

CITY OF PRINCE GEORGE
BYLAW NO. 9629, 2026

A Bylaw to establish various procedures for the conduct of local government elections and other voting.

WHEREAS under the *Local Government Act*, the Council may, by bylaw, determine various procedures and requirements to be applied in the conduct of local government elections and other voting;

AND WHEREAS Council wishes to establish various procedures and requirements under that authority;

NOW THEREFORE the Council of the City of Prince George, in open meeting of Council, **ENACTS AS FOLLOWS:**

PART 1 - INTRODUCTION

1. Definitions

In this Bylaw all definitions shall be in accordance with the *Local Government Act*, except that:

“acceptable mark” means a mark that:

- (a) an elector makes in the space provided on the Ballot opposite the name of any candidate or opposite either ‘yes’ or ‘no’ on any question; and
- (b) the Vote Tabulating Unit is able to identify.

“applicant” means an elector who wants to vote by mail and requests a mail ballot package.

“authorized person” means a person authorized by an Applicant, on the Applicant’s behalf, to pick up a mail ballot package or drop off a completed mail ballot package.

“automated vote counting system” means a system that:

- (a) counts and records votes;
- (b) processes and stores election results or other voting results; and
- (c) consists of Vote Tabulating Units, each of which rests on a two compartment Ballot Box, in which:
 - (i) one compartment is for voted Ballots, and for Returned Ballots which persons have re-inserted using the Ballot Return Override Procedure; and
 - (ii) one compartment is an Auxiliary Ballot Compartment used for the temporary storing of Ballots on which an elector has indicated a choice during such time as the Vote Tabulating Unit is not functioning.

“auxiliary ballot compartment” means a designated compartment used for the temporary deposit of voted Ballots if the Vote Tabulating Unit is not functioning.

“ballot” means a single ballot card designed for use in an Automated Vote Counting System, which shows:

- (a) the names of all the candidates for each of the offices to be filled; and
- (b) all choices on all questions on which the opinion or assent of the electors is sought.

“ballot marking device” means a device that physically marks a Ballot as intended by an elector through computer-assisted user interfaces controlled by the elector, including, without limitation, enhanced audio or visual aids, braille-marked keypads, or sip-and-puff devices.

“ballot return override procedure” means the use, by an election official, of a device or action on a Vote Tabulating Unit, which causes the unit to accept a Returned Ballot.

“certification envelope” means the envelope required under section 110 of the *Local Government Act* that includes the elector’s certification and is used to verify identity and entitlement before a Ballot is separated for counting.

“election headquarters” means the office of the chief election officer for the City of Prince George located on the Fifth Floor of City Hall, 1100 Patricia Boulevard, Prince George, BC.

“memory card” means the storage device used with a Vote Tabulating Unit to store election or other voting results.

“portable ballot box” means a ballot box used at a voting place where a Vote Tabulating Unit is not being used or is not functioning at the time of voting.

“register of mail ballots” means the records the chief election officer must keep to support challenges and administration of mail ballot voting.

“register tape” means the printed record generated from a Vote Tabulating Unit at the close of voting on general voting day that shows the number of votes for each candidate for each of the offices to be filled, and the number of votes for and against each question.

“returned ballot” means a voted Ballot that was inserted into the Vote Tabulating Unit and returned because it was not accepted by the Vote Tabulating Unit.

“vote tabulating unit” means the device into which voted Ballots are inserted and which scans each Ballot and counts and records the number of votes for each candidate and for or against each question.

2. Application

The Bylaw applies to general local elections and other voting.

PART 2 – NOMINATION PROCEDURES

3. Nomination Deposits

- 3.1. A person who wishes to be nominated for mayor or councillor must pay a nomination deposit in the amount of \$100.00.
- 3.2. The nomination deposit must be held and dealt with by the chief election officer in accordance with the *Local Government Act*.

4. Number of Nominators

- 4.1 The minimum number of qualified nominators required to make a nomination for the office of mayor or councillor is ten (10).

5. Electronic Access to Nomination Documents

- 5.1 Nomination documents for the office of mayor and councillor may be made available on the City website for up to thirty (30) days after the declaration of election results, in accordance with the *Local Government Act*.

6. Availability of Disclosure Statements

- 6.1 From the time information in a disclosure statement related to the City of Prince George that are made available on the Elections BC authorized internet site under the *Local Elections Campaign Financing Act*, the Corporate Officer must:
- (a) make that information available for public inspection at City Hall during, regular office hours, upon request; and
 - (b) provide a link on the City of Prince George website to information related to the City of Prince George on the Elections BC authorized internet site.

PART 3 – VOTING OPPORTUNITIES AND REGISTRATION**7. Elector Registration**

- 7.1. For the purposes of elections and other voting under Part 3 and 4 of the *Local Government Act*, a person may register as an elector only at the time of voting.
- 7.2. Registration as an elector under Section 7.1 of this bylaw is effective only for the election or other voting being conducted at that time.

8. Additional General Voting Opportunities

- 8.1. The chief election officer is authorized to establish additional general voting opportunities for general voting day, and to designate voting places and set the voting hours in accordance with the *Local Government Act*.

9. Required Advance Voting Opportunities

- 9.1. The required advance voting opportunities are established as follows:
- (a) one (1) on the 10th day before general voting day; and
 - (b) one (1) on the 3rd day before general voting day.

10. Additional Advance Voting Opportunities

- 10.1. The chief election officer is authorized to establish additional advance voting opportunities, and to designate the voting places, dates, and set the voting hours, in accordance with the *Local Government Act*.

11. Special Voting Opportunities

- 11.1 The chief election officer is authorized to establish special voting opportunities for electors who may otherwise be unable to vote, and to designate the voting places, dates, and set the voting hours, in accordance with the *Local Government Act*.
- 11.2 Special voting opportunities are restricted to residents, patients, or staff of a location where the special voting opportunity is established.
- 11.3 The chief election officer is authorized to limit the number of candidate representatives who may be present at a special voting opportunity.

PART 4 – MAIL BALLOT VOTING

12. Authorization

- 12.1. As authorized by the *Local Government Act*, voting may be done by mail ballot, and elector registration may be conducted in conjunction with mail ballot voting.
- 12.2. The chief election officer is authorized to establish time limits in relation to mail ballot voting.
- 12.3. The chief election officer may specify one or more authorized drop-off locations for completed mail ballot packages.

13. Register of Mail Ballots

- 13.1. The chief election officer must maintain a Register of Mail Ballots sufficient to support administration and challenges under the *Local Government Act* and must include, where applicable:
 - (a) the name and address of each person issued a mail ballot package;
 - (b) the method of package delivery (mail/courier/pick-up);
 - (c) the name and address of an authorized person, if any;
 - (d) the date the package was issued;
 - (e) the date the completed package was received; and
 - (f) any other information the chief election officer considers helpful to maintain the register.

14. Application Procedure

- 14.1. An Applicant who wishes to vote by mail ballot must apply to the chief election officer in writing, using the form required by the chief election officer, within the time limits established by the chief election officer.
- 14.2. Upon receipt of an application, during the period when ballots are available and until 4:30 p.m. two (2) days before general voting day, the chief election officer must:
 - (a) provide the Applicant with a mail ballot package containing the materials required by the *Local Government Act* and the materials described in section 14.3;
 - (b) record the required information in the Register of Mail Ballots; and
 - (c) upon an in-person request, make the Register of Mail Ballots available for inspection.
- 14.3. A mail ballot package must include:
 - (a) a Ballot;
 - (b) a Secrecy Enclosure;
 - (c) a Certification Envelope with the required certification, elector registration application, and witness declaration;
 - (d) an outer envelope addressed to Election Headquarters;
 - (e) voting and return instructions.
- 14.4. Mail ballot packages may only be issued or provided by:
 - (a) Canada Post;
 - (b) courier at the Applicant's expense;
 - (c) pick-up by the Applicant at the designated time and location; or
 - (d) pick-up by an Authorized Person at a designated time and location.
- 14.5. Before releasing a mail ballot package to an Authorized Person, the Authorized Person must show identification and sign the form required by the chief election officer.
- 14.6. Once a mail ballot package has been issued to an Applicant, the elector may vote only by mail ballot, including where the mail ballot package is lost, spoiled, or not received.

15. Voting Procedure

- 15.1. To vote by mail ballot, the elector must mark the Ballot in accordance with the instructions included in the mail ballot package.
- 15.2. After marking the Ballot, the elector must:
 - (a) place the Ballot in the Secrecy Enclosure and secure the Secrecy Enclosure;

- (b) place the Secrecy Enclosure in the Certification Envelope, complete and sign the elector certification and registration printed on the envelope, have a witness complete and sign the witness declaration, and then seal the Certification Envelope;
 - (c) place the Certification Envelope in the outer envelope, then seal the outer envelope; and
 - (d) return the outer envelope to the address on the envelope or deliver it to an Authorized Drop-Off Location, ensuring it is received before close of voting on general voting day.
- 15.3 It is the elector's responsibility to ensure the completed mail ballot package is received before the close of voting on general voting day.
- 15.4 A mail ballot that is received after the close of voting on general voting day, or that is not accompanied by the required completed Certification Envelope, must not be counted.

16. Mail Ballot Acceptance or Rejection

- 16.1. Upon receipt of an outer envelope before the close of voting on general voting day, the chief election officer must process the mail ballot package in accordance with this section.
- 16.2. The chief election officer must open the outer envelope, record the date of receipt of the mail ballot package in the Register of Mail Ballots, and examine the Certification Envelope without opening it.
- 16.3. The chief election officer must accept the Certification Envelope if satisfied that:
- (a) the elector is identified as an Applicant in the Register of Mail Ballots;
 - (b) the elector meets the applicable entitlement and registration requirements; and
 - (c) the Certification Envelope is complete.
- 16.4. If the chief election officer accepts the Certification Envelope, the chief election officer must record or mark the Certification Envelope as accepted and retain it unopened with other accepted Certification Envelopes.
- 16.5. If the chief election officer is not satisfied that the requirements in section 16.3 have been met, the chief election officer must record or mark the Certification Envelope as rejected and retain it unopened with other rejected Certification Envelopes.
- 16.6. The chief election officer must retain accepted and rejected Certification Envelopes separately, unopened, and securely.
- 16.7. After 4:30 p.m. two (2) days before general voting day, and in the presence of at least one (1) other person, including any candidate representatives present, the chief election officer must:

- (a) deal with any challenges to the electors by mail ballot in accordance with the *Local Government Act*;
 - (b) open the accepted Certification Envelopes that are not subject to a successful challenge;
 - (c) remove the unopened Secrecy Enclosure containing the Ballot;
 - (d) place the unopened Secrecy Enclosure into the Portable Ballot Box designated for mail ballot voting.
- 16.8 For mail ballot packages received after 4:30 p.m. two (2) days before general voting day and before the close of voting on general voting day, the chief election officer must process the packages in accordance with sections 16.1 to 16.6 and retain accepted Certification Envelopes until they are processed after the close of voting.
- 16.9 After the close of voting on general voting day, and in the presence of at least one (1) other person, including any candidate representatives present, the chief election officer must process the remaining accepted Certification Envelopes in accordance with section 16.7.
- 16.10 If an outer envelope is received after the close of voting on general voting day, the chief election officer must mark it as rejected due to late receipt and retain it in accordance with applicable retention requirements.

17. Processing Accepted Mail Ballots and Counting

- 17.1 After all Secrecy Enclosures have been inserted into the Portable Ballot Box, the chief election officer, in the presence of at least one (1) other person, including any candidate representatives present, must open the Secrecy Enclosures and insert the Ballots into the Vote Tabulating Unit.
- 17.2 If a Ballot is returned by the Vote Tabulating Unit during this process, the chief election officer must direct that the Ballot be reinserted using the Ballot Return Override Procedure to count any Acceptable Marks.

18. Replacement of Spoiled Ballot

- 18.1 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 mail ballot package, in its entirety, to the chief election officer.
- 18.2 A request for a replacement mail ballot package must be received by the chief election officer no later than 4:30 p.m. on the day before general voting day.
- 18.3 Upon receipt of the spoiled mail ballot package, in accordance with this section, the chief election officer must:

- (a) record the ballot as spoiled; and
- (b) issue a replacement mail ballot package in accordance with section 14 of this Bylaw.

PART 5 – AUTOMATED VOTE COUNTING SYSTEM

19. Authorization

- 19.1 Council authorizes the use of an Automated Vote Counting System and Ballot Marking Device for general local elections and other voting.

20. Automated Voting Procedures

- 20.1 Upon entering the voting place, an elector must proceed as instructed to the ballot-issuing election official who must:
- (a) ensure the elector:
 - (i) is qualified to vote in the election; and
 - (ii) completes the voting book and registration requirements in accordance with the *Local Government Act*.
 - (b) upon fulfillment of the requirements of subsection 20.1(a), provide to the elector:
 - (i) a Ballot;
 - (ii) a Secrecy Enclosure, if requested by the elector; and
 - (iii) any further instructions requested by the elector.
- 20.2 Upon receiving a Ballot, the elector must proceed as instructed to a voting compartment provided.
- 20.3 The elector may vote only in accordance with the instructions provided for the voting opportunity by making an Acceptable Mark on the Ballot, either manually or using a Ballot Marking Device, if such a device is available:
- (a) beside the name of each candidate of choice, up to the maximum number of candidates to be elected for each office to be filled; and
 - (b) beside either “yes” or “no” for each question.
- 20.4 After marking the Ballot, the elector must:
- (a) place the Ballot into the Secrecy Enclosure, if applicable, and
 - (b) insert the Ballot into the Vote Tabulating Unit under the supervision of the election official without exposing the elector’s marks.

21. Replacement Ballots and Returned Ballots

- 21.1 If, before inserting the Ballot into the Vote Tabulating Unit, the elector determines they have made an error, the elector may request a replacement Ballot.
- 21.2 If the Ballot is returned by the Vote Tabulating Unit, the elector may request a replacement Ballot.
- 21.3 When a replacement Ballot is issued, the presiding election official must ensure the Returned Ballot is marked as spoiled, retained separately, and not counted.
- 21.4 If the elector declines a replacement Ballot and the Ballot is capable of being reinserted into the Vote Tabulating Unit, the election official must use the Ballot Return Override Procedure to reinsert the Returned Ballot into the Vote Tabulating Unit to count Acceptable Marks made correctly.
- 21.5 Any Ballot accepted and counted by the Vote Tabulating Unit is valid and the Acceptable Marks must be counted, subject to any judicial recount.
- 21.6 Once the Ballot has been accepted by the Vote Tabulating Unit, the elector must leave the voting place.

22. Auxiliary Ballot Compartment Procedures

- 22.1 During a period when a Vote Tabulating Unit is not functioning, electors must deposit Ballots into the Auxiliary Ballot Compartment.
- 22.2 When the Vote Tabulating Unit becomes operational or is replaced, Ballots stored in the Auxiliary Ballot Compartment must be inserted into the Vote Tabulating Unit under the supervision of the presiding election official.
- 22.3 If a Ballot stored in an Auxiliary Ballot Compartment is returned by the Vote Tabulating Unit when being counted, the Ballot may be reinserted using the Ballot Return Override Procedure to count Acceptable Marks.

23. Advance Voting Opportunity Procedures

- 23.1 Vote Tabulating Units must be used at all advance voting opportunities and procedures must follow this Part as closely as practicable.
- 23.2 Each advance voting opportunity is conducted using a separate Vote Tabulating Unit and election material package. Ballots and results from each advance voting day must be kept separate and must not be consolidated until the close of general voting day.
- 23.3 At the close of voting at each advance voting opportunity, the presiding election official must:
 - (a) ensure that any Ballots deposited in the Auxiliary Ballot Compartment are inserted into the Vote Tabulating Unit, if the unit is operational;
 - (b) ensure no additional Ballots are inserted into the Vote Tabulating Unit;
 - (c) ensure no results or Register Tapes are generated from the Vote Tabulating Unit;

- (d) seal the Vote Tabulating Unit to prevent further ballot insertion;
- (e) seal the ballot box containing the voted Ballots;
- (f) secure the Memory Card in accordance with the instructions of the chief election officer;
- (g) complete the required ballot account, records, and chain-of-custody documents; and
- (h) deliver the Vote Tabulating Unit, Memory Card, voted Ballots, unused Ballots, spoiled Ballots, and all election materials for that advance voting opportunity to the chief election officer at Election Headquarters.

24. Special Voting Opportunity Procedures

- 24.1 Unless the chief election officer determines it is practical to use a Vote Tabulating Unit, a Portable Ballot Box must be used for special voting opportunities.
- 24.2 Where a Portable Ballot Box is used, the presiding election official must conduct voting in a manner consistent with sections 20 and 21 of this Bylaw, and ensure voted Ballots are deposited into the Portable Ballot Box.
- 24.3 At the close of each special voting opportunity, the presiding election official must seal and return the Portable Ballot Box and election materials to the chief election officer.
- 24.4 If a Vote Tabulating Unit is used at a special voting opportunity, the procedures in section 23 apply as if it were an advance voting opportunity.

25. Procedures After Close of Voting on General Voting Day

- 25.1 After the close of voting on general voting day at voting opportunities where a Vote Tabulating Unit was used, excluding advance and special voting opportunities, each presiding election official must:
 - (a) ensure any remaining Ballots in the Auxiliary Ballot Compartment are inserted into the Vote Tabulating Unit;
 - (b) secure the Vote Tabulating Unit to prevent further Ballot insertion;
 - (c) generate the required number of copies of the Register Tape;
 - (d) account for and secure all unused, spoiled, and voted Ballots in accordance with the chief election officer's directions; and
 - (e) deliver the Vote Tabulating Unit, Register Tape, election materials, and any required records to the chief election officer as directed.
- 25.2 At the close of voting on general voting day, the chief election officer may direct the presiding election official for advance and special voting opportunities where Vote Tabulating Units was used to proceed in accordance with section 25.1 of this Bylaw.
- 25.3 All Portable Ballot Boxes used in the election must be opened under the direction of the chief election officer and Ballots inserted into a Vote Tabulating Unit for counting, in a manner that preserves secrecy.

26. Recount Procedure

- 26.1 If a recount is required, it must be conducted under the direction of the chief election officer using the Automated Vote Counting System.
- 26.2 The recount procedure may include:
 - (a) clearing memory cards of all Vote Tabulating Units;
 - (b) designating Vote Tabulating Units for each voting place;
 - (c) removing Ballots from sealed ballot boxes; and
 - (d) reinserting all Ballots, except spoiled Ballots, into the appropriate Vote Tabulating Units under the supervision of the chief election officer.

PART 6 – MISCELLANEOUS

27. Resolution of Tie Votes After Judicial Recount

- 27.1 In the event of a tie vote after a judicial recount, the tie must be resolved by drawing lots in accordance with the *Local Government Act*.

28. General

- 28.1 The chief election officer may establish additional procedures, forms, and directions consistent with this Bylaw and the *Local Government Act* to facilitate the conduct of an election or other voting, provided that those procedures, forms, and directions do not compromise the integrity, secrecy, or fairness of the voting process.
- 28.2 A reference in this Bylaw to an enactment is a reference to an enactment of British Columbia, and to regulations under it, as amended, revised, consolidated, or replaced from time to time.
- 28.3 If any portion of this Bylaw is held invalid by a court of competent jurisdiction, the invalid portion is severed and the remainder continues in force.

29. Repeal

“City of Prince George Election and Other Voting Procedures Bylaw No. 9294, 2022” and all amendments to it are repealed.

30. Citation

This Bylaw may be cited as “City of Prince George Election and Other Voting Procedures Bylaw No. 9629, 2026”.

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.**

All three readings passed by a **UNANIMOUS** decision of Members of City Council present and eligible to vote.

ADOPTED THIS **8th** DAY OF **JUNE**, 2026.

BY A **UNANIMOUS** DECISION OF ALL MEMBERS OF CITY COUNCIL PRESENT AND ELIGIBLE TO VOTE.



MAYOR



CORPORATE OFFICER