TOWNSHIP OF SPALLUMCHEEN

BYLAW 2191, 2026

A bylaw to permit mail ballot voting

WHEREAS pursuant to Section 110 of the *Local Government Act*, Council may, by bylaw, permit voting by mail ballot and establish procedures therefore;

NOW THEREFORE the Council of the Township of Spallumcheen, in open meeting, enacts as follows:

1. CITATION

1.1 This bylaw may be cited as "Township of Spallumcheen Mail Ballot Authorization and Procedure Bylaw 2191, 2026".

2. AUTHORIZATION & DEFINITIONS

2.1 Voting may be done by mail ballot and registration of election may be done by mail in conjunction with mail ballot voting.

2.2 The Chief Election Officer may establish the time limits in relation to voting by mail.

2.3 In this bylaw,

"Applicant" means an elector who wants to vote by mail and make a request for a mail ballot;

"Authorized Person" means a person that the applicant has authorized, on the applicant's behalf, to:

(a) pick up a mail ballot package; or

(b) drop off a completed mail ballot package.

"Chief Election Officer" means the person who has overall responsibility for the administration of the election and their deputies.

"Register of Mail Ballots" means the records that the Chief Election Officer must keep in order to address any challenges to an elector's right to vote.

2.4 The definitions contained in the *Local Government Act* shall apply in this bylaw.

3. APPLICATION PROCEDURE

3.1 An applicant 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 following periods:

(a) commencing seven (7) days before the first day of advance voting; and

(b) ending at 4:00 pm on the Thursday, two (2) 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 time the ballots are ready and 4:00 pm on the Thursday, two (2) days before general voting day:

(a) make available to the applicant, a mail ballot package which contains:

(i) the content set out in section 110(7) of the *Local Government Act*;

(ii) additional instructions; and

(iii) a statement advising the elector that:

a. the elector must meet the eligibility to vote criteria, and

b. the elector must attest to such fact; and

(b) record in the Register of Mail Ballots and, upon request, make available for inspection:

(i) the name and address of the elector to whom the mail ballot package was issued; and

(ii) the number of the elector, the number of the voting division in which the person is registered as an elector, or "new elector", if that person is not registered as an elector; and

(iii) the name and address of an Authorized Person; and

(iv) any other information that the Chief Election Officer deems helpful to maintain the register of mail ballots.

3.3 As per the Applicant's direction, the Chief Election Officer may distribute the mail ballot package in any of the following ways:

(a) sending the mail ballot package by Canada Post;

(b) sending the mail ballot package by courier at the expense of the applicant;

(c) having the mail ballot package picked up by the Applicant at a designated time and location; or

(d) having the mail ballot package picked up by an Authorized Person at a designated time and location.

3.4 The Chief Election Officer may request that the Authorized Person show identification and sign a form before providing the Authorized Person with the mail ballot package.

3.5 The Chief Election Officer may establish authorized mail ballot drop off locations.

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:

(a) place the ballot in the secrecy enclosure provided and secure their ballot in the secrecy enclosure;

(b) place the secrecy envelope in the certification envelope, and complete and sign the certification printed on such envelope, and then seal the certification envelope;

(c) place the certification envelope, together with a completed elector registration application, if required, in the outer envelope, and then seal the outer envelope;

(d) 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.

4.3 An elector voting by mail ballot must return the completed mail ballot package to:

(a) the address printed on the return envelope included in the mail ballot package, or

(b) an authorized drop-off location, as authorized by the Chief Election Officer, if any, in order to be counted for an election, before the close of voting on general voting day.

4.4 It is the elector's responsibility to ensure that the mail ballot is received before the close of voting on general voting day.

5. BALLOT ACCEPTANCE OR REJECTION

5.1 Until 4:00 pm on the Thursday two (2) days before general voting day, the Chief Election Officer shall, upon receipt of the outer envelope and its contents:

(a) Immediately record the date of receipt in the Register of Mail Ballots; and

(b) Open the return envelope.

5.2 When the Chief Election Officer examines the certification envelope, the Chief Election Officer shall:

(a) confirm the identity of the elector as an Applicant on the Register of Mail Ballots;

(b) determine the fulfilment of the requirements in section 70 of the *Local Government Act* and the completeness of any application to register, if required; and

(c) determine the completeness of the certification envelope.

5.3 If the Chief Election Officer is satisfied that the elector has met the requirements in section 5.2, the Chief Election Officer shall:

(a) mark the certification envelope as "accepted";

(b) place the accepted certification envelope with the other certification envelopes.

5.4 If the Chief Election Officer determines that:

(a) the applicant has not satisfied the Chief Election Officer as to their identity – or

(b) the elector has not completed the application to register properly;

the Chief Election Officer shall mark the certification envelope as "rejected and set aside the rejected certification envelope unopened.

5.5 The Chief Election Officer shall retain in their custody all opened and unopened certification envelopes duly secured.

5.6 After 4:00 pm time on the Thursday, two (2) days before general voting day, the Chief Election Officer, in the presence of at least one (1) other person, including any candidate representatives, shall:

(a) deal with any challenges to the electors by mail involving the accepted certification envelopes;

(b) open the certification envelopes;

(c) remove the secrecy enclosures containing the ballots; and

(d) place the secrecy enclosure containing the ballot in the ballot box (if manual count) or open the secrecy envelope and run the ballot through the vote counting unit).

5.7 If the Chief Election Officer receives a return envelope with its contents after 4:00 pm time on the Thursday two (2) days before general voting day but before the close of general voting, the Chief Election Officer shall:

(a) handle those return envelopes in accordance with sections 5.1 at the time that the Chief Election Officer receives the return envelopes;

(b) retain all accepted certification envelopes until the close of general voting day;

(c) process the accepted certification envelopes in accordance with sections 5.2 to 5.5 after the close of general voting day.

5.8 As soon as possible after all of the secrecy enclosures have been placed in the ballot box, in the presence of at least one (1) other person and any candidate representatives, the Chief Election Officer shall supervise:

(a) the opening of the ballot box;

(b) the opening of the secrecy envelopes and

(c) the counting of the ballots in accordance with the provisions of the *Local Government Act* or the Township of Spallumcheen Automated Vote Counting Systems Authorization and Procedure Bylaw No. 2189, 2026.

(d) If the ballot is returned by the vote counting unit, the re-insertion of the returned ballot into the vote counting unit using the ballot return override procedure to count any acceptable marks which have been made correctly.

5.9 If the Chief Election Officer receives a return envelope with its contents after the close of general voting day, the Chief Election Officer shall:

(a) mark the return envelope as "rejected";

(b) indicate the reason why the return envelope was rejected on the return envelope; and

(c) place the unopened return envelope with the other rejected return envelopes.

6. CHALLENGE OF ELECTOR

6.1 A person who qualifies under section 126 of the *Local Government Act* may challenge the right of a person to vote by mail ballot on the grounds set out in section 126 of the *Local Government Act* up until 4:00 pm time on the Thursday two (2) days before general voting day.

7. ELECTOR'S NAME ALREADY USED

7.1 If, 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 Chief Election Officer shall comply with section 127 of the *Local Government Act.*

8. REPLACEMENT OF SPOILED BALLOT

8.1 If an elector unintentionally spoils a mail ballot before returning it to the Chief Election Officer, the elector may request a replacement ballot by:

(a) advising the Chief Election Officer of the ballot spoilage; and

(b) mailing or otherwise delivering by any appropriate means, the spoiled ballot package in its entirety to the Chief Election Officer.

8.2 Upon receipt of the spoiled ballot package, the Chief Election Officer shall, record such fact, and proceed in accordance with Part 4 of this bylaw.

9. REPEAL BYLAWS

Upon adoption of this bylaw, "Township of Spallumcheen Mail Ballot Authorization and Procedure Bylaw 1717, 2008" and amendments thereto are hereby repealed.

READ A FIRST TIME THIS	13 DAY OF APRIL 2026
READ A SECOND TIME THIS	13 DAY OF APRIL 2026
READ A THIRD TIME THIS	13 DAY OF APRIL 2026
ADOPTED THIS	4 DAY OF MAY, 2026.

Certified Correct:

Corporate Officer

Mayor (ACTING)