Election Act

VOTING AND MAIL IN BALLOT REGULATION

Date Enacted: 25 November 2015
Order Number: O.087-2015

Last Amended: 20 January 2016

This version of the Regulation is not the official version, and is for informational purposes only. Persons who need to rely of the text of the Regulation for legal or other purposes may access the official version held in the TFN Laws Registry by contacting the TFN Administration Office at (604) 943-2112.
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Citation

1  This regulation may be cited as the Voting and Mail-In Ballot Regulation.

Definitions

2  In this regulation:
   “Act” means the Election Act (Tsawwassen);
   “appointee” means an election clerk appointed by the election officer under
section 74 (1) [Appointment of election clerks] of the Act or a deputy election
officer appointed under section 72 (1) [Appointment and authority of deputy
election officers] of the Act;
   “ballot question 1” means the ballot question relating to the election for Chief a
sample of which is provided in Schedule L [Sample Ballot for Chief] of this
regulation;
   “ballot question 2” means the ballot question relating to the election for members
of the legislature a sample of which is provided in Schedule M [Sample Ballot for
Legislators] of this regulation;
   “candidate” means an individual that has been declared a candidate for election
under section 30 [Declaration of recognized candidates] of the Act;
   “election officer” means the election officer appointed under the Act;
   “identification envelope” means the envelope that is provided to an eligible voter
in a mail-in ballot package that has the form outlined in Schedule D [Identification
Envelope] of this regulation printed on the envelope;
   “peace officer” means persons employed or engaged for the preservation and
maintenance of the public peace at the election; and
   “spoilt ballot” means a ballot that:
      (a) contains a mark that may identify an eligible voter;
      (b) is marked as voting for more than the number of positions available for the
election,
      (c) does not clearly indicate the intention of the voter.

Interpretation

3  Unless specifically provided otherwise in these regulations, other terms used have the
same meanings as in the Act.

Election officer’s power to delegate

4  The election officer may delegate any of his or her responsibilities under this
regulation to an appointee.

Eligible voters to provide identification

5  In order for an eligible voter to cast a ballot on the voting day, he or she must provide
the election officer with satisfactory identification consisting of 1 or 2 pieces of
information that separately or together, provides the name, signature, and either
      (a) the address; or
      (b) the birth date
of the eligible voter, confirming the identity of the eligible voter.

[Amended by Order number O.006-2016]
Procedure if an eligible voter does not have identification

6 (1) Notwithstanding section 5 [Eligible voters to provide identification] of this regulation, an eligible voter who is unable to produce the identification required by section 5 may be permitted to cast a ballot on voting day if the identity of the eligible voter is confirmed in accordance with subsection (2) by a voucher, who may be any of the following:

(a) a spouse, a parent, a grandparent, or an adult child, grandchild or sibling of the eligible voter;

(b) a person having legal management of the affairs of the eligible voter; or

(c) another eligible voter who has produced the identification required by section 5.

(2) The eligible voter and the voucher referred to in subsection (1) must each make a solemn declaration, in writing, in the form attached hereto as Schedule A [Declaration of eligible voter’s identity], as to the eligible voter’s identity and the voucher’s relationship to the eligible voter.

[Amended by Order number O.006-2016]

Procedure if a name is omitted from the list of eligible voters

7 An individual whose name is omitted from the voters list and who provides the election officer with a statutory declaration that he or she is an eligible voter pursuant to section 43 (2) (b) [Voting rules] of the Act, must make the statutory declaration in the form prescribed in Schedule B.

Mail-In ballot package

8 Mail-in ballot packages must include

(a) pre-folded ballot question 1 in the form prescribed in Schedule L [Sample Ballot for Chief] and ballot question 2 in the form prescribed in M [Sample Ballot for Legislators], initialed by the election officer,

(b) Schedule C [Instructions for Mail-in Voting] of this regulation,

(c) a secrecy envelope into which the ballots will be placed,

(d) an identification envelope into which the secrecy envelope will be placed and on which the information outlined in Schedule D [Identification Envelope] of this regulation is printed, and

(e) a prepaid return envelope.

Mail-In ballot package to be sent to eligible voters

9 The mail-in ballot package will be mailed to all eligible voters at the same time that the second notice of election is sent to voters pursuant to section 9 [Posting of Second Notice] of the Election Notice Regulation.

Lost mail-in ballot

10 If an eligible voter loses his or her mail-in ballot, he or she may request a replacement ballot from the election officer provided that the request is received by the election officer no later than 10 days before the election.
Election officer’s responsibilities for handling mail-in ballots

11 The election officer is responsible for the safe-guarding and safe-keeping of the mail-in ballots until such time as they are opened and processed in accordance with section 55 [Counting duties of election officer] of the Act.

Handling of mail-in ballots prior to election day

12 (1) Mail-in ballots may only be handled by the election officer and the election officer must, upon receipt of a mail-in ballot package, deposit its contents into a locked and sealed box until election day.

(2) Mail-in ballots received by the Election Officer on election day are deemed to be mail-in ballots.

Handling of mail-in ballots received after the election day

13 If a mail-in ballot is received by the election officer after the close of the voting station on election day, the ballot is rejected and destroyed at the same time that all other ballots are destroyed in accordance with section 65 [Disposal of election materials] of the Act.

Election officer’s responsibilities at the voting station

14 At the voting station on the election day the election officer must

   (a) verify the identification of an individual requesting to vote according to section 5 [Eligible voters to provide identification] or section 6 [Procedure if an eligible voter does not have identification], and confirm that the name of that individual appears on the list of eligible voters,

   (b) verify that a line has not already been placed through the name of the individual requesting to vote to signify that he or she has already received a ballot, and

   provided that the requirements outlined in paragraph (a) and (b) are satisfied, the election officer must

   (c) provide the person with a ballot for ballot question 1 and a ballot for ballot question 2, both of which are initialed by the election officer on the back of the ballot so that the initials can be seen when each ballot is folded,

   (d) on the list of eligible voters, place a line through the name of every eligible voter who has received ballots, and

   (e) except in the case of an eligible voter requiring assistance, provide to each eligible voter Schedule E [In-person voting instructions] of this regulation and instruct the eligible voter to proceed immediately to the voting area.

Procedure upon receipt of a ballot

15 Upon receiving marked ballots from an eligible voter on the election day the election officer must,

   (a) examine the ballot,

   (b) verify his or her initials on each ballot,

   (c) hand each ballot back to the eligible voter,

   (d) witness the eligible voter depositing the ballot in a ballot box, and
(e) on the list of eligible voters, place a check mark beside the name of that eligible voter as soon as the ballot has been deposited into the ballot box.

**Procedure if ballot is spoilt in error**

16 An eligible voter may exchange his or her ballot if that ballot has been spoilt due to an error.

**Cancellation of erroneously spoilt ballots**

17 If an eligible voter requests to exchange their ballot under section 16 [*Procedure if ballot is spoilt in error*], the election officer must keep the spoilt ballot, write the word “Cancelled” on that ballot, store it separately from all other ballots and issue a new ballot to the eligible voter.

**Process if eligible voter has a disability**

18 An eligible voter with a disability may request special assistance from the election officer to mark his or her ballot.

**Process if eligible voter’s affairs are under the legal management authority of another individual**

19 An eligible voter whose affairs are under the legal management authority of another individual may be assisted in marking his or her ballot by the election officer.

**Process if eligible voter is unable to attend the voting station on election day**

20 (1) The election officer will, upon request, retrieve a vote from an eligible voter resident on Tsawwassen Lands who has a disability or is incapacitated and is therefore unable to attend the voting station on the election day, provided that the request is received by the election officer at least 48 hours before the close of the voting station on election day.

(2) If a request from an eligible voter under subsection (1) is received less than 48 hours before the close of voting on election day, or if the eligible voter making the request resides near a voting station, but not on Tsawwassen Lands, the election officer may retrieve the vote from the eligible voter, provided that there is sufficient time and available staff, as determined by the election officer, to grant the request.

**Ballot boxes**

21 The election officer must provide ballot boxes that are capable of being sealed to eliminate tampering.

**Scrutineers**

22 A candidate appointing scrutineers pursuant to section 37 [*Scrutineers appointed by candidates*] of the Act must use the form prescribed in Schedule F [*Notice Appointing Scrutineers*] of this regulation.

**Voting booths**

23 The election officer must

(a) place voting booths in areas that are easily accessible and where the eligible voters can mark their ballots in secrecy without interference, and
(b) provide pencils or pens for eligible voters to mark their ballots.

**Examination of mail-in ballot box**

24 As soon as practicable after mail-in ballot packages are mailed to eligible voters in accordance with section 9 [Mail-In ballot package to be sent to eligible voters] of this regulation, the electoral officer must ensure that the mail-in ballot box is examined by two witnesses who are not candidates, who shall

(a) ensure that the box is empty;

(b) view the sealing of the ballot box; and

(c) sign the document attached in Schedule G [Certificate re: Sealing of Mail-in Ballot Box] of this regulation confirming that the box was empty and sealed.

**Examination of election day ballot boxes**

25 Prior to the opening of the voting station, the election officer must ensure that the election day ballot boxes are examined by two witnesses who are not candidates and have not been appointed as scrutineers to

(a) ensure that the boxes are empty,

(b) view the sealing of the ballot boxes, and

(c) sign the document attached in Schedule H (Certificate re: Sealing of Election Day Ballot Boxes) of this regulation confirming that the boxes were empty and sealed.

**Ballot boxes to be sealed**

26 The election officer must ensure that all the ballot boxes remain sealed in such a manner that they cannot be opened without breaking the seal for the duration of the vote.

**Procedure at the close of the poll**

27 At least one hour prior to the closing of the poll on the election day, the election officer must appoint two witnesses who are not candidates and have not been appointed as scrutineers to

(a) be present at the voting station to witness the closing and to be present at the place where ballots are counted to watch the count;

(b) verify that only eligible voters that were in the voting station at its closure were permitted to vote;

(c) inspect the ballot boxes prior to their opening; and

(d) certify that the seals of the ballot boxes are intact and that there is no evidence of tampering by signing Schedule I [Certificate Confirming Ballot Boxes are Sealed and Not Tampered Prior to Opening and All Ballots are Removed and Counted] of this regulation.

**Transfer of ballot boxes at the close of the poll**

28 Immediately after the two witnesses have verified the ballot boxes, the election officer must

(a) seal the ballot boxes such that no further ballots may be deposited in the ballot boxes,
(b) initial the respective seals, and
(c) transfer the sealed ballot boxes, including the mail-in ballot box, to the place identified for the counting of the ballots.

Reconciling of mail-in ballots with in-person ballots
29 Upon transferring the ballot boxes to the place identified for the counting of the ballots, the election officer must open the mail-in ballot box and examine each identification envelope, and if the list of eligible voters shows that that voter has already voted in person, mark the mail-in ballot package with the word “Cancelled” and store it separately from all other ballots.

Rejecting mail-in ballots
30 For the remaining mail-in ballots, the election officer must verify that the information on each identification envelope has been duly completed and if any identification envelope is either incomplete or was incorrectly completed, the election officer must mark both the identification envelope and, after opening that envelope, the interior secrecy envelope, with the word “Declined.”

Deposit of mail-in ballots into the ballot box
31 (1) If the mail-in ballot is not cancelled under section 29 [Reconciling of mail-in ballots with in-person ballots] of this regulation, the election officer must place a mark on the list of eligible voters opposite the name of the voter set out on the identification envelope.

(2) The election officer must then remove the secrecy envelopes from all the unopened identification envelopes and place them in a separate pile.

(3) After the seals referred to in section 28 (a) [Transfer of ballot boxes at the close of the poll] of this regulation have been removed, the election officer must place all the unopened secrecy envelopes that have been marked “Declined”, into the election day ballot box.

(4) Following the process outlined in subsection (3), the electoral officer must remove the remaining mail-in ballots from their secrecy envelopes and deposit the ballots into the election day ballot box.

Commencement of the ballot counting procedure
32 Once all of the mail-in ballots have either been cancelled or inserted into the election day ballot boxes, the election officer must commence the ballot counting procedure under section 55 [Counting duties of election officer] of the Act.

Ballot counting procedure
33 (1) During the counting procedure, a secrecy envelope marked with the word “Declined” must be rejected unopened and, for the purpose of counting the number of declined ballots, will be deemed to have contained both a ballot for chief and a ballot for legislators.

(2) The election officer must open the secrecy envelopes that have not been rejected under subsection (1).

(3) Ballots that are spoilt ballots must be marked with the word “Spoilt” and rejected pursuant to section 55 (3)(c) [Counting duties of election officer] of the Act.
(4) Ballots rejected under section 55 of the Act shall be deemed “Declined”.

**Votes for candidates who withdraw or die**

34 For greater certainty, if a ballot contains a vote(s) for a candidate(s) who withdrew or died before voting stations closed, as well as votes for a candidate(s) who did not withdraw or die, only the vote for the candidate(s) who withdrew or died will be considered spoilt pursuant to section 42(4) [Voting rules] of the Act; the votes for candidates who did not withdraw or die must be counted and that ballot must be included in the count of total votes cast.

**Observing of ballot counting**

35 In addition to Tsawwassen Members, other persons residing on Tsawwassen Lands, and the family members of a Tsawwassen Member not residing on Tsawwassen Lands, may watch the counting of ballots.

**Documentation and declaration of election results**

36 The election officer must prepare the report of election results referred to in section 66 of the Act as the report of election results, and in section 67 (e) of the Act as the official vote, in the form of Schedule J [Official Statement of Results of Election] of this regulation.

**Election officer’s responsibilities after the election**

37 (1) Pursuant to section 66 (a) of the Act, the results must be sent to the Tsawwassen administration office to the attention of the chief administrative officer.

(2) Pursuant to section 66 (b) of the Act, the results must be:

(a) posted in a visible and frequently travelled location at the Tsawwassen administration office;

(b) published in the first Tsawwassen First Nation weekly newsletter after the election; and

(c) published on the Tsawwassen First Nation website.

**Disposal of election materials**

38 The election officer must have two witnesses confirm that ballots and election materials were disposed of in accordance with section 65 [Disposal of election materials] of the Act by having the witnesses sign Schedule K [Certificate of Destruction of Ballots)] of this regulation.

**Effective Date**

39 This regulation comes into force on the date of its enactment by Executive Council.

**Schedules**

40 Schedules A through L to this regulation form a part of this regulation.
SCHEDULE A
DECLARATION OF ELIGIBLE VOTER’S IDENTITY

Declaration of Eligible Voter

I, ____________________________ solemnly declare that:

1. I am a Tsawwassen Member;

2. My residential address is ____________________________;

3. I am at least eighteen years of age; and,

4. I have not previously voted in this vote in person.

I make this solemn declaration conscientiously believing it to be true and knowing that it has the same force and effect as if made under oath. I understand that it is an offense to make a false statement in this declaration.

DECLARED BEFORE ME at the town/city
of ____________, Province of British Columbia,
this ___ day of ________________, 20___.
Signature of Eligible Voter

______________________________
A Commissioner for taking Affidavits within British
Columbia.

Declaration of Voucher

I, ____________________________ solemnly declare that:

1. The individual who made the above solemn declaration is ____________________________ (the “eligible voter”).

2. The eligible voter is a Tsawwassen Member who is at least eighteen years of age; and,

3. I am entitled to vouch for the eligible voter because I am ____________________________________ (relationship to eligible voter per section 6 [Procedure if an eligible voter does not have identification] of this regulation).

I make this solemn declaration conscientiously believing it to be true and knowing that it has the same force and effect as if made under oath. I understand that it is an offense to make a false statement in this declaration.

DECLARED BEFORE ME at the town/city
of ____________, Province of British Columbia,
this ___ day of ________________, 20___.
Signature of Voucher

______________________________
A Commissioner for taking Affidavits within British
Columbia.

[Amended by Order number O.006-2016]
SCHEDULE B
DECLARATION OF ELECTOR'S RIGHT TO VOTE

I, _______________________________ solemnly declare that:

1. I am a Tsawwassen Member;
2. I am the full age of eighteen years;
4. I have not previously voted in person at this election; and
5. I am not disqualified from voting at the Tsawwassen First Nation government elections.

I make this solemn declaration conscientiously believing it to be true and knowing that it has the same force and effect as if made under oath. I understand that it is an offense to make a false statement in this declaration.

DECLARED BEFORE ME at the town/city of ____________, Province of British Columbia, this ___ day of ________________, 20__.

_______________________________
A Commissioner for taking Affidavits within British Columbia.

_______________________________
Signature of Eligible Voter
Dear Member:

As per the attached Second Notice of Election, an election for Chief and thirteen (13) Legislators of the Tsawwassen Government is currently underway.

As a Tsawwassen Member, you are entitled to vote, provided you will be at least 18 years of age on the date of the election. To assist you in casting a vote, please find enclosed a mail-in voting package consisting of:

- a ballot for the position of chief with the election officer’s initials on the back;
- a ballot for the position of legislator with the election officer’s initials on the back;
- a secrecy envelope into which both ballots will be placed
- a second identification envelope into which the secrecy envelope will be placed
- a third, prepaid return envelope into which the identification envelope will be placed.

**CAREFULLY FOLLOW THE STEPS BELOW TO ENSURE THAT YOUR BALLOT IS VALID AND WILL NOT BE REJECTED.**

1. On the ballot for Chief:
   Mark an “X” in the box immediately to the right of the name of the candidate of your choice. You must choose only one candidate for Chief.

2. On the ballot for Legislator:
   Mark an “X” in the box immediately to the right of the names of the candidates of your choice. You may vote for up to thirteen (13) legislators.

3. Do not put any other mark on the ballot.

4. After marking the ballot, fold the ballot in the same way as you received it, so that the Election Officer’s initials on the back are visible.

5. Place the ballot into the “secrecy envelope”. Seal the envelope.

6. Place the “secrecy envelope” into the “identification envelope”. Seal the envelope.

7. Complete the information form printed on the front of the identification envelope. **Ensure you have completed it correctly, or your ballot will be rejected.** You do not require a witness to sign.

8. Place the completed and signed “identification envelope” in the larger, postage-paid pre-addressed return envelope and seal the envelope.

9. You may return the envelope to the Election Officer by any one of following three ways:
   (a) return by mail, courier or hand delivery as soon as possible to ____________________, or;
   (b) hand deliver to the voting station on voting day yourself, or by an individual in a sealed mail-in package.
It must be received by the Election Officer
no later than 8 p.m. on election day.

Note that any ballot received after the close of the poll on __________, 20____ will not be opened or processed.

**In order for your ballot to be counted, you must have SIGNED and COMPLETED the information on the ballot envelope.**

Although you have received this mail-in voting package, you may choose to vote on election day in person at the voting station whose location is indicated on the Second Notice of Election. If you submit a mail-in ballot and vote in person at the voting station, then your mail-in ballot will not be opened or processed.

If you have any questions, please do not hesitate to contact me at _________

Yours truly,

________________________________
Election Officer
VOTER DECLARATION FOR THE MAIL-IN BALLOT

I, ________________________________ DECLARE THAT:
(Print name of eligible voter)

1. I am a Tsawwassen Member;

2. My birthdate is _________/_________/_________; and,
   (day) (month) (year)

3. I have not previously voted in this vote

___________________________________              ______________________________
(Signature of Eligible Voter)     (Date)

[Amended by Order number O.006-2016]
IN-PERSON VOTING INSTRUCTIONS

ONE (1) PERSON FOR CHIEF TO BE ELECTED
THIRTEEN (13) LEGISLATORS TO BE ELECTED

1. On the ballot for Chief:
   Mark an “X” in the box immediately to the right of the name of the candidate of your choice.
   You must choose only one candidate for Chief.

2. On the ballot for Legislator:
   Mark an “X” in the box immediately to the right of the names of the candidates of your choice. You may vote for up to thirteen (13) legislators.

3. If you make a mistake with your ballot, return it to the election official who will give you another ballot.

4. Do not make any other mark on the ballot.

5. When you are done, fold each ballot so that the initials of the election officer can be seen, and hand the ballots to the election official without showing how you voted.

6. Please wait for the election official to examine the ballot. The election official will then return the folded ballot to you.

7. Deposit each ballot into the appropriate ballot box.
SCHEDULE F
NOTICE APPOINTING SCRUTINEERS

I, _____________________________ being a candidate for the position of Chief/Legislator for the Tsawwassen First Nation do hereby appoint the following persons in accordance with section 37 [Scrutineers appointed by candidates] of the Election Act to act as Scrutineers to watch the voting and counting of ballots on ________ day of ____________ , 2_____.

_____________________________
Scrutineer

_____________________________
Scrutineer

__________________________  ____________________________
Date                     Candidate
SCHEDULE G
CERTIFICATE RE: SEALING OF MAIL-IN BALLOT BOX

This is to certify that prior to the opening of the poll, we examined the ballot box to be used at the voting stations held to elect the Chief and Legislators of the Tsawwassen First Nation on the ________ day of _____________, 2____ and found the ballot boxes to be empty. The ballot box was then locked and sealed in our presence by the election officer.

Signed by Witnesses:

____________________________________
Signature of Witness      Please Print

____________________________________
Signature of Witness      Please Print

___________________________________
Signature of Election Officer
SCHEDULE H
CERTIFICATE RE: SEALING OF ELECTION DAY BALLOT BOXES

This is to certify that prior to the opening of the poll, we examined the ballot box to be used at the voting stations held to elect the Chief and Legislators of the Tsawwassen First Nation on the _______ day of _____________, 2____ and found the ballot boxes to be empty. The ballot box was then locked and sealed in our presence by the election officer.

Signed by Witnesses:

____________________________________
Signature of Witness      Please Print

____________________________________
Signature of Witness      Please Print

_________________________________
Signature of Election Officer
SCHEDULE I
CERTIFICATE CONFIRMING BALLOT BOXES ARE SEALED AND NOT TAMPERED PRIOR TO OPENING AND ALL BALLOTS ARE REMOVED AND COUNTED

This is to certify that we were present at 8:00 P.M. _____________ , 2____ at the closing of the polls. We certify that no one was permitted to vote after the closure except those persons who were in the voting station at closure. We further certify that we examined the ballot boxes prior to their opening. The ballot boxes were sealed and there was no evidence of tampering of any kind. The ballot boxes were opened in our presence and all ballots within the boxes were removed and either cancelled, declined or counted.

Signed by witnesses:

X

Signature of Witness

Date: _____________

Time: _____________

(Print Name)

(Address)

X

(Signature of Witness)

Date: _____________

Time: _____________

(Print Name)

(Address)

(Signature of Election Officer)
## SCHEDULE J
OFFICIAL STATEMENT OF RESULTS OF ELECTION

### CANDIDATES AND VOTES

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NUMBER OF BALLOTS CAST FOR CHIEF  
NUMBER OF DECLINED BALLOTS FOR CHIEF*

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<th>LEGISLATOR</th>
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NUMBER OF BALLOTS CAST FOR LEGISLATOR  
NUMBER OF DECLINED BALLOTS FOR LEGISLATOR*
SCHEDULE K
CERTIFICATE OF DESTRUCTION OF BALLOTS RESULTING

This is to confirm that we the undersigned were present and hereby certify that we witnessed the destruction of all ballots on ________________ being:

☐ 45 clear days after the Tsawwassen Government Election which was held on ________________, or
☐ 45 clear days after an appeal was conclusively resolved on ________________,

such destruction being in accordance with section 65 [Disposal of election materials] of the Election Act.

Signed this ______ day of ________, 20______, in Tsawwassen, B. C.

Print name of Witness

Print name of Witness

Signature of Witness

Signature of Witness

Address of Witness

Address of Witness

Address of Witness

Address of Witness
**GENERAL ELECTION OF THE TSAWWASSEN GOVERNMENT**

**BALLOT FOR CHIEF – 1 TO BE ELECTED**

**DATE:** ________________, 20____

MARK YOUR BALLOT WITH AN **X** IN THE CIRCLE TO THE RIGHT OF THE CANDIDATE OF YOUR CHOICE. YOU MAY CHOOSE ONLY ONE CANDIDATE FOR CHIEF.

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* Note that this ballot is a sample and may be adjusted from time to time.
SCHEDULE M
SAMPLE BALLOT FOR LEGISLATORS

GENERAL ELECTION OF THE TSAWWASSEN GOVERNMENT

BALLOT FOR LEGISLATORS – 13 TO BE ELECTED
DATE: ________________, 20_____

MARK YOUR BALLOT WITH AN X IN THE CIRCLE TO THE RIGHT OF THE CANDIDATES OF YOUR CHOICE. YOU MAY VOTE FOR UP TO 13 LEGISLATORS.

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