

School District No.59 (Peace River South)
MAIL BALLOT AUTHORIZATION AND PROCEDURE
BYLAW NO. 2022-02

WHEREAS pursuant to the *Local Government Act*, the Board of Education of School District No. 59 (Peace River South) may, by bylaw, permit voting by mail ballot and establish procedures therefore;

NOW THEREFORE the Board of Education of School District No. 59 (Peace River South) in open meeting, enacts as follows:

1. CITATION

- 1.1 This bylaw may be cited as “Mail Ballot Authorization and Procedure Bylaw No. 2022-02”.

2. AUTHORIZATION

As authorized under section 110 of the *Local Government Act*, voting may be done by mail ballot and registration of election may be done by mail in conjunction with mail ballot voting.

- 2.1 Where the municipality(s) is conducting an election on behalf of the Board of Education, the mail ballot voting procedures of the municipality will be followed.
- 2.2 Voting by mail ballot and elector registration by mail in conjunction with mail ballot voting are hereby authorized.
- 2.3 Procedures for mail ballot voting and registration are established by separate bylaw.
- 2.4 The Chief Election Officer may establish time limits in relation to mail ballot voting.

3. APPLICATION PROCEDURE

- 3.1 A person wishing to vote by mail ballot shall apply by giving their name and address to the Chief Election Officer or to the person designated by the Chief Election Officer for such purposes, during the period commencing 7 days before the first day of advance voting and ending at 4:00 pm on the Thursday two days before general voting day.
- 3.2 Upon receipt of a request for a mail ballot, the Chief Election Officer or designate shall, between the first day of advanced voting and 4:00 pm on the Thursday two days before general voting day:
- i. make available to the applicant, a mail ballot package as specified in the *Local Government Act*;
 - ii. immediately record and, upon request, make available for inspection:
 - a) the name and address of the person to whom the mail ballot package was issued; and
 - b) the number of the voting division in which the person is registered as an elector, or “new elector”, if that person is not on the register of electors.

4. VOTING PROCEDURE

- 4.1 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.
- 4.2 After marking the ballot, the elector shall:
- i. place the ballot in the secrecy envelope provided and seal the secrecy envelope;
 - ii. place the secrecy envelope in the certification envelope, and complete and sign the certification printed on such envelope, and then seal the certification envelope;
 - iii. place the certification envelope, together with a completed elector registration application, if required, in the outer envelope, and then seal the outer envelope;
 - iv. mail, or have delivered, the outer envelope and its contents to the Chief Election Officer at the address specified so that it is received no later than the close of voting on general voting day.

5. BALLOT ACCEPTANCE OR REJECTION

- 5.1 Until 4:00 pm on the Thursday two days before general voting day, upon receipt of the outer envelope and its contents, the Chief Election Officer or designate shall immediately record the date of such receipt and shall then open the outer envelope and remove and examine the certification envelope and the completed elector registration application, if applicable, and if satisfied as to:
- i. the identity and entitlement to vote of the elector whose ballot is enclosed; and
 - ii. the completeness of the certification; and
 - iii. the fulfilment of the requirements of the *Local Government Act* in the case of a person who is registering as a new elector;
- 5.2 The Chief Election Officer or designate shall mark the certification envelope as “accepted,” and shall retain in their custody all such certification envelopes in order to deal with any challenges made in accordance with Section 6 of this bylaw.
- 5.3 The unopened certification envelopes shall remain in the custody of the Chief Election Officer or designate until 4:00 pm on the Thursday two days before general voting day, at which time the certification envelopes containing the secrecy envelopes shall be opened in the presence of at least one other person, including any scrutineers present.
- 5.4 At 4:00 pm on the Thursday two days before general voting day, the Chief Election Officer or designate shall place all secrecy envelopes received up until that time into a ballot box specified for such purpose, where such secrecy envelopes were received from persons whose right to vote using a mail ballot has not been challenged, or where such challenge has been resolved and the challenged person permitted to vote.
- 5.4 Where an outer envelope and its contents are received by the Chief Election Officer or designate between 4:00 pm on the Thursday two days before general voting day and the close of voting on general voting day, the provisions of Section 5.1 of this bylaw with regard to ballot acceptance shall apply and the Chief Election Officer or designate shall retain such envelopes in their possession until the close of voting and

at that time shall open such certification envelopes in the presence of at least one other person, including any scrutineers present, and place the secrecy envelope containing the ballot into the ballot box containing the other unopened secrecy envelopes.

5.5 As soon as possible after all of the secrecy envelopes have been placed in the ballot box designated for that purpose, the ballot box shall be opened under the supervision of the Chief Election Officer or designate, and in the presence of at least one other person and any scrutineers present, the secrecy envelopes shall be opened and the ballots contained therein counted in accordance with the provisions of the *Local Government Act*.

5.6 Where:

- i. upon receipt of an outer envelope, the Chief Election Officer is not satisfied as to the identity of the elector whose ballot is enclosed; or
 - ii. in the case of a person required to complete an application for registration as an elector, such application has not been completed in accordance with the *Local Government Act*; or
 - iii. the outer envelope is received by the Chief Election Officer or designate after the close of voting on general voting day;
- the certification envelope shall remain unopened and the Chief Election Officer shall mark such envelope as “rejected”, and shall note the reasons therefore, and the ballot contained therein shall not be counted in the election.

5.7 Any certification envelopes and their contents rejected in accordance with Section 5.6 of the bylaw shall remain unopened and shall be subject to the provisions of the *Local Government Act* with regard to their destruction.

6. CHALLENGE OF ELECTOR

6.1 A person exercising the right to vote under the provisions of this bylaw may be challenged in accordance with and on the grounds specified in the *Local Government Act*, until 4:00 pm on the Thursday two days before general voting day.

6.2 The provisions of the *Local Government Act* shall apply where a challenge of an elector using a mail ballot has been made.

7. ELECTOR'S NAME ALREADY USED

7.1 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 the *Local Government Act* shall apply, so far as applicable.

8. REPLACEMENT OF SPOILED BALLOT

8.1 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 any appropriate means, the spoiled ballot package in its entirety to the Chief Election Officer or designate.

8.2 The Chief Election Officer shall, upon receipt of the spoiled ballot package, record such fact, and proceed in accordance with Section 3.2 of this bylaw.

9. TITLE

This bylaw may be cited as “School District No. 59 (Peace River South) Mail Ballot Authorization and Procedure Bylaw No. 2022-02”

10. REPEAL

“School District No59 (Peace River South) Mail Ballot Voting Bylaw No. 2018-05 is hereby repealed.”

Date of first reading: May 18, 2022

Date of second reading: May 18, 2022

Date of third reading: May 18, 2022

Date of adoption: May 18, 2022

Signatures:



Chad Anderson, Board Chair



Melissa Panoulis, Secretary-Treasurer