



**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  - (a) by deleting Part Three: Voting Division Establishment in its entirety and substituting "PART THREE: REPEALED";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

JUN 27 2011

SECOND READING

JUN 27 2011

THIRD READING

JUN 27 2011

ADOPTED

CITY OF RICHMOND
APPROVED for content by originating dept.
<i>[Signature]</i>
APPROVED for legality by Solicitor
<i>[Signature]</i>

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MAYOR

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CORPORATE OFFICER