civic elections. Therefore, due to this delay in implementation, the legislative rules governing the 2011 civic election will be exactly the same as those that were in place for the last election.

In a subsequent press release the Provincial Government announced that it intended to shorten the three year term of office by one month for those elected in November 2011 so that the date of the General Local Election in 2014 would be the third Saturday in October instead of the third Saturday in November. According to the Task Force report, this issue was cited frequently in conjunction with the debate on extending the term of office to four years. Proponents argued that October would likely have better weather for voting day, would provide increased accessibility to voting for those who travel during the winter months, and would have longer daylight hours for campaigning. Staff will monitor the progress of this issue and report to Council if any changes to the 2014 election date are enacted.

2. Update on the 'Vote Anywhere' Initiative

Previous elections in Richmond have been conducted using voting divisions meaning that electors were required to vote at specific designated voting places in their neighbourhoods. Earlier this year, Council approved a new approach which would allow electors to vote at any voting place in the municipality. Using a computerized online voters list, the election will be conducted in an efficient and secure manner, ensuring that voters who vote at one location are not able to cast ballots at other locations. This new approach offers added convenience to voters and it allows voting places to be located not just in neighbourhoods but in community centres, shopping malls and places where people naturally congregate on Saturdays. In essence, the "vote anywhere" initiative brings the voting opportunities to the people as opposed to making the people find the voting opportunities.

The vote anywhere initiative has given staff a further opportunity to re-evaluate the traditional locations for the voting places. Over the last 20 years, Richmond has seen dramatic changes in the distribution of population, yet the voting divisions, division boundaries and voting places have remained relatively unchanged. As a consequence, some areas of Richmond, particularly in the City Centre, have been very under-serviced in terms of voting opportunities in recent years. As part of the vote anywhere initiative staff have corrected this imbalance and re-distributed the voting opportunities to better reflect the current population distribution in Richmond.

In addition to population distribution, staff have examined other important criteria to determine the best locations for the voting places, including:

- wheelchair accessibility;
- proximity & visibility from major roads;
- proximity in relation to other voting places;
- suitability of the space as a voting place;
- feedback from election staff from previous elections;
- proximity to areas where people typically congregate; and
- connectivity to the City network.

While a good number of the school facilities will continue to serve as voting places in 2011, a number of new high traffic community facilities will be added, including West Richmond Community Centre, Cambie Community Centre, the Library/Cultural Centre, Lang Centre (City Centre), Watermania, and McRoberts High School (adjacent to South Arm Community Centre). Staff are also in the process of confirming voting places at Aberdeen Centre and Lansdowne Mall. In addition, an unprecedented nine Advance Voting opportunities will be offered over 5

days including a “Super Advance Voting Day” on November 12th when 4 voting opportunities will be provided at key locations around the City on a single day. Other Advance Voting opportunities will be provided at City Hall, the Oval and at Kwantlen Polytechnic University (Richmond Campus). In total, 32 voting places will be available on General Voting Day. A complete listing of the Voting Places for 2011 is attached (**Attachment 1**).

A number of consequential bylaw amendments are required in order to implement the “vote anywhere” initiative, the primary change being the removal of the requirement to vote at designated voting places within voting divisions.

Amendments are also proposed to provide for the possibility of establishing “additional general voting opportunities” (meaning voting opportunities on general voting day that may have hours other than 8 am to 8 pm). Although staff do not anticipate having shortened hours at any of the voting places at this time, it may be necessary to consider later opening times or earlier closing times in order to accommodate mall hours. In order to be prepared for this possibility closer to the election, bylaw amendments would need to be enacted at this time.

3. Election Calendar - Key Dates

From late August onward	Candidate Nomination and Information Packages available
Summer through to September 27th	Advance Voter Registration period (although electors may still register at the time of voting if they are not already on the voters list)
Tuesday, October 4th, 9 am	Nomination Period begins
Friday, October 14th, 4 pm	Nomination Period ends
Once ballots are available through to the close of voting on November 19 th	Mail Ballot voting opportunity available
Tuesday, November 8 th , 8 am – 8 pm	Advance Voting - Kwantlen
Wednesday, November 9 th , 8 am – 8 pm	Advance Voting – City Hall
Thursday, November 10 th , 8 am – 8 pm	Advance Voting – City Hall
Saturday, November 12 th , 8 am – 8 pm	Advance Voting – “Super Advance Voting Day” – voting places at the Library/Cultural Centre, McRoberts/South Arm, McMath High School, and Cambie Community Centre
Tuesday, November 15 th , 8 am – 8 pm	Advance Voting – City Hall, Richmond Oval
Saturday, November 19th, 2011, 8 am – 8 pm	GENERAL VOTING DAY

(Other pertinent information relating to election dates and processes can be found in the 2011 Civic Election FAQ provided in **Attachment 2**)

4. Bylaw Amendment – To provide more time for Mail Ballots

Prior to the last civic election, legislative changes were enacted which extended the eligibility for mail ballots to include electors who would be traveling and who would otherwise miss advance voting and general voting opportunities. The expanded mail ballot opportunity was popular and a number of electors took advantage of this new service. In order to better accommodate mail ballot requests from traveling Richmond electors, staff are proposing amendments to the election bylaw which would allow an extended period of time in which to send and receive mail ballots through standard postal service. With the proposed changes and by tightening the ballot printing timetable as much as possible, the current ten day time period could almost be doubled.

In addition, amendments are also proposed which would offer electors the option to receive mail ballots using an expedited courier service (at the elector's added expense), otherwise, mail ballot packages will be sent to electors using regular letter mail service. According to the legislation, the responsibility (and associated cost) to return mail ballots by the close of voting on General Voting Day rests with the elector.

5. Bylaw Amendment – To clarify close of voting procedures for certain voting opportunities

A number of housekeeping amendments are proposed to the close of voting procedures for advance voting, special voting and additional general voting opportunities in order to provide a more descriptive and detailed procedure.

6. Bylaw Amendment – To authorize the use of ballot marking devices to assist voters with disabilities and to support the accessible voting station initiative

For this election, staff have been exploring the possibility of using a newly available specialized device that would assist voters with disabilities to mark their ballots independently. This ballot marking device is compatible with Richmond's style of ballot and type of vote counting machine. The ballot marking device would be set-up at a voting place as an accessible voting station. Electors using an accessible voting station would be issued a standard ballot by election staff. The ballot would then be inserted into the ballot marking device, and, using a range of available user-interfaces (such as descriptive audio, enhanced video display, Braille keypad, and connections for sip/puff devices), the elector would determine how they wished to mark the ballot. Once the choices are completed and confirmed by the elector, the device physically marks the ballot as directed by the voter and returns the marked ballot to the voter so that it may then be inserted and counted by the vote counting machine.

While the option would always remain for voters with disabilities to bring someone with them to assist them with the voting process if they so desired, the ballot marking device would also be available as an option for those who wished to cast their ballot independently. Staff have had an initial consultation meeting with staff at the Richmond Centre for Disability and have received very constructive and positive feedback about this proposal. Of particular note was the opportunity of promoting and raising awareness of the new service in partnership with RCD.

In terms of deployment, staff would anticipate making the accessible voting station available at a number of the Advance Voting opportunities as well as at one centrally-located voting place on

General Voting Day (for example, at Lansdowne Mall). The provision of this service supports the goal of encouraging greater voter turnout and removing barriers to voting.

Bylaw amendments are required in order to authorize the use of the ballot marking device as part of the voting process. The additional cost to provide an accessible voting station can be accommodated within the existing election budget.

Financial Impact

None.

Conclusion

The bylaw amendments proposed in this report relate primarily to supporting the vote anywhere initiative, implementing the accessible voting station initiative, improving the mail ballot process, and enacting various housekeeping amendments to clarify election procedures. Adoption of the amendment bylaw is therefore recommended to support the general goals of improving voting opportunities, increasing voter turnout and removing barriers to voting.



David Weber
Director, City Clerk's Office
(604-276-4098)

Att. 3

- Attachment 1 – Voting Places for 2011 General Local and School Election**
- Attachment 2 – 2011 Civic Election FAQ**
- Attachment 3 – Civic Election Administration and Procedure Bylaw No. 7244, Amendment Bylaw No. 8778**

Voting Places for General Voting Day, November 19, 2011

1.	A. R. MacNeill Secondary	6611 No. 4 Road.
2.	Aberdeen Centre Mall	4151 Hazelbridge Way
3.	Blundell Elementary	6480 Blundell Rd.
4.	Brighthouse Elementary	6800 Azure Rd.
5.	Burnett Secondary	5011 Granville Ave.
6.	Cambie Community Centre	12800 Cambie Road
7.	Cook Elementary	8600 Cook Rd.
8.	Garden City Elementary	8311 Garden City Rd.
9.	General Currie Elementary	8220 General Currie Rd.
10.	Grauer Elementary	4440 Blundell Rd.
11.	Hamilton Elementary / Community Centre	5180 Smith Dr.
12.	Homma Elementary	5100 Brunswick Dr.
13.	Lang Centre (City Centre)	Lang Centre (City Centre)
14.	Lansdowne Centre Mall	5300 No. 3 Road
15.	Library Cultural Centre	7700 Minoru Gate
16.	McMath Secondary	4251 Garry Street
17.	McNair Secondary	9500 No. 4 Rd.
18.	McRoberts Secondary / South Arm Community Centre	8980 Williams Road
19.	Quilchena Elementary	3760 Moresby Dr.
20.	Richmond Secondary	7171 Minoru Blvd.
21.	Sea Island Elementary	1891 Wellington Cres.
22.	Spul'u'kwuks Elementary	5999 Blanshard Dr.
23.	Steves Elementary	10111 Fourth Ave.
24.	Steveston-London Secondary	6600 Williams Road
25.	Tait Elementary	10071 Finlayson Dr.
26.	Talmey Elementary	9500 Kilby Drive
27.	Tomsett Elementary	9671 Odlin Rd.
28.	Watermania	14300 Entertainment Blvd.
29.	West Richmond Community Centre	9180 No. 1 Road
30.	Westwind Elementary	11371 Kingfisher Dr.
31.	Woodward Elementary	10300 Seacote Rd.
32.	Wowk Elementary	5380 Woodwards Rd.

Voting Places for Advance Voting

1.	Cambie Community Centre (Nov 12 th)	12800 Cambie Road
2.	City Hall (Nov 9 th , 10 th , 15 th)	6911 No. 3 Road
3.	Kwantlen Polytechnic University (Nov 8 th)	8771 Lansdowne Road
4.	Library Cultural Centre (Nov 12 th)	7700 Minoru Gate
5.	McMath Secondary (Nov 12 th)	4251 Garry Street
6.	McRoberts Sec. / South Arm Community Centre (Nov 12 th)	8980 Williams Road
7.	Richmond Olympic Oval (Nov 15 th)	6111 River Road

Richmond General Local and School Election 2011

Frequently-Asked-Questions / General Overview

When is election day?

General Election Day is **November 19, 2011**.

What are the dates for advance voting?

The proposed dates for advance voting in 2011 are:

November 8 th , 2011	Kwantlen
November 9 th , 2011	City Hall
November 10 th , 2011	City Hall
November 12 th , 2011	Library Cultural Centre; Cambie Community Centre; McRoberts/South Arm Community Centre; McMath Secondary
November 15 th , 2011	Richmond Olympic Oval; City Hall

The proposed dates provide both weekday and weekend advance voting opportunities.

Do voters have to register in advance of General Election Day?

No.

People who are not already registered on the voters list, or who did not register during the advance registration period, may still register to vote at the time of voting. Eligible electors who have never before registered may register to vote in advance provided they do so before September 27, 2011. After this date, eligible electors who are not yet registered to vote, must register at the time of voting.

How do electors register to vote?

If you are not already on the voter's list, you can register at the City Clerk's Office or the Election Office at City Hall during the voter registration period (through the summer months until September 27, 2011). You will be able to check whether you are registered to vote on the City web site. If you don't register to vote in advance, don't be concerned - you can always register at the voting place just before you vote. Remember, registration in advance of General Election Day is *not* required. In order to register, a

person must meet the eligibility requirements and present acceptable identification (see below for details).

Do voters have to re-register to vote for each election?

No.

If you voted in the previous provincial, federal or civic elections, then it is very likely that you are already registered to vote for the 2011 General Local and School Election. The City uses the provincial voters list for civic elections, which is based on election registration data from both the provincial and federal voters lists. Elections BC maintains and updates the voters list between elections, however, if you have recently moved, and have not updated your registration information with Elections BC, then you may wish to do so during the advance registration period to ensure that your current registration information for Richmond is incorporated into the voters list. Again, there is no need to be concerned if you have not updated your registration information in advance of General Election Day - an Election Official can easily process a change of address or registration update immediately before you vote at the voting place.

Who is eligible to vote?

You may vote in the Richmond General Local and School Election as a **resident elector** if you:

1. are a Canadian citizen;
2. are, or will be, 18 years of age or more on General Voting Day (Saturday, November 19, 2011);
3. have lived in BC for at least 6 months prior to registration (May 17, 2011 is the last day to meet residency requirement if registering on General Voting Day);
4. have lived in Richmond (or owned property in Richmond for a **non-resident elector**) for at least 30 days prior to registration (October 19, 2011 is the last day to meet local residency requirement if registering on General Voting Day); and
5. are not disqualified from voting by the Local Government Act or any other enactment.

What is the identification requirement in order to vote?

If a person is already registered on the voters list, there is no ID requirement at the time of voting.

If a person is not already registered on the voters list, and they are eligible to vote, the following ID requirement must be met when registering at the time of voting:

1. **At least 2 ID documents must be shown that provide evidence of the person's identity and place of residence**, at least one of which must contain the person's signature,

OR

2. **At least 2 ID documents must be shown that provide evidence of the person's identity**, at least one of which must contain the person's signature, **and make a solemn declaration** as to the person's place of residence.

What forms of ID are acceptable?

The following are examples of acceptable identification documents (this is not an exhaustive list):

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

What provisions are made to assist voters with disabilities?

People who have a physical disability, illness, or injury that affects their ability to vote at another voting opportunity may request to vote using a mail-in ballot. In addition, on General Voting Day and on Advance Voting Days, people may request "curb-side voting," which is a service whereby an elector may vote in their car with the assistance of an election official, provided the elector is able to drive to or be driven to their designated voting place. If an elector requires assistance to read or mark a ballot, they are permitted to have the assistance of another person in the voting booth. Also, every effort is made to ensure that all voting places are accessible. Finally, at some advance voting opportunities and at one voting place on General Voting Day, an "accessible voting station" will be available. An accessible voting station allows an elector to use a ballot marking device that would assist voters with disabilities to mark their ballots independently. The ballot marking device offers a range of user-interfaces such as descriptive audio, enhanced video display, Braille keypad, and connections for sip/puff devices.

What provisions are made 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 Intermediate Care Lodge, Richmond Lions Manor, Rosewood Manor and Pinegrove Place. Similar arrangements will be made again this year in consultation with facilities staff to provide appropriate voting opportunities for people living in these and other new facilities as appropriate. Other people who are disabled, injured or ill, but living at home or at another place not listed above, may also vote using a mail-in ballot.

What provisions are made to assist people using other languages?

The City publishes and distributes a voters guide in English, French, Chinese and Punjabi. In addition, voting instructions and other voting information is posted at the voting places in each of these languages. The City also makes an effort to have some multi-lingual election staff available at the voting places and if a person requires translation assistance in the voting booth, they may bring one person along with them to translate.

Ballots are not available in other languages.

Can people vote in Richmond if they live elsewhere but own property here?

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.

When can people be nominated as candidates in the election?

The nomination period begins on Tuesday, **October 4**, 2011 at 9:00 am and ends on Friday, **October 14**, 2011 at 4:00 pm. No candidate nominations can be filed except during the nomination period.

What are the general qualifications to run as a candidate?

In order to run as a candidate, you must:

- be 18 or older on General Voting Day;
- be a Canadian citizen; and
- be a resident of British Columbia for at least 6 months before the election.

In addition, you must not have been otherwise disqualified, for example, by failing to file a campaign financing disclosure statement after the last election. Candidates in a civic election are *not* required to be residents of the community in which they are seeking public office. City and School Board employees are required to take a leave of absence before being nominated for a position on City Council or the Board of Education respectively. Metro Vancouver employees must also take a leave of absence before being nominated as a candidate for a City Council position.

What is an elector organization?

An elector organization is an organization that endorses the election of a particular candidate and has its name on the ballot along with the candidate's name. If the organization wants to have its name appear on the ballot with the candidate's name, the organization must have been in existence for 60 days and have had a membership of 50 electors of the local jurisdiction for that period. Elector organizations are bound by the same financial disclosure rules as candidates and their disclosure statements are available for inspection by the public at the local government office after general voting day.

What is a campaign organizer?

Campaign organizers are individuals or organizations that mount an election campaign and accept campaign contributions, intend to accept campaign contributions, or incur expenses in support of an election campaign. The primary difference between an elector organization and "campaign organizer" is that the campaign organizer does not officially endorse candidates on the ballot, but nevertheless, mounts an election campaign or advertising campaign in support of a candidate(s) or an elector organization(s).

What is a campaign financing disclosure statement?

The purpose of campaign financing disclosure statements are to provide the public with more information as to who is financially supporting candidates, elector organizations and campaign organizers and how much is spent in running for elected office. Candidates, elector organizations and campaign organizers are required to prepare and

file with the local government, public statements which outline the campaign contributions they received and election expenses they incurred.

The campaign financing disclosure statements must be filed 120 days after general voting day (March 19, 2012). The requirement to file a disclosure statement applies to all candidates and elector organizations, whether or not contributions were received or election expenses were incurred.

Campaign organizers are also required to file campaign financing disclosure statements. For campaign organizers, the requirement to file is triggered once the organizer files with the Chief Election Officer the contact information for the organization and its appointed officers. This must be done once the organizer has incurred election expenses greater than \$500, has received campaign contributions greater than \$500, or sooner if the organizer so chooses.



**Civic Election Administration and Procedure Bylaw No. 7244,
Amendment Bylaw No. 8778**

The Council of the City of Richmond enacts as follows:

1. Civic Election Administration and Procedure Bylaw No. 7244, as amended, is further amended:
 - (a) by deleting Part Three: Voting Division Establishment in its entirety and substituting "PART THREE: REPEALED";
 - (b) by deleting the heading "PART FOUR: AUTOMATED VOTE COUNTING SYSTEM AUTHORIZATION AND PROCEDURES" and substituting the following:

"PART FOUR: VOTE COUNTING SYSTEM AND GENERAL ELECTION PROCEDURES"
 - (c) by deleting section 4.1.1 and substituting the following:

"4.1.1 Authorization is given for the conducting of a General Local Election and a **by-election, including voting at any general voting opportunities, advance voting opportunities, special voting opportunities, and additional general voting opportunities, if applicable, and voting by mail ballot in connection with either of such elections, using an **automated vote counting system**."**
 - (d) by deleting section 4.2.1 and substituting the following:

"4.2.1 The presiding election official at each voting place, including at each general voting opportunity, advance voting opportunity, special voting opportunity, and additional general 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**."**
 - (e) by deleting subsection 4.2.2 and substituting the following:

"4.2.2 Upon completion of any voting demonstration, the elector must proceed as instructed to the election official , who:

 - (a) must ensure that the elector:
 - (i) is qualified to vote in the election; and
 - (ii) 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.”
- (f) by deleting the opening paragraph of section 4.2.4 and substituting the following:
“4.2.4 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.”
- (g) at section 4.2.8 by deleting the words “Schedule D” and substituting “Schedule A”;
- (h) by deleting the opening paragraph of section 4.3.2 and substituting the following:
“4.3.2 Upon being advised of a request for a replacement **ballot**, the presiding election official must.”
- (i) by deleting section 4.5 in its entirety and substituting the following:
- 4.5 Advance Voting, Special Voting and Additional General Voting Opportunity Procedures**
- 4.5.1 **Vote counting units** are to be used at each advance voting, special voting and additional general voting opportunities, and voting procedures at each must follow as closely as possible, those described in section 4.2.
- 4.5.2 During any period that a **vote counting unit** being used at an advance voting, special voting or additional general voting opportunity is not functioning, the provisions of subsections 4.4.1 and 4.4.2 apply, so far as applicable.
- 4.5.3 The presiding election official, at the close of voting at an advance voting opportunity, special voting opportunity, and additional general voting opportunity that does not end at 8:00 pm on General Voting Day, 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) ensure that the **results tapes** in the **vote counting units** are not generated;
- (d) 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;

- (e) place the **voted ballots** into the election materials transfer box;
 - (f) place the spoiled ballots in a sealed envelope and place the envelope into the election materials transfer box;
 - (g) seal the election materials transfer box;
 - (h) place the list of electors and any voting books/list of electors, if applicable, completed elector registration forms, and all completed administrative forms into the Chief Election Officer envelope; and
 - (i) deliver the **vote counting unit**, together with the **memory pack** and all other election materials, to the Chief Election Officer at **election headquarters**.
- (j) by deleting the opening paragraph of section 4.6.1 and substituting the following:
- "4.6.1 After the close of voting on General Voting Day, each presiding election official, except those responsible for mail ballot voting, advance voting opportunities, special voting opportunities, and additional general voting opportunities that do not end at 8:00 pm on General Voting Day, must:"
- (k) by deleting subsection 4.6.1(i) and substituting the following:
- "(i) place the list of electors and any voting books/list of electors, if applicable, one copy of the **results tape**, completed elector registration forms, and all completed administrative forms into the Chief Election Officer envelope; and"
- (l) by deleting section 4.6.2(a) and substituting the following:
- "(a) direct the presiding election officials for the advance voting opportunities, special voting opportunities, and additional general voting opportunities that ended prior to 8:00 pm on General Voting Day, or another election official under the direction of the Chief Election Officer, to:
- (i) generate two copies of the **results tape** from the **vote counting unit**; and
 - (ii) 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; and"

(m) by deleting section 5.2.1 and substituting the following:

"5.2.1 A person wishing to vote by mail ballot must apply, by giving his or her name and address to the Chief Election Officer no later than 4:00 p.m. on General Voting Day."

- (n) by deleting the opening paragraph of section 5.2.2 and substituting the following:
- "5.2.2 Upon receipt of a request for a mail ballot and commencing as soon as practical after the final printed ballots are available, the Chief Election Officer must:"
- (o) by adding the following after section 5.3.2:
- "5.3.3 The mail ballot package will be sent by Canada Post regular prepaid letter mail, unless the elector requesting the mail ballot package makes arrangements for hand delivery and pick-up or for expedited courier service, at the expense of the elector."
- (p) by deleting section 5.5.5 and substituting the following:
- "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 and 5.5.2 with regard to ballot acceptance and rejection 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."
- (q) by adding the following after section 5.8:

"PART FIVE A: ADDITIONAL GENERAL VOTING OPPORTUNITY ESTABLISHMENT

5A.1 The Chief Election Officer is authorized:

- (a) to establish any additional general 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**."

- (r) at section 9.1 by deleting the definition of "**AUTOMATED VOTE COUNTING SYSTEM**" and substituting the following:

"AUTOMATED VOTE COUNTING SYSTEM

means a system that counts and records votes marked manually or with the assistance of a **ballot marking device**, if such a device is available, 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."

(s) at section 9.1 by adding the following definition, in alphabetical order:

"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, Braille-marked keypads, or sip and puff devices."

(t) by adding the following after section 9.1:

"9.2 Undefined terms in this bylaw have the same meaning as the terms defined and used in Part 3 of the *Local Government Act*."

(u) by deleting Schedules A, B, and C and renaming Schedule D to Bylaw No. 7244 as Schedule A to Bylaw No. 7244.

2. This Bylaw is cited as "**Civic Election Administration And Procedure Bylaw No. 7244, Amendment Bylaw No. 8778**".

FIRST READING

SECOND READING

THIRD READING

ADOPTED

CITY OF RICHMOND
APPROVED for content by originating dept.
<i>DW</i>
APPROVED for legality by Solicitor
<i>ny</i>

MAYOR

CORPORATE OFFICER