



# City of Richmond

## Report to Committee

**To:** General Purposes Committee

**Date:** May 18, 2018

**From:** David Weber  
Director, City Clerk's Office

**File:** 12-8060-20-9888

**Re:** Housekeeping Updates to Civic Election Administration and Procedure Bylaw

### Staff Recommendation

That Civic Election Administration and Procedure Bylaw No. 7244, Amendment Bylaw No. 9888 be introduced and given first, second and third readings.

David Weber  
Director, City Clerk's Office and  
Chief Election Officer  
(604-276-4098)

<b>REPORT CONCURRENCE</b>	
<b>CONCURRENCE OF GENERAL MANAGER</b>  	
<b>REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE</b>	<b>INITIALS:</b>  
<b>APPROVED BY CAO</b>  	

## Staff Report

### Origin

Several housekeeping amendments are recommended to the Civic Election Administration and Procedure Bylaw in order to update *Local Government Act* Section numbers that are cited in the Bylaw, to update definitions in relation to the new vote counting equipment, and to ensure that the City's Election Bylaw is in alignment with the requirements of the *Local Elections Campaign Financing Act*. The deadline for the adoption of any bylaws that apply to the 2018 General Local and School Election is July 9, 2018.

### Analysis

Following a review of the Civic Election Administration and Procedure Bylaw, staff have noted and recommend the following housekeeping updates:

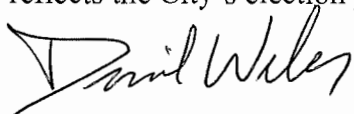
- Updated Section references: As a result of the renumbering of Sections in the *Local Government Act*, two *LGA* section references in the City's Bylaw require an update;
- Updates relating to upgraded vote counting equipment: Upgraded vote counting equipment will be utilized for the 2018 Civic Election, replacing the 25 year old vote counting equipment that has been utilized for all elections between 1993 and 2014. Schedule A to the Bylaw, which depicts a sample ballot, will require amendment so as to depict the similar but updated ballot style of the new vote counting equipment. In addition, the definition of "Acceptable Mark" which describes how to mark a ballot requires amendment to reflect the new ballot format. Instead of connecting the head and tail of an arrow next to one's choices on the ballot, the new ballot style requires that an elector fill in an oval next to their choices on the ballot (See Schedule A to the Bylaw);
- Updates to ensure alignment with the *Local Election Campaign Financing Act*: Previously, in order to make campaign disclosure statements available electronically, a jurisdiction was required to provide authorization through Bylaw. However, the Province now regulates all forms of access to campaign financing disclosure statements, including online access; therefore, to avoid any potential confusion or regulatory conflict, staff recommend that Section 7A.2 in the City's Bylaw be deleted as the Section is obsolete.

### Financial Impact

None.

### Conclusion

Various housekeeping amendments are recommended to ensure that the Civic Election Administration and Procedure Bylaw is aligned with Provincial legislation and appropriately reflects the City's election procedures resulting from upgraded vote counting equipment.



David Weber  
Director, City Clerk's Office and  
Chief Election Officer  
(604-276-4098)



**Civic Election Administration and Procedure Bylaw No. 7244,  
Amendment Bylaw No. 9888**

The Council of the City of Richmond enacts as follows:

1. ***Civic Election Administration and Procedure Bylaw No. 7244***, as amended, is further amended at Section 4.8.1 by deleting the phrase “in accordance with section 141 of the *Local Government Act*” and replacing it with “in accordance with Section 151 of the *Local Government Act*.”
2. ***Civic Election Administration and Procedure Bylaw No. 7244***, as amended, is further amended at Section 7A.2 by deleting the Section in its entirety and replacing it with “[Deleted]”.
3. ***Civic Election Administration and Procedure Bylaw No. 7244***, as amended, is further amended at Section 9.1 by deleting the definition of “Acceptable Mark” and replacing it with the following definition in alphabetical order:  
  
“**ACCEPTABLE MARK** means a completed mark 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.”
4. ***Civic Election Administration and Procedure Bylaw No. 7244***, as amended, is further amended at Section 9.1 by deleting the definition of “By-Election” and replacing it with the following definition in alphabetical order:  
  
“**BY-ELECTION** means an election under the provisions of Section 54 of the *Local Government Act*.”
5. ***Civic Election Administration and Procedure Bylaw No. 7244***, as amended, is further amended by deleting Schedule A to Bylaw 7244 and replacing it with Schedule A as attached to this bylaw.
6. This Bylaw is cited as “**Civic Election Administration and Procedure Bylaw No. 7244, Amendment Bylaw No. 9888**”.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

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

\_\_\_\_\_  
MAYOR

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

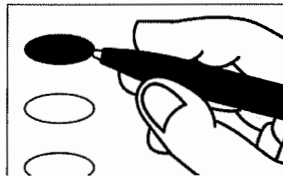
Schedule A to Bylaw No. 7244



**GENERAL LOCAL ELECTION / BY-ELECTION**

**INSTRUCTIONS**

**Fill in the oval** to the right of the name of your choice. You must blacken the oval completely. Do not make any marks outside of the oval.



Do not cross out or erase, or your vote may not count. If you make a mistake or stray mark, ask for a new ballot from the election workers.

<b>OFFICE OF MAYOR</b> (Vote for One (1) Only)	
<b>Candidate 1</b>	<input type="radio"/>
<b>Candidate 2</b>	<input type="radio"/>
<b>Candidate 3</b>	<input type="radio"/>

<b>QUESTION NO. 1</b>	
Do you assent to the District Council having the authority to adopt Bylaw No.	
<b>YES</b>	<input type="radio"/>
<b>NO</b>	<input type="radio"/>

<b>QUESTION NO. 2</b>	
Do you assent to the District Council having the authority to adopt Bylaw No.	
<b>YES</b>	<input type="radio"/>
<b>NO</b>	<input type="radio"/>

<b>OFFICE OF COUNCILLOR</b> (Vote for not more than (8) Eight)	
<b>Candidate 1</b>	<input type="radio"/>
<b>Candidate 2</b>	<input type="radio"/>
<b>Candidate 3</b>	<input type="radio"/>
<b>Candidate 4</b>	<input type="radio"/>
<b>Candidate 5</b>	<input type="radio"/>
<b>Candidate 6</b>	<input type="radio"/>
<b>Candidate 7</b>	<input type="radio"/>
<b>Candidate 8</b>	<input type="radio"/>
<b>Candidate 9</b>	<input type="radio"/>
<b>Candidate 10</b>	<input type="radio"/>
<b>Candidate 11</b>	<input type="radio"/>
<b>Candidate 12</b>	<input type="radio"/>
<b>Candidate 13</b>	<input type="radio"/>
<b>Candidate 14</b>	<input type="radio"/>

<b>OFFICE OF SCHOOL TRUSTEE</b> (Vote for not more than (7) Seven)	
<b>Candidate 1</b>	<input type="radio"/>
<b>Candidate 2</b>	<input type="radio"/>
<b>Candidate 3</b>	<input type="radio"/>
<b>Candidate 4</b>	<input type="radio"/>
<b>Candidate 5</b>	<input type="radio"/>
<b>Candidate 6</b>	<input type="radio"/>
<b>Candidate 7</b>	<input type="radio"/>
<b>Candidate 8</b>	<input type="radio"/>
<b>Candidate 9</b>	<input type="radio"/>
<b>Candidate 10</b>	<input type="radio"/>

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