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**Civic Election Administration and Procedure Bylaw No. 7244,  
Amendment Bylaw No. 10349**

The Council of the City of Richmond enacts as follows:

1. Civic Election Administration and Procedure Bylaw No. 7244, as amended, is hereby amended as follows:
  - a) Delete subsection 4.6.2 (b).
  - b) Delete subsection 4.6.3 and replace it with a new subsection 4.6.3 as follows:

4.6.3 Upon the fulfilment of the provisions of subsections 4.6.1 and 4.6.2, and sections 5.6 and 5.7, 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.
  - c) Delete Section 5.1.2 and replace it with a new subsection 5.1.2 as follows:

5.1.2 In accordance with the *Local Government Act* and this bylaw all electors are permitted to vote by **mail ballot** and to register by mail in conjunction with **mail ballot** voting.
  - d) Insert a new subsection 5.1.3 as follows:

5.1.3 The Chief Election Officer is authorized to establish time limits in relation to voting by **mail ballot**.
  - e) Delete subsection 5.2.1 and replace it with a new subsection 5.2.1 as follows:

5.2.1 A person wishing to vote by **mail ballot** must apply to the Chief Election Officer in writing, using the form and providing the information required by the Chief Election Officer.
  - f) Delete subsection 5.2.2 (a) and replace it with a new subsection 5.2.2 (a) as follows:
    - a) Make available to the applicant a **mail ballot** package; and

- g) Delete subsection 5.3.2 (d) and replace it with a new subsection 5.3.2 (d) as follows:
- (d) mail, or have delivered, the outer envelope and its contents to the Chief Election Officer at the address specified by the Chief Election Officer so that it is received no later than the close of voting on General Voting Day.
- h) Delete subsections 5.5.4 and 5.5.5 and replace with new subsections 5.5.4 and 5.5.5 as follows:
- 5.5.4 The Chief Election Officer is authorized to establish one or more **mail ballot advance tabulation sessions**, to be held no earlier than 9 a.m on the twelfth day before General Voting Day, where certification envelopes accepted under subsection 5.5.1 are to be opened, and the secrecy envelopes contained within the certification envelopes are also to be opened, under the supervision of the presiding election official for mail ballot voting, and in the presence of at least one other person present, where:
- (a) such certification 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 **Vote counting units** are to be used for all **mail ballot advance tabulation sessions**, and the **mail ballots** contained within the secrecy envelopes must be inserted into a **vote counting unit** designated for such purpose.
- i) Insert new subsections 5.5.6, 5.5.7, 5.5.8, 5.5.9 and 5.5.10 as follows.
- 5.5.6 Any **mail 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.
- 5.5.7 Any **mail ballot** which is returned by the **vote counting unit** when being inserted, must, through the use of the **ballot** return over-ride procedure and under the supervision of the presiding election official for mail ballot voting, be reinserted into the **vote counting unit** to ensure that any acceptable marks are counted.
- 5.5.8 During any period that a **vote counting unit** being used in a **mail ballot advance tabulation session** is not functioning, the provisions of subsections 4.4.1 to 4.4.3 inclusive apply, so far as applicable.
- 5.5.9 After all **mail ballots** have been inserted into the **vote counting unit** under subsection 5.5.5 the presiding election official for mail ballot voting must ensure that the voting counting unit and election materials are secured in accordance with the requirements in subsection 4.5.3, so far as applicable.

5.5.10 The Chief Election Officer must provide written notice to all candidates and official agents of any **mail ballot advance tabulation sessions**.

j) Delete Section 5.6 and replace with a new section 5.6 as follows:

**5.6 Mail Ballot Procedures After the Close of Voting – Unopened Certification Envelopes**

5.6.1 As soon as possible after 8:00 pm on General Voting Day all of the unopened certification envelopes accepted under subsection 5.5.1 are to be opened, and the secrecy envelopes contained within the certification envelopes are also to be opened, under the supervision of the presiding election official for mail ballot voting, in the presence of at least one other person, where:

- (a) such certification 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.

5.6.2 **Vote counting units** are to be used to tabulate **mail ballots** processed under subsection 5.6.1, and the mail ballots contained within the secrecy envelopes must be inserted into a **vote counting unit** designated for such purpose.

5.6.3 Any **mail 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.

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

5.6.5 During any period that a **vote counting unit** being used to tabulate mail ballots is not functioning, the provisions of subsections 4.4.1 to 4.4.3 inclusive apply, so far as applicable.

5.6.6 Upon the fulfilment of the provisions of subsections 5.6.1 to 5.6.5 inclusive the presiding election official 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 any 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 one copy of the **results tape** 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.

- k) Delete Sections 5.7 and 5.8 and replace with new Sections 5.7, 5.8 and 5.9 as follows:

**5.7 Mail Ballot Procedures After the Close of Voting – Mail Ballot Advance Tabulation Sessions**

- 5.7.1 As soon as possible after 8:00 pm on General Voting Day, the Chief Election Officer must direct the presiding election official for mail ballot voting to generate the **results tape** and secure the voting materials for all **mail ballot advance tabulation sessions** in accordance with the provisions of clauses (a) to (j) inclusive of subsection 5.6.6.

**5.8 Challenge of Elector**

5.8.1 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*.

**5.9 Elector's Name Already Used**

5.9.1 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.

1) Amend Subsection 9.1 as follows:

i) Delete the following definition:

**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.

ii) Insert the following definition and re-order the remaining definitions accordingly:

**MAIL BALLOT** means a **ballot** used for mail ballot voting.

**MAIL BALLOT  
ADVANCE ADVANCE  
TABULATION SESSION** means an event established by the Chief Election Officer in which **mail ballot** certification envelopes and secrecy envelopes are opened and inserted into **vote counting units** to be tabulated, without a results tape generated.

2. This Bylaw is cited as "Civic Election Administration and Procedure Bylaw No. 7244, Amendment Bylaw No. 10349".

FIRST READING

MAY 24 2022

SECOND READING

MAY 24 2022

THIRD READING

MAY 24 2022

ADOPTED

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CORPORATE OFFICER

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