



DISTRICT OF NORTH SAANICH

BYLAW NO. 1603 (2026)

A Bylaw to Allow for Mail Ballot Authorization and Procedures

WHEREAS pursuant to Section 100 of the *Local Government Act*, Council may, by bylaw, permit voting by mail ballot and establish procedures therefore,

NOW THEREFORE the Council of the District of North Saanich, in open meeting, enacts as follows:

1. CITATION

This Bylaw may be known and cited for all purposes as "District of North Saanich Mail Ballot Authorization Procedures Bylaw No. 1603 (2026)."

2. DEFINITIONS

2.1 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.

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

3. AUTHORIZATION

3.1 In accordance with Section 110 of the *Local Government Act*, all electors may vote using a mail ballot option, and are permitted elector registration in conjunction with this voting method.

3.2 The time limits in relation to voting by a mail ballot may be determined by the Chief Election Officer, including the time limit to apply for a mail ballot package.

3.3 The Chief Election Officer may specify authorized drop-off locations for completed mail ballot packages, provided that the Chief Election Officer indicates the location and the office hours.

4. APPLICATION PROCEDURE

4.1 A mail ballot package may be requested by an elector who is registered and who in person, by mail, by fax or by email, presents the Chief Election Officer or their designate a written request by giving their name and address for such purpose.

4.2 The Chief Election Officer may deliver mail ballot packages by hand to electors or their Authorized Person or the Chief Election Officer may deliver mail ballot packages to electors by mail for those electors who request the ballot package by mail, fax or email.

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

4.4 Upon receipt of a request for a mail ballot, the Chief Election Officer or their designate shall in accordance with the time limits established by the Chief Election Officer:

- (a) make available to the Applicant, or their Authorized Person, a mail ballot package that contains the content set out in Section 110(7) of the *Local Government Act*; and,
- (b) immediately record in the Register of Mail Ballots and, upon request, make available for inspection:
 - (i) the full name and address of the person to whom the mail ballot package was issued; and
 - (ii) 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;
 - (iii) the name and address of an Authorized Person; and,
 - (iv) any other information the Chief Election Officer or designate deems helpful to maintain the Register of Mail Ballots.

5. VOTING PROCEDURE

5.1 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 or designate.

5.2 After marking the ballot, the elector shall:

- (a) place the ballot in the secrecy enclosure provided and seal the secrecy enclosure;
- (b) place the secrecy enclosure 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, 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.

6. BALLOT ACCEPTANCE OR REJECTION

6.1 In accordance with the time limits established by the Chief Election Officer, the Chief Election Officer or designate, upon receipt of a ballot package, shall immediately record in the Register of Mail Ballots 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:

- (a) the identity and entitlement to vote of the elector whose ballot is enclosed; and
- (b) the completeness of the certification; and,
- (c) the fulfillment of the requirements of section 70 of the *Local Government Act* in the case of a person who is registering as a new elector;

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 7 of this bylaw and the voting book shall be marked to indicate that the elector has voted.

6.2 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 enclosures shall be opened in the presence of at least one other person, including any scrutineers present.

6.3 At 4:00 pm on the Thursday two days before general voting day, the Chief Election Officer or designate shall place all secrecy enclosures received up until that time into a ballot box specified for such purpose, where such secrecy enclosures 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.

6.4 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 6.1 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 in the presence of at least one other person, including any scrutineers present, and place the secrecy enclosure containing the ballot into the ballot box containing the other unopened secrecy enclosures.

6.5 As soon as possible after all of the secrecy enclosures 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:

- (a) open the accepted certification envelopes;
- (b) place the unopened secrecy enclosures together into a ballot box;
- (c) open the secrecy enclosure and remove the ballot within; and,
- (d) insert the ballot into the vote tabulating unit.

6.6 Where:

- (a) 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
- (b) 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 section 70 of the *Local Government Act*; or
- (c) 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.

6.7 Any certification envelopes and their contents rejected in accordance with section 6.6 of this bylaw shall remain unopened and shall be subject to the provisions of section 160 of the *Local Government Act* with regard to their destruction.

7. CHALLENGE OF ELECTOR

7.1 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 section 126 of the *Local Government Act*.

7.2 The provisions of section 126 of the *Local Government Act* shall apply where a challenge of an elector using a mail ballot has been made.

8. ELECTOR'S NAME ALREADY USED

8.1 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 section 127 of the *Local Government Act* shall apply, so far as applicable.

9. REPLACEMENT OF SPOILED BALLOT

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

9.2 The Chief Election Officer shall, upon receipt of the spoiled ballot package, record such fact, and proceed in accordance with section 4.2 of this bylaw.

10. REPEAL

10.1 Bylaw No. 1180, being "North Saanich Mail Ballot Authorization and Procedures Bylaw No. 1180 (2008)" and all amendments thereto, are hereby repealed.

READ A FIRST TIME this 25th day of May, 2026.

READ A SECOND TIME this 25th day of May, 2026.

READ A THIRD TIME this 25th day of May, 2026.

FINALLY ADOPTED this 15th day of June, 2026.



Mayor



Corporate Officer