

## Attachment 2

Report to Council - June 21, 2021



## REPORT

**To:** Mayor Côté and Members of Council      **Date:** 6/21/2021

**From:** Jacque Killawee      **File:** 05.1030.10  
City Clerk

**Item #:** 238/2021

**Subject:** **Increasing Equity in Voting: Mail Ballot Voting for Local Government Elections**

### **RECOMMENDATION**

*THAT Council direct staff to implement a Mail Balloting system for the 2022 Local General Election, that complies with the requirements of Section 110 of the Local Government Act; and,*

*THAT Council direct the City Clerk to bring forward the necessary amendments to the Election Procedures Bylaw, to enable mail ballot voting in Local Government Elections, as set out in this report.*

### **PURPOSE**

The purpose of this report is to seek Council's approval on the creation of a mail-in ballot process for local elections.

### **BACKGROUND**

On April 29, 2019, the Chief Election Officer (City Clerk) presented a report to Council on the 2018 Local Government election. After the election, a post-election survey was done. Of the 202 respondents to a question regarding mail-in /absentee ballots, 83.7 % were in favour of making mail in ballots available for future Local Elections. Among the reasons cited were:

- Reduces barrier to vote/makes voting more convenient;
- Could increase voter turnout;

- Could help people who travel a lot;
- Could help seniors and persons with disabilities who cannot get out to vote.

The staff report noted concerns including security and corruption of voting, extra cost, and the short time period during local elections where ballots are available (17 days).

In response to the report, Council approved the following motion, which is the subject matter of this report:

***THAT** Council direct staff to research and report back on the options for mail-in ballots with a special focus on individuals unable to physically attend a voting location.*

The Local Government Act requires municipalities to by bylaw put in place the processes for mail in ballots.

The current *Election Procedures Bylaw* does not allow for mail ballot voting in local government elections. Staff currently offer a several special voting opportunities to select residential living facilities, however these target only select groups who cannot attend a voting place. Allowing for mail ballot voting would allow more voting opportunities, and more equitable access to voting, to people across the city who may not be able to access a voting place due to illness or disability.

In June 2021, the Provincial government passed legislation which affects the section in the Local Government Act on mail balloting for upcoming elections. That upcoming change is discussed below.

## **DISCUSSION**

### *Provincial Legislation*

Section 110 of the *Local Government Act (LGA)* (attachment 1) regulates mail ballot voting in local government elections. Under the LGA, mail ballot voting is limited to:

- Persons with a physical disability, illness or injury that affects their ability to vote at another voting opportunity, and
- Persons who expect to be absent from the municipality on general voting day and at the time of all advance voting opportunities.

The Provincial government has introduced legislation in the 2021 current session to remove the above-noted limitations to mail balloting. Once approved, it will enable anyone to vote by mail in a local government election, so long as the City enacts a bylaw to allow it. The legislation received Third Reading on June 1, 2021.

This section of the LGA also describes, in subsections 7, 8, and 9, the requirements for a mail-in ballot package (with and without voter registration), requirements for the certification envelope, and the deadline for submission to the Chief Election Officer, noting it is "the obligation of the person applying to vote by mail ballot to ensure that the mail ballot is received" on time.

Voter registration can also be done in conjunction with this mail ballot voting, similar to how a voter can register at a voting place on election day. This must also be enacted by bylaw.

### *Provincial Elections and the Growth of Mail Balloting*

In the 2017 Provincial election, 6517 voters used a mail-in ballot; in the 2020 Provincial Election that number increased to 596,287. While much of this increase can be attributed to the COVID-19 pandemic, it is reasonable to ascertain that many people, having discovered the ease of voting by mail, would want to do so in the future.

However, there are far fewer restrictions on Provincial Mail-in ballots than on local election mail-in ballots, and a greater period of time for ballots to be issued and returned.

### *Lower Mainland Municipalities*

In BC, over 42% of BC municipalities reported the use of mail in ballots during the 2018 General Election. In the Lower Mainland, roughly 70% of municipalities offer mail in ballots, or will for the 2022 Local General election.

Municipalities that offered mail in voting for the 2018 election saw between 0.2% and just over 5% of votes cast arrive by mail ballot:

<b>City</b>	<b>No. of registered voters</b>	<b>No. of votes</b>	<b>No. of mail ballot votes</b>	<b>% of mail ballot votes</b>
White Rock	1 862	6276	137	2.2
Port Moody	23 672	8831	449	5.1
Maple Ridge	59 730	20 123	146	0.7
North Van District	61 928	22 340	136	0.6
Delta	72 557	31 434	172	0.5
Richmond	131 339	48 412	348	0.7
Surrey	337 289	175 606	231	0.2
Vancouver	448 332	175 606	1237	0.7

As well, Lower Mainland municipalities with Mail Balloting had an average turnout of 36.9%, vs. municipalities without mail balloting with 28.4%.

*Local Government By-elections in the COVID-19 Pandemic*

Throughout the COVID-19 Pandemic, various municipalities ran by-elections for vacant Council or School Trustee seats; special Ministerial Orders were created to allow them to use all mail-in ballots for their pandemic by-elections, and not just for the reasons permitted by the LGA.

<b>City and Date of By-election</b>	<b>Number of votes cast</b>	<b>Number of mail in votes</b>	<b>% of mail in votes</b>
Victoria December 20, 2020	12,323	2,285	18.5%
Revelstoke February 13, 2021	837	166	19.8%
Belcarra January 23, 2021	423	81	19.1 %
Campbell River February 27, 2021	2,439	304	12.5%
Mission April 24, 2021 (Mayor only)	5,085	802	15.7%

While by-elections historically have substantially lower voter turnout, there was a substantial uptake in mail-in ballots. The growth in mail balloting in cities that regularly use it increased much more slowly. For example from 2002 to 2018, Vancouver's share of mail in balloting increased from 0.1% to 0.7, and White Rock's increased from 0.5% in 2008 to 2.2 % in 2018. The table above shows a much greater uptake in mail balloting, in part due to the pandemic and the fact that anyone could use a mail in ballot. However it is reasonable to extrapolate that "if you build it, they will come". Allowing mail balloting may help increase voter turnout, especially among people with disabilities or illness who may not be able to access polling stations, or have access to a special voting opportunity. Mail ballot voting can help remove some barriers for people with disabilities, particularly architectural and physical barriers. Additionally, as the population ages, there may be an uptick in the adoption of mail balloting, due to mobility decline later in peoples' lives.

In addition, it is likely that once the 2021 amendment to the Local Government Act is enacted, electors will expect mail balloting to be readily available for local government elections.

*Possible effects of mail balloting in New Westminster*Potential voter turnout increase

The 2016 Census shows that 15.2% of the population (10,820) of New Westminster is 65 or older. This number has increased since 2006 to the tune of almost 3000 people and is expected to keep growing as lifespans increase. This group often has mobility issues which could prevent them from attending a voting place.

The 2017 Canadian Survey on Disability identified that that 20% of people aged 25 to 64, and 37.8% of people aged 65 and over have a disability. While this includes all disabilities it helps put the number of people with disabilities in perspective; if about half of the people identified have a disability that impacts their day to day life, implementing mail balloting could increase the level of participation for people who cannot physically access a voting place.

The following table extrapolates what might have occurred in 2018 if New Westminster had mail balloting in place, based on 14,368 votes cast (rounded to the nearest, lowest whole number):

<b>Increase</b>	<b>No. of additional votes</b>
0.2 %	28
0.5 %	71
0.6 %	86
0.7 %	100
2.2 %	316
5.1 %	732
7.5%*	1077

\*average percentage increase of the previous two tables and the top end usually projected for mail ballot voting.

With the legislation expanding the ability to vote by mail, there is a possibility that even more people would vote by mail than depicted in the table above. Taking an average of the mail-in ballots for municipalities that had elections during the COVID-19 pandemic (17.1%), mail ballots could increase to 2456.

Delay in Election Outcome

As with Special Voting Opportunities and Early Voting Opportunities, Mail-in Ballots may not be opened until the polls close on election day. This may result in the final outcome being delivered later than previous years on election night. To mitigate this, staff will reserve an additional ballot-counting machine to count mail ballots on election night, and use it if the number of ballots are substantial.

### *Mail Balloting Procedures in other Municipalities*

Attachment 2 contains detailed examples of different municipalities mail balloting systems used in the past. Best practices include:

- Separate applications for registered and unregistered voters, and Non-Registered Property Electors (NRPE);
- Striking off the electors' names in the voters list (electronic or otherwise);
- Including the required secrecy, certification and return envelopes;
- Detailed instructions on how to vote by mail ballot;
- Including voter registration forms for people not on the Provincial voting list.
- A staff member to check requests, voter registration, and package mail ballots. This would result in an additional cost of \$6600.

### **NEXT STEPS**

The following steps are required to implement mail balloting for the 2022 election:

*1. Amend the Election Procedures Bylaw to allow for mail balloting:*

Staff will bring this forward in Q4 2021 along with other changes required for the 2022 Local General Election.

*2. Develop a process to issue and track mail ballots for 2022*

Staff will develop a process to issue and track mail ballots for the 2022 election that align with the requirements of the Local Government Act and the requirements of Elections BC.

Staff will investigate a mail ballot system that allows for requesting of mail ballots. The same system would be used if a person requested it in writing, except that the information would be entered by staff. The system will require electors to upload government ID which will be verified by staff before a ballot is issued.

Alternatively, Council may wish to require ballot pick up in person. In addition to reducing the postage cost, this will help eliminate some security concerns such as the issue in Surrey during the 2018 election, when evidence that an individual was ordering ballots for people who had not requested them. The City of Surrey, at that time, implemented a requirement that people who want mail ballots had to pick them up, showing identification and signing for it. Option 2 is presented for Council's consideration should in-person pick up for mail ballots be desired.

Such systems include:

- Voter list check prior to requesting a mail ballot;
- Upload of identification as required, for registered, unregistered and NRPEs;
- Confirmation code once the ballot is requested; this allows voters to check the status of the application as it moves through the process;
- The same system can be used for NRPE;
- Review by election staff for complete and correct information (e.g. postal codes, etc);
- All information is verified by staff;
- Voter identification is uploaded to the system.

Proposed Mail Ballot packages for the different kinds of voters are outlined below:

Resident Or NRPE and is sole owner is on Voter's List	Instructions Secrecy Envelope Ballot Declaration of Person Assisting an Elector to Mark a Ballot Certification Envelope Return Envelope Mailing Envelope
New Resident Property Elector	Instructions Secrecy Envelope Ballot Declaration of Person Assisting an Elector to Mark a Ballot 200M Form and information on how to register with Elections BC online Solemn Declaration as to Residency and Identity Certification Envelope Return Envelope Mailing Envelope
New Non-Resident Property Elector	Instructions Secrecy Envelope Ballot Declaration of Person Assisting an Elector to Mark a Ballot Form amended at bottom to include signature of witness vs. PEO Non-Resident Property Elector Application Form Consent Form (For multiple owners) Solemn Declaration as to Identity Certification Envelope B Return Envelope



### 3. *Distributing and Counting Mail-in Ballots*

As of the writing of this report, mail-in ballots may not be counted until the close of voting on general election day. However, determining the validity of the ballots can be done in advance by confirming the information on the certification envelope when it arrives at the Election Office (see attachment 2 for samples from other municipalities). Following the close of voting on election day, secrecy envelopes can be opened and the ballots counted by running them through specific ballot-counting machines for that purpose.

It is anticipated a mail ballot coordinator would be hired on a part-time basis throughout the election period, to ensure mail ballots are sent, received, validated, and secured for counting following the close of polls on election night. That person would also assist with the counting of mail-in ballots.

### **FINANCIAL IMPLICATIONS**

Should Council choose to implement mail ballot voting for the 2022 Local Government Election, estimated additional costs for that service are as follows, based on 1000 mail ballots:

<b>Item</b>	<b>Cost</b>
Vote By Mail – Intake and Adjudication Service	\$8000
Printing of mail ballot packages	Costs assumed by Legislative Services
Postage*	\$4500
Secrecy envelopes**	\$500
Employment of Mail Ballot Coordinator	\$6600
<b>TOTAL</b>	<b>\$19,600</b>

\*Postage includes mailing and return postage based on standard Canada Post rates. It is likely that the costs will be lower since many people will choose to pick up their ballot packages.

\*\*Will have a small amount of printing on them to identify that it is the secrecy envelope and instructions.

### **OPTIONS**

1. THAT Council direct staff to implement a Mail Balloting system for the 2022 Local General Election, that complies with the requirements of Section 110 (including the amendments of Bill 10-2021) of the Local Government Act; and,

THAT Council direct the City Clerk to bring forward the necessary amendments to the Election Procedures Bylaw, to enable mail ballot voting in Local Government Elections, as set out in this report.

2. THAT Council require people who wish to vote by mail ballot to pick up their ballots and sign for them in person.
3. THAT Council provide other direction to staff.

Staff recommend option 1.

### **CONCLUSION**

Staff recommend implementing a mail balloting system for the 2022 Local Government elections. Mail balloting drastically helps increase equity in voting by allowing people who are not able to attend a voting place for myriad reasons ranging from being a person with a disability to simply being away for the election period. By increasing equity in participation, voting turnout may be higher, and allow for more people to feel they have a voice in the way their city is run.

### **ATTACHMENTS**

Attachment 1 - Local Government Act Extract: Section 110 – Mail Ballot Voting  
Attachment 2 - Mail Balloting Process Samples for Electors and Municipalities

This report has been prepared by  
Nicole Ludwig, Assistant City Clerk

This report was reviewed by:

Approved for Presentation to Council



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Jacquie Killawee  
City Clerk



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Lisa Spitale  
Chief Administrative Officer

## *Attachment 1*

*Local Government Act Extract:*

*Section 110 – Mail Ballot Voting*

## Mail ballot voting

**110** (1) Subject to this section and any regulations under section 168 [*election regulations*], a local government may, by bylaw, permit voting to be done by mail ballot and, in relation to this, may permit elector registration to be done in conjunction with this voting.

(2) For a municipality, the only electors who may be permitted to vote by mail ballot are

- (a) persons who have a physical disability, illness or injury that affects their ability to vote at another voting opportunity, and
- (b) persons who expect to be absent from the municipality on general voting day and at the times of all advance voting opportunities.

(3) For a regional district, the only electors who may be permitted to vote by mail ballot are

- (a) persons who have a physical disability, illness or injury that affects their ability to vote at another voting opportunity,
- (b) if, for this purpose, a bylaw under subsection (1) specifies an area on the basis that it is remote from the voting places at which persons who reside in the specified area are entitled to vote, persons who reside in that specified area, and
- (c) persons who expect to be absent from the regional district on general voting day and at the times of all advance voting opportunities.

Note: Sections 2 and 3 will be repealed by Bill 10-2021, which is awaiting enactment at the Legislature.

(4) A bylaw under subsection (1) may

- (a) establish procedures for voting and registration that differ from those established under other provisions of this Part, and
- (b) establish, or authorize the chief election officer to establish, time limits in relation to voting by mail ballot.

(5) The chief election officer must give notice of an opportunity to vote by mail ballot in any manner the chief election officer considers will give reasonable notice to the electors who will be entitled to vote by this means.

(6)The procedures for voting by mail ballot must require the chief election officer to keep sufficient records so that challenges of an elector's right to vote may be made in accordance with the intent of section 126 [*challenge of elector*].

(7)Mail ballot packages must contain the following:

- (a)the ballot or ballots to which an elector is entitled;
- (b)a secrecy envelope that has no identifying marks, in which the ballots are to be returned;
- (c)a certification envelope on which is printed the information referred to in subsection (8) for completion by the person voting, in which the secrecy envelope is to be placed;
- (d)an outer envelope on which is printed the address of the chief election officer at the local government offices and in which the envelopes under paragraphs (b) and (c) and, if applicable, the registration application under paragraph (e) are to be returned;
- (e)if permitted by the bylaw under subsection (1), an application for registration as an elector, to be completed if necessary and returned in the outer envelope;
- (f)instructions as to how to vote by mail ballot.

(8)The certification envelope must be printed

- (a)with spaces in which the person voting is to record his or her full name and residential address, and
- (b)with a statement to be signed by the person voting declaring that the person
  - (i)is entitled to be registered as an elector for the election,
  - (ii)is entitled to vote by mail ballot, and
  - (iii)has not previously voted in the election and will not afterwards vote again in the election.

(9)In order to be counted for an election, a mail ballot must be received by the chief election officer before the close of voting on general voting day and 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 within this time limit.

## Attachment 2

### *Mail Ballot Process*

### *Samples for Electors and Municipalities*

# Victoria's 2020 By-Election

## Mail Ballot Instructions

### This package includes your:

- Ballot
- Secrecy Sleeve A
- Certification Envelope B
- Declaration of Person Assisting an Elector to Mark a Ballot Form
- Return Envelope C
- If required:
  - Application Form for Registration as a Local Government Resident Elector
  - Application Form for Registration as a Non-Resident Property Elector
  - Consent Form for a Non-Resident Property Elector
  - Solemn Declaration as to Residency and Identity Form

### Identity Documents

The following are valid documents for proving voter identity.

- BC Driver's Licence
- BC Identification Card
- Photo BC Services Card
- Certificate of Indian Status as issued by the Government of Canada
- Non-photo BC Services Card
- Student card issued by a post-secondary institution
- Owner's Certificate of Insurance and Vehicle Licence issued by ICBC
- BC CareCard or BC Gold CareCard
- Ministry of Social Development and Economic Security Request for Continued Assistance Form SDES8
- Social Insurance Card
- Canadian Citizenship Card
- City of Victoria Property Tax Notice
- Statement of Employment Insurance Benefits
- BC Government cheque
- Income Tax Assessment Notice
- Canadian Forces Identification
- Old Age Security Identification Card
- Canadian Passport
- Birth Certificate
- Credit card or debit card or statement
- Utility bill

**STEP 1: FOLLOW THE STEPS FOR YOUR CHECKED ITEM BELOW**

- ☐ You are registered to vote.
  - Follow Steps 1 to 5 if you are registered on the Voters List as a City of Victoria resident or as a non-resident property elector.
  - Complete Step 3A if your name or address is different from the information on the Voters List.
- ☐ You need to register as a Resident Voter.
  - Follow Steps 1 to 5 and 3A if you are a City of Victoria resident but are not registered to vote.
- ☐ You need to register as a Non-Resident Property Elector.
  - Follow Steps 1 to 5 and 3B if you own property in the City of Victoria but are not registered as a non-resident property elector.

## STEP 2: COMPLETE YOUR BALLOT

- Use a black pen or marker to fill in the oval next to ONE candidate's name.
- Fold your marked ballot in half.
- Place the folded ballot in SECRECY SLEEVE A.
- If required:
  - If someone helps you complete your ballot, this person must fill out the Declaration of Person Assisting an Elector to Mark a Ballot Form and insert it in your RETURN ENVELOPE C.

**TIP:** If you incorrectly mark your ballot or your ballot is damaged, contact City of Victoria Legislative Services at 250.361.0571 for a replacement ballot. You must return the spoiled mail ballot before you receive a replacement ballot.

## STEP 3: COMPLETE CERTIFICATION ENVELOPE B

- Insert SECRECY SLEEVE A containing your completed ballot inside CERTIFICATION ENVELOPE B.
- Seal CERTIFICATION ENVELOPE B.
- Complete, date and sign the certification statement printed on the front of CERTIFICATION ENVELOPE B.

### NEXT STEP:

- Go to Step 3A – If your name or address is different from the information on the Voters List.
- Go to Step 3A – If you need to register as a Victoria voter.
- Go to Step 3B – If you own property in the City of Victoria but need to register as a non-resident property elector.
- Go to Step 4 – If you are a registered voter on the Voters List.

## STEP 3A: REGISTER AS A RESIDENT ELECTOR

- Complete the Application for Registration as a Local Government Resident Elector (200M) Form.
- When you requested your Mail Ballot Package, if you provided only one piece of identification, include a photocopy of a second piece of identification OR complete the Solemn Declaration as to Residency and Identity (Form 5-4.2).
- **NOTE:** Your identification must prove your identity and your residence. One piece must include your signature. Please see the reverse side for a list of identity documents.
- Proceed to Step 4.

## STEP 3B: REGISTER AS A NON-RESIDENT PROPERTY ELECTOR

- Complete the Non-Resident Property Elector Registration Form.
- When you requested your Mail Ballot Package, if you provided only one piece of identification, include a photocopy of a second piece of identification OR complete the Solemn Declaration as to Identity (Form 5-4.3).
- **NOTE:** Your identification must prove your identity and your residence. One piece must include your signature. Please see the reverse side for a list of identity documents.



- Only ONE property owner may vote. Complete the Non-Resident Elector Consent Form if there is another registered property owner. A majority of the property owners must sign the Consent Form, including you.
- Provide a copy of a document that proves ownership of the property, such as a property title deed or Property Tax Notice.
- Proceed to Step 4.

#### STEP 4: COMPLETE YOUR MAIL BALLOT PACKAGE

- Place your sealed CERTIFICATION ENVELOPE B inside RETURN ENVELOPE C.
- If applicable, place any of the following signed forms inside RETURN ENVELOPE C:
  - Application Form for Registration as a Local Government Resident Elector
  - Application Form for Registration as a Non-Resident Property Elector
  - Consent Form for a Non-Resident Property Elector
  - Solemn Declaration as to Residency and Identity Form
  - Declaration of Person Assisting an Elector to Mark a Ballot Form
- Seal RETURN ENVELOPE C.
- Proceed to Step 5.

#### STEP 5: RETURN YOUR MAIL BALLOT

Place completed mail ballots in the mail by Friday, December 4.

Your Return Envelope C includes the return address and postage for mailing in Canada.

- After December 4, **do not** put your mail ballot in the mail. Return your mail ballot in Return Envelope C to:
  - the drop box located outside the Pandora Avenue entrance of Victoria City Hall
  - any of the six voting places on General Voting Day
  - any of the eight advance voting opportunities at the Crystal Garden

Only mail ballots received before 8 p.m. on Saturday, December 12, 2020 will be counted.

#### General Voting Day – Saturday, December 12 (8 a.m. to 8 p.m.)

- Crystal Garden  
713 Douglas Street
- Da Vinci Centre  
195 Bay Street
- James Bay Community School  
140 Oswego Street
- Oaklands Elementary School  
2827 Belmont Avenue
- Sir James Douglas  
Elementary School  
401 Moss Street
- Victoria Highschool at  
SJ Willis Education Centre  
923 Topaz Avenue

#### Advance Voting Opportunities – Crystal Garden, 713 Douglas Street

(9 a.m. to 4 p.m. unless otherwise noted):

Tuesday, December 1

- Wednesday, December 2  
(8 a.m. to 8 p.m.)
- Thursday, December 3
- Friday, December 4
- Saturday, December 5
- Monday, December 7  
(8 a.m. to 8 p.m.)
- Tuesday, December 8
- Wednesday, December 9

### **For More Information**

[victoria.ca/election](http://victoria.ca/election)

250.361.0571

[elections@victoria.ca](mailto:elections@victoria.ca)

SAMPLE

## **Mail Ballot Procedures**

### **December 2020 By-Election**

#### **A. BACKGROUND**

A By-election was required to fill one Councillor vacancy and was originally scheduled for April 4, 2020. Due to the COVID-19 pandemic, the April By-election was cancelled and rescheduled later in the year for December 12, 2020. The Pandemic was in its second wave when the By-election was rescheduled.

#### **B. LEGISLATION**

Section 110 of the *Local Government Act* sets out the provision of mail ballot voting. A local government may, by bylaw, permit voting to be done by mail ballot. For a municipality, the only electors who may be permitted to vote by mail ballot are:

- a) Persons who have a physical disability, illness or injury that affects their ability to vote at another voting opportunity, and
- b) Persons who expect to be absent from the municipality on general voting day and at the times of all advance voting opportunities.

The City of Victoria Election Bylaw allows for voting by mail and sets out procedures to administer mail ballot packages for an election or by-election.

#### **C. ADMINISTERING A BY-ELECTION DURING A PANDEMIC**

The Ministry of Municipal Affairs and Housing (MAH) issued a guidance document for [Conducting By-elections and Assent Voting During COVID-19](#) that specifies discussing with Ministry staff expanding access to mail-ballot voting.

At its [October 1, 2020 meeting](#), Committee of the Whole considered a report from the City Clerk requesting authorization to send a formal request to MAH to facilitate legislative changes to respond to enhanced mail ballot voting, reduced touch points and other pandemic related matters that may be required.

*(Note: The Chief Election Officer must be appointed before a formal request for a Minister's Order can be made. In addition, Council must endorse the Minister's Order once it has been received. These requirements may have an impact on planning timelines).*

#### **D. MINISTERIAL ORDER NO. 405**

[Ministerial Order No. 405](#) was issued on October 29, 2020 and permitted Council to do the following:

- a) allow mail ballot voting for all eligible voters

- b) permit a secrecy sleeve to be used instead of a secrecy envelope
- c) allow the CEO to establish time limits in relation to voting by mail ballot at their sole discretion; and
- d) permit the CEO to establish procedures for voting, processing and securing mail ballots at their sole discretion including:
  - a. establishing time limits for opening certification envelopes, placing mail ballots in the vote tabulating machine and securing the memory card of the vote tabulating machine.

## **E. LIST OF ELECTORS (LOE)**

The City of Victoria uses the List of Electors provided by Elections BC for its resident electors. The City maintains its own list of non-resident property electors (NRPE).

The LOE is in an electronic format using VoterView software developed by DataFix. The Elections BC data is uploaded to VoterView and the NRPEs are manually entered into the system.

## **F. ON-LINE MAIL BALLOT APPLICATION**

In previous years, the City managed mail ballot requests manually. An application form was available on-line and an Excel spreadsheet was maintained to keep track of the mail ballot requests, when they were mailed out and received back from the voter.

With the expansion of voting by mail due to the pandemic, it was anticipated that approximately 10% of the electors would request a mail ballot package. Staff worked with DataFix to create a Mail in Ballot (MIB) module that has an online MIB application. Online applications can then be reviewed by staff using VoterView to assess voter eligibility.

The MIB is linked to VoterView's Online Voter Registration Portal but the City does not subscribe to this module. The MIB can still be used but additional steps are required to approve the 'provisional' registration before the MIB application can be approved. If the necessary preliminary documentation has been provided, i.e. two pieces of ID, the voter will be added as a 'provisional elector'.

## **G. MAIL BALLOT KITS**

There is a fulfillment portion of the module which would have DataFix be responsible for completing the mailing of all mail in ballots. This is an optional process and the City opted to complete the mailing process in house. Packages were created by a team of three staff and mailed out from the Print Shop.

Mail Ballot Kits were mailed back using the BC Mail Service. Dropping off mail ballot packages at either City Hall or any of the advance voting opportunities or on General Voting Day was also encouraged.

## H. PROCEDURES

### **How to Apply for a Mail Ballot**

1. Elector applies on-line using the MIB module. If the voter is already on the LOE, only one piece of ID is required to be uploaded.

*Note: While ID is not required by legislation if a voter is already registered, the City's Election Bylaw authorizes the CEO to require a piece of ID. This added requirement helped to ensure the authenticity of the request.*

2. If an elector was unable to apply on-line for a MIB, staff assisted the voter over the phone.
  - a. Staff would click 'Search' to retrieve the voter's information.
  - b. The voter's full name, date of birth and address were verified over the phone
  - c. Click 'Create Vote by Mail Application' and follow procedures.
3. If the person is not currently on the LOE, an application for a MIB could still be done on-line. If staff assisted the voter over the phone, the staff person would need to enter the information using the MIB module as the LOE was now set.

The same procedure would apply for a new Non-Resident Property Elector.

*Note: In this case two pieces of ID would be required to complete the process to register as a new voter. The MIB application would still only accept one piece of ID but the staff member approving the application would need to make note of this and contact the elector to provide a second piece of ID or sign the solemn declaration (Form 5-4.2).*

### **Reviewing Mail Ballot Applications in VoterView**

#### ***If the Elector is on the LOE***

If the voter is on the LOE, the MIB application will be displayed under 'Manage->Vote By Mail Applications'.

#### **Accepting applications:**

- When you click on one it is assigned to you for 30 minutes
- When you've dealt with one, click on 'next new application'

#### **If ID doesn't confirm name:**

- Put in pending, put note that need another piece of ID
- If the person is on the LOE, the ID does not need to prove residency, i.e. a passport is acceptable if they are already registered. Proof of address is needed for a registration update or provisional voter.

- Long phone calls – transfer to your local to keep the main line free
- If issues with the 3 entered addresses (Property Address, Mailing Address, and Absentee Address) go to 'Registration Details' fix in this page and save
- If ID isn't on the list – 'IMAX membership' for example, give them a call and ask to confirm 'security questions' and if correct, approve.
- If they email their ID to confirm their identity, save to the Confidential folder in 'Mail Ballots Fall 2020', then delete it from your email.

Security Questions – to ask if a registered voter doesn't have ID

- Your full name?
- Your birthdate?
- Your address?
- Add their phone #

If they answer all these questions accept their MIB Application.

Pending Applications:

- Means they have issues that need to be resolved

***If the Elector is not on the LOE***

1. If the voter is not on the LOE but has used the on-line MIB module, their request will appear under 'Manage->Voter Registrations'.
2. Staff will review the application to ensure it contains the required documentation and data
  - a. The required 200M Form for Resident Electors and the application form for NRPEs will not have been provided. The application forms will need to be provided in the mail ballot package when mailed out.
3. If the application contains the necessary preliminary documentation, the voter can be added as a "provisional" voter. Only when all the necessary documentation is returned along with their mail ballot, will they be added to the LOE.
4. Once the voter has been added as a provisional voter, staff will still need to approve their application as outlined in the section above.

**Voter Registration:**

- Click on potential duplicates – it may pop up here.
- Click on photo ID
- Need 2 pieces of ID
- Click on 'add to provisional list'
- Takes through wizard
- 'Select' then 'next'
- Then go through VoterView wizard prompts
- If doesn't say 'add to provisional' then on LOE but something wrong.
- Click on ID
- Can add their middle name on their ID, hit save

- Go to address page
- 'Elector' what is on LOE
- On Right what voter put in
- Add in email and phone number
- If name is different change to match ID
- Next and Finish
- Now application will pop up in New Applicant page for MB – will be on last page
- Make sure finish off with approval the 'new applicant'
- No properties matching, note: may be the unit
- If address not found, may be outside of Victoria,
- **Ensure the new voter is in Victoria** by checking the address in VoterView, Tempest, or Vicmaps

#### **Provisional Voter means:**

- Provisional means not in system at all
- Staff add them initially but need to complete the registration process to be added
- Need to include the 200M form or NRPE form as part of their mail ballot application.
- Shows a 'red x' still not eligible to vote until we receive the completed forms.

#### **Mail Ballot Package Labels**

1. Mailing labels are generated through VoterView as follows:
  - a. One mailing label with the voter's name and absentee address (address where mail ballot will be mailed to – could be different than the property address or mailing address in VV).
  - b. 2<sup>nd</sup> label includes the person's name and bar code with their elector ID (this label is placed on Certification Envelope B).
2. Click on Tools-Bulk Print Labels to generate multiple labels at once
  - a. Use Avery Label 5259 for bulk labels
  - b. Once the label is printed it cannot be printed again – important to save labels as a PDF in the event another label needs to be generated
  - c. Once the label is printed, the voter is marked off in the VV as having voted. The voter can now NOT go to another voting location to vote unless VV administrator 'unrecords' the voter in VV.
3. To print labels for individual applications, use Dymo Label printer 450 (labels 30251 – 1 1/8" x 3 1/2")
  - a. Staff will need to manually strike-off voter in Vote By Mail tab as mail ballot package mailed.

#### **Mail Ballot Packages**

Three types of mail ballot packages were prepared and included the following:

1. Registered Elector (resident or non-resident property elector):
  - a. Instructions with 1<sup>st</sup> box checked off
  - b. Secrecy Sleeve A
  - c. Ballot
  - d. Declaration of Person Assisting an Elector to Mark a Ballot (Form 5-4)

- i. Form amended at bottom to include signature of witness vs. PEO
  - e. Certification Envelope B
  - f. Return Envelope C
  - g. Mailing Envelope
2. New Resident Property Elector:
- a. Instructions with 2<sup>nd</sup> box checked off
  - b. Secrecy Sleeve A
  - c. Ballot
  - d. Declaration of Person Assisting an Elector to Mark a Ballot (Form 5-4)
    - i. Form amended at bottom to include signature of witness vs. PEO
  - e. 200M Form
  - f. Solemn Declaration as to Residency and Identity (Form 5-4.2)
  - g. Certification Envelope B
  - h. Return Envelope C
  - i. Mailing Envelope
3. New Non-Resident Property Elector:
- a. Instructions with 3<sup>rd</sup> box checked off
  - b. Secrecy Sleeve A
  - c. Ballot
  - d. Declaration of Person Assisting an Elector to Mark a Ballot (Form 5-4)
    - i. Form amended at bottom to include signature of witness vs. PEO
  - e. Non-Resident Property Elector Application Form
  - f. Consent Form (for multiple property owners)
  - g. Solemn Declaration as to Identity (Form 5-4.3)
  - h. Certification Envelope B
  - i. Return Envelope C
  - j. Mailing Envelope

### **Adjudication of Mail Ballot Packages Received**

1. Each mail ballot package will have an individual bar code.
2. Click Tools->Vote By Mail Adjudication to take you to screen where bar code can be scanned
3. When bar code is scanned, the following information appears:
  - a. Voters name
  - b. Date of birth
  - c. Under Investigation: Y/N
  - d. Provisional: Y/N
  - e. Non-Resident: Y/N
4. Click approve-save if the following is true:
  - a. Certification Envelope B is completed:
    - i. The name matches
    - ii. Address filled out
    - iii. Signature provided



- b. items 3 c, d & e are 'No'
- 5. If the voter is listed as a provisional, they were category 2 or 3 as noted in the "Mail Ballot Packages" section above, a screen will appear when the bar code is scanned advising they are a provisional voter and additional information was provided before their mail ballot package can be approved (200m form was mailed back).

## **I. BALLOT TABULATOR AND PROCESSING MAIL BALLOTS (IN ANTE CHAMBER)**

### **Mail Ballot counting on:**

- Wednesday December 9<sup>th</sup> between 9 am and 12 noon
- Friday December 11<sup>th</sup> between 10am to 12 noon and 1pm to 3pm
- Saturday December 12<sup>th</sup> 10 am to 12 noon, 4pm to 7pm and any remaining ballots at 8pm until completed.
- ***Scrutineers may be present – they must present completed appointment form candidate. They must then sign declaration (Form 5-2).***
- ***Official Agendas may be present – they must present completed appointment form candidate. They must then sign declaration (Form 5-1).***

### **The counting will be done in the Ante Chamber:**

- Ballot Tabulators and ballot boxes are set up (1 table required)
- Each BT has a Machine Attendant (Peggy and ?...)
- On Wednesday, at 8:45 am, the CEO or DCEO will open the two Ballot Tabulators and a 'zero tape' will print.
- The form 'Inspection of Ballot Box' will be completed by 2 witnesses.
- The same 2 people will sign the tape on the BT
- The CEO or DCEO will sign below on the form and tape.
- Affix seals (labels) to close the ballot tabulator. Use tape to secure if necessary.
- Sign the seal.
- The BT will show 'System Ready'.
- The Machine Attendance will start putting mail ballots through the BT.

### **Preparing the Mail Ballots for the Ballot Tabulator:**

- At 9am the CEO and DCEO will take the box of ballots that were opened to 'Envelope B (Certification Envelope)' and APPROVED, remove the secrecy sleeve and ballot and put in a separate box. (need a box)
- After a number of Envelope Bs have been opened, the ballots are shuffled to preserve secrecy.
- The ballots are then fed into the voting tabulator.
- NOTE: some envelopes may not have secrecy sleeves included. These will be processed.
- NOTE: there is a process for ballots that are rejected by the Ballot Tabulator \*\* need a box/envelope for these ballots.

- NOTE: there are some Envelope Bs that have not been approved in VV because they are new Resident or NRP Electors and their application information may be inside Env B.
  - Open Env B and determine if all information has been provided
  - Scan into VV – approve and then put ballot into ballot box

#### **End of Processing ballots:**

- The two ballot tabulators will 'POWER DOWN' so they can be reopened the next time allocated for processing mail ballots.
- **DO NOT 'CLOSE' THE POLL.**
- The Machine Attendant will fill out the 'Certification of Election Official to Number of Voted Ballots on the Ballot Counting Machine' to confirm the number of ballots in the ballot box.
- The CEO also signs this form. It is attached to the Ballot Tabulator.
- Now **Power Down** the Ballot Tabulator.
- Wait until the LED screen is black.
- Now unplug the machine and return to its box.
- Leave the zeros tape affixed to the tabulator
- Put the Ballot tabulator and box of ballots in the vault.
- Next time the ballot tabulator is opened, a 'Status' tape will print.
- Confirm the # of ballots on the form from when the Ballot Tabulator was powered down and what is showing on the LED screen and the tape.
- A witness fills out the form 'Certification of the Number of Voted Ballots' and also signs the tape.
- The CEO also signs the form and tape.
- Ballots can be processed again.

**DO NOT 'CLOSE THE POLLS' UNTIL ALL MAIL BALLOTS HAVE BEEN COUNTED THE EVENING OF DECEMBER 12, 2020**

# 2018 General Election: Mail Ballot Procedures

## STEP 0: Prepare forms and identify supplies (August 2018)

1. Update all mail-ballot related forms, envelopes and other documents (track any changes) and complete the 2018 Election Approval Form, to be approved by a chain of command.

Forms required	VanDoc #
Election Approval Form – Mail Ballot forms	
Election Approval Form – Mail Ballot envelopes	
List of Materials	

## STEP 1: Mail ballot application (August 2018)

1. Create combined online application form for resident electors and NRPEs on the election website.
2. Electors will need to provide an e-mail address in order to apply to vote by mail. For those who do not have e-mail / computer and are applying to 3-1-1, please have agents fill in using the [mailballot@vancouver.ca](mailto:mailballot@vancouver.ca) account.
3. Download the mail ballot application report on a daily basis once the application is posted on the website (recommend three downloads a day 9am, noon, 3pm).
4. Paper applications not used for the 2018 election.

Forms required	VanDoc #
Resident / NRPE Elector Application to Vote by Mail – ONLINE <b>Note: update text in VanDocs once finalized</b>	
<del>Resident Elector Application to Vote by Mail – Form 601.1 (PAPER COPY)</del>	
<del>Non-Resident Elector (NRPE) Application to Vote by Mail – Form 601.2 (PAPER COPY)</del>	

## STEP 2: Requesting to vote by mail (September 19 – October 19 noon)

1. Electors are only able to apply online or through 3-1-1 (provide script and instructions to 3-1-1).
2. Applicants can also access the online application via computers at the City Hall rotunda and Election Office reception counter.

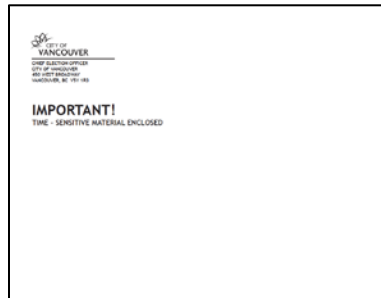
## STEP 3: Tracking applications (September 19 – October 19)

1. Obtain the online application report starting September 19<sup>th</sup> and import to the Mail Ballot Registry daily.
2. Mail Ballot Coordinator will review all applications and confirm whether the elector is registered or non-registered / resident or NRPE in the electronic voters' list and note this in the Mail Ballot Registry.
3. Mail Ballot Coordinator will add non-registered electors as provisional voters in the electronic voters' list and strike them off (if possible) in the electronic voters' list.

Form required	VanDoc Ref #
Mail Ballot Registry	

## STEP 4: Preparing mail ballot packages (August – October 19)

All mail ballot packages will be mailed out in envelopes that say “Important! Time – Sensitive Material Enclosed” (VanDoc Ref #264702 / Dimensions: 10 x 3”):



There are separate packages for:

### A. REGISTERED ELECTORS:

#### 1. Registered Elector (Resident and NRPE)

Form required	VanDoc Ref #
Letter to Registered Voters (A1)	
Mail Ballot Voting Instructions (A1)	
Voting by Mail Ballot / Resident Electors FAQs (A1)	
Ballot (EITHER UEL OR COV – AS APPLICABLE)	
Secrecy Envelope #1, Certification Envelope #2, and Return Envelope #3	
Small pencil	

### B. NON-REGISTERED ELECTORS

#### 1. Non-Registered Resident Elector (and/or elector name/address change)

Form required	VanDoc Ref #
Letter to Non-Registered Resident Elector (B1)	
Application for Registration as a City of Vancouver Resident Elector (Form 101)	
Voting by Mail Ballot / Resident Electors FAQs (B1)	
Non-Registered Resident Mail Ballot Instructions (B1)	
Ballot (EITHER UEL OR COV – AS APPLICABLE)	
Secrecy Envelope #1, Certification Envelope #2, and Return Envelope #3	
Small pencil	

#### 2. Non-Registered NRPE

Form required	VanDoc Ref #
Letter to Non-Registered Non-Resident Property Elector (B2)	
Voting by Mail Ballot / Non-Resident Electors FAQs (B2)	
Application for Registration as a Non-Resident Property Elector (Form 102)	

Consent of Registered Owners for Non-Resident Property Elector Registration (Form 103)	
NRPE Mail Ballot Instructions (B2)	
Ballot <b>(EITHER UEL OR COV – AS APPLICABLE)</b>	
Secrecy Envelope #1, Certification Envelope #2, and Return Envelope #3	
Small pencil	

1. The packages will be labelled with voter's name on the envelope (mail merge labels).
2. Once the labels are printed, the DCEO will issue ballots on an as needed basis. Ballots will need to be folded in a specific manner.
3. Lock mail ballot packages in the file cabinet once ballots are inserted.
4. Strike off all registered electors' in the electronic voters' list.
5. B1 and B2 electors who have been added as provisional voters will not be formally added to the list and recorded as "Voted by Mail" until a completed registration form is received in their mail ballot package.
6. Beginning **October 2<sup>nd</sup>**, mail ballots will be sent out as they are received until noon on October 19<sup>th</sup>.
7. For electors who have requested to pick up their mail ballot package at the Election Office, they will need to fill in the daily a pick-up sign-in sheet included in the Mail Ballot Registry (DOC/2018/276871).

## Envelopes

Reference Document	VanDoc Ref #
Mail Envelope - Important! Time Sensitive	
Return Envelope #3	
Certification Envelope #2	
Secrecy Envelope #1	

## Replacement ballots

If an elector doesn't receive his/her mail ballot, a replacement mail ballot can be issued. Mail Ballot Coordinator must administer a form for the elector to sign and mark it in the Mail Ballot Registry:

Reference Document	VanDoc Ref #
Request for Replacement of Mail Ballot Package – Form 602	

Note: This document can be filled out electronically and emailed back.

## STEP 5: Receiving Completed Mail Ballot Packages (October 2 – 20)

### Secrecy Envelope #1 (Dimensions: 7.5 x 10.5"):

Contains the returned ballot – **Do not open until election night.**

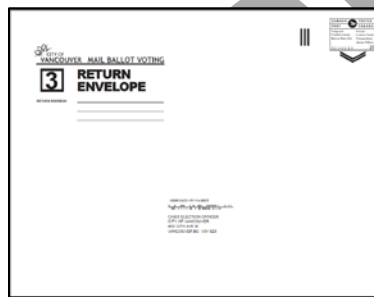


**Certification Envelope #2 ( Dimensions: 9 x 12" ) :**

On which the person voting must record his/her full name, residential address, and a declaration of entitlement to vote by mail stating that he/she has not previously voted in the election. **This envelope contains Envelope #1. Open Envelope #2 as they are received.-**

**Return Envelope #3 (Dimensions: 10 x 3"):**

On which the address of the CEO at City Hall is printed and **contains Envelopes #1 and #2** above and, if applicable, the registration application for either a resident elector or NRPE. Open Envelope #3 as they are received.



**Note:** The postal code on Envelope #3 (V5Y 9Z9) is correct for return prepaid postage and the bar code above the mailing address with V5Y 1V4 is the correct reference for Canada Post. This is how Canada Post keeps track of the prepaid envelopes delivered back to the City Election Office for billing under the different post code of V5Y 9Z9.

**Steps to follow upon receipt of Return Envelope #3**

1. Date stamp Envelope #3 on the day it is received and store it in the mail ballot box in cage 7.
2. Mail Ballot Coordinator will
  - a. Open Envelope #3
  - b. Record date of receipt in the Mail Ballot Registry and update the reconciliation tab.
  - c. Check the tracking document to confirm whether or not the voter was required to complete a registration form and whether they are a resident elector or NRPE.
    - ☐ If **NO** – Proceed to step #3.
    - ☐ If **YES and Resident Elector** – Review resident elector registration form for completion of mandatory fields and the signature of both the elector and a witness.

At the bottom of the form, under “*ELECTION OFFICIAL USE ONLY*”, write “MAIL BALLOT – WITNESS VERIFIED ID”.

- ☐ If **YES and NRPE** – Review the completed registration form for completion of mandatory fields, signature of elector and witness, copy of proof of ownership, and consent form (if required - check Tempest).
  - If all registration components have been completed accurately, enter the voter into the electronic voters’ list and strike them off. File paper registration forms in the envelopes: “*Completed Registrations ONLY for Resident Electors*” or “*Completed Registrations ONLY for Non-Resident Property Electors (NRPE)*”.
- 3. Remove Certification Envelope #2 (the front of the envelope must be completely filled out and signed), but do not open it. Mail Ballot Coordinator must **accept** or **reject** the certification envelope.
  - ☐ **To accept the certification envelope** – all requirements have been met, the Mail Ballot Coordinator is satisfied as to the identity and entitlement to vote of the elector, and the certification is complete (including the registration form if required). Mark envelope as “Accepted” and place unopened envelope into the Accepted Box. (Enter action in the Mail Ballot Registry) Note: Accepted certification envelopes are only opened after 12:00 pm on October 19<sup>th</sup> to remove the secrecy ballot.
  - ☐ **Reject certification envelope if:**
    - a. Not satisfied as to the identity and entitlement to (code: I/E)
    - b. Not satisfied as to completeness of certification (code: CERT)
    - c. For new registrations, not satisfied that the voter has fulfilled requirements of section 28 of Vancouver Charter (code: REG)
    - d. Received outer envelope after 8:00 pm on general voting day (code: LATE)
- If rejected:**
  - a. Do not open the certification envelope
  - b. Mark the envelope as “rejected” along with the rejection codes
  - c. Note the reason for the rejection in the Mail Ballot Registry (rejection codes are listed on a separate page)
  - d. Put the unopened envelope in the Rejected Box in the cage. All certification envelopes must be secured in the cage until 8:00 pm on election night

## STEP 6: Mail Ballot Closing Procedures for October 20

1. Prepare a team to manage the opening of the ballot envelopes and feeding them into ballot tabulators. Staff will use two tabulators on Election Night
2. Check the mail box at City Hall at 8:00 pm to ensure that all mail ballots have been received.
3. After 8:00 pm on election night, all accepted ballots are opened

On Election Night, the following procedures are used for the counting of votes in the election warehouse for Advance and Mail Ballots.

### Summary

Between 8:00 pm and approximately 10:30 pm on election night, all of the ballot tabulating units (BALLOT TABULATORS) are delivered by PEOs to Election Central (City Hall – Revenue Services area)

except for the BALLOT TABULATORS used for Advance (2) and Mail Ballots (2), which are stored in the election warehouse. They are delivered to Election Central by election office staff once the tabulation of results has been completed. Chain of custody is established for all units.

## Legal requirements

In addition to the requirements outlined in the Election Night Voting Accumulation Procedure document, the duties of the Chief Election Officer (Election Bylaw No. 9070) include:

*6.29 After close of voting on general voting day, the Chief Election Officer must:*

- a) To the extent that subsections (c) to (g) of 6.28 apply to advance and special voting opportunities, direct an election official to proceed in accordance with those provisions; and*
- b) Direct an election official to insert all mail ballots into a vote counting unit for counting, after which subsections (b) to (k) of 6.28 are to apply to the extent they are applicable.*

## Timing

Reporting of results for Mail Ballots takes place in the second floor boardroom, commencing at 8:00 pm on election night.

## Voting Tabulation & Accumulation Procedures

### Lead:

### Assistants:

1. Retrieve all returned mail ballots from the brass mail box at City Hall up until 8:00 pm on Election Night. (Check with Security throughout the day to see if there are any to pick up and have runners bring to the Election Office.)
2. From the Mail Ballot Registry, note down the number of accepted ballots (Certification Envelopes) and unused/unaccounted for (rejected + not picked up + unreturned) ballots. This will be needed for completing the Statement of Ballot Account.
3. Bring "Accepted" Certification Envelopes in their box(es) upstairs to the warehouse area. **Note: Do not open any rejected certification envelopes.**

### Warehouse Procedures:

1. Prior to Election Day, set up tables and chairs for assistants to open all the envelopes. Put 4 boxes on the tables:
  - 1 for opened/empty Certification Envelopes (Box 1)
  - 1 for unopened Secrecy Envelopes (Box 2)
  - 1 for opened/empty Secrecy Envelopes (Box 3)
  - 1 for ballots to be cast into the tabulator (Box 4)



2. If scrutineers are present, take their appointment forms and set them aside. Swear in scrutineers using the Declaration of Secrecy form. Candidates who are present do not need to provide forms, but must be sworn in.
3. Take BALLOT TABULATORS out of locked cage before 8:00 pm and set them up on top of the ballot boxes.
  - Follow the printed BALLOT TABULATOR opening instructions included with the security key.
  - Print ZEROS TAPE from each tabulator and sign them with one other Assistant (and any scrutineers that want to). **DO NOT TEAR OFF THE ZEROS TAPE.**
  - Fold or roll the ZEROS TAPE so that it sits on top of the BALLOT TABULATOR and does not fall off.
4. At 8:00 pm, open Certification Envelopes and remove the Secrecy Envelopes. Place empty Certification Envelopes in Box 1 and Secrecy Envelopes in Box 2.
  - Different assistants must open Secrecy Envelopes and place empty Secrecy Envelopes in Box 3 and ballots into Box 4.
  - Different assistants would then insert ballots into the BALLOT TABULATORS.
5. Follow procedures to override blank or over-voted ballots (if required).
6. Proceed to closing procedures once all ballots have been casted.

## CLOSING PROCEDURES

### Closing the Ballot Tabulators

1. Follow the printed BALLOT TABULATOR closing instructions included with the security key.
2. After casting all ballots into the tabulators, generate the 4 results tapes for each BALLOT TABULATOR and cut between Results Tape 1 and 2, 2 and 3, & 3 and 4 (**the ZEROS TAPE remains attached to Results Tape 1**). Lead signs each of the results tapes along with one other Assistant. (Allow scrutineers to sign each tape if desired.)
3. Once the BALLOT TABULATORS have printed four copies of the results tape, press the **No** button when asked whether you would like to print more copies of the results tape.
4. The screen will return to the Administrative Menu. Turn off the BALLOT TABULATORS by pressing the **Power Down** button. The screen will ask "Are you certain you wish to shut down tabulator". Press the **Yes** button and they will automatically shut down.
5. Return BALLOT TABULATORS (includes Results Tape #4) and PEO Portfolio (includes Results Tape #2 & yellow Statement of Ballot Account) to Election Central at City Hall (12<sup>th</sup> Ave entrance).
6. Lock the ballot transfer cases (includes Results Tape #1 & white Statement of Ballot Account), spoiled ballots case, and unused ballots case (includes Results Tape #3) in Cage #3.

**Note:** BALLOT TABULATOR units are brought into Election Central as quickly as possible after results procedures are completed.

### Preparing the Statement of Ballot Account

#### **Advance:**

Statement of Ballot Accounts are prepared for signature by the Advance PEO on the last day of advance voting and finalized upon their return to the warehouse (figures are taken from the ballot reconciliation worksheet).

#### **Mail Ballot:**

Refer to Page 107 in the PEO manual for detailed instructions. Mail ballots that were rejected, not picked up, and not received are to be added in Box G (Unaccounted for ballots).

### Preparing the Results Tapes for Mail Ballots

All results tapes must be signed by the Lead and 1 Assistant/Election Official.

1. **1st Results Tape (attached to Zeros Tape):** Place into the *Results Tape Envelope* in the CASE 1 of \_ BALLOT TRANSFER CASE. Do not seal envelope until the white copy of the Statement of Ballot Account is also inside.
2. **2nd Results Tape:** Place into the *Results Tape Envelope* in the PEO Portfolio. Do not seal envelope until the yellow copy of the Statement of Ballot Account is also inside.
3. **3rd Results Tape:** Place into the *Results Tape Envelope* with unused ballots. There is no box designated for unused ballots so use a ballot transfer case and mark as “UNUSED BALLOTS”
4. **4th results tape:** Place into the *Results Tape Envelope* for each ballot tabulator (2) and put them with the corresponding ballot tabulators in their carrying cases.

### Preparing the Transfer Cases for Mail Ballots

1. **BALLOT TRANSFER CASE (Cast Ballots):**
  - Remove the voted ballots from inside the ballot box and stack them in the ballot transfer case(s), marking each with the correct numerical sequence, e.g., Case 1 of 4, 2 of 4, etc. Use as many transfer cases as necessary. Each case holds approximately 300 ballots.
  - Place the 1<sup>st</sup> Results Tapes (still attached to the zeros tape) and white copy of the Statement of Ballot Account form (together in a sealed Results Tape Envelope) in CASE 1 OF \_ BALLOT TRANSFER CASE.
2. **SPOILED BALLOT TRANSFER CASE:** Holds all spoiled ballots (does not include any results tapes).
3. **UNUSED BALLOTS:** Place all unused ballots in the transfer case marked with “UNUSED BALLOTS” along with the 3<sup>rd</sup> Results Tapes.
- Seal all transfer cases with the signed tamper-proof seal. The Lead and 1 Assistant must sign all the seals so that the case cannot be re-opened without breaking the seal. Any scrutineer present may also sign the seals.

### Preparing the PEO Portfolio for Mail Ballots

- Yellow copy of the Statement of Ballot Account and 2nd Results Tapes (together in sealed Results Tape Envelope)
- Envelopes with information on the front filled in:
  - “Completed Registrations ONLY for Resident Electors” Envelope

- “Completed Registrations ONLY for Non-Resident Property Electors (NRPE)” Envelope
- “All OTHER Signed Forms/Documents” Envelope
- Key for ballot tabulator

Reference Document	VanDoc Ref #
Statement of Ballot Account	

## STEP 7: Mail Ballot Final Report

Reference Document	VanDoc Ref #
Mail Ballot Final Report	

## Mail-in Ballot Instructions

The Mail-in ballot package you received includes the following as shown in figure #1:

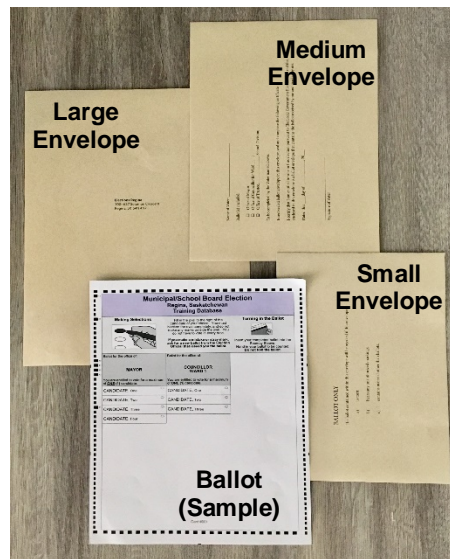


Figure #1

1. Using a blue or black pen **only**. Follow the instructions that are on the ballot to mark your choice for each race.
2. Once the ballot is marked, fold the ballot in half as shown in figure #2.

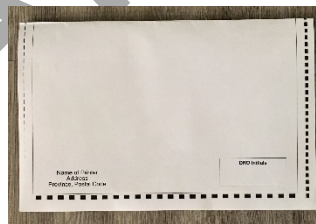


Figure #2

3. Insert the folded ballot into the small envelope (see Exhibit A in figure #3 on the back of this sheet). Seal the envelope.
4. Insert the sealed small envelope into the medium envelope (see Exhibit B in figure #3). Seal the envelope. Sign and date on the front of the medium envelope.
5. Insert the sealed and signed medium envelope into the large envelope (see Exhibit C in figure #3). Seal the envelope. Write your return address on the large envelope.
6. A prepaid envelope for return postage is included in this package; however, it is recommended that you use Registered Mail or an alternative form of mail tracking system to mail in your ballot. Mail-in ballots must be received at the Elections Regina

## Mail-in Ballot Instructions

office by 8 p.m. on Election Day (November 9); ballots received later than this deadline will be deemed spoiled.

7. Return postage by registered mail for submitting a Mail-in ballot is not covered by Elections Regina.

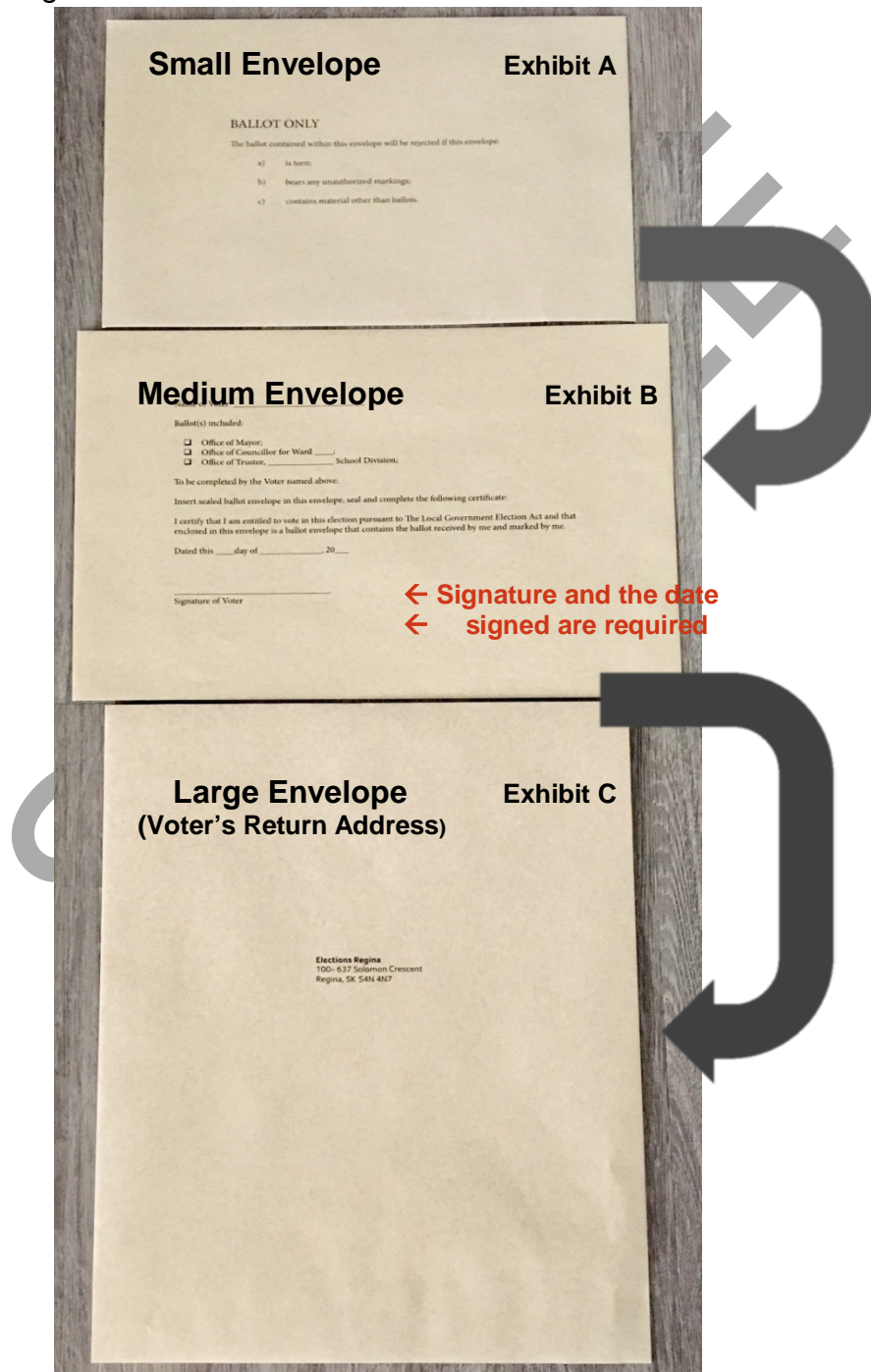


Figure #3