

CITY OF TERRACE

MAIL BALLOT VOTING PROCEDURES

Availability of Mail Ballot Voting:

Mail ballot voting is available for people who have a physical disability, illness, or injury that affects their ability to vote at another voting opportunity; or for people who expect to be absent from the City of Terrace on General Voting Day and on the days of all advance voting opportunities.

Notice of the opportunity to vote by mail ballot will be included in the Notice of Election and will be published in two issues of the local newspaper.

Application Procedure:

A person meeting the above criteria, and wishing to vote by mail ballot, must submit an application for a mail ballot package to the Chief Election Officer.

Applications can be made in person at City Hall, by mail, by fax or by email and must include the following information:

- (a) the name and address of the elector applying for the mail ballot package;
- (b) a declaration saying that the elector is eligible to vote in the election;
- (c) a declaration saying why the elector is eligible to vote by mail; and
- (d) whether the mail ballot package is to be delivered to the elector by regular mail or whether the mail ballot package will be picked up from City Hall.

If the elector is not already included on the List of Registered Electors they must submit an application to register with their mail ballot application or when they return their completed ballots in order for the ballots to be considered valid.

Applications for mail ballot voting must be submitted no later than 4:30 p.m. on the last Friday before the first Advanced Poll if the package is to be mailed or no later than 4:30 p.m. on the Thursday immediately prior to General Voting Day if the package is to be picked up. It is the **obligation of the elector** to ensure that the completed mail ballot is received by the Chief Election Officer by the close of voting on General Voting Day.

Once an application for mail ballot voting has been received the Chief Election Officer or designate will make available, either in person or by mail, a mail ballot package as specified in Section 100(7) of the *Local Government Act*.

Mail Ballot Package:

The mail ballot package will contain the following:

- (a) ballot(s);
- (b) secrecy envelope(s);
- (c) certification envelope;
- (d) return envelope;
- (e) mail ballot voting instructions (see attached Schedule 'A');
- (f) application to register as a resident or non-resident elector (if applicable);
and
- (g) consent form for a non-resident elector (if applicable).

The voting procedure is explained in the mail ballot voting instructions (Schedule 'A').

The certification envelope includes a declaration to be signed by the elector stating that the mail ballot elector is entitled to be registered as an elector, is entitled to vote by mail, and has not previously voted in the election and will not afterwards vote again in the election.

Record Keeping:

The applicant's information will be recorded on the List of Mail Ballot Electors which will include the name and address of the elector. The List of Mail Ballot Electors will be made available for public viewing, upon request and upon the person signing a statement that the person will not inspect the list except for the purposes of the *Local Government Act*.

Challenge of Mail Ballot Elector:

A person exercising the right to vote by mail ballot can be challenged, in accordance with and on the grounds specified in Section 116 of the *Local Government Act*, until 4:00 p.m. on the Thursday immediately prior to General Voting Day.

The provisions of Section 116(2) to (5) inclusive of the *Local Government Act* will apply where a challenge of an elector using mail ballot has been made.

Elector's Name Already Used:

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 the elector's name, the provisions of Section 117 of the *Local Government Act* will apply, so far as applicable.

Replacement of Spoiled Ballot:

Where an elector unintentionally spoils a mail ballot before returning it to the Chief Election Officer, the elector may request a replacement ballot by advising the Chief Election Officer or designate of the ballot spoilage and by mailing or otherwise delivering by an appropriate means, the spoiled ballot package in its entirety to the Chief Election Officer or designate.

It is the **obligation of the elector** to ensure that the replacement mail ballot is received by the Chief Election Officer by the close of voting on General Voting Day in order to be considered valid.

Upon receipt of the spoiled ballot package the Chief Election Officer will mark the ballot package as "spoiled" and retain the spoiled ballot for including in the ballot account as per Section 131 of the *Local Government Act*.

Receipt of Mail Ballots:

Upon receipt of the outer envelope and its contents, the Chief Election Officer or designate will immediately record the date of receipt and will then open the outer envelope and remove and examine the certification envelope and the completed elector registration application (if applicable).

If satisfied the certification envelope and the elector registration application (if applicable) appear to have been completed correctly the sealed certification envelope will be placed in a ballot box specified for mail ballots only.

Ballot Acceptance or Rejection:

At the close of voting on General Voting Day the ballot box containing the mail ballot certification envelopes will be opened by the Chief Election Officer or other presiding election official in the presence of at least one other person. The certification envelopes and the ballots they contain will all be examined and if accepted the mail ballots will be combined with ballots in other ballot boxes for counting, as per Section 127(2)(e) of the *Local Government Act*.

If a certification envelope is not complete or does not meet the requirements of Section 100(7) and (8) of the Local Government Act, the mail ballot will be marked "rejected" with an explanation for the rejection.

Mail ballots will be "accepted" or "rejected" based on the criteria specified in Section 129 of the *Local Government Act*.

SCHEDULE 'A'

City of Terrace
 Chief Election Officer
 c/o 3215 Eby Street
 Terrace, B.C. V8G 2X8
 Phone: 250-638-4722 or 250-635-1907
 hnunn@terrace.ca

**2011 LOCAL GENERAL ELECTION****MAIL BALLOT VOTING INSTRUCTIONS**

READ AND FOLLOW THESE VOTING INSTRUCTIONS CAREFULLY. THEY ARE DESIGNED TO KEEP YOUR VOTE SECRET AND TO ENSURE THAT YOUR BALLOTS ARE NOT SPOILED. BY LAW, A SPOILED BALLOT CANNOT BE COUNTED.

To ensure that your ballots are received prior to the voting deadline, **your completed ballots must be mailed or delivered personally or by courier to Terrace City Hall to be received no later than 4:00 p.m., Pacific Standard Time, on Friday, November 18, 2011 or delivered personally or couriered to the Chief Election Officer at Caledonia Senior Secondary School, 3605 Munroe Street, Terrace, B.C., to be received no later than 8:00 p.m., Pacific Standard Time, on Saturday, November 19, 2011.** Remember that by law, late ballots cannot be counted. Please note that the voting deadline falls on a Saturday, when there is no regular mail delivery.

Your kit should contain these items:	Steps to complete the voting process:
1. 2 ballots (one for Mayor and one for Councillors)	1. Fill in the ballots provided, preferably using a dark pencil or black pen (no red ink or highlighter). Mark the circle next to the name of the candidate(s) of your choice with an X . DO NOT WRITE ANYTHING ELSE ON THE BALLOT.
2. 2 Secrecy Envelopes (marked "Secrecy Envelope – Mayor" and "Secrecy Envelope – Councillors")	2. Fold the completed ballots and insert them into the appropriate secrecy envelope (only one ballot per envelope). DO NOT PLACE ANYTHING ELSE IN THESE ENVELOPES. Seal the secrecy envelopes.
3. A Certification Envelope (with Voter Declaration to be signed)	3. Place the sealed secrecy envelopes inside the certification envelope. Complete and SIGN the Voter Declaration on the front of the certification envelope. Seal the certification envelope.
4. A Return Envelope (addressed to the Chief Election Officer)	4. Place the sealed certification envelope into the return envelope. Seal the return envelope. Deposit the return envelope in the mail (affix proper postage), hand deliver, or deliver by courier as explained above.

NOTE: If your name is not on the List of Registered Electors, and you did not register as part of the mail ballot voting application process, we have also included an application to register as a resident elector or a non-resident property elector (depending on which applies to you). If you are a non-resident property elector, and there is more than one property owner, a consent form has also been attached and must be completed and submitted if you have not already done so. **This completed application and supporting documentation (if applicable) must be included in the return envelope with your ballots in order for your ballots to be counted.**

REMEMBER: IT IS YOUR RESPONSIBILITY TO ENSURE THAT YOUR COMPLETED BALLOTS ARE RECEIVED BY THE CHIEF ELECTION OFFICER BEFORE 8:00 P.M. ON SATURDAY, NOVEMBER 19, 2011, IN ORDER FOR YOUR BALLOTS TO BE COUNTED.