

THE CORPORATION OF THE CITY OF COURTENAY

BYLAW NO. 2549

A Bylaw to authorize and Establish Procedures for Mail Ballot Voting

The Council of the Corporation of the City of Courtenay in open meeting assembled, enacts as follows:

CITATION

1. This Bylaw may be cited for all purposes as “Mail Ballot Authorization and Procedures Bylaw No. 2549, 2008”

MAIL BALLOT VOTING

2. As authorized under section 100 of the *Local Government Act*, voting may be done by mail for each election or other voting for those electors who meet the criteria in section 100.
3. A mail ballot package may be requested by an elector who is registered and who, in person by mail, by courier or by fax, presents the chief election officer with a written request for a mail ballot package.
4. The chief election officer may deliver mail ballot packages by hand to electors who request in person or the chief election officer may deliver mail ballot packages to by mail or by courier to electors who request the package by mail, by courier, by fax or in person.
5. The chief election officer shall keep a written record of all persons who request a mail ballot package and their addresses (unless the request for the package has requested that the address be obscured) and that record may be inspected by any person who signs a statement that the record is being inspected only for the purposes of the election or other voting.
6. Between the time an elector requests a mail ballot package and the time that the mail ballot package is hand delivered, mailed or couriered to the elector requesting, the elector requesting can be challenged under section 116 of the *Local Government Act*.
7. The time limits in relation to voting by mail ballot may be may be determined by the chief election officer, including the time limit to apply for a mail ballot package.
8. To vote using a mail ballot, the elector shall mark the ballot in accordance with the instructions contained in the mail ballot package provided by the chief election officer.
9. It is the obligation of the person applying to vote by mail ballot to ensure that the mail ballot is received by the chief election officer before the deadline and to pay all mail and or courier charges to fulfil this obligation.

10. Upon receipt of mail ballot packages before the deadline, the chief election officer shall record the time and date of its receipt and shall mark the certification envelopes as accepted or rejected, and where the certification envelope has been accepted, the voting book shall be marked to indicate that the elector has voted.

11. The unopened certification envelopes shall remain in the custody of the chief election officer until the close of voting on general voting day at which time the chief election officer shall, in the presence of at least one other election official and scrutineers, if any, shall:
 - (a) open such the accepted certification envelopes;
 - (b) mark the voting book to indicate the elector has voted; place the unopened secrecy envelopes together into a ballot box;
 - (c) open the secrecy envelopes and envelope and remove the ballot within; and
 - (d) insert the ballot into the vote counting unit.

12. The chief election officer shall mark certification envelopes as accepted or reject and shall retain all such certification envelopes together with the voting books and for the purposes of document retention and destruction shall treat the certification envelope in the same manner as a voting book.

13. This bylaw shall come into effect upon final adoption hereof.

Read a first time this 7th day of July, 2008

Read a second time this 7th day of July, 2008

Read a third time this 7th day of July, 2008

Finally passed and adopted this 21st day of July, 2008

Mayor

Manager of Corporate Administration