



## TOWN OF QUALICUM BEACH

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May 14, 2021

Dear Candidate:

### 2021 By Election

The “Big Day” is almost here! We had a great turnout for the Advance Voting! By the end of two days of advance voting (May 5 and May 12) a total of 1,489 electors had cast their ballots. We have now received and processed over 800 mail ballots and will continue to update the Mail Ballot Registry as ballots are received.

Before General Voting Day, May 15, 2021, I wanted to share some reminders and information with you:

#### 1. SIGNAGE

No campaign signs are permitted within 100 m of the Voting Place. This limits signage on Jones Street between Fern Road W. and Fourth Ave. W. Before Saturday, please have any offending signs removed to comply, and reference the drawing provided in your nomination package before installing any new signs in the area of the Voting Place.

#### 2. CANDIDATE ATTENDANCE AT VOTING PLACES

Other than for the purpose of voting, a candidate must not be present at a voting place while voting proceedings are being conducted. If you did not vote in the Advance Voting, you are, of course, entitled to vote on General Voting Day but it would be appreciated if you would vacate the Voting Place and immediate area for the balance of the Voting Day, immediately after voting and discourage anyone from stopping to chat with you within 100 m. of the Voting Place. Your assistance in this manner will minimize any opportunity for someone to allege the election campaign offence of campaigning near the Voting Place. It is an offence for anyone (not just candidates!) to engage in campaigning and other activities that show support for one candidate over another within 100 metres of a voting place.



### 3. PROVIDING RIDES TO THE VOTING PLACE

The Province has included advice in two of their brochures (Candidate's Guide to Local Elections in BC and Guide to Supporting a Candidate) regarding providing rides to the Voting Place. The brochures set out election campaign offences (vote-buying, campaigning near a voting place) and conduct at voting places, we encourage you to read the brochures, in full, if you have not already. As noted above, a candidate may only be within 100 metres of the Voting Place for the purpose of casting their own ballot. Anyone else providing rides must not recommend any one candidate to a voter, or create an obligation on the elector, whether overt or implied, to vote for certain candidates; otherwise it could be considered vote-buying.

### 4. CANDIDATE REPRESENTATIVES

As noted in the previous letter to candidates, if you wish to appoint scrutineers, please complete the forms provided in the nomination package and forward a copy to me as soon as possible after appointment. Note: You may delegate authority to appoint scrutineers to your official agent, if applicable.

If you choose to appoint scrutineers, please review with the scrutineers their roles and relevant sections of the *Local Government Act* before they attend at the Voting Place. Scrutineers must report to the Chief Election Officer or the Deputy Chief Election Officer when they arrive at the Voting Place to "sign in" which includes showing their appointment form, signing a secrecy declaration, noting time in and out of voting place on a form, and wearing a name tag which generically indicates "Scrutineer". We require scrutineers to:

- Not communicate with voters, particularly to not indicate for whom they are scrutineering or make any comments about the election
- Show good judgment and not act in a way which could be misinterpreted by others as campaigning as this could jeopardize the election
- Refrain from taking breaks in the Voting Place entrances
- Have cell phones and cameras turned off in the Voting Place
- Ensure that, if they are communicating with other scrutineers in the area of voters, their communications are brief, quiet and discreet
- Direct any procedural questions they have to the Deputy or Chief Election Officer
- Not touch any voting materials used by the election officials
- Not ask election officials to turn the voting book pages to check who has voted
- Stay in designated areas for scrutineers, i.e. at the assigned scrutineer seating, and no standing in Voting Place entrance areas or in the centre area where voters cross from alpha tables to voting booths to ballot boxes/vote tabulators or within

The CEO or DCEO are available to take the scrutineer up to look at the vote tabulator, on request.

Scrutineers who wish to start at 8:00 am should be at the Qualicum Beach Civic Centre entrance at 7:45 am to be “signed in” to be ready for an 8:00 am start.

Please let your scrutineers know that they are responsible for their own snacks, meals, coffee, etc. There will be no access to the kitchen and break room used by the Election Officials on General Voting Day.

## 5. COUNTING PROCEEDINGS

You and/or your representatives may attend the counting proceedings to follow the results as they are calculated. For each place where counting is being conducted, and at each location within that place where ballots are being considered, you may have one candidate representative attend, therefore you may have two representatives present at the Qualicum Beach Civic Centre when counting is being conducted.

### **Mail Ballot Processing - General Voting Day**

You and/or your representative are invited to attend to observe the Election Officials (EO) putting mail ballots through the voting tabulator.

Each unopened accepted Certification Envelope (Number 2) will remain in a locked ballot box in a secure place until approximately **10:00 am on May 15, 2021**. We will open each Certification Envelope and remove the **sealed Secrecy Envelope** (Number 1 - containing the ballot) and place them in a secure place. Commencing at approximately **2:00 pm on May 15, 2021**, in the presence of at least one other EO, the Secrecy Envelopes will be opened and the ballots inserted into the designated vote tabulating unit to process mail ballots only. At 8pm the vote tabulating units are closed and the tapes are run.

### **Preliminary Results**

You and/or your representatives wishing to be present for the counting proceedings should arrive at the Qualicum Beach Civic Centre by 7:45 pm, 15 minutes before the Voting Place closes at 8:00 pm. A room, separate from the voting area, will be assigned as a ‘waiting room’. Staff will meet with representatives at 7:45 pm to review appointment forms, take declarations and answer any questions you may have before the count begins. After voting has closed and all voters who arrived prior to 8:00 pm have voted and left the Voting Place, and before the vote counting units (including the vote counting unit used to process the Mail Ballots) are set to Close Polls, candidates and their registered representative will be brought into the Voting Place from the waiting room to observe the counting proceedings. No one will be allowed to enter the Voting Place after 8:00 pm during tabulation of election results. Anyone leaving the Voting Place will not be able to re-enter.

The Chief Election Officer is restricted to releasing preliminary results only after the ballot accounts have been prepared, which requires reviewing reports from each alpha

voting table, in addition to adding the vote counting unit result tapes together and the results of any manual counts. We thank you for your patience during this process. Preparing the ballot accounts and printing results tapes can take upwards of an hour, and this does not indicate any issue with the voting process, machines, or results calculation. Those present will have access to the information from the vote counting unit results tapes as soon as possible.

**Determination of Official Election Results**

Preliminary results of the Election may be announced following the count on Saturday evening. The determination of official election results will be held on Monday, May 17, 2021 at 10:00 am in the Council Chambers. Candidates are entitled to be present during these proceedings. The election must be declared by 4:00 pm on Wednesday, May 19, 2021. After declaration of official election results, some election materials (see the *Act*) are available for public inspection for the purposes of the *Act* for a 30-day period.

If you wish clarification on any facet of the election proceedings or require additional information, please call me 250.738.2207 or 250.927.5010. It has been a pleasure working with each of you throughout the By Election.

Kindly,



Heather Svensen  
Corporate Administrator/Deputy CAO  
Chief Elections Officer

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