



CORPORATE SERVICES COMMITTEE MEETING AGENDA

WEDNESDAY, JUNE 14, 2017
BOARD ROOM
175 INGRAM STREET, DUNCAN, BC

3:00 PM

	<u>PAGE</u>
1. <u>APPROVAL OF AGENDA</u>	
2. <u>ADOPTION OF MINUTES</u>	
M1 Regular Corporate Services Committee meeting of May 10, 2017	1
Recommendation That the minutes of the Regular Corporate Services Committee meeting of May 10, 2017 be adopted.	
3. <u>BUSINESS ARISING FROM THE MINUTES</u>	
4. <u>DELEGATIONS</u>	
5. <u>CORRESPONDENCE</u>	
6. <u>INFORMATION</u>	
7. <u>REPORTS</u>	
R1 Report from the General Manager, Corporate Services Re: 2016 Statement of Financial Information	3
Recommendation That the 2016 Statement of Financial Information be received.	
R2 Report from the Manager, Parks & Trails Re: Parks and Trails Services Priority Based Budgeting Review	19
Recommendation For Information	
R3 Report from the Corporate Secretary, Legislative Services Re: Election and Assent Voting Procedures	39
Recommendation That Election and Assent Voting Procedures Bylaw No. 4126 be forwarded to the Board	

for consideration of first three readings and adoption.

8. UNFINISHED BUSINESS

9. NEW BUSINESS

10. QUESTION PERIOD

11. CLOSED SESSION

Motion that the meeting be closed to the public in accordance with the *Community Charter* Part 4, Division 3, Section 90, subsections as noted in accordance with each agenda item.

CS M1 Minutes of May 10, 2017

CS CR1 Security of Property {90 (1)(d)}

12. ADJOURNMENT

The next Corporate Services Committee Meeting will be held Wednesday, July 12, 2017 at 3:00 PM, in the Board Room, 175 Ingram Street, Duncan, BC.

Committee Members

Director B. Day, Chairperson
Director L. Iannidinardo, Vice-Chairperson
Director S. Acton
Director M. Clement
Director K. Davis

Director M. Dorey
Director S. Jackson
Director K. Kuhn
Director J. Lefebure
Director M. Marcotte

Director K. Marsh
Director I. Morrison
Director A. Nicholson
Director A. Stone
Director T. Walker

Minutes of the Corporate Services Committee Meeting held on Wednesday, May 10, 2017 in the Board Room, 175 Ingram Street, Duncan BC at 3:03 PM.

PRESENT: Chair B. Day
Director A. Stone
Director K. Davis
Director S. Jackson
Director K. Kuhn
Director J. Lefebure
Director K. Marsh
Director I. Morrison
Director A. Nicholson
Director T. Walker
Director M. Clement <after 3:51 PM>
Alternate Director A. Bomford
Alternate Director S. Acton
Alternate Director S. Jonas

ALSO PRESENT: B. Carruthers, Chief Administrative Officer
J. Barry, Corporate Secretary
J. Elzinga, General Manager, Community Services
R. Blackwell, General Manager, Land Use Services
M. Kueber, General Manager, Corporate Services
S. Moss, Manager, Finance
L. Smith, Assistant Finance Manager, Finance
T. Daly, Recording Secretary

ABSENT: Director M. Marcotte
Director M. Dorey
Director S. Furstenau
Director L. Iannidinardo

APPROVAL OF AGENDA

It was moved and seconded that the agenda be approved.

MOTION CARRIED

ADOPTION OF MINUTES

M1 Regular Corporate Services Committee meeting of March 8, 2017

It was moved and seconded that the minutes of the Regular Corporate Services Committee meeting of March 8, 2017 be adopted.

MOTION CARRIED

REPORTS

R1 Report from the Manager, Finance Division Re: 2016 Financial Statements and Audit Results

The Manager, Finance introduced Christine Sampson, BDO Canada LLP, who provided a PowerPoint overview of the audit results of the Regional District for the year 2016.

It was moved and seconded that it be recommended to the Board that the BDO Canada LLP's Audit Results and Communication report be received and that the 2016 Financial Statements be approved.

MOTION CARRIED

CLOSED SESSION

3:14 PM It was moved and seconded that the meeting be closed to the public in accordance with the *Community Charter* Part 4, Division 3, Section 90 (1)(c) – Employee Relations, three reports.

MOTION CARRIED

5:15 PM It was moved and seconded that the Committee rise without report and return to the Open Portion of the meeting.

MOTION CARRIED

ADJOURNMENT

It was moved and seconded that the meeting be adjourned.

5:15 PM **MOTION CARRIED**

The meeting adjourned at 5:15 PM.

Chair

Recording Secretary

Dated: _____



STAFF REPORT TO COMMITTEE

DATE OF REPORT June 1, 2017
MEETING TYPE & DATE Corporate Services Committee of June 14, 2017
FROM: General Manager
 Corporate Services Department
SUBJECT: 2016 Statement of Financial Information
FILE:

PURPOSE/INTRODUCTION

The purpose of this report is to provide the Board with the 2016 Statement of Financial Information.

RECOMMENDED RESOLUTION

That the 2016 Statement of Financial Information be received.

BACKGROUND

The *Local Government Act* and the *Financial Information Act* both require that each year the Regional District holds a public meeting for the purposes of presenting the Statement of Financial Information (SOFI) for the preceding year. The Regional District is required to publicly advertise the meeting when the SOFI is presented and to ensure copies are available should an individual choose to inspect the statements. In addition, the CVRD currently includes ten years of these statements on our website.

Included in the SOFI report are the following:

- Management Report
- Statement of Financial Information Approval
- Certified copy of Board resolution approving the Financial Statements
- Schedule of Guarantee and Indemnity Agreements
- Statement of Severance Agreement
- Directors Remuneration and Expenses
- Employee Remuneration and Expenses, greater than \$75,000.
- Suppliers payments, greater than \$25,000.
- Payments, greater than \$25,000. for Grants or Contributions

In the past this information was referred to as the Public Bodies Report.

ANALYSIS

N/A

FINANCIAL CONSIDERATIONS

N/A

COMMUNICATION CONSIDERATIONS

Notice of the meeting where the SOFI is presented will be publicized in the local newspaper as required by the *Local Government Act*, also required is the availability of these reports at the local Governments.

STRATEGIC/BUSINESS PLAN CONSIDERATIONS


N/A

Referred to (upon completion):

- Community Services *(Island Savings Centre, Cowichan Lake Recreation, South Cowichan Recreation, Arts & Culture, Public Safety, Facilities & Transit)*
- Corporate Services *(Finance, Human Resources, Legislative Services, Information Technology)*
- Engineering Services *(Environmental Services, Recycling & Waste Management, Water Management)*
- Land Use Services *(Community & Regional Planning, Development Services, Inspection & Enforcement, Economic Development, Parks & Trails)*
- Strategic Services

Prepared by:

Reviewed by:



Mark Kueber, CPA, CGA
General Manager

Not Applicable
Not Applicable

Not Applicable
Not Applicable

ATTACHMENTS:

Attachment A – 2016 Statement of Financial Information



**COWICHAN VALLEY
REGIONAL DISTRICT**

**2016
STATEMENT OF
FINANCIAL INFORMATION**

Cowichan Valley Regional District**MANAGEMENT REPORT**

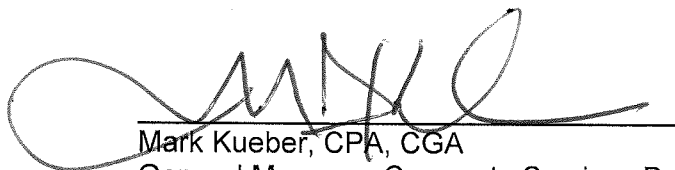
The Financial Statements contained in this Statement of Financial Information under the Financial Information Act (the "Act") have been prepared by management in accordance with Canadian public sector accounting standards, and the integrity and objectivity of these statements are management's responsibility. Management is also responsible for all the statements and schedules, and for ensuring that this information is consistent, where appropriate with the information contained in the financial statements.

Management is also responsible for implementation and maintaining a system of internal controls to provide reasonable assurance that reliable financial information is produced.

The Regional Board of Directors is responsible for ensuring that management fulfils its responsibilities for financial reporting and internal controls and exercises this responsibility through the Regional Services Committee of the Board.

The external auditors, BDO Canada LLP, conduct an independent examination, in accordance with Canadian generally accepted auditing standards, and express their opinion on the financial statements. Their examination does not relate to the other schedules and statements required by the Act. Their examination includes a review and evaluation of the Regional District's system of internal control and appropriate tests and procedures to provide reasonable assurance that the financial statements are presented fairly. The external auditors have full and free access to the Corporate Services Committee of the Board.

On Behalf of Cowichan Valley Regional District

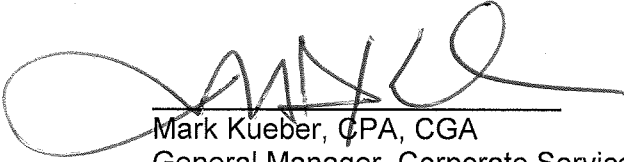


Mark Kueber, CPA, CGA
General Manager, Corporate Services Department
Cowichan Valley Regional District
May 10, 2017

Cowichan Valley Regional District

STATEMENT OF FINANCIAL INFORMATION APPROVAL

The undersigned represents the Board of Directors of the Cowichan Valley Regional District and approves all the statements and schedules included in this Statement of Financial Information, produced under the *Financial Information Act*.



Mark Kueber, CPA, CGA
General Manager, Corporate Services Department
Cowichan Valley Regional District

June 2, 2017
Date

Cowichan Valley Regional District**SCHEDULE OF GUARANTEE AND INDEMNITY AGREEMENTS**

The Cowichan Valley Regional District has not given any guarantees or indemnities under the Guarantees and Indemnities Regulation.

Cowichan Valley Regional District
STATEMENT OF SEVERANCE AGREEMENT

There was one severance agreement under which payment commenced between the Cowichan Valley Regional District and its non-unionized employees during fiscal year 2016. This agreement represents 3.5 months of compensation.

“Compensation” is defined as salary plus benefits.

**COWICHAN VALLEY REGIONAL DISTRICT
DIRECTOR REMUNERATION AND EXPENSES
YEAR ENDED DECEMBER 31, 2016**

Director	Position	Remuneration Note 1	Expenses Note 2
Davis, K.	Director - Area A	\$ 33,407.52	\$ 8,116.06
Furstenau, S.	Director - Area B	31,152.70	6,864.04
Clement, M.	Director - Area C	31,130.22	2,858.06
Iannidinardo, L.	Director - Area D	30,984.70	4,231.75
Nicholson, A.	Director - Area E	30,984.70	3,498.58
Morrison, I.	Director - Area F	38,287.07	10,310.99
Dorey, M.	Director - Area G	30,984.70	6,676.72
Marcotte, M.	Director - Area H	29,352.70	8,216.47
Kuhn, K.	Director - Area I	30,252.70	10,068.79
Jackson, S.	Director - Duncan*	1,221.94	-
Kent, P.	Director - Duncan**	15,816.91	372.12
Stone, A.	Director - Ladysmith	16,790.41	744.24
Day, B.	Director - Lake Cowichan	16,790.41	1,257.12
Lefebure, J.	Chair - Director - North Cowichan	42,611.35	3,916.80
Marsh, K.	Director - North Cowichan	16,790.41	1,286.25
Walker, T.	Director - North Cowichan	19,678.15	524.40
Salmon, B.	Alternate - Area A	124.22	-
Caesar, I.	Alternate - Area B	367.76	-
Acton, S.	Alternate - Area B	501.84	-
Bomford, A.	Alternate - Area D	878.22	-
Stead, H.	Alternate - Area E	124.22	-
Darling, D.	Alternate - Area F	248.44	-
Jonas, S.	Alternate - Area G	619.89	-
Daniels, K.	Alternate - Area H	416.53	-
Tatham, J.	Alternate - Area I	250.92	77.76
McGonigle, T.	Alternate - Lake Cowichan	864.64	129.60
Douglas, R.	Alternate - North Cowichan	613.75	-
Siebring, A	Alternate - North Cowichan	-	32.40
		\$ 421,247.02	\$ 69,182.15

Note 1

Remuneration reflects gross salary and applicable benefits. One third of the salary is a tax free expense allowance.

Note 2

Expenses include travel, conference, and mileage expenses.

* Director term started December 5, 2016

** Director term ended December 5, 2016

**COWICHAN VALLEY REGIONAL DISTRICT
EMPLOYEE REMUNERATION AND EXPENSES
YEAR ENDED DECEMBER 31, 2016
EARNINGS GREATER THAN \$75,000**

Employee	Position	Remuneration Note 1	Expenses Note 2
Adair, J.	Solid Waste Operations Superintendent	\$ 101,409.68	\$ 7,361.82
Askham, T.	Manager, Island Savings Centre (ISC)	102,658.27	56.39
Barry, J.	Corporate Secretary Legislative Services	119,816.82	1,876.06
Blackwell, R.	General Manager, Land Use Services	147,357.96	7,366.85
Blatchford, L.	Manager, Cowichan Lake Recreation	114,861.20	3,844.27
Bowen, T.	Accounting Supervisor	78,104.72	4,241.11
Boyles, S.	South Cowichan Administration & Facility Booking Coordinator	86,539.05	736.24
Boyles, T.	Utilities Operator II	79,912.69	2,051.42
Breckenridge, G.	Chief Building/Plumbing Inspector/Bylaw Enforcement Officer	85,926.59	2,840.85
Carruthers, B.	Chief Administrative Officer	189,975.81	5,703.85
Coleman, B.	North/Central Cowichan Facility Coordinator	101,105.52	955.60
Conway, R.	Manager, Development Services	126,223.78	3,125.21
Cowan, C.	Manager, Public Safety	102,589.16	5,855.56
Daugenet, L.	Engineering Technologist III	75,810.01	1,115.81
De Jong, J.	Fire Rescue Services Coordinator	78,968.71	5,817.23
Dennison, B.	Manager, Water Management	126,551.43	4,548.63
Dhami, R.	Senior Utilities Operator	97,419.34	2,137.03
Dias, R.	Parks Superintendent	101,902.23	914.08
Elder, B.	Utilities Operator II	79,248.69	835.92
Elzinga, J.	General Manager, Community Services	137,865.91	2,759.95
Etherington, T.	Utilities Operations Superintendent	107,013.29	1,927.50
Ewing, C.	Manager, Information Technology	118,256.56	24.50
Farquhar, B.	Manager, Parks & Trails	121,177.77	725.90
Frost, R.	West Cowichan Facility Coordinator	103,340.66	1,659.81
Grant, R.	GIS Supervisor	83,159.27	80.66
Harrison, K.	Deputy Corporate Secretary Legislative Services	101,751.56	700.23
Hatami, H.	General Manager, Engineering Services	157,735.53	1,082.37
Horner, S.	Payroll Coordinator	86,709.28	3,297.87
Huffman, H.	Senior Environmental Technologist	81,107.55	984.74
Hulti, M.	Human Resources Consultant	105,242.81	3,656.98
Jackson, J.	Project Engineer	101,361.30	450.00
Kauer, H.	Senior Planner	87,193.58	1,693.25
Knodel, N.	Senior Building/Plumbing Inspector/Bylaw Enforcement Officer	76,412.39	4,071.45
Knodel-Joy, L.	Senior Engineering Technologist	82,192.15	2,301.46
Kueber, M.	General Manager, Corporate Services	162,813.68	4,395.02
Lawrence, K.	Senior Environmental Analyst	83,133.06	46.75
Lesergent, T.	Operations Attendant Lead Hand	76,012.54	59.34
Lewis, J.	Utilities Operator II	82,971.20	472.63
Liddle, A.	South Cowichan Facility Coordinator	102,098.11	1,368.53
Liddle, K.	Manager, South Cowichan Recreation	112,579.55	992.79
Litchfield, N.	Utilities Operator II	85,760.39	3,263.41
Lockrey, C.	Manager, Strategic Services	100,184.69	15,641.68
MacDonald, I.	Senior Building/Plumbing Inspector/Bylaw Enforcement Officer	78,418.21	1,283.69
Malones, M.	Utilities Operator II	84,063.17	2,495.56
Miller, C.	Manager, Environmental Services	111,102.92	2,511.73

**COWICHAN VALLEY REGIONAL DISTRICT
EMPLOYEE REMUNERATION AND EXPENSES
YEAR ENDED DECEMBER 31, 2016
EARNINGS GREATER THAN \$75,000**

Miller, M.	Parks Capital Projects Specialist	76,470.54	246.63
Mohan, B.	Manager, Human Resources	115,687.55	2,493.56
Moss, S.	Manager, Finance	125,026.54	4,485.05
Olive, N.	Manager, Capital Projects	90,219.90	444.80
Parker, D.	Engineering Technologist III	87,819.08	696.91
Peters, P.	Emergency Telecommunications Coordinator	84,707.18	9,806.09
Rigby, J.	Programs & Events Coordinator	92,437.27	179.46
Rondeau, R.	Planner II	77,595.04	667.38
Sanderson, S.	Emergency Program Coordinator	103,173.77	2,991.76
Schaefer, M.	Theatre Technical Director	90,811.88	116.38
Schrader, K.	Manager, Arts & Culture	109,845.60	7,101.64
Smith, C.	Utilities Operator II	87,009.06	318.48
Smith, L.	Assistant Manager, Finance	96,097.20	1,358.59
Soroka, T.	Parks & Trails Planner	79,033.17	2,737.00
Spalding, A.	ISC Administration & Facility Booking Coordinator	87,749.30	1,079.31
Tippett, M.	Manager, Community & Regional Planning	131,978.38	226.64
Tokarek, A.	Asset Coordinator	82,347.23	2,563.53
Wakeham, J.	Manager, Facilities & Transit	117,770.60	5,961.52
Waraich, T.	Manager, Recycling & Waste Management	115,903.53	3,014.60
Wilson, B.	Parks Field Operations Supervisor	76,709.77	1,843.83
Total Employees over \$75,000		\$ 6,554,431.38	\$ 167,664.89
Total Employees under \$75,000		9,660,565.07	40,328.18
		\$ 16,214,996.45	\$ 207,993.07

Note 1

Remuneration includes the sum of gross salary plus the value of taxable benefits.

Note 2

Expenses includes costs such as mileage to meetings, conference, professional accreditation, and membership fees. These expenses "... are not limited to expenses that are generally perceived as prerequisites or bestowing personal benefit, and may include expenditures required for employees to perform their job functions".

**COWICHAN VALLEY REGIONAL DISTRICT
EMPLOYEE REMUNERATION AND EXPENSES
YEAR ENDED DECEMBER 31, 2016**

To Reconcile Total Wages to the Operating Statement

Total Remuneration - elected officials, and members of the Board of Directors	\$ 421,247.02
Total Remuneration - Other Employees	16,214,996.45
Subtotal	16,636,243.47
Reconciling Items:	
Non Taxable Benefits	3,455,346.01
Severance payments	40,404.52
Total per Note 10 of the Consolidated Financial Statements	20,131,994.00
Variance	0.00

**COWICHAN VALLEY REGIONAL DISTRICT
SUPPLIER PAYMENTS
YEAR ENDED DECEMBER 31, 2016
PAYMENTS GREATER THAN \$25,000**

Supplier	Total
ACME SUPPLIES LTD	95,561.35
ALS CANADA LTD.	56,236.27
ARCHIE JOHNSTONE PLUMBING & HEATING LTD	143,214.58
ASSOCIATED FIRE SAFETY EQUIPMENT	32,981.60
BC HYDRO	783,599.62
BC TRANSIT	2,430,971.25
BDO CANADA LLP	44,346.75
BEECHWOOD TREE SERVICE	47,111.94
BLACK PRESS GROUP LTD	131,637.41
BOW-MEL CHRYSLER LTD	137,484.02
BRITCO BOXX LP	25,795.07
CALVERLEY ELECTRIC	27,335.28
CAMACC SYSTEMS INC	25,319.64
CANADIAN LINEN SUPPLY	26,282.88
CANWEST PROPANE	43,403.31
CDW CANADA	42,800.85
CENTRAL LANDSCAPE SUPPLIES LTD	41,059.41
CIDA HOLDINGS LTD	449,295.36
CIMCO REFRIGERATION	25,219.15
CITY OF DUNCAN	493,576.23
CITY OF NANAIMO	439,225.52
CIVICPLUS	25,182.17
CLEARTECH INDUSTRIES INC	44,557.59
COAST ENVIRONMENTAL LTD	763,158.75
COASTAL MOUNTAIN FUELS	84,747.18
CORIX WATER PRODUCTS LP	279,618.48
COWICHAN ENERGY ALTERNATIVES SOCIETY	25,346.65
COWICHAN ENGINEERING SERVICES	114,048.88
COWICHAN SYMPHONY SOCIETY	62,478.28
COWICHAN TRIBES LANDS DEPARTMENT	36,419.00
COWICHAN VALLEY HOSPICE SOCIETY	40,459.42
COWICHAN VALLEY SPORTS INC	51,347.00
COWICHAN WATERSHED SOCIETY	65,000.00
CUPE LOCAL 358	140,301.80
CUTTING EDGE ENTERPRISES LTD	242,970.31
DAVID STALKER EXCAVATING LTD	322,394.41
DISTRICT OF NORTH COWICHAN	380,666.29
DODD'S LUMBER CO LTD	26,147.29
DUNCAN PAVING COMPANY	27,969.38
DUNCAN PRINTCRAFT	50,094.33
E. LEES & ASSOCIATES CONSULTING LTD.	26,802.05
EASY LIVING LANDSCAPING (606550 BC LTD)	582,672.03
EB HORSMAN & SON	69,375.05
ECKLUNDSON CONSTRUCTION LTD	177,393.24
ESRI CANADA LIMITED	73,116.40
FARMER CONSTRUCTION LTD	282,011.76
FISHER ROAD RECYCLING	201,171.37
FOOTPRINTS SECURITY PATROL INC	49,978.56
FORT GARRY FIRE TRUCKS	134,581.44
FORTISBC - NATURAL GAS	44,905.06
GEE DAN PRODUCTIONS	76,969.30
GFS BRITISH COLUMBIA	97,511.73
GRAPHIC OFFICE INTERIORS LTD	91,975.80
GT EXCAVATING	85,245.72
HENDERSON RECREATION EQUIPMENT LTD	34,660.38
HUB FIRE ENGINES & EQUIPMENT LTD	230,168.39
ICBC	94,695.00
INNOVA STRATEGY GROUP	31,938.59
ISLAND FARMHOUSE POULTRY LTD	62,701.00
ISLAND WATER HAULING INC	27,786.00
JAGUAR MUSIC GROUP	36,194.39
KENYON WILSON PROFESSIONAL LAND	61,175.09
KERR WOOD LEIDAL	104,787.25
LEON SIGNS LTD	46,601.36
LISE CINDY	89,344.95

**COWICHAN VALLEY REGIONAL DISTRICT
SUPPLIER PAYMENTS
YEAR ENDED DECEMBER 31, 2016
PAYMENTS GREATER THAN \$25,000**

Supplier	Total
MACDONALD & LAWRENCE TIMBER FRAMING LTD	475,956.74
MADILL - THE OFFICE COMPANY	44,370.97
MAILHOT CATHY	27,169.75
MANULIFE FINANCIAL	1,197,568.83
MARPOLE TRANSPORT LTD	1,017,351.97
MATT T. EXCAVATING	52,468.25
MCELHANNEY CONSULTING SERVICES LTD	156,429.67
MCMURRAY LOUISE	38,461.44
MEDICAL SERVICES PLAN	278,044.90
MERCURY REFRIGERATION PRODUCTS & SERVICES LTD	42,821.03
MICROSOFT CORPORATION	53,067.66
MILESTONE EQUIPMENT CONTRACTING INC	132,731.11
MILL BAY COMMUNITY LEAGUE	38,304.77
MONK OFFICE SUPPLY LTD	52,560.15
MUNICIPAL FINANCE AUTHORITY	16,498,616.01
MUNICIPAL INSURANCE ASSOCIATION OF BC	596,611.29
MUNICIPAL PENSION PLAN	2,574,269.73
NORTHWEST HYDRAULIC CONSULTANTS	31,500.00
NORTHWEST SAFEWORK SOLUTIONS INC.	43,802.65
OK TIRE DUNCAN	48,932.87
OPUS INTERNATIONAL CONSULTANTS (CANADA)	63,504.66
P & R TRUCK CENTRE LTD	83,009.97
PACIFIC AUDIO WORKS	47,540.53
PARSONS INC.	216,960.91
PENINSULA CO-OP	99,611.44
PITNEY WORKS	49,330.00
PONTIOUS CONTRACTING LTD	40,794.38
PRICE'S ALARMS SYSTEMS LTD	28,840.95
PROGRESSIVE WASTE SOLUTIONS	33,228.83
PROLINE ELECTRICAL SYSTEMS LTD	105,319.21
RADIOWORKS	117,190.88
RECEIVER GENERAL	4,409,013.12
REGIONAL DISPOSAL COMPANY	1,753,556.70
RISK REDUCTION STRATEGIES	43,283.00
ROCKY MOUNTAIN PHOENIX	59,502.94
ROLLINS MACHINERY LIMITED	32,013.17
RONA INC	31,709.42
SAPPHIRE SOUND INC	44,282.56
SAVE-ON-SEPTIC SERVICES INC	204,643.97
SAYWELL CONTRACTING LTD.	322,425.06
SFE LTD	33,573.05
SHAW CABLESYSTEMS G.P.	26,172.28
SHEEN ARNOLD MCNEIL	26,899.46
SHIFT ENERGY GROUP INC	76,422.77
SOFTCHOICE LP	50,965.88
SPCA	96,796.74
STEWART MCDANNOLD STUART	153,259.43
STEWART MCDANNOLD STUART IN TRUST	810,118.83
STONE PACIFIC CONTRACTING LTD	2,786,513.91
SUPERIOR EXCAVATING LTD	38,208.68
TAIJI COMMUNICATIONS CORP	35,518.48
TARMAN ROOFING & SIDING	26,701.50
TECTONICA MANAGEMENT INC	53,791.52
TELUS	127,951.65
TELUS MOBILITY	82,105.97
TELUS SERVICES INC	60,868.98
THINK COMMUNICATONS INC.	42,988.96
TOURISM COWICHAN SOCIETY	81,622.50
TOWN OF LADYSMITH	52,609.71
TOWN OF LAKE COWICHAN	225,849.20
UNITED STEELWORKERS 1-1937	50,794.80
UNIVERSAL SHEET METAL LTD	157,751.68

**COWICHAN VALLEY REGIONAL DISTRICT
SUPPLIER PAYMENTS
YEAR ENDED DECEMBER 31, 2016
PAYMENTS GREATER THAN \$25,000**

<u>Supplier</u>	<u>Total</u>
VADIM COMPUTER MANAGEMENT GROUP LTD	87,337.12
VANCOUVER ISLAND REGIONAL LIBRARY	1,692,096.00
VIRIDIAN ENERGY CO-OPERATIVE	74,106.68
WORDSWORTH & ASSOCIATES	37,595.53
WORKERS' COMPENSATION BOARD	292,640.77
YOUNG ANDERSON BARRISTERS & SOLICITORS	277,065.02
Total paid to suppliers who received aggregate payments of greater than \$25,000	\$ 49,884,255.20
Consolidated total paid to suppliers who received aggregate payments of \$25,000 or less	3,986,493.59
TOTAL PAID TO SUPPLIERS	\$ 53,870,748.79
Consolidated total of grants exceeding \$25,000	804,641.21
Consolidated total of contributions exceeding \$25,000	223,640.00
Consolidated total of all grants and contributions exceeding \$25,000	\$ 1,028,281.21
Total Grants, Contributions and Supplier Payments	\$ 54,899,030.00

The schedule of payments is a "cash basis" listing and therefore the total will differ significantly from the expenditures in the consolidated financial statements which are reported for the most part on an accrual basis resulting in timing differences. Furthermore, there are disbursements on this report which are not considered expenditures for financial statement purposes including payments made to other taxing authorities, employee payroll deductions and debt principal repayments.

**COWICHAN VALLEY REGIONAL DISTRICT
YEAR ENDED DECEMBER 31, 2016
PAYMENTS EXCEEDING \$25,000 FOR THE PURPOSES
OF GRANTS OR CONTRIBUTIONS**

Grants

COWICHAN AQUATICS	130,843.00
COWICHAN LAKE COMMUNITY SERVICES	53,769.00
COWICHAN POLICING ADVISORY COMMISSION	123,324.00
COWICHAN SPORTSPLEX	43,309.00
COWICHAN WOMEN AGAINST VIOLENCE SOCIETY	64,902.75
COWICHAN VALLEY HOSPICE SOCIETY	50,000.00
FRANK JAMESON COMMUNITY CENTRE	39,198.00
LADYSMITH RECREATION	87,327.00
SHAWNIGAN COBBLE HILL FARMERS INSTITUTE	112,860.46
SOCIAL PLANNING COWICHAN	55,000.00
SOUTH COWICHAN COMMUNITY POLICING ADVISORY SOCIETY	44,108.00
	<u>804,641.21</u>

Contributions

COWICHAN STATION AREA ASSOCIATION	27,000.00
KAAZTA HISTORICAL SOCIETY	29,465.00
SHAWNIGAN BASIN SOCIETY	49,000.00
THETIS ISLAND RESIDENTS AND RATE PAYERS ASSOCIATION	27,290.00
VICTIM SERVICES	90,885.00
	<u>223,640.00</u>

Total Grants and Contributions

	<u><u>\$ 1,028,281.21</u></u>
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STAFF REPORT TO COMMITTEE

DATE OF REPORT June 1, 2017
MEETING TYPE & DATE Corporate Services Committee of June 14, 2017
FROM: Parks & Trails Division
 Land Use Services Department
SUBJECT: Parks and Trails Services Priority Based Budgeting Review
FILE:

PURPOSE/INTRODUCTION

The purpose of this report is to outline the process for a Priority Based Budgeting Review of the Community and Regional Parks and Trails Services.

RECOMMENDED RESOLUTION

For information.

BACKGROUND

The 2018 Budget Process and Calendar approved by the Board at the April 26, 2017, meeting includes completion of Priority Based Budget Review of the Community and Regional Parks and Trails Services. The attached presentation for the Committee will outline the process and steps for completing this review.

ANALYSIS

See attached.

FINANCIAL CONSIDERATIONS

See attached.

COMMUNICATION CONSIDERATIONS

N/A

STRATEGIC/BUSINESS PLAN CONSIDERATIONS

Regional Strategic Focus Area 3.3 (Budget Transparency)

Referred to (upon completion):

- Community Services (*Island Savings Centre, Cowichan Lake Recreation, South Cowichan Recreation, Arts & Culture, Public Safety, Facilities & Transit*)
- Corporate Services (*Finance, Human Resources, Legislative Services, Information Technology*)
- Engineering Services (*Environmental Services, Recycling & Waste Management, Water Management*)
- Land Use Services (*Community & Regional Planning, Development Services, Inspection & Enforcement, Economic Development, Parks & Trails*)
- Strategic Services

Prepared by:



Brian Farquhar
Manager

Reviewed by:

Not Applicable
Not Applicable



Mike Tippett, MCIP, RPP
A/General Manager

ATTACHMENTS:

Attachment A – Parks and Trails Services Priority Based Budgeting Overview Presentation



**Celebrating 50 years of Serving our Community
1967 - 2017**

Priority Based Budgeting Review

Community and Regional Parks Functions

Parks and Trails Division
Brian Farquhar, Manager

Today's Discussion

- Overview
- Priority-Based Budgeting
- Process and Progress
- Program Services
- Program Service Decision Evaluation - Example
- Next Steps
- Opportunity for Questions

Overview

Community and Regional Parks Services

Role of the Parks and Trails Division

- To administer the delivery of Electoral Area Community Parks, Sub-regional Parks and Regional Parks and Trails Services

Total Annual Budgets (2017)***

- Community Parks: \$ 4,242,880.00
- Sub-Regional Parks: \$ 126,750.00
- Regional Parks: \$10,059,405.00

***(*Land Acquisition: \$7,529,256.00 Park/Trail Capital: \$4,136,368.00*)

Parks and Trails Program Budgets

Community Parks and Trails *Function 279*

Function 231 - Mill Bay/Malahat

Function 232 - Shawnigan Lake

Function 233 - Cobble Hill

Function 234 - Cowichan Station/Sahtlam/Glenora

Function 236 - Cowichan Lake South/Skutz Falls

Function 237 - Saltair

Function 238 - North Oyster/Diamond

Function 239 - Youbou/Meade Creek

Function 280 - Bright Angel Park

Function 281 - South Cowichan Parks

Regional Parks and Trails *Function 280*

Function 283 - Kinsol Trestle

Function 285 - Regional Parkland Acquisition

Parks and Trails Division Staff (FTE)

- Community Parks (Function 279) - 5.6 FTE
- Regional Parks (Function 280) - 3.4 FTE

9.0 FTE

- Parks Summer Students (Seasonal)
- Parks Operations (1 RPT, 1 Casual)

Priority-Based Budgeting

“Develop budgets based on relationship between level of funding for a program and expected results from that program”

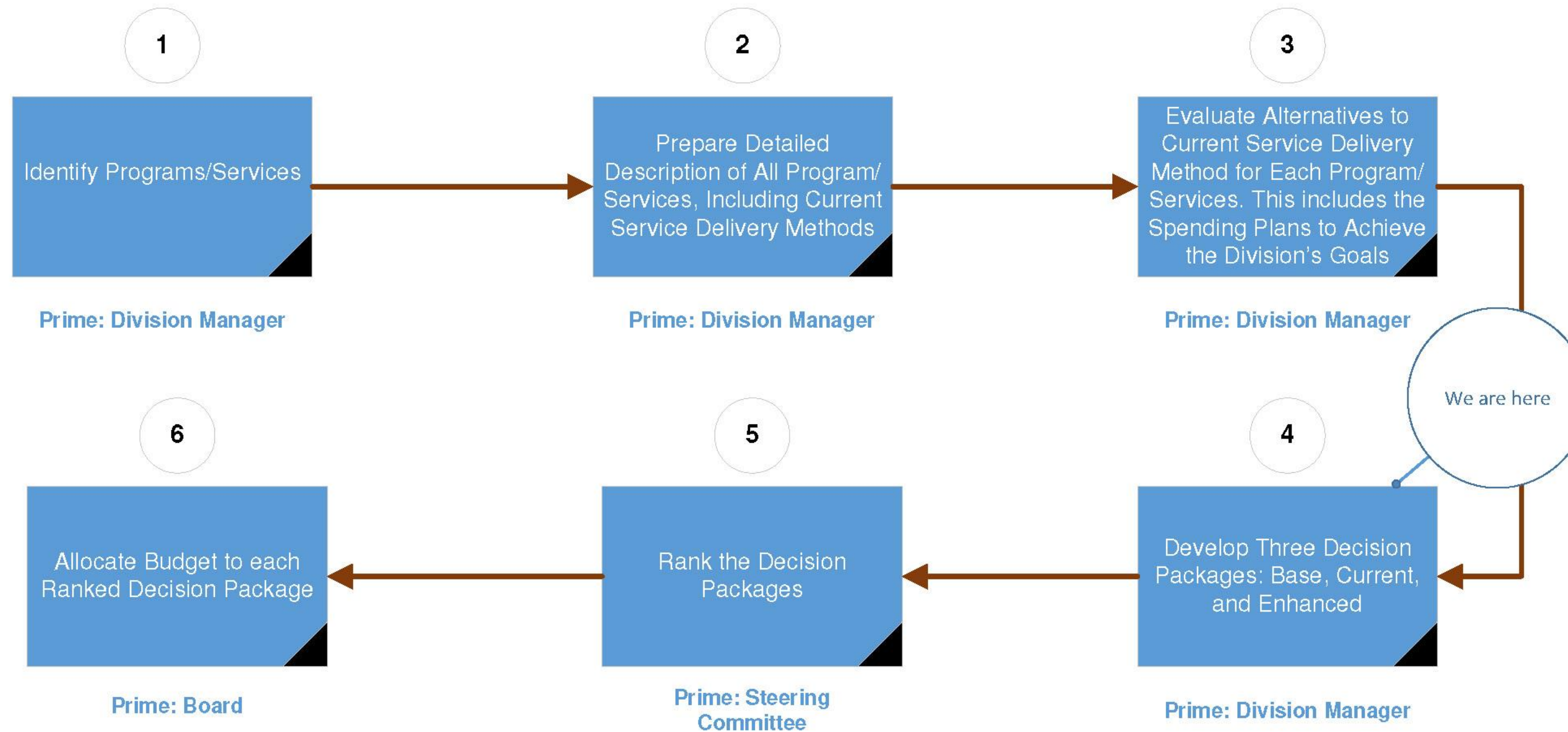
Key Aspects of PBB Approach

- Match available resources with community priorities
- Prioritize services and program delivery
- Focus on full costs of programs/services
- Provide transparency of service impact

Process and Progress

PRIORITY BASED BUDGETING PROCESS

Parks and Trails Division



Notes

Decision Package – is a Program/Service that requires information on Revenue, Resources (Man-power, Equipment, and Material), and Performance Measures.

The 3 Decision Packages:

- Base Package – shows the most fundamental service needs
- Current Package – shows the level of service currently provided
- Enhanced Package – shows what is required to expand the service beyond the current one.

Program Services

32

Parks and Trails Program *Services Provided*

Parks Land Management Administration

Parks Commissions

Parks Maintenance

Parks Operations

Ecosystem Management

Parks Bylaw Enforcement and Compliance

Parks and Trails Planning

Parks and Trails Development/Upgrades

Information/Promotion

Parks Bookings and Special Event Administration

Parks and Trails Volunteers

Outdoor Recreation Programs

Contracted Parks Maintenance Services Delivery

- Parks and Trails Maintenance
- Park Caretaker Services
- Cowichan Valley Trail brushing
- Portable toilets

Parks Operations Services Delivery

- Contracted R&M works
- Operational costs (i.e. utilities, scheduled servicing)
- Parks minor projects and repairs operations staff
- Parks Summer Student Work Crew

Program Service Decision Evaluation

Example Form

Priority Based Budgeting – Community and Regional Parks

GENERAL

Service Name: Parks Bookings and Special Events Administration

Description of Service: Service provides a reservation system for group use of specified park amenities (i.e. picnic shelters) and organized special events run by third-parties at approved park locations by way of special use permit.

Reason for Service: To improve accessibility and reduce user conflict at the limited number of group use facilities in parks through a reservation system and to reduce park visitor conflict/Regional District liability through requirements of third-party event use of parks to obtain a special use permit. Additional reasons include ensuring compliance with parks bylaw, minimizing excessive wear and tear on parks infrastructure and confirming appropriateness of intended use with capacity of park (i.e. parking, available open space, size of gathering/use).

Parks Facility Bookings and Special Events

(2014): 65 Park Facility Bookings, 67 Special Events and Other Bookings

(2015): 137 Park Facility Bookings, 45 Special Events and Other Bookings

(2016): 143 Park Facility Bookings, 84 Special Events and Other Bookings

EXISTING SERVICE, FINANCIAL STATUS

Annual Estimated Expenditure:

Internal Cost	\$16,057.00
External Cost	<u>\$0.00</u>
Total	\$16,057.00

Annual Estimated Revenue:

Other*** (Functions 232, 235, 281)	<u>\$8,000.00</u>
Total	\$8,000.00

Program Service Admin Costs	
Function 279	\$11,431.00
Function 280	<u>\$4,626.00</u>
Program Service Costs - Total	\$16,507.00

Priority Based Budgeting – Community and Regional Parks

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ANALYSIS

Option 1: Base Service - Current Service

-

Option 2: Enhanced Service

-

Option 3: Reduced Service

-

RECOMMENDATION:

-

Next Steps

- Complete Program Service Evaluations
- Rank Each Program Service Package
- Budget Direction for Program Services Delivery

Questions?



STAFF REPORT TO COMMITTEE

DATE OF REPORT June 5, 2017

MEETING TYPE & DATE Corporate Services Committee of June 14, 2017

FROM: Legislative Services Division
Corporate Services Department

SUBJECT: Election and Assent Voting Procedures

FILE: Bylaw No. 4126

PURPOSE/INTRODUCTION

The purpose of this report is to introduce Election and Assent Voting Procedures Bylaw No. 4126 which would amalgamate three CVRD election procedure bylaws and update wording and references to *Local Government Act* section numbers. The Committee will also consider possible changes to the candidate nomination process.

RECOMMENDED RESOLUTION

That Election and Assent Voting Procedures Bylaw No. 4126 be forwarded to the Board for consideration of first three readings and adoption.

BACKGROUND

The following three bylaws currently regulate CVRD voting procedures during elections and assent voting (referendum):

- Mail Ballot Authorization and Procedure Bylaw No. 1981, 1999
- Elections/Voting Procedures Bylaw No. 2277, 2001
- Automated Vote Counting System Authorization and Procedures Bylaw No. 3508, 2011

The Province revised the *Local Government Act* in 2015 resulting in different section numbers and updated terminology. There are now numerous section number references in the above three bylaws that are out of date and need changing. As well, the term of “Other Voting” to describe a referendum was changed to “Assent Voting”.

The Committee needs to consider whether changes should be made to the candidate nomination process. Elections/Voting Procedures Bylaw No. 2277 predates changes made to the *Local Government Act* in 2008 regarding options to the candidate nomination process. As a result, Directors have never had the opportunity to consider these voluntary options.

ANALYSIS

Amalgamating three separate election procedure bylaws into one new bylaw with updated section numbers and terminology is appropriate. Election and Assent Voting Procedures Bylaw No. 4126 has been drafted to update these items and to incorporate procedures unique to mail ballots in Schedule A and the specific procedures for automated vote counting in Schedule B.

There are no changes in voting procedures between the existing three bylaws and Bylaw No. 4126. However, redundant regulations that simply mirrored the *Local Government Act* have been deleted. For example, section 10 of Bylaw No. 2277 required the order of names on a ballot to be listed alphabetical. That is the default position under the *Act* and does not need to be included in a bylaw. The order of names is only included in a bylaw if the names are to be drawn by lot (i.e. out of a hat).

Similarly, the number of scrutineers at voting places is regulated by the *Act* and isn't required in the bylaw.

Consideration of Changes to the Candidate Nomination Process

In order for a candidate to file a nomination, only two qualified electors need to sign their nomination form. Approximately twenty years ago in the City of Vancouver, numerous submissions from "frivolous" candidates (using names such as "Frank the Moose" and "Zippy the Circus Chimp") were received by the City. One candidate offered to give free beer to people who would run for Mayor. As a result, the City had 58 names listed on their ballot for Mayor. Over the next couple of elections, other jurisdictions also had an increase in candidates who ran for election with little to no expectation of winning.

Eventually the *Act* was amended so that local governments could increase the minimum number of qualified nominators from two to either 10 or 25 (depending on a 5,000 electoral area population threshold). The amendments also introduced the concept of a "nomination deposit". The Board could require a nomination deposit of one hundred dollars, which would be returned once the candidate filed their candidate disclosure statement. If the candidate never filed the required disclosure statement, the deposit would be forfeited and retained by the local government.

The number of candidate nominators and nomination deposits are introduced at this time since the CVRD has never had the opportunity to consider these voluntary options.

Locally, a nomination deposit of \$100.00 must accompany nominations for Mayor or Councillor in the City of Duncan.

Requiring prospective candidates to obtain 10 nominator signatures, and providing a \$100 nomination deposit, would recognize the formality of the election process and reduce the possibility of somebody running on a lark in the future. There can be financial ramifications in the thousands of dollars if such a candidate triggers an election. The requirement for a candidate to obtain eight more signatures than the two required currently, and to submit a refundable deposit, won't prevent a serious candidate from running for office.

If the Board wishes to include such provisions in future elections, the following motions would be required:

1. That Election and Assent Voting Procedures Bylaw No. 4126 be amended to include a requirement that a candidate must be nominated by 10 eligible electors from the appropriate electoral area.
2. That Election and Assent Voting Procedures Bylaw No. 4126 be amended to include a \$100 refundable nomination deposit from all candidates running for office.

FINANCIAL CONSIDERATIONS

N/A

COMMUNICATION CONSIDERATIONS

N/A

STRATEGIC/BUSINESS PLAN CONSIDERATIONS

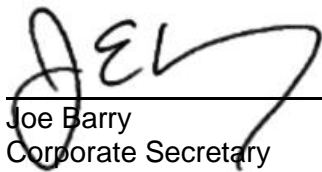
N/A

Referred to (upon completion):

- Community Services *(Island Savings Centre, Cowichan Lake Recreation, South Cowichan Recreation, Arts & Culture, Public Safety, Facilities & Transit)*
- Corporate Services *(Finance, Human Resources, Legislative Services, Information Technology)*
- Engineering Services *(Environmental Services, Recycling & Waste Management, Water Management)*
- Land Use Services *(Community & Regional Planning, Development Services, Inspection & Enforcement, Economic Development, Parks & Trails)*
- Strategic Services

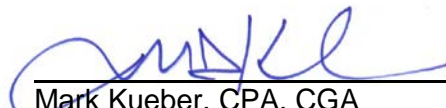
Prepared by:

Reviewed by:



Joe Barry
Corporate Secretary

Not Applicable
Not Applicable



Mark Kueber, CPA, CGA
General Manager

ATTACHMENTS:

- Attachment A – Election and Assent Voting Procedures Bylaw No. 4126, 2017
- Attachment B – Elections/Voting Procedures Bylaw No. 2277, 2001
- Attachment C – Mail Ballot Authorization and Procedure Bylaw No. 1981, 1999
- Attachment D – Automated Vote Counting System Authorization and Procedures Bylaw No. 3508, 2011



COWICHAN VALLEY REGIONAL DISTRICT

BYLAW No. 4126

A Bylaw to Establish Various Procedures for the Conduct of Local Government Elections and Assent Voting

WHEREAS under the *Local Government Act*, (the *Act*), the Board of Directors of the Cowichan Valley Regional District may, by bylaw, determine various procedures and requirements to be applied to the conduct of local government elections and assent voting;

AND WHEREAS the Board wishes to establish voting procedures and requirements under that authority;

NOW THEREFORE the Board of the Cowichan Valley Regional District, in open meeting assembled, enacts as follows:

1. **CITATION**

This bylaw may be cited for all purposes as "**CVRD Bylaw No. 4126 – Election and Assent Voting Procedures Bylaw, 2017**".

2. **DEFINITIONS**

Board means the Board of Directors of the Cowichan Valley Regional District;

CEO means the Chief Election Officer.

3. **PROVINCIAL LIST OF VOTERS**

The most current available Provincial list of voters prepared under the *Election Act* that is available at the time of an election or assent voting shall become the register of resident electors for Electoral Areas A – Mill Bay/Malahat; B – Shawnigan Lake; C – Cobble Hill; D – Cowichan Bay; E – Cowichan Station/Sahtlam/Glenora; F – Cowichan Lake South/Skutz Falls; G – Saltair/Gulf Islands; H – North Oyster/Diamond; and I – Youbou/Meade Creek; on the 52nd day prior to the general voting day for such election or assent voting.

4. **ADDITIONAL GENERAL VOTING OPPORTUNITIES**

The Board authorizes the CEO to establish additional general voting opportunities for general voting day and to designate the voting places and set the voting hours.

5. REQUIRED ADVANCE VOTING OPPORTUNITIES

Advance voting opportunities must be held for each election and for assent voting from 8:00 AM to 8:00 PM on the 10th and 4th days before general voting day.

6. ADDITIONAL ADVANCE VOTING OPPORTUNITIES

The CEO is authorized to establish dates for additional voting opportunities in advance of general voting day and to designate the voting places and set the voting hours for these voting opportunities.

7. MAIL BALLOT VOTING

Voting by mail ballot and elector registration by mail in conjunction with mail ballot voting are authorized for an elector who:

- (a) has a physical disability, illness or injury that affects their ability to vote at a voting place; or
- (b) resides in the following remote areas of the Regional District:
 - (i) the extreme western portion of Electoral Area F - Cowichan Lake South/Skutz Falls situated west of the E&N Land Grant boundary; or
 - (ii) on an island located within Electoral Area G – Saltair/Gulf Islands; or
- (c) expects to be absent from the Regional District on general voting day and at the times of all advance voting opportunities.

8. MAIL BALLOT VOTING TIME LIMITS

The CEO is authorized to establish time limits in relation to mail ballot voting.

9. MAIL BALLOT VOTING PROCEDURES

Notwithstanding the requirements under the *Act*, procedures for mail ballot voting are set out in Schedule A to this bylaw.

10. AUTOMATED VOTE COUNTING SYSTEM

The CEO may use automated vote counting machines, voting recorders or other devices for voting in an election.

11. AUTOMATED VOTE COUNTING PROCEDURES

Notwithstanding the requirements under the *Act*, if an automated vote counting system is used, procedures for using such systems are set out in Schedule B to this bylaw.

12. RESOLUTION OF TIE VOTE AFTER JUDICIAL RECOUNT

In the event of a tie vote after the completion of a judicial recount, the results will be determined by lot.

13. **REPEAL**

The following bylaws, and amendments thereto, are hereby repealed:

- a) "CVRD Bylaw No. 1981 – Mail Ballot Authorization and Procedure Bylaw, 1999";
- b) "CVRD Bylaw No. 2277 – Elections/Voting Procedures Bylaw, 2001"; and
- c) "CVRD Bylaw No. 3508 – Automated Vote Counting System Authorization and Procedures Bylaw, 2011".

READ A FIRST TIME this _____ day of _____, 2017.

READ A SECOND TIME this _____ day of _____, 2017.

READ A THIRD TIME this _____ day of _____, 2017.

ADOPTED this _____ day of _____, 2017.

Chairperson

Corporate Secretary



SCHEDULE A
TO CVRD BYLAW NO. 4126
MAIL BALLOT VOTING

1. APPLICATION PROCEDURE:

A person wishing to vote by mail ballot shall apply by giving their name and mailing address to the CEO, or designate, and a mail ballot package will be made available to eligible applicants.

2. VOTING PROCEDURE

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 CEO. After marking the ballot, the elector shall:

- (a) place the ballot in the secrecy envelope provided and seal the secrecy envelope;
- (b) place the sealed secrecy envelope in the return envelope; complete and sign the Qualification Check List / Declaration Form; and place the completed form in the return envelope;
- (c) place a completed elector registration application, if required, in the return envelope, and then seal the return envelope;
- (d) mail, or have delivered, the return envelope and its contents to the CEO at the address specified so that it is received **no later than** the close of voting on general voting day.

3. BALLOT ACCEPTANCE OR REJECTION

- a) Upon receipt of the outer envelope and its contents, the CEO or designate shall record the date of such receipt and shall then open the return envelope and remove and examine the Qualification / Declaration Form and the completed elector registration application form(s), and determine if the package is accepted or rejected.
- b) If satisfied as to:
 - I. the identity and entitlement to vote of the elector whose ballot is enclosed;
 - II. the completeness of the Qualification / Declaration Form; 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; then

the CEO, or designate, shall mark the return envelope as "accepted", and shall place the secrecy envelope in a ballot box in accordance with *the Act*.

- c) At the close of general voting, the ballot box shall be opened under the supervision of the CEO, or designate, and in the presence of at least one (1) other person and any scrutineers present.
- d) Rejected secrecy envelopes and their contents shall remain unopened and be subject to the retention and destruction of election materials as per the *Act*.

4. **CHALLENGE OF ELECTOR**

Sufficient records will be kept by the CEO so that challenges of the elector's right to vote may be made in accordance with the intent of the *Act*.



SCHEDULE B

TO CVRD BYLAW NO. 4126

AUTOMATED VOTE COUNTING SYSTEM PROCEDURES

1. DEFINITIONS

The following terms have the following meanings:

Acceptable mark means a mark which the **vote counting unit** is able to identify, which has been made by an elector in the space provided on the **ballot** opposite the name of any candidate or opposite either "yes" or "no" on any assent voting question.

Automated vote counting system means a system that counts and records votes and processes and stores election results which comprises:

- a) a number of **ballot scan vote counting units**, each of which rests on a two-compartment **ballot** box, one compartment of which is for:
 - (i) voted ballots; and
 - (ii) returned ballots which have been reinserted using the ballot override procedure; and
- b) a number of **storage ballots in a temporary compartment** into which voted **ballots** are deposited where a **vote counting unit** is not functioning or being used which will therefore be counted after the close of voting on general voting day.

Ballot means a single ballot card designed for use in an **automated vote counting system**, which shows:

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

Ballot return override procedure means an Election Official may manually cause the unit to accept a **returned ballot in a vote counting unit**.

Election headquarters means the Cowichan Valley Regional District office located at 175 Ingram Street, Duncan, British Columbia.

Memory pack, means a computer software cartridge which is inserted into the **vote counting unit** and into which is pre-programmed the names of all the candidates for each of the offices to be filled, and the alternatives of "yes" or "no" for each question on the **ballot**, and which records and retains information on the number of acceptable marks made for each.

PEO means the Presiding Election Official.

Results tape means the printed record generated from a **vote counting unit** at the close of voting on general voting day, which 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 bylaw or other matter on which the assent of the electors is sought.

Returned ballot means a voted **ballot** which was inserted into the **vote counting unit**, but which was not accepted and which was returned to the elector with an explanation of the **ballot** marking error which caused the **ballot** not to be accepted.

Secrecy sleeve means an open-ended folder or envelope used to cover **ballots** to conceal the choices made by each elector.

Storage ballot compartment means a designed compartment in the ballot box under each **vote counting unit** into which voted **ballots** are temporarily deposited in the event that the unit ceases to function. It also means a ballot box, for use in the election, where a **vote counting unit** is not being used at the time of voting.

Vote counting unit means the device into which voted **ballots** are inserted and which scans each **ballot** and records the number of votes for each candidate and for and against each assent voting question.

2. PROCEDURES

1. The PEO for each voting place shall offer, and if requested, ensure that a demonstration of how to vote using a **vote counting unit** is provided to an elector, as soon as such elector enters the voting place and before a **ballot** is issued.
2. Upon completion of the voting demonstration, if any, the elector shall proceed as instructed, to the Election Official responsible for issuing **ballots**, who, upon fulfillment of the requirements of the *Local Government Act*, shall then provide a **ballot** to the elector, a **secrecy sleeve** if requested by the elector, the ballot marking instrument, and any further instructions the elector requests.
3. Upon receiving a **ballot** the elector shall immediately proceed to a voting compartment to vote.
4. The elector may vote only by making an **acceptable mark** on the **ballot**:
 - a) beside the name of each candidate of choice, up to the maximum number of candidates to be elected for each of the offices to be filled; and
 - b) beside either 'yes' or 'no' in the case of each bylaw or other matter on which the assent or opinion of the electors is sought.

5. Once the elector has finished marking the **ballot**, the elector must either place the **ballot** into the **secrecy sleeve**, if one has been requested, or turn the ballot upside down and proceed to the **vote counting unit**, and under the supervision of the Election Official in attendance, insert the **ballot** directly from the **secrecy sleeve**, if applicable, into the **vote counting unit** without the **acceptable marks** on the **ballot** being exposed.
6. If, before inserting the **ballot** into the **vote counting unit**, an elector determines that a mistake has been made when marking the **ballot**, or if the **ballot** is returned by the **vote counting unit**, the elector may return to the voting compartment to correct the ballot or request a replacement **ballot** by informing the Election Official in attendance.
7. Upon being informed of the replacement **ballot** request, the PEO shall issue a replacement **ballot** to the elector and mark the **returned ballot** “spoiled” and shall retain all such spoiled **ballots** separately from all other **ballots**, and they shall not be counted in the election.
8. If the elector declines the opportunity to obtain a replacement **ballot** and has not damaged the **ballot** to the extent that it cannot be reinserted into the **vote counting unit**, the Election Official shall, using the **ballot return override procedure**, reinsert the **returned ballot** into the **vote counting unit** to count any **acceptable marks** which have been made correctly.
9. Any **ballot** counted by the **vote counting unit** is valid and any acceptable marks contained on such **ballots** will be counted in the election, subject to any determination made under a judicial recount.
10. Once the **ballot** has been inserted into the **vote counting unit** and the unit indicates that the **ballot** has been accepted, the elector must immediately leave the voting place.
11. During any period that a **vote counting unit** is not functioning, the Election Official supervising the unit shall insert all **ballots** delivered by the electors during this time, into the **storage ballot compartment**, on the understanding that if the **vote counting unit**:
 - a) becomes operational, or
 - b) is replaced with another **vote counting unit**,
 the **ballots** in the **storage ballot compartment** shall, as soon as reasonably possible, be removed by an Election Official and, under the supervision of the PEO, shall be inserted into the **vote counting unit** to be counted.
12. Any **ballots** which were temporarily stored in the **storage ballot compartment** during a period when the **vote counting unit** was not functioning, which are returned by the **vote counting unit** when being counted shall, through the use of the **ballot return override procedure** and under the supervision of the PEO, be reinserted into the **vote counting unit** to ensure that any **acceptable marks** are counted.

3. ADVANCE & SPECIAL VOTING OPPORTUNITY PROCEDURES

1. At the close of voting at each advance or special voting opportunity, the PEO in each case shall ensure that:
 - a) no additional **ballots** are inserted in the **vote counting unit**;
 - b) the **storage ballot compartment** is empty of any **ballots**;
 - c) the **results tapes** in the **vote counting unit** are not generated; and
 - d) the **memory pack** of the **vote counting unit** is secured.

2. At the close of voting at the final advance or special voting opportunity, the PEO shall:
 - a) ensure that any remaining **ballots** in the **storage ballot compartment** are inserted into the **vote counting unit**;
 - b) secure the **vote counting unit** so that no more **ballots** can be inserted; and
 - c) deliver the **vote counting unit** together with the **memory pack** and all other materials used in the election to the CEO at **election headquarters**.

4. **PROCEDURES AFTER CLOSE OF VOTING ON GENERAL VOTING DAY**

After the close of voting on general voting day, each PEO, including those responsible for advance and special voting opportunities, shall undertake the procedures for counting the votes pursuant to the *Act*, including all of the following:

- a) ensure that any remaining **ballots** in the **storage ballot compartment** are inserted into the **vote counting unit**;
- b) secure the **vote counting unit** so that no more **ballots** can be inserted;
- c) generate three copies of the **results tape** from the **vote counting unit**; and
- d) telephone the result to **election** headquarters immediately;
- e) deliver the vote counting unit together with the memory pack and all other materials used in the election to the CEO at election headquarters.



COWICHAN VALLEY REGIONAL DISTRICT

Bylaw No. 2277

(As Amended by Bylaw Nos. 3504 and 3819)

CVRD BYLAW NO. 2277 - ELECTIONS/VOTING PROCEDURES BYLAW, 2001

CONSOLIDATED FOR CONVENIENCE ONLY

(June 16, 2014)

The amendment bylaw(s) listed below have been incorporated into enactment Bylaw No. 2277 for convenience purposes only. Persons making use of the consolidated version of Bylaw No. 2277 are advised that it is not a legal document and that for the purpose of interpreting and applying the law, the original bylaw(s) must be consulted. Certified copies of original bylaws are available through the Corporate Secretary's office.

AMENDMENT BYLAW

Bylaw No. 3504

Bylaw No. 3819

EFFECTIVE DATE

June 8, 2011

June 16, 2014



COWICHAN VALLEY REGIONAL DISTRICT

Bylaw No. 2277 - Consolidated for Convenience with Amending Bylaw Nos. 3504 and 3819

A Bylaw to Provide for the Determination of Various Procedures for the Conduct of Local Government Elections and Other Voting

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

AND WHEREAS the Regional Board deems it desirable and expedient to establish various procedures and requirements under that authority;

NOW THEREFORE the Board of Directors of the Cowichan Valley Regional District, in open meeting assembled, enacts as follows:

1. CITATION

This bylaw may be cited for all purposes as "**CVRD Bylaw No. 2277 – Elections/Voting Procedures Bylaw, 2001**".

2. DEFINITIONS

In this bylaw:

"Elector" means a resident elector or property elector of the jurisdiction as defined under the *Local Government Act*.

"Election" means an election for the number of persons required to fill a local government office.

"General Local Election" means the elections for the Electoral Area Directors of the Regional District which must be held in the year 1993 and in every 3rd year after that.

"General Voting Day" means:

- (a) for a General Local Election, the 3rd Saturday of November in the year of the Election.
- (b) For other elections, the date set under Section 37(5), 38(1) or (3) or 142(5) of the *Local Government Act*, and
- (c) For other voting, the date set under Section 162 of the *Local Government Act*.

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"**Jurisdiction**" means, in relation to an election, the Regional District Electoral area for which it is held.

"**Local Government**" means:

- (a) in relation to a municipality, the council, and
- (b) in relation to regional district, the board.

"**Other Voting**" means voting on a matter referred to in Section 158 of the *Local Government Act* and includes voting on a referendum under Section 797.3 of the *Local Government Act*.

3. **APPLICATION**

All sections of this bylaw apply to elections or other voting held at times other than in General Local Election.

4. **USE OF PROVINCIAL LIST OF VOTERS AS THE REGISTER OF RESIDENT ELECTORS**

- (a) As authorized under Section 59 of the *Local Government Act*, the most current list of voters prepared under the *Election Act*, existing at the time an election is to be held, is deemed to be the register of resident electors for Electoral Areas A – Mill Bay/Malahat, B – Shawnigan Lake, C – Cobble Hill, D – Cowichan Bay, E – Cowichan Station/Sahtlam/Glenora, F – Cowichan Lake South/Skutz Falls, G – Saltair/Gulf Islands, H – North Oyster/Diamond, and I – Youbou/Meade Creek of this Regional District.
- (b) The Provincial List of Voters becomes the Register of resident electors by 52 days before General Voting Day for each election for Electoral Areas A – Mill Bay/Malahat, B – Shawnigan Lake, C – Cobble Hill, D – Cowichan Bay, E – Cowichan Station/Sahtlam/Glenora, F – Cowichan Lake South/Skutz Falls, G – Saltair/Gulf Islands, H – North Oyster/Diamond, and I – Youbou/Meade Creek of this Regional District.

5. **ADDITIONAL GENERAL VOTING OPPORTUNITIES**

The Regional Board authorizes the Chief Election Officer (CEO) to establish additional general voting opportunities for General Voting Day for each election, or specified election, or other voting and to designate the voting places and voting hours, within the limits set out in Section 96 of the *Local Government Act* for such voting opportunities.

6. **REQUIRED ADVANCE VOTING OPPORTUNITIES**

- (a) one on the 10th day before general voting day; and
- (b) one on the 4th day before general voting day.

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7. ADDITIONAL ADVANCE VOTING OPPORTUNITIES

As authorized under Section 98 of the *Local Government Act*, the Regional Board authorizes the Chief Election Officer to establish additional advance voting opportunities for each election or specified election or voting, to be held in advance of General Voting Day and to designate the voting places, establish the date and the voting hours for these voting opportunities.

8. MAIL BALLOT VOTING

- (a) As authorized under Section 100 of the *Local Government Act*, voting and registration may be done by mail for those electors who meet the criteria in paragraph (b) for each election or specified election or other voting.
- (b) As provided under Section 100 (3) in the *Local Government Act*, the only electors who may vote by mail ballot are (i) persons who have a physical disability, illness or injury that affects their ability to vote at another voting opportunity; and (ii) persons who reside in a specified area of the jurisdiction for which the election is being held that is remote from voting places at which they are entitled to vote; and (iii) persons who expect to be absent from the Regional District on General Voting Day and at all times of all advance voting opportunities.
- (c) The procedures for mail ballot voting and registration shall be established by separate bylaw.
- (d) As provided for in the *Local Government Act*, a mail ballot must be received by the Chief Election Officer before the close of voting on General Voting Day in order to be counted for an election.

9. AUTOMATED VOTING MACHINES

9.1 As authorized under Section 102, the Regional District may use automated voting machines, voting recorders or other devices for voting in an election.

9.2 The procedures for the use of automated voting machines, voting recorders or other devices shall be established by separate bylaw.

10. ORDER OF NAMES ON BALLOT

Shall be alphabetical as prescribed in Section 106 of the *Local Government Act*.

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11. NUMBER OF SCRUTINEERS AT VOTING PLACES

As authorized under Section 110(2)(d) of the *Local Government Act*, the number of scrutineers for each candidate that may attend at an Election is a maximum of one (1) for each ballot box in use.

12. RESOLUTION OF TIE VOTES AFTER JUDICIAL RECOUNT

In the event of a tie vote after a judicial recount, the tie vote will be determined by lot in accordance with section 141(2) of the *Local Government Act*.

READ A FIRST TIME this 28th day of November , 2001.

READ A SECOND TIME this 28th day of November , 2001.

READ A THIRD TIME this 28th day of November , 2001.

ADOPTED this 28th day of November , 2001.

Tom Walker
Chairperson

J.A. Forrest
Secretary



COWICHAN VALLEY REGIONAL DISTRICT

Bylaw No. 1981 (As Amended by Bylaw No. 3496 and 3709)

CVRD BYLAW NO. 1981

- MAIL BALLOT AUTHORIZATION AND PROCEDURE BYLAW, 1999

CONSOLIDATED FOR CONVENIENCE ONLY (June 12, 2014)

The amendment bylaw(s) listed below have been incorporated into enactment Bylaw No. 1981 for convenience purposes only. Persons making use of the consolidated version of Bylaw No. 1981 are advised that it is not a legal document and that for the purpose of interpreting and applying the law, the original bylaw(s) must be consulted. Certified copies of original bylaws are available through the Corporate Secretary's office.

AMENDMENT BYLAW

Bylaw No. 3496
Bylaw No. 3709
Bylaw No. 3820

EFFECTIVE DATE

June 8, 2011
June 12, 2013
June 11, 2014



COWICHAN VALLEY REGIONAL DISTRICT

Bylaw No. 1981 - Consolidated for Convenience with Amending Bylaw No. 3496, 3709 and 3820

A Bylaw to Allow for Mail Ballot Authorization and Procedures

WHEREAS pursuant to Section 100 of the *Local Government Act*, in conjunction with "CVRD Bylaw No. 1981 – Elections/Voting Procedures Bylaw, 1999", as amended, the Board may, by bylaw, permit voting by mail ballot and establish procedures therefor;

NOW THEREFORE the Board of Directors of the Cowichan Valley Regional District, in open meeting assembled, enacts as follows:

1. CITATION:

1.1 This Bylaw may be cited for all purposes as "**CVRD Bylaw No. 1981– Mail Ballot Authorization and Procedure Bylaw, 1999.**"

2. AUTHORIZATION:

2.1 Voting by mail ballot and elector registration by mail in conjunction with mail ballot voting are hereby authorized.

2.2 In accordance with the provisions of Section 100(3) of the *Local Government Act*, the only electors who may vote by mail ballot are:

- (a) persons who have a physical disability, illness or injury that affects their ability to vote at another voting opportunity;
- (b) persons who reside in the following areas of the Regional District that are remote from voting places at which they are entitled to vote, shall be permitted to vote by mail ballot:
 - (i) that portion of Area F (Cowichan Lake South/Skutz Falls) west of the E&N Land Grant as shown shaded on the attached Schedule A.
 - (ii) all Area G – Saltair/Gulf Islands as shown on the attached Schedule B.
- (c) persons who expect to be absent from the Regional District on general voting day and at the times of all advance voting opportunities.

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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.
- 3.2 Upon receipt of a request for a mail ballot, the Chief Election Officer or designate shall make available to the applicant, a mail ballot package as specified in Section 100(7) of the *Local Government Act*, together with a statement advising the Elector that the Elector must meet one (1) or more of the mail ballot criteria specified in Section 2.2 of this bylaw, and that they must attest to such fact.
- 3.3 Pursuant to Section 100(4) of the *Local Government Act*, (the *Act*), the Chief Election Officer is hereby authorized to establish procedures for voting and registration that differ from those established under other provisions of the *Act*, and establish time limits in relation to mail ballot voting.

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 envelope provided and seal the secrecy envelope;
 - (b) place the sealed secrecy envelope in the return envelope, and complete and sign the Qualification Check List / Declaration Form, and place the completed form in the return envelope;
 - (c) place a completed elector registration application, if required, in the return envelope, and then seal the return envelope;
 - (d) mail, or have delivered, the return 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 p.m. on the Thursday two (2) 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 return envelope and remove and examine the Qualification / Declaration Form and the completed elector registration application form(s), if applicable, and if satisfied as to:
- (a) the identity and entitlement to vote of the Elector whose ballot is enclosed;
 - (b) the completeness of the Qualification / Declaration Form; and

.../3

(c) the fulfilment of the requirements of Section 56 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 return envelope as "accepted", and shall retain in his custody all such return envelopes in order to deal with any challenges made in accordance with Section 6 of this bylaw.

5.2 The return envelopes and the unopened secrecy envelopes shall remain in the custody of the Chief Election Officer or designate until 4:00 pm on the Thursday, two (2) days before general voting day, at which time the secrecy envelopes shall be placed, unopened, in a ballot box set aside for that purpose, and in the presence of at least one (1) other person, including any scrutineers present.

5.3 At 4:00 pm on the Thursday two (2) 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 a return envelope and its contents are received by the Chief Election Officer or designate between 4:00 pm on the Thursday two (2) 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 return envelopes in the presence of a least one (1) 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 (1) 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:

(a) upon receipt of a return 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 56 of the *Local Government Act*, or

(c) the return envelope is received by the Chief Election Officer or designate after the close of voting on general voting day,

the secrecy 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.

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5.7 Any secrecy 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 Section 150(6) 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 Section 116 of the *Local Government Act*, until 4:00 p.m. on the Thursday two (2) days before general voting day.

6.2 The provisions of Section 116(2) to (5) inclusive 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

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 Electors name, the provisions of Section 117 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.

READ A FIRST TIME this 28th day of July, 1999

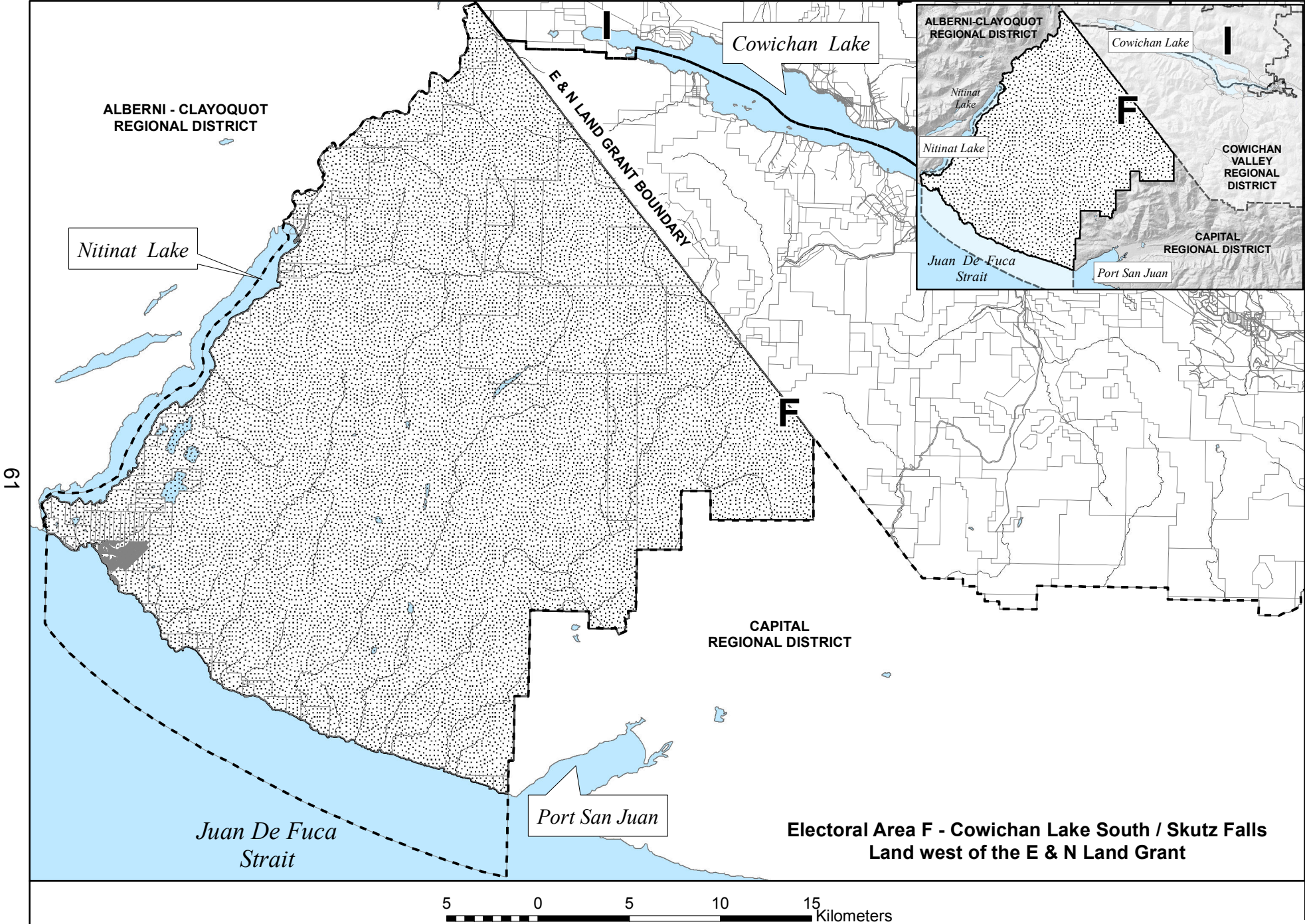
READ A SECOND TIME this 28th day of July, 1999

READ A THIRD TIME this 28th day of July, 1999

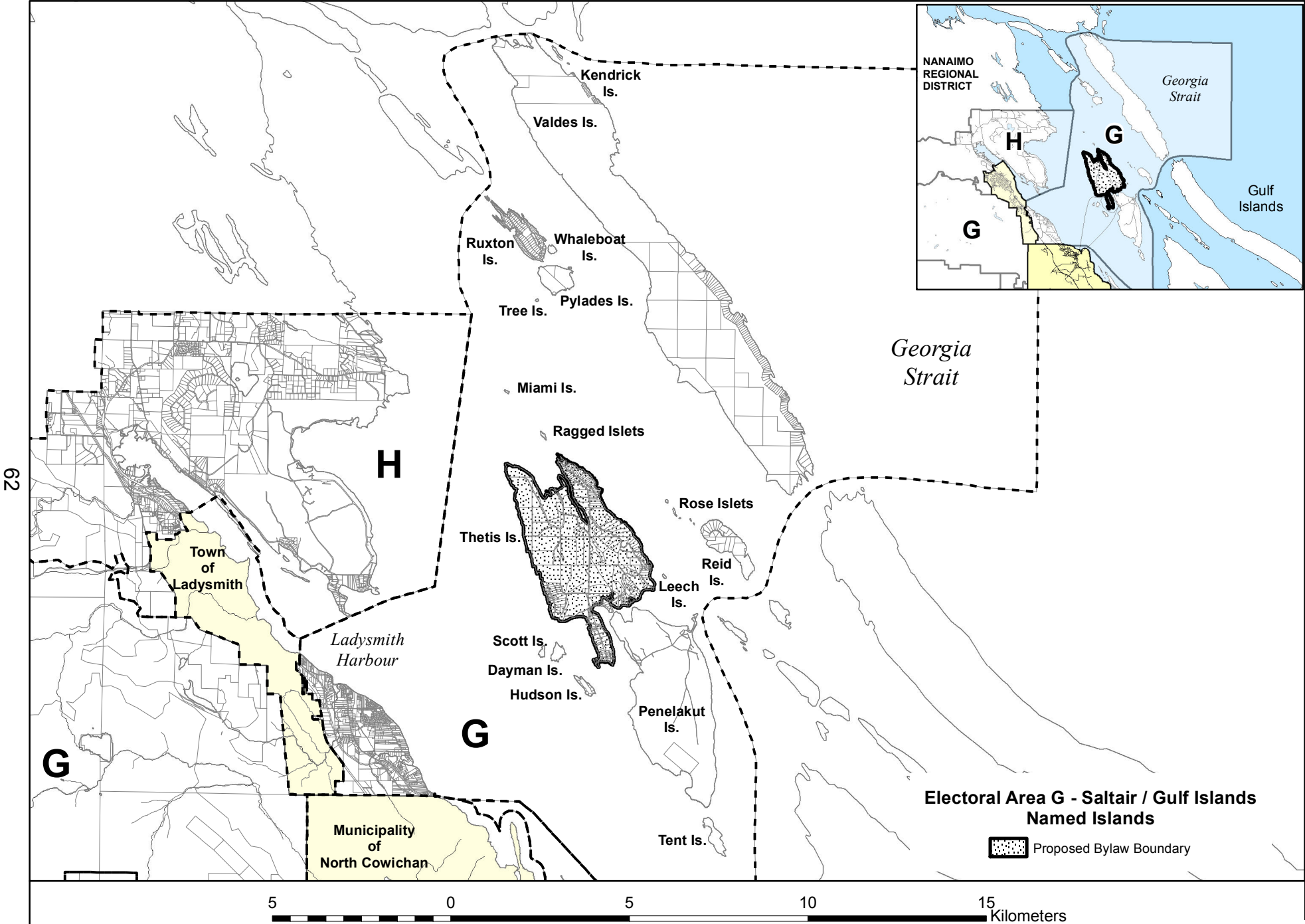
ADOPTED this 28th day of July, 1999

Robert Hutchins
Chairperson

J. A. Forrest
Secretary



**Electoral Area F - Cowichan Lake South / Skutz Falls
Land west of the E & N Land Grant**





C.V.R.D

COWICHAN VALLEY REGIONAL DISTRICT

BYLAW No. 3508

A Bylaw to Authorize an Automated Vote Counting System and Procedures

WHEREAS under the *Local Government Act*, the Board of the Cowichan Valley Regional District may, by bylaw, provide for the use of automated voting machines, voting recorders or other devices for voting in an election;

AND WHEREAS the Board of the Cowichan Valley Regional District wishes to establish various procedures and requirements under that authority;

NOW THEREFORE the Board of Directors of the Cowichan Valley Regional District, in open meeting assembled, enacts as follows:

1. CITATION

This bylaw may be cited as "**CVRD Bylaw No. 3508 – Automated Vote Counting System Authorization and Procedures Bylaw, 2011**".

2. DEFINITIONS

1. In this bylaw the following terms have the following meanings:

Acceptable mark means a completed arrow which the **vote counting unit** is able to identify, which has been made by an elector in the space provided on the **ballot** opposite the name of any candidate or opposite either 'yes' or 'no' on any other voting question.

Automated vote counting system means a system that counts and records votes and processes and stores election results which comprises:

- a) a number of **ballot scan vote counting units**, each of which rests on a two-compartment **ballot** box, one compartment of which is for:
- (i) voted ballots; and
 - (ii) returned ballots which have been reinserted using the ballot override procedure;

and the other compartment is for the temporary storage of voted ballots during such time as the **vote counting unit** is not functioning; and

- b) a number of **storage ballot compartments** into which voted **ballots** are deposited where a **vote counting unit** is not functioning or being used which will therefore be counted after the close of voting on general voting day.

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Ballot means a single ballot card designed for use in an **automated vote counting system**, which shows:

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

Ballot return override procedure means the use, by an Election Official, of a device on a **vote counting unit**, which causes the unit to accept a **returned ballot**.

Election headquarters means Cowichan Valley Regional District (CVRD), 175 Ingram Street, Duncan, British Columbia, V9L 1N8.

Memory pack means a computer software cartridge which is inserted into the **vote counting unit** and into which is pre-programmed the names of all the candidates for each of the offices to be filled, and the alternatives of “yes” or “no” for each question on the **ballot**, and which records and retains information on the number of acceptable marks made for each.

Storage ballot compartment means a ballot box, for use in the election, where a **vote counting unit** is not being used at the time of voting.

Results tape means the printed record generated from a **vote counting unit** at the close of voting on general voting day, which 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 bylaw or other matter on which the assent of the electors is sought.

Returned ballot means a voted **ballot** which was inserted into the **vote counting unit**, but which was not accepted and which was returned to the elector with an explanation of the **ballot** marking error which caused the **ballot** not to be accepted.

Secrecy sleeve means an open-ended folder or envelope used to cover **ballots** to conceal the choices made by each elector.

Storage ballot compartment means a designed compartment in the ballot box under each **vote counting unit** into which voted **ballots** are temporarily deposited in the event that the unit ceases to function.

Vote counting unit means the device into which voted **ballots** are inserted and which scans each **ballot** and records the number of votes for each candidate and for and against each other voting question.

3. USE OF VOTING MACHINES

1. The Board hereby provides for the use of an **automated vote counting system** for the conduct of elections and other voting that may, from time to time, be required.

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4. AUTOMATED VOTING PROCEDURES

1. The Presiding Election Official for each voting place shall offer, and if requested, ensure that a demonstration of how to vote using a **vote counting unit** is provided to an elector, as soon as such elector enters the voting place and before a **ballot** is issued.
2. Upon completion of the voting demonstration, if any, the elector shall proceed as instructed, to the Election Official responsible for issuing **ballots**, who, upon fulfillment of the requirements of the *Local Government Act*, shall then provide a **ballot** to the elector, a **secrecy sleeve** if requested by the elector, the ballot marking instrument, and any further instructions the elector requests.
3. Upon receiving a **ballot** the elector shall immediately proceed to a voting compartment to vote.
4. The elector may vote only by making an **acceptable mark** on the **ballot**:
 - a) beside the name of each candidate of choice, up to the maximum number of candidates to be elected for each of the offices to be filled; and
 - b) beside either 'yes' or 'no' in the case of each bylaw or other matter on which the assent or opinion of the electors is sought.
5. Once the elector has finished marking the **ballot**, the elector must either place the **ballot** into the **secrecy sleeve**, if one has been requested, or turn the ballot upside down and proceed to the **vote counting unit**, and under the supervision of the Election Official in attendance, insert the **ballot** directly from the **secrecy sleeve**, if applicable, into the **vote counting unit** without the **acceptable marks** on the **ballot** being exposed.
6. If, before inserting the **ballot** into the **vote counting unit**, an elector determines that a mistake has been made when marking the **ballot**, or if the **ballot** is returned by the **vote counting unit**, the elector may return to the voting compartment to correct the ballot or request a replacement **ballot** by informing the Election Official in attendance.
7. Upon being informed of the replacement **ballot** request, the Presiding Election Official shall issue a replacement **ballot** to the elector and mark the **returned ballot** "spoiled" and shall retain all such spoiled **ballots** separately from all other **ballots**, and they shall not be counted in the election.
8. If the elector declines the opportunity to obtain a replacement **ballot** and has not damaged the **ballot** to the extent that it cannot be reinserted into the **vote counting unit**, the Election Official shall, using the **ballot return override procedure**, reinsert the **returned ballot** into the **vote counting unit** to count any **acceptable marks** which have been made correctly.
9. Any **ballot** counted by the **vote counting unit** is valid and any acceptable marks contained on such **ballots** will be counted in the election, subject to any determination made under a judicial recount.

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10. Once the **ballot** has been inserted into the **vote counting unit** and the unit indicates that the **ballot** has been accepted, the elector must immediately leave the voting place.
11. During any period that a **vote counting unit** is not functioning, the Election Official supervising the unit shall insert all **ballots** delivered by the electors during this time, into the **storage ballot compartment**, on the understanding that if the **vote counting unit**:
 - a) becomes operational, or
 - b) is replaced with another **vote counting unit**,
 the **ballots** in the **storage ballot compartment** shall, as soon as reasonably possible, be removed by an Election Official and, under the supervision of the Presiding Election Official, shall be inserted into the **vote counting unit** to be counted.
12. Any **ballots** which were temporarily stored in the **storage ballot compartment** during a period when the **vote counting unit** was not functioning, which are returned by the **vote counting unit** when being counted shall, through the use of the **ballot return override procedure** and under the supervision of the Presiding Election Official, be reinserted into the **vote counting unit** to ensure that any **acceptable marks** are counted.

5. ADVANCE VOTING OPPORTUNITY PROCEDURES

1. **Vote counting units** shall be used at all advance voting opportunities and voting procedures at the advance voting opportunities shall follow, as closely as possible, those described in Section 4 of this bylaw.
2. At the close of voting at each advance voting opportunity, the Presiding Election Official in each case shall ensure that:
 - a) no additional **ballots** are inserted in the **vote counting unit**;
 - b) the **storage ballot compartment** is locked to prevent insertion of any **ballots**;
 - c) the **results tapes** in the **vote counting unit** are not generated; and
 - d) the **memory pack** of the **vote counting unit** is secured.
3. At the close of voting at the final advance voting opportunity, the Presiding Election Official shall:
 - a) ensure that any remaining **ballots** in the **storage ballot compartment** are inserted into the **vote counting unit**;
 - b) secure the **vote counting unit** so that no more **ballots** can be inserted; and
 - c) deliver the **vote counting unit** together with the **memory pack** and all other materials used in the election to the Chief Election Officer at **election headquarters**.

6. SPECIAL VOTING OPPORTUNITY PROCEDURES

1. Unless the Chief Election Officer determines it is practical to use a **vote counting unit**, a **storage ballot compartment** as defined herein, shall be used for all special voting opportunities. The Presiding Election Official appointed to attend at each special voting opportunity shall proceed in accordance with Sections 4.2, 4.3, 4.4 and 4.5 of this bylaw so far as applicable, except that the voted **ballots** shall be deposited into the **storage ballot compartment** supplied by the Presiding Election Official.

2. The Presiding Election Official at a special voting opportunity shall ensure that the **storage ballot compartment** is secured when not in use and at the close of voting at the final special voting opportunity, the Presiding Election Official shall seal the **storage ballot compartment** and return it together with all other election materials to the custody of the Chief Election Officer.
3. If a **vote counting unit** is in use at a special voting opportunity, the Presiding Election Official appointed to attend the special voting opportunity shall follow the procedures outlined in Section 5 of this bylaw as if it were an advance voting opportunity.

7. PROCEDURES AFTER CLOSE OF VOTING ON GENERAL VOTING DAY

1. After the close of voting on general voting day, each Presiding Election Official, except those responsible for advance and special voting opportunities, shall undertake all of the following, generally in the order stipulated:
 - a) ensure that any remaining **ballots** in the **storage ballot compartment** are inserted into the **vote counting unit**;
 - b) secure the **vote counting unit** so that no more **ballots** can be inserted;
 - c) generate three copies of the **results tape** from the **vote counting unit**;
 - d) telephone the result to **election** headquarters immediately;
 - e) account for the unused, spoiled and voted **ballots** and place them, packaged and sealed separately, together with the **memory pack** from the **vote counting unit** and one copy of the **results tape**, into the ballots and results box;
 - f) complete the ballot account and place the duplicate copy in the ballots and results box;
 - g) seal the ballots and results box;
 - h) place the voting books, list of electors, the original copy of the ballot account, one copy of the **results tape**, completed registration cards, keys and all completed forms into the election materials box; and
 - i) deliver, or have available for pick-up, the sealed ballots and results box, **vote counting unit** and the election materials box, to the Chief Election Officer at **election headquarters**.
2. At the close of voting on general voting day, the Chief Election Officer shall direct the Presiding Election Official for the advance voting opportunity and any special voting opportunities where **vote counting units** were used, to proceed in accordance with Section 7.1 of this bylaw.
3. All portable ballot boxes used in the election will be opened, under the direction of the Chief Election Officer, at the close of voting on general voting day and all ballots shall be removed and inserted into a **vote counting unit** to be counted, after which the provision of Sections 7.1 (a) to (h), so far as applicable, shall apply.
4. Upon the fulfilment of the provisions of Section 7.1 to 7.4 inclusive, the Chief Election Officer shall, to obtain the election results, direct an Election Official to place the results in a spreadsheet, which may be used for display in the [location], indicating the total election results.

8. RECOUNT PROCEDURE

1. If a recount is requested by a candidate after the preliminary election results are announced, it shall be conducted under the direction of the Chief Election Officer using the **automated vote counting system** and generally in accordance with the following procedure:
 - a) the **memory packs** of all **vote counting units** will be cleared;
 - b) a **vote counting unit** will be designated for each voting place;
 - c) all voted **ballots** will be removed from the sealed election materials boxes, except spoiled ballots, and reinserted in the appropriate **vote counting unit** under the supervision of the Chief Election Officer;
 - d) any **ballots** returned by the **vote counting unit** during the recount process shall, through the use of the **ballot return override procedure**, be reinserted in the **vote counting unit** to ensure that any **acceptable marks** are counted; and
 - e) to obtain election results, the Chief or Deputy Chief Election Officer shall place the results of each voting place on spreadsheets so as to tally the total election results.

9. GENERAL

1. Any enactment referred to herein is a reference to an enactment of British Columbia and regulations thereto, as amended, revised, consolidated or replaced from time to time.
2. If any part, section, sentence, clause, phrase or word of this bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, the invalid portion shall be severed and the decision that it is invalid shall not affect the validity of the remainder which shall continue in full force and effect and be construed as if the bylaw had been adopted without the invalid portion.

READ A FIRST TIME this 8th day of June , 2011.

READ A SECOND TIME this 8th day of June , 2011.

READ A THIRD TIME this 8th day of June , 2011.

ADOPTED this 8th day of June , 2011.

Chair

Deputy Corporate Secretary