



## REGULAR MEETING OF COUNCIL AGENDA

**Monday, May 25, 2026 at 7:00 p.m.**

**Council Chambers**

**325 Wallace Street, Hope, British Columbia**

For those in attendance at District of Hope Open Council Meetings and Public Hearings, please be advised that the Hope Ratepayers Association is recording these meetings and hearings. The District, in no way, has custody or control of the recordings. Therefore, all persons who do not want their presentation or themselves recorded, please approach the Clerk to declare same and the District will relay this to the Association so that you can freely speak.

### 1. CALL TO ORDER

Mayor to acknowledge that the meeting is being held on the traditional, ancestral and unceded territories of the Stó:lō people, particularly the Chawathil, Union Bar and Yale First Nations.

### 2. APPROVAL OF AGENDA

Recommended Resolution:

THAT the May 25, 2026, Regular Council Meeting Agenda be adopted, as presented.

### 3. ADOPTION OF MINUTES

#### (a) Regular Council Meeting

(1)

Recommended Resolution:

THAT the Minutes of the Regular Council Meeting held May 11, 2026, be adopted, as presented.

#### (b) Special Regular Council Meeting

(5)

Recommended Resolution:

THAT the Minutes of the Special Regular Council Meeting held May 19, 2026, be adopted, as presented.

### 4. DELEGATIONS

There are no Delegations.

### 5. STAFF REPORTS

#### (a) Report dated May 19, 2026 from the Deputy Director of Corporate Services Re: Hope Pride – June 2026 Flag Raising Request

(6)

Staff seek Council's direction.

**6. COMMITTEE REPORTS**

There are no Committee Reports.

**7. MAYOR AND COUNCIL REPORTS****8. PERMITS AND BYLAWS****(a) Bylaw Notice Enforcement Bylaw (14)**

Recommended Resolution:

THAT *Bylaw Notice Enforcement Bylaw No. 1627, 2026*, be adopted this 25<sup>th</sup> day of May, 2026.

**(b) Municipal Ticket Information Bylaw (36)**

Recommended Resolution:

THAT *Municipal Ticket Information Bylaw No. 1628, 2026*, be adopted this 25<sup>th</sup> day of May, 2026.

**(c) Report dated May 20, 2026 from the Deputy Director of Corporate Services Re: Election Procedures Bylaw Consolidation and Updates (40)**

Recommended Resolution:

THAT *Election Procedures Bylaw No. 1631, 2026*, be read a first, second and third time this 25<sup>th</sup> day of May, 2026.

**9. FOR INFORMATION CORRESPONDENCE****(a) For Information Correspondence (69)**

Recommended Resolution:

THAT the For Information Correspondence List dated May 25, 2026, be received.

**10. OTHER PERTINENT BUSINESS****11. QUESTION PERIOD**

Call for questions from the public for items relevant to the agenda.

**12. NOTICE OF NEXT REGULAR MEETING**

Monday, June 8, 2026 at 7:00 p.m.

**13. ADJOURN REGULAR COUNCIL MEETING**

**MINUTES OF THE REGULAR  
COUNCIL MEETING**

Monday, May 11, 2026  
Council Chambers, District of Hope Municipal Office  
325 Wallace Street, Hope, British Columbia

**Council Members Present:** Mayor Victor Smith  
Councillor Bonny Graham  
Councillor Scott Medlock  
Councillor Pauline Newbigging  
Councillor Angela Skoglund  
Councillor Heather Stewin

**Council Members Absent:** Councillor Dusty Smith

**Staff Present:** John Fortoloczky, Chief Administrative Officer  
Donna Bellingham, Director of Corporate Services  
Mike Olson, Director of Finance  
Branden Morgan, Deputy Director of Corporate Services  
Danielle Laporte, Communications/IT

**Others Present:** 4 members of the Public

**1. CALL TO ORDER**

Mayor Smith called the meeting to order at 8:14 p.m. and acknowledged that the meeting is being held on the traditional, ancestral and unceded territories of the Stó:lō people, particularly the Chawathil, Union Bar and Yale First Nations.

**2. APPROVAL OF AGENDA**

**Moved / Seconded**

THAT the May 11, 2026, Regular Council Meeting Agenda be adopted, as amended, to include item 8(c), *Bylaw Notice Enforcement Bylaw No. 1627, 2026*, and item 8(d), *Municipal Ticket Information Bylaw No. 1628, 2026*. **CARRIED.**

**3. ADOPTION OF MINUTES**

**(a) Regular Council Meeting**

**Moved / Seconded**

THAT the Minutes of the Regular Council Meeting held April 27, 2026, be adopted, as presented. **CARRIED.**

**4. DELEGATIONS**

**(a) KPMG**

Sean Reid, Engagement Partner for KPMG, was in attendance to present to Council regarding the Audit Findings Report for the year ended December 31, 2025. In his presentation, the following items were discussed:

- KPMG is independent of the District of Hope
- Materiality is set at \$520,000 based on prior year expenses
- Audit testing is designed to find audit adjustments above the audit misstatement posting threshold of \$26,000

- The District acquired and constructed \$7.2 million in capital assets in 2025
- Two uncorrected misstatements related to Tangible Capital Assets from previous years were found and reflected in the management representation letter, and it was noted that these do not have an impact on the financial statements as they are immaterial
- No other issues were noted in testing related to Tangible Capital Assets
- No issues were noted in testing related to Revenue and Deferred Revenue
- No issues were noted in testing related to expenses, including salaries and benefits

Mr. Reid noted that in two years financial statements and disclosures will change significantly to be more similar to financial reporting completed by businesses. He added that KPMG will be hosting workshops regarding these changes and that invitations have been sent to their local government clients. Council inquired as to who enacts these financial reporting changes. Mr. Reid advised that the Public Sector Accountability Board creates the reporting requirements for Local and Provincial governments.

## 5. STAFF REPORTS

### (a) Report dated May 5, 2026 from the Director of Finance Re: 2025 Audited Consolidated Financial Statements

#### Moved / Seconded

THAT the 2025 Consolidated Financial Statements of the District of Hope be approved; and

FURTHER THAT the Independent Auditor's Report be received; and

FURTHER THAT the Independent Auditor's Report be attached to the Consolidated Financial Statements of the District of Hope. **CARRIED.**

## 6. COMMITTEE REPORTS

There were no Committee Reports.

## 7. MAYOR AND COUNCIL REPORTS

### Mayor Smith Reported:

- He attended the grand opening of the Sunshine Valley Tashme Museum, noting that 200 people attended, including representatives from the Japanese Canadian Legacies Society, Fraser Valley Regional District, Nikkei National Museum and Cultural Centre, and the Consul General of Japan.
- He noted that the Lion King carving created by Master Chainsaw Carver Ryan Cook has been refinished and can be found in Memorial Park on Wallace Street.
- He announced that the RCMP have secured \$80,000 in Provincial funding for the C-Step Program, which includes dedicated members performing foot and bike controls around the community. He added that this will also include a number of boat patrols on Kawkawa Lake.
- He attended the BC Modular Housing Conference in Penticton, noting that they discussed opening a satellite office in Hope. He added that there are trials being conducted in Burnaby and Merritt to provide affordable housing.

- He attended the Lower Mainland Local Government Association (LMLGA) Conference along with Councillor Bonny Graham and CAO John Fortoloczky, noting that he had good conversations with BC Hydro, Enbridge, Trans Mountain, Fortis and Telus regarding projects. He added that Enbridge is looking to delegate to Council regarding the upcoming Sunrise Expansion Project.
- He noted that he worked at the Hope McDonald's to raise money for the Ronald McDonald House, adding that over \$13,000 was raised.

**Councillor Graham Reported:**

- She attended the LMLGA Conference in Penticton, noting that she attended sessions on council conflict resolution and standardizing practices. She added that she also met with Fortis to discuss future meter upgrades, Trans Mountain regarding their optimization project, and the Enbridge Sunrise Expansion Project.
- She noted that she received notification from a film crew regarding filming in the community for Alphabet Soup, adding that a representative is in attendance and invited them to share information regarding the filming.

The representative from Alphabet Soup advised that crews will be arriving on May 14<sup>th</sup>, with filming taking place at the Skagit Motel throughout the night until approximately 6:00 a.m. He added that the filming is for a reboot of an iconic 90's TV series and filming will include lights and atmospheric smoke.

**Councillor Skoglund Reported:**

- She wished everyone a Happy Mother's Day.

**Councillor Medlock Reported:**

- He noted that there is an AdvantageHOPE meeting on May 14<sup>th</sup>.

**Councillor Stewin Reported:**

- She noted that there is a Hope Inclusion Project on May 12<sup>th</sup>.
- She received a concern from a community member regarding tents that have been set up along the Fraser River and a potential fire.

**Councillor Newbigging Reported:**

- She announced that the Hope and District Chamber of Commerce will be holding a Shred-It Event on May 23<sup>rd</sup> from 10:00 a.m. to 2:00 p.m. on Wallace Street.
- She noted that an encampment previously reported to Staff has returned and occupants have hard-wired a power cable into a lamp standard.

The CAO advised that Staff have followed up with agencies that are responsible for maintaining the bridge and infrastructure.

**8. PERMITS AND BYLAWS**

**(a) District of Hope 2026 - 2030 Financial Plan Amendment Bylaw**

**Moved / Seconded**

THAT *District of Hope 2026 – 2030 Financial Plan Amendment Bylaw No. 1625, 2026* be adopted this 11<sup>th</sup> day of May, 2026. **CARRIED.**

**(b) District of Hope 2026 Annual Tax Rate Bylaw**

**Moved / Seconded**

THAT *District of Hope 2026 Annual Tax Rate Bylaw No. 1626, 2026* be adopted this 11<sup>th</sup> day of May, 2026. **CARRIED.**

**(c) Bylaw Notice Enforcement Bylaw**

**Moved / Seconded**

THAT *Bylaw Notice Enforcement Bylaw No. 1627, 2026* be read a first, second, and third time this 11<sup>th</sup> day of May, 2026. **CARRIED.**

**(d) Municipal Ticket Information Bylaw**

**Moved / Seconded**

THAT *Municipal Ticket Information Bylaw No. 1628, 2026* be read a first, second, and third time this 11<sup>th</sup> day of May, 2026. **CARRIED.**

**9. FOR INFORMATION CORRESPONDENCE**

**(a) For Information Correspondence**

**Moved / Seconded**

THAT the For Information Correspondence List dated May 11, 2026, be received. **CARRIED.**

**(b) Accounts Payable Cheque Listing – April 2026**

**Moved / Seconded**

THAT the Accounts Payable Cheque Listing for the period of April 1 – 30, 2026, be received. **CARRIED.**

**10. OTHER PERTINENT BUSINESS**

There was no other pertinent business.

**11. QUESTION PERIOD**

There were no questions raised.

**12. NOTICE OF NEXT REGULAR MEETING**

Monday, May 25, 2026 at 7:00 p.m.

**13. ADJOURN REGULAR COUNCIL MEETING**

**Moved / Seconded**

THAT the Regular Council Meeting adjourn at 8:42 p.m. **CARRIED.**

*Certified a true and correct copy of the Minutes of the Regular Meeting of Council held May 11, 2026, in Council Chambers, District of Hope, British Columbia.*

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Mayor

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Director of Corporate Services

**MINUTES OF THE SPECIAL  
REGULAR COUNCIL MEETING**

Tuesday, May 19, 2026  
Council Chambers, District of Hope Municipal Office  
325 Wallace Street, Hope, British Columbia

**Council Members Present:** Mayor Victor Smith  
Councillor Bonny Graham  
Councillor Scott Medlock  
Councillor Pauline Newbigging  
Councillor Angela Skoglund  
Councillor Dusty Smith

**Absent:** Councillor Heather Stewin

**Staff Present:** Donna Bellingham, Director of Corporate Services

**1. CALL TO ORDER**

Mayor Smith called the meeting to order at 7:00 p.m.

**2. APPROVAL OF AGENDA**

**Moved / Seconded**

THAT the May 19, 2026, Special Regular Council Meeting Agenda be adopted, as presented. **CARRIED.**

**3. RECESS TO GO IN CAMERA**

**Moved / Seconded**

THAT the meeting be closed to the public to consider matters pursuant to Section 90(1)(a) [personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality] and 90(1)(i) [the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose] of the *Community Charter*.

**CARRIED.**

**4. RETURN TO REGUAL MEETING**

The Mayor reconvened the Special Regular Council Meeting at 8:34 p.m.

**5. ADJOURN SPECIAL REGULAR COUNCIL MEETING**

**Moved / Seconded**

THAT the Special Regular Council Meeting adjourn at 8:35 p.m.

**CARRIED.**

*Certified a true and correct copy of the Minutes of the Special Regular Meeting of Council held May 19, 2026, in Council Chambers, District of Hope, British Columbia.*

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Mayor

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Director of Corporate Services



# REPORT/RECOMMENDATION TO COUNCIL

**REPORT DATE:** May 19, 2026

**FILE:** 230-20

**SUBMITTED BY:** Deputy Director of Corporate Services

**MEETING DATE:** May 25, 2026

**SUBJECT:** Hope Pride – June 2026 Flag Raising Request

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**PURPOSE:**

The purpose of this report is for Council to consider Hope Pride’s request to fly the Pride Flag for the period of June 11 to June 30, 2026, in accordance with the *Flag Raisings and Flag Protocol Policy*.

**RECOMMENDATION:**

Staff seek Council’s direction.

**ANALYSIS:**

**A. Rationale:**

The request by Hope Pride to fly the Pride Flag for the period of June 11 to June 30, 2026, is consistent with the requirements set out in the *Flag Raisings and Flag Protocol Policy*. While the policy limits the display of flags to only seven days, Council may consider the display of flags for longer periods. The District has not received any other flag raising applications that conflict with the requested dates. If approved, Hope Pride has indicated that they will be providing a flag in excellent condition to be flown as required by the policy.

**B. Relevant History:**

At the January 22, 2024, Regular Council meeting, Council resolved to display the Pride Flag for the month of June, 2024, and directed Staff to create a flag flying policy. The *Flag Raising and Flag Protocol Policy* was adopted by Council at the February 26, 2024, Regular Council meeting to establish a framework to govern future requests for flag raisings. At the March 10, 2025, Regular Council Meeting, Council reviewed a request from the Hope Pride Committee and resolved to fly the Pride Flag for the month of June, 2025.

**C. Attachments:**

- 1. Hope Pride - Application to Fly a Flag on a Courtesy Flagpole
- 2. *Flag Raisings and Flag Protocol Policy*

Prepared by:

Approved for submission to Council:

*Original Signed by Branden Morgan*  
Deputy Director of Corporate Services

*Original Signed by Kevin Dicken*  
Deputy Chief Administrative Officer

**APPLICATION TO FLY A FLAG  
ON A COURTESY FLAGPOLE**

**Requests must be received by the Corporate Services Department at least four weeks prior to the requested date of flying, for Council consideration. All applications must be accompanied with an 8 1/2" x 11" image of the flag.**

Applicants will be informed by email and/or mail of Council decision.

PERSONAL INFORMATION	
Name of Community Group wishing to fly flag:	Hope Pride
Community Group address:	895 3 Ave Unit D Hope BC
Contact name:	Megan te Boekhorst
Contact phone number:	[REDACTED]
Email:	[REDACTED]
FLAG DETAILS	
Flags are to be flown in accordance with the District of Hope <i>Flag Raisings and Flag Protocol Policy</i> .	
Requested date to begin flying flag:	June 11, 2026
Requested date to end flying flag:	June 30, 2026
<i>*Courtesy Flags will normally remain on display for no longer than seven days or as time permits. Council may consider the display of flags for periods longer than seven days.</i>	
In recognition of event/initiative/campaign:	_____
	Hope Pride
Flag dimensions:	36" x 72"
<i>*Courtesy Flags to be in excellent condition and not to exceed three feet by six feet.</i>	
If approved, flags are to be delivered to the District of Hope Municipal Hall (325 Wallace Street, Hope, BC) one week in advance of the flag being flown and picked up within one week of being removed. The District will not be held responsible for flags after the deadline date for pick up.	
TO BE SIGNED BY THE APPLICANT	
I confirm that the above information is true and correct.	
Signature of Applicant	_____
	May 8, 2026
	_____
	Date

**Submit your application to:**

Corporate Services Department  
District of Hope | 325 Wallace Street | Hope, B.C. V0X 1L0  
Telephone: 604-869-5671 | Email: [info@hope.ca](mailto:info@hope.ca)



<b>DEPARTMENT:</b> Corporate Services	
<b>POLICY TITLE:</b> Flag Raisings and Flag Protocol Policy	
<b>Authority:</b> Legislative: <input checked="" type="checkbox"/> (Council)  Administrative: <input type="checkbox"/>	<b>Effective Date:</b> February 26, 2024  <b>Date for Review:</b>
	<b>Revision Date:</b>

### 1. PURPOSE

The Flag Raisings and Flag Protocol Policy establishes a framework to govern requests for flag raising received and to establish a consistent protocol and manner for flying the flags at all District buildings, properties and facilities.

### 2. SCOPE

This policy applies to District of Hope Flag Raisings held at the District Hall, and to the flying of flags at any municipal building, property, or facility.

### 3. DEFINITIONS

**Courtesy Flag:** A flag provided for the purpose of highlighting community events and non-profit initiatives.

**Courtesy Flagpole:** Means the flagpoles located at District facilities for Courtesy Flag Raisings.

**Flag Raising:** A flag raising is the ceremonial raising of a flag that can occur with or without an accompanying ceremony.

**Half-Mast and Half-Masting:** Flags that are lowered to a position that is equal from the top and the bottom of a flag pole, as a sign of respect, mourning and condolence.

**National Flag:** Means the flag approved by Parliament of Canada as a national symbol of Canada.

**Order of Precedence:** Means the positioning of the flags in priority of importance, order or rank.

**Provincial Flag of BC:** Means the flag approved by the Legislative Assembly of British Columbia as a provincial symbol of British Columbia.

**District:** The District of Hope.

**District Facility:** Includes any District facility owned, leased or operated by the District.

**District Flag:** Means the flag that represents the District of Hope.

## **FLAG RAISINGS AND FLAG PROTOCOL POLICY**

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### **4. POLICY**

- All Courtesy Flag Raisings shall be approved by Council.
- All Half-Mastings shall be approved by the Chief Administrative Officer in consultation with the Mayor.
- Courtesy Flag Raising
  - a) The Mayor and/or designate will make their best effort to attend all Courtesy Flag Raising ceremonies at District Hall.
  - b) Only the Courtesy Flagpole at the District facilities will be used for Courtesy Flag Raisings.
- Requests for Courtesy Flag Raisings will be considered for:
  - a) Local non-profit or charitable organizations;
  - b) Celebration of multi-cultural and civic events important to a significant number of District residents;
  - c) Recognition of an important visit to the District;
  - d) Public awareness or fundraising campaigns; and
  - e) Recognizing special events and not identifying commercial sponsors.
- Permitting a Courtesy Flag does not constitute an endorsement from the District of Hope or its employees, and shall not give the impression that an event, service or product is endorsed or associated with the District in any way, if such endorsement has not been given in writing.
- Requests for Courtesy Flag Raisings will not be approved:
  - a) For religious organizations or celebration of religious events;
  - b) If the intent is contrary to District policies or bylaws;
  - c) For political parties or political organizations;
  - d) If the intent is to defame the integrity of Council;
  - e) In support of fund-raising drives that are political or religious in nature;
  - f) If they support groups, organizations, or events that promote beliefs contrary to any other District policy;
  - g) If the flag espouses racism, personal discrimination, violence or hatred; or
  - h) If the flag directly encourages or exhibits obvious indifference to unlawful behaviour.
- The District will endeavour to fly Courtesy Flags as scheduled; however, no Courtesy Flags will be flown during times of Half-Masting. Civic uses and emergencies take precedence.

## **FLAG RAISINGS AND FLAG PROTOCOL POLICY**

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- Dignitary Visits
  - a) In the event of a visit of a dignitary to a District of Hope facility, the District may fly a Courtesy Flag representing that dignitary.
  - b) The flying of a Courtesy Flag to mark that visit will be made only after consulting with the appropriate protocol officer responsible for coordinating the visit.
- Flag Protocols and Configuration
  - a) The following outlines the Order of Precedence to be usually flown at District Facilities.
    - i) Flags Flown Permanently at District facilities:

From left to right: Provincial flag of British Columbia; National Flag of Canada; District Flag
    - ii) Flags Appearing Permanently in Council Chambers, District Hall:

From left to right: Provincial flag of British Columbia, District Flag, National Flag of Canada
    - iii) Flags Appearing Permanently in at any other District facility:

From left to right: District Flag, Provincial flag of British Columbia
- Only one flag shall be flown per pole.
- Where there are only two flag poles the Provincial flag of British Columbia and the District Flag shall be flown.
- Where there is only one flag pole, the District Flag shall be flown.
- Flying Flags at Half-Mast
  - a) Flags will be flown at Half-Mast to mark periods of official mourning upon the death of:
    - i) The Sovereign or a Member of the Canadian Royal Family
    - ii) The Governor General of Canada, or a former Governor General, or Lieutenant Governor of British Columbia;
    - iii) The Prime Minister of Canada or a former Prime Minister;
    - iv) The Leader of Her Majesty's Loyal Opposition, Parliament of Canada
    - v) The Premier of British Columbia, or Leader of the Majesty's Loyal Opposition
    - vi) The Mayor or a former Mayor, a member of council or a former Member of Council;
    - vii) A current employee of the District of Hope;
    - viii) A District-based police officer, paramedic, firefighter or other person who dies in the line of duty; and

## **FLAG RAISINGS AND FLAG PROTOCOL POLICY**

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- ix) Any other person at the discretion of the Mayor as a symbolic gesture of collective community mourning.
- b) Flags at District Hall will be Half-Masted from sunrise to sunset on the following days each year:
  - i) June 6: D Day
  - ii) November 11: Remembrance Day
  - iii) April 28: WorkSafe BC Day of Mourning
  - iv) Half-Masting may occur at all District Facilities or specific locations.

### **5. PROCEDURES**

- Courtesy Flagpole Procedures
  - a) Requests for a Courtesy Flag Raising must be made in writing to the Corporate Services Department, using the prescribed form of application and must be submitted at least four weeks prior to the day requested for the raising of the flag. The Corporate Services Department will review all applications to determine consistency with this policy.
  - b) Requests for Courtesy Flag Raisings shall be provided to Council for consideration. Requests for Flag Raisings not consistent with this policy may include a negative recommendation from the Corporate Services Department.
  - c) Approvals will be considered on a first-come-first-served basis.
  - d) Upon approval, the organization must provide the flag to the Corporate Services Department who will confirm the estimated number of attendees to any accompanying ceremony, if applicable. Flags must be in “excellent” condition.
  - e) Flags will normally remain on display for no more than seven days or as time permits, at which time the organization will be contacted to pick up the flag.
  - f) Council may consider the display of flags for periods longer than seven days.
  - g) Any conflicts regarding the display of flags will be addressed by Council.
- Half-Mast Procedures
  - (a) In the case of a national or provincial official, flags flown at Half-Mast shall be for the duration established by the appropriate federal or provincial protocol offices.
  - (b) In the case of other persons, flags will be flown at Half-Mast from the date the notice of death is received until sunset of the date of the funeral for that individual.

## **FLAG RAISINGS AND FLAG PROTOCOL POLICY**

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- (c) A flag is brought to the Half-Mast position by first raising the flag to the top of the mast, and then immediately lowering it, slowly to the Half-Mast position.
- General Procedures
  - (a) The Operations Department is responsible for the physical implementation of Courtesy Flag Raisings and Half-Mastings.
  - (b) The Corporate Services Department will be responsible for coordinating the Courtesy Flag Raising and Half-Masting of flags at District facilities, which shall be communicated by email to Council and facility employees advising of the date, time and reason for each event.
  - (c) The identification of Courtesy Flags and/or flags flown at Half-Mast shall be posted on the District website and social media channels via the Corporate Services Department.

### **6. REFERENCES AND RESOURCES**

This policy should be read and applied in consultation with the following reference and resources, as updated time to time.

- National Flag of Canada etiquette
- Position of Honour, Canadian Heritage

## **BYLAW NO. 1627**

*A bylaw respecting the enforcement of bylaw notices*

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The Council of the District of Hope, in open meeting assembled, enacts as follows:

### **CITATION**

1. This bylaw may be cited for all purposes as ***“Bylaw Notice Enforcement Bylaw No. 1627, 2026”***.

### **DEFINITIONS**

2. In this bylaw:

**“Act”** means the *Local Government Bylaw Notice Enforcement Act*;

**“District”** means the District of Hope;

**“Registry”** means the Upper Fraser Valley Bylaw Notice Adjudication Registry established pursuant to Part 7 of this bylaw.

### **TERMS**

3. The terms in this bylaw have the same meaning as the terms defined in the Act.

### **BYLAW CONTRAVENTIONS**

4. Contraventions of the bylaws designated in Schedule “A”, attached hereto and forming part of this bylaw, may be dealt with by bylaw notice.

### **OFFENCE AND PENALTY**

5. The penalty for a contravention referred to in Section 4 is:

- (a) The penalty amount set out in column A1 of Schedule “A” subject to Section 5(b) and 5(c);
- (b) The early payment penalty set out in column A2 of Schedule “A”, if payment is received within 14 days after a person has received or is presumed to have received the bylaw notice; or
- (c) Subject to the late payment surcharge set out in column A3 in addition to the penalty set out in column A1 of Schedule “A”, if payment is received more than 28 days after a person has received or is presumed to have received the bylaw notice.

6. Notwithstanding the offence and penalties as provided under the *Community Charter* or *Local Government Act*, the following will apply:

- (a) a violation of any of the provisions identified in this bylaw will result in liability for penalties, early payment penalties and late payment surcharges established in the *District’s Bylaw Notice Enforcement Bylaw* and *Municipal Ticket Information Bylaw*;

- (b) a violation of any of the provisions identified in this bylaw will be subject to the procedures, restrictions, limits, obligations and rights established in the *Bylaw Notice Enforcement Bylaw*, in accordance with the *Local Government Bylaw Notice Enforcement Act*;
- (c) a person who:
  - (i) contravenes, violates or fails to comply with any provision of this bylaw;
  - (ii) suffers or allows any act or thing to be done in contravention or violation of this bylaw; or
  - (iii) fails or neglects to do anything required to be done under this bylaw, is deemed to have committed an infraction of, or an offence against, this bylaw; and is liable on summary conviction to a fine of not more than Ten Thousand Dollars (\$10,000.00); and
- (d) each day such an infraction is caused, or allowed to continue, constitutes a separate offence.”

#### **PERIOD FOR PAYING A DISPUTED NOTICE**

- 7. A person who receives a bylaw notice must, within 14 days of the date on which the person received or is presumed to have received the bylaw notice:
  - (a) pay the penalty, or
  - (b) request dispute adjudication by filling in the appropriate portion of the bylaw notice and delivering the notice (front and back) by mail or email to the Upper Fraser Valley Adjudication System Registry Office as indicated on the back of the notice.
- 8. A person may pay the indicated penalty after 14 days of receiving the notice, but no person may dispute the notice after 14 days of receiving the bylaw notice.
- 9. Where a person was not served personally with a bylaw notice and advises the District, in accordance with the requirements of Section 25 of the Act, that they did not receive a copy of the original notice, the time limits for responding to a bylaw notice do not begin to run until a copy of the bylaw notice is re-delivered to them in accordance with the Act.

#### **BYLAW NOTICE DISPUTE ADJUDICATION REGISTRY**

- 10. The Registry is established as a bylaw notice dispute adjudication system in accordance with the Act to resolve disputes in relation to bylaw notices.
- 11. The civic address of the Registry is 8550 Young Road, Chilliwack, B.C. V2P 8A4.
- 12. The District is authorized to enter into, and the Mayor and Director of Corporate Services are authorized to execute, the dispute adjudication system agreement in the form and with the content of the agreement in Schedule “B” attached hereto and forming part of this bylaw.
- 13. Every person who is unsuccessful in a dispute adjudication in relation to a bylaw notice or a compliance agreement under the dispute adjudication system established under this section must pay the District an additional fee of twenty-five dollars (\$25.00) for the purpose of the District recovering the costs of the adjudication system.

## **SCREENING OFFICERS**

14. The position of screening officer is established.
15. The following are designated classes of persons that are appointed as screening officers:
  - (a) Director of Corporate Services or designate;
  - (b) Any person appointed to the position of Screening Officer by the Administrative Committee established under the Upper Fraser Valley Bylaw Notice Dispute Adjudication Registry Agreement attached hereto and forming part of this bylaw as Schedule "B".

## **POWERS, DUTIES AND FUNCTIONS OF SCREENING OFFICERS**

16. The powers, duties and functions of screening officers are as set out in the Act, and include the following powers:
  - (a) Where requested by the person against whom a contravention is alleged, communicate information respecting the nature of the contravention, the provision of the bylaw contravened, the facts on which the contravention allegation is based, the penalty for a contravention, the opportunity to enter into a compliance agreement if offered, the opportunity to proceed to the bylaw notice dispute adjudication system and the fee or fees payable in relation to the bylaw notice enforcement process;
  - (b) To communicate with any or all of the following for the purposes of performing their functions under this bylaw or the Act:
    - (i) the person against whom a contravention is alleged or their representative;
    - (ii) the officer issuing the notice;
    - (iii) the complainant or their representative;
    - (iv) the District's staff and records regarding the disputant's history of bylaw compliance.
  - (c) To prepare and enter into compliance agreements under the Act with persons who dispute bylaw notices, including to establish terms and conditions for compliance that the Screening Officer considers necessary or advisable, including time periods for payment of penalties and compliance with the bylaw;
  - (d) To provide for payment of a reduced penalty if a compliance agreement is entered into, as provided in column A4 of Schedule "A"; and
  - (e) To cancel bylaw notices in accordance with the Act or District policies and guidelines.
17. The bylaw contraventions in relation to which a Screening Officer may enter into a compliance agreement are indicated in column A4 of Schedule "A".
18. The maximum duration of a compliance agreement is one year.

19. Where a compliance agreement is entered into, the penalty payable for the offence shall be reduced to one half of the penalty for the offence as listed in Column A1 of Schedule "A" attached to this Bylaw.

### **BYLAW ENFORCEMENT OFFICERS**

20. Persons acting as any of the following are designated as Bylaw Enforcement Officers for the purposes of this bylaw and the Act:
- (a) Special constables, officers, members or constables of:
    - (i) The provincial police force as defined in section 1 of the *Police Act*, or
    - (ii) A municipal police force;
  - (b) Bylaw Enforcement Officers appointed pursuant to the *Police Act* and *Community Charter*;
  - (c) Fire Inspectors and/or Fire Investigators;
  - (d) Bylaw Enforcement Officers, Licensing Inspectors, Building Inspectors, Animal Control Officers or other persons acting in another capacity on behalf of a municipality, regional City or local trust committee for the purpose of enforcement of one or more of its bylaws.

### **FORM OF BYLAW NOTICE**

21. The District may from time to time provide for the form or forms of the bylaw notice, provided the bylaw notice complies with section 4 of the Act.

### **SEVERABILITY**

22. If a portion of this bylaw is held invalid by a Court of competent jurisdiction, then the invalid portion must be severed and the remainder of this bylaw is deemed to have been adopted without the severed section, subsection, paragraph, subparagraph, clause or phrase.

### **REPEAL**

23. That the "*District of Hope Bylaw Notice Enforcement Bylaw No. 1454, 2019*" and all amendments thereto are hereby repealed.

Read a first, second, and third time this 11<sup>th</sup> day of May, 2026

Adopted this XX day of XXXX, 20XX

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**Mayor**

---

**Director of Corporate Services**

**SCHEDULE "A"**  
**Bylaw Notice Enforcement Bylaw No. 1627, 2026**

<b>Bylaw</b>	<b>A1 Penalty</b>	<b>A2 Early Payment Penalty</b>	<b>A3 Late Payment Surcharge</b>	<b>A4 Compliance Agreement Available</b>
Building Bylaw No. 972	\$500.00	\$400.00	\$100.00	Yes
Building Maintenance & Occupancy Standards Bylaw No. 1184, 2005	\$500.00	\$400.00	\$100.00	Yes
Business Licence Bylaw, 2003, No. 1124	\$200.00	\$150.00	\$50.00	Yes
Controlled Substance Property Bylaw, 2004, No. 1151	\$500.00	\$400.00	\$100.00	Yes
District of Hope Cross Connection Control Bylaw No 1574, 2024	\$500.00	\$400.00	\$100.00	Yes
District of Hope Volunteer Fire Department Establishment, and Fire and Safety Regulations Bylaw No. 1006, 1998	\$500.00	\$400.00	\$100.00	Yes
Dog Responsibility Bylaw No. 1245, 2008	\$200.00	\$150.00	\$50.00	Yes
Firearms and Fireworks Bylaw No. 49/93	\$500.00	\$400.00	\$100.00	Yes
Good Neighbour Bylaw 1240, 2008	\$200.00	\$150.00	\$50.00	Yes
Mobile Home Park Bylaw No. 63/93	\$250.00	\$200.00	\$50.00	Yes

**SCHEDULE "A" - continued**  
**Bylaw Notice Enforcement Bylaw No. 1627, 2026**

Bylaw	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Surcharge	A4 Compliance Agreement Available
District of Hope Sanitary Sewer Regulation Bylaw No 1563, 2023	\$500.00	\$400.00	\$100.00	Yes
Sign Bylaw No. 35/96	\$100.00	\$75.00	\$25.00	Yes
Smoking Control Bylaw No. 1406, 2018	\$100.00	\$75.00	\$25.00	Yes
Hope Solid Waste Management Bylaw No. 1472, 2020	\$200.00	\$150.00	\$50.00	Yes
Traffic Bylaw No. 17/95	\$100.00	\$75.00	\$25.00	Yes
Tree Protection Bylaw No. 20/95	\$500.00	\$400.00	\$100.00	Yes
Water Regulation Bylaw No. 1271, 2009	\$500.00	\$400.00	\$100.00	Yes
Zoning Bylaw No. 1324, 2012	\$500.00	\$400.00	\$100.00	Yes

**Schedule "B"**  
**Bylaw Notice Enforcement Bylaw No. 1627, 2026**  
**UPPER FRASER VALLEY BYLAW NOTICE DISPUTE ADJUDICATION REGISTRY AGREEMENT**

**(Agreement is attached)**

**DRAFT**

**UPPER FRASER VALLEY BYLAW NOTICE DISPUTE ADJUDICATION  
REGISTRY AGREEMENT**

This Agreement, dated the 1st day of January, 2025.

**BETWEEN:**

**CITY OF CHILLIWACK**  
8550 Young Road, Chilliwack, BC V2P 8A4  
("Chilliwack")

**AND:**

**DISTRICT OF HOPE**  
P.O. Box 609, Hope, BC V0X 1L0  
("Hope")

**AND:**

**DISTRICT OF KENT**  
7170 Cheam Avenue, Box 70, Agassiz, BC V0M 1A0  
("Kent")

**AND:**

**VILLAGE OF HARRISON HOT SPRINGS**  
Box 160, Harrison Hot Springs, BC V0M 1K0  
("Harrison")

**AND:**

**FRASER VALLEY REGIONAL DISTRICT**  
1 - 45950 Cheam Avenue, Chilliwack, BC V2P 1N6  
("FVRD")

**AND:**

**CITY OF MISSION**  
8645 Stave Lake Street, Mission, BC V2V 4L9  
("Mission")

**AND:**

**CULTUS LAKE PARK**  
4165 Columbia Valley Highway, Cultus Lake, BC V2R 5B5  
("Cultus Lake")

**WHEREAS:**

- A. The *Local Government Bylaw Notice Enforcement Act* permits local governments to create a bylaw designating certain bylaw contraventions that can be enforced by way of bylaw notice as an alternative to traditional bylaw enforcement mechanisms;
- B. The Act also permits two or more local governments to enter into an agreement, adopted by a bylaw of each local government that is party to it, to provide for the joint administration of a local government bylaw notice dispute adjudication system; and,
- C. Chilliwack, Hope, Kent, Harrison, FVRD, Mission, and Cultus Lake wish to:
  - (a) share the costs and administration of such a system; and,
  - (b) enter such an agreement to establish such a system, to be called the Upper Fraser Valley Bylaw Notice Dispute Adjudication Registry, and to provide for the joint administration of the Registry.

**NOW, THEREFORE in consideration of the mutual promises contained herein, the Parties agree as follows:**

**PART I - INTRODUCTORY PROVISIONS**

**Definitions**

- 1. In this Agreement, the following definitions apply:
  - (a) “**Act**” means the *Local Government Bylaw Notice Enforcement Act*;
  - (b) “**Adjudication Fee**” means the sum of \$25.00 payable by each Party for each adjudication scheduled to be conducted by the Registry;
  - (c) “**Agreement**” means this Agreement;
  - (d) “**Authorizing Bylaws**” means the bylaws adopted by the Councils/Boards of each of the Parties authorizing this Agreement;
  - (e) “**Committee**” means the Intermunicipal Bylaw Notice Dispute Adjudication Registry’s Administrative Committee;
  - (f) “**Contribution Adjustment Amount**” means, for each Party, the amount calculated in accordance with Section 20 herein in any year of the Term;
  - (g) “**Membership Fee**” means a base participation fee of \$2,000.00 per municipality;
  - (h) “**Parties**” means all of Chilliwack, Hope, Kent, Harrison, FVRD, Mission, and Cultus Lake;

- (i) **“Party”** means any one of Chilliwack, Hope, Kent, Harrison, FVRD, Mission and Cultus Lake;
- (j) **“Registry”** means the Upper Fraser Valley Bylaw Notice Dispute Adjudication Registry established by this Agreement;
- (k) **“Revenues”** means any revenue actually received or estimated to be received, as the case may be, by the Registry, excluding Initial Contributions, Contribution Amounts or Contribution Adjustment Amounts;
- (l) **“Term”** means the term of this Agreement as set out herein.

### **Establishment of the Registry**

- 2. Subject to the Act and to the adoption of the Authorizing Bylaws, the Parties agree that the Registry is hereby established.

## **PART II - ADMINISTRATION**

### **Administrative Committee**

- 3. The Parties agree to establish the Committee to implement and administer the Registry.
- 4. The Parties agree that authority of the Committee will include but not be limited to:
  - (a) preparing operational budgets; and,
  - (b) setting policy as authorized under this Agreement and the Act.

### **Representation**

- 5. Each of the Parties will appoint one representative to serve on the Committee. The Parties agree that representatives will be paid employees of their respective local governments and will not be remunerated by the Registry.

## **PART III - ADJUDICATION**

### **Screening Officers**

- 6. The Parties agree that screening of notices prior to proceeding to adjudication will be established as a function of the Registry. Screening Officers will be appointed jointly by the administrative committee. The parties agree to provide policies and guidelines on bylaw enforcement to be used in negotiating compliance agreements.

**Bylaw Notice Dispute Adjudication Registry**

7. The Parties agree that a dispute adjudication system will be established as a function of the Registry, and that disputes will be heard by a bylaw notice dispute adjudicator in the circumstances prescribed in the Act and Authorizing Bylaws.
8. The Parties agree that the Committee will select a roster of adjudicators who may hear and determine disputes from the provincial roster of adjudicators to be established by the Attorney General.
9. Adjudicators will be assigned to individual disputes in the manner prescribed by any applicable regulation and policy established by the Committee.

**PART IV - OPERATIONS**

**Location**

10. The location of the Registry will be in the municipal offices of the City of Chilliwack, 8550 Young Road, Chilliwack, BC V2P 8A4.

**Administrative Services**

11. Chilliwack will provide and supervise all administrative services required by the Registry, subject to the following:
  - (i) the collection of any fees, fines or penalties levied against an unsuccessful party in the dispute adjudication process will be the Registry's responsibility immediately following the adjudication; and
  - (ii) any penalty arising directly out of the bylaw notice itself may be paid to the relevant Party or to the Registry,

and any amounts collected by or paid to the Registry pursuant to (i) and (ii) will be credited to the relevant Party's Contribution Adjustment Amount.

**Financial Reporting**

12. Chilliwack will ensure that its Director of Finance will conduct and oversee the financial reporting and record keeping of the Registry based on normal procedures, subject to the requirements outlined herein.

**PART V - FINANCIAL PLANNING**

**Start-Up Costs**

13. Each Party will be responsible for its own start-up costs. In the event the Provincial Contribution exceeds the agreed upon Registry start-up costs, each Party will receive a pro-rated proportion of such excess. In the event the agreed upon Registry start-up costs exceed

the Provincial Contribution, each Party will pay on request to Chilliwack a pro-rated proportion of the shortfall.

### **Budget Year**

14. The budget year of the Registry is the calendar year.

### **Operating Budget**

15. To assist with the preparation of the following year's operating budget, the Parties agree that, no later than April 15th of each year, the Committee will prepare the previous year's annual statistical report setting out in detail the operational funds incurred by the Registry for the carrying out of its mandate and responsibilities, including:
- (a) the estimated operational expenditures for:
    - (i) office and administration including financial reporting and administrative services;
    - (ii) screening officers;
    - (iii) bylaw dispute adjudicators; and,
    - (iv) other functions of the Registry;
  - (b) the Membership Fee;
  - (c) the anticipated revenues (if any) of the Registry;
  - (d) the difference between estimated revenues and operational expenditures for the Registry; and,
  - (e) the Contribution Adjustment Amount required from each of the Parties.

### **Budget Approval and Adjustments**

16. The Parties will consider and approve, or recommend amendments to, the Registry's operating budget.
17. The Parties agree that all recommendations by them for adjustments to the Registry's draft operating budget will:
- (a) be reasonable and made in good faith; and,
  - (b) ensure that a reasonable level of service quality can be maintained by the Registry.

### **Use of Funds**

18. The Committee and Chilliwack may make only those expenditures during the budget year for the purposes and up to the amounts authorized in the approved operating budget. The Registry (or the Committee or Chilliwack on behalf of the Registry) will not incur any other indebtedness or liability, or make any further expenditure, except that:

- (a) Chilliwack may make a further reasonable expenditure or contract a further indebtedness or liability that it deems necessary or prudent, subject to a \$1,000.00 limit; and
- (b) the Committee may:
  - (i) make a further reasonable expenditure or contract a further indebtedness or liability that it deems necessary or prudent, subject to a \$10,000.00 limit;
  - (ii) re-allocate funds within categories of the operating budget as reasonably required; and,
  - (iii) make a further expenditure or contract a further indebtedness or liability without limitation if approved in advance by all Parties.

## **PART VI - COST ALLOCATION**

### **Funding Contributions and Adjustments**

19. The Parties agree that costs relating to legal counsel, witnesses, screening officers and bylaw enforcement officers as they pertain to the dispute adjudication process, and to the activities of the Registry more generally, will be borne by the relevant Party which issued the bylaw notice in question and will not be borne by the Registry or by Chilliwack on behalf of the Registry.
20. Chilliwack will, as soon following the end of a budget year as practicable, calculate the amount of each Party's Contribution Adjustment Amount by:
  - (a) determining each Party's proportion of the amount by which Actual Expenditures exceed Budget Expenditures for the relevant year, where the proportion is calculated on the fixed costs by using a three-year rolling average of the number of disputed tickets; and,
  - (b) by determining the proportion amount of the floating costs by using the number of disputed tickets in the past year.
21. Each of Hope, Kent, Harrison, FVRD, Mission, and Cultus Lake will, within 30 days of receipt of notice of its respective Contribution Adjustment Amount, pay (if required) to Chilliwack the Contribution Adjustment Amount.
22. Chilliwack will pay (if required) any Contribution Adjustment Amount owing to Hope, Kent, Harrison, FVRD, Mission, and Cultus Lake, as appropriate, within 30 days of preparation of a statement outlining the Contribution Adjustment Amounts of each Party or may, at the election of Chilliwack in each year except the final year, credit the amount owing to the Contribution Amount required from each Party for the following year.

### **Maintenance of Records**

23. The Director of Finance of Chilliwack will:
- (a) exercise the duties and powers of the officer responsible for financial administration as provided in the *Community Charter*, in maintaining the financial records for the Registry on behalf of the Parties;
  - (b) ensure that accounting and payroll records of the Registry are properly prepared and maintained, such records to include payroll, accounts payable, cash receipts and disbursements, accounts receivable, general ledger, subsidiary cost ledger, financial statements and reports and supporting documents to the foregoing;
  - (c) provide, when possible, any additional financial systems that have been requested by the Committee; and,
  - (d) direct employees and officers of the Registry to the extent necessary to ensure that the systems and procedures established for financial controls are in effect and are in accordance with the *Community Charter*.

### **Examination of Records**

24. The Finance Officer(s) of any of Hope, Harrison, Kent, FVRD, Mission or Cultus Lake may, acting reasonably with regard to minimizing the administrative burden on Chilliwack, and no more frequently than once in each year of the Term, conduct audits or examinations to obtain information or determine that adequate financial controls are being maintained for the Registry. Chilliwack will cooperate with any reasonable request by any of Hope, Harrison, Kent, FVRD, Mission or Cultus Lake's Finance Officer(s) for access to financial records, user statistics and other information of the Registry.

## **PART VII - GENERAL PROVISIONS**

### **Insurance**

25. Chilliwack will ensure that the Registry and its activities are covered under Chilliwack's general liability policy, and will provide copies of all relevant insurance policies and changes thereto to the Directors of Finance of Hope, Kent, Harrison, FVRD, Mission, and Cultus Lake upon request.

### **Amendments**

26. The Parties will, in good faith, negotiate any proposed amendment to this Agreement upon request of any Party, all amendments to be in writing and executed by the Parties.

**Dispute Resolution**

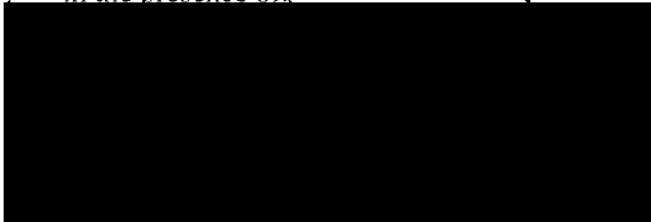
27. The Parties will submit any dispute arising out of the interpretation or application of this Agreement:
- (a) first, to the Committee to resolve the dispute;
  - (b) second, if the Committee is unable to resolve the dispute within 60 days, to the Chief Administrative Officers of the Parties; and
  - (c) third, if the Chief Administrative Officers are unable to resolve the dispute within 60 days, to the Inspector of Municipalities, or at the election of the Parties, to a commercial arbitrator appointed by agreement or, failing agreement, appointed pursuant to the *Commercial Arbitration Act*, for final determination, and the determination of the Inspector or arbitrator, as applicable, will be final and binding upon the Parties.

**Term**

28. This Agreement comes into effect on January 1, 2025 and continues in effect until December 31, 2027. Any Party may withdraw from this Agreement upon six months' written notice to the other Parties.

IN WITNESS WHEREOF Chilliwack, Hope, Kent, Harrison, FVRD, Mission, and Cultus Lake have executed this Agreement on the date first above written.

THE CORPORATE SEAL of )  
THE CORPORATION OF THE CITY )  
OF CHILLIWACK was hereunto affixed )  
in the presence of )



C/S

Corporate Officer

IN WITNESS WHEREOF Chilliwack, Hope, Kent, Harrison, FVRD, Mission, and Cultus Lake have executed this Agreement on the date first above written.

THE CORPORATE SEAL of )  
THE CORPORATION OF THE )  
DISTRICT OF HOPE was hereunto )  
affixed in the presence of: )

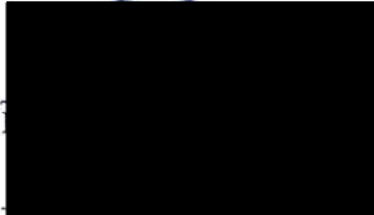
C/S

  
\_\_\_\_\_

Corporate Officer

IN WITNESS WHEREOF Chilliwack, Hope, Kent, Harrison, FVRD, Mission, and Cultus Lake have executed this Agreement on the date first above written.

THE CORPORATE SEAL of )  
THE DISTRICT OF KENT was hereunto )  
affixed in the presence of: )



) C/S  
)  
)  
)  
)  
)  
)

Corporate Officer

THE CORPORATE SEAL of )  
THE VILLAGE OF HARRISON HOT )  
SPRINGS was hereunto affixed in the )  
presence of: ) C/S  
[Redacted Signature] )  
[Redacted Signature] )  
[Redacted Signature] )  
[Redacted Signature] )  
[Redacted Signature] )  
[Redacted Signature] )  
[Redacted Signature] )  
[Redacted Signature] )  
Corporate Officer

IN WITNESS WHEREOF Chilliwack, Hope, Kent, Harrison, FVRD, Mission, and Cultus Lake have executed this Agreement on the date first above written.

THE CORPORATE SEAL of )  
FRASER VALLEY REGIONAL )  
DISTRICT was hereunto affixed in the )  
presence of: ) C/S

 \_\_\_\_\_  
\_\_\_\_\_

Administrator

IN WITNESS WHEREOF Chilliwack, Hope, Kent, Harrison, FVRD, Mission, and Cultus Lake have executed this Agreement on the date first above written.

The CORPORATE SEAL of )  
THE CITY OF MISSION was hereunto )  
affixed in the presence of: )



) C/S  
)  
)  
)  
)  
)  
)  
)

Corporate Officer





## BYLAW NO. 1628

*A bylaw respecting the enforcement of bylaw notices*

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The Council of the District of Hope, in open meeting assembled, enacts as follows:

### CITATION

1. This bylaw shall be cited for all purposes as the “***Municipal Ticket Information Bylaw, No. 1628, 2026.***”

### DEFINITIONS

2. In this Bylaw:

“**B.E.O.**” means a Bylaw Enforcement Officer appointed by Council;

“**B.I.**” means a Building Inspector;

“**F.C.**” means a Fire Chief appointed by Council;

“**D.F.C.**” means a Deputy Fire Chief appointed by Council;

“**A.C.**” means Assistant Chief;

“**RCMP**” means the Royal Canadian Mounted Police and its Officers;

“**D.O.**” means the Director of Operations for the District of Hope;

“**D.P.S.**” means the Director of Protective Services for the District of Hope;

“**L.I.**” means the Licence Inspector for the District of Hope;

“**D.C.D.**” means the Director of Community Development for the District of Hope.

### ENFORCEMENT

3. The bylaws, which shall include any amendments thereto, as listed in Column 1 of Schedule “A” of this bylaw may be enforced by means of a ticket in the form prescribed for the purpose of Section 264 of the *Community Charter*.
4. The amounts appearing in Column 2 of Schedule “A” of this bylaw are the fines set pursuant to Section 265(1) (a) & (b) of the *Community Charter* for contraventions of the bylaws designated in Column 1.
5. The persons appointed to the job positions or titles listed in Column 3 of Schedule “A” of this bylaw are designated as Bylaw Enforcement Officers pursuant to Section 264(1)(b) of the *Community Charter* for the purpose of enforcing the bylaws listed in Column 1 of Schedule “A”.
6. This bylaw comes into force and takes effect upon the date of its adoption.

**SEVERABILITY**

- 7. If a portion of this bylaw is held invalid by a Court of competent jurisdiction, then the invalid portion must be severed and the remainder of this bylaw is deemed to have been adopted without the severed section, subsection, paragraph, subparagraph, clause or phrase.

**REPEAL**

- 8. That the “*Municipal Ticket Information Bylaw No. 1453, 2019*” and all amendments thereto are hereby repealed.

Read a first, second, and third time this 11<sup>th</sup> day of May, 2026

Adopted this XX day of XXXX, 20XX

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**Mayor**

---

**Director of Corporate Services**

DRAFT

**SCHEDULE "A"**  
**Municipal Ticket Information Amendment Bylaw No. 1628, 2026**

Bylaw	Penalty	Designated Enforcement Officer
Building Bylaw No. 972	\$1,000.00	B.E.O./B.I./RCMP
Building Maintenance & Occupancy Standards Bylaw No. 1184, 2005	\$1,000.00	B.I./B.E.O.
Business Licence Bylaw, 2003, No. 1124	\$1,000.00	B.E.O./RCMP/ B.I./L.I./D.C.S.
Controlled Substance Property Bylaw, 2004, No. 1151	\$1,000.00	B.E.O./RCMP/ B.I./L.I.
District of Hope Cross Connection Control Bylaw No 1574, 2024	\$1,000.00	D.O./B.E.O./RCMP
District of Hope Volunteer Fire Department Establishment, and Fire and Safety Regulations Bylaw No. 1006, 1998	\$1,000.00	F.C./B.E.O./RCMP/ F.C./D.F.C./A.C.
Dog Responsibility Bylaw No. 1245, 2008	\$1,000.00	B.E.O./RCMP/ B.I./D.C.S.
Firearms and Fireworks Bylaw No. 49/93	\$1,000.00	F.C./B.E.O./RCMP/ F.C./D.F.C./A.C.
Good Neighbour Bylaw 1240, 2008	\$1,000.00	B.E.O./B.I./RCMP/ D.O./AFC/F.C./ D.C.S./L.I./D.C.D.
Mobile Home Park Bylaw No. 63/93	\$1,000.00	B.E.O./RCMP/ D.C.D./B.I.
Pool Hall Bylaw No. 1068, 2000	\$1,000.00	B.E.O./RCMP
District of Hope Sanitary Sewer Regulation Bylaw No 1563, 2023	\$1,000.00	D.O./B.E.O./RCMP
Sign Bylaw No. 35/96	\$1,000.00	B.E.O./RCMP/ D.C.D./B.I.

**SCHEDULE "A" - continued**  
**Municipal Ticket Information Amendment Bylaw No. 1628, 2026**

<b>Bylaw</b>	<b>Penalty</b>	<b>Designated Enforcement Officer</b>
Smoking Control Bylaw No. 1406, 2018	\$1,000.00	B.E.O./RCMP
Hope Solid Waste Management Bylaw No. 1472, 2020	\$1,000.00	B.E.O./RCMP
Traffic Bylaw No. 17/95	\$1,000.00	D.O./B.E.O./RCMP
Tree Protection Bylaw No. 20/95	\$1,000.00	D.C.D./D.O./ B.E.O./RCMP
Water Regulation Bylaw No. 1271, 2009	\$1,000.00	B.E.O./D.O./ D.C.S./B.I
Zoning Bylaw No. 1324, 2012	\$1,000.00	B.E.O./RCMP/ D.C.D./B.I.

DRAFT

# REPORT/RECOMMENDATION TO COUNCIL

**REPORT DATE:** May 20, 2026

**FILE:** 3900-01

**SUBMITTED BY:** Deputy Director of Corporate Services

**MEETING DATE:** May 25, 2026

**SUBJECT:** Election Procedures Bylaw Consolidation and Updates

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## **PURPOSE:**

To consolidate the District's *Automated Voting Machines Authorization Bylaw*, *Election and Assent Voting Bylaw*, and *Mail Ballot Authorization and Procedures Bylaw* into a single *Elections Procedure Bylaw*, incorporating legislative updates and creating formal written processes for various election procedures.

## **RECOMMENDATION:**

THAT *Election Procedures Bylaw No. 1631, 2026*, be read a first, second and third time this 25<sup>th</sup> day of May, 2026.

## **ANALYSIS:**

### **A. Rationale:**

On May 13, 2025, the *Miscellaneous Statutes Amendments Act (Bill 13)*, which included various amendments related to elections in the *Local Government Act* and *Local Elections Campaign Financing Act*, was passed in the BC Legislature. These updates included the ability to submit electronic nomination documents, secrecy enclosures for ballots, improved candidate privacy, amendments to the mail ballot voting process, and clarity regarding acceptable ballot marking.

As part of the process of integrating these new legislative requirements into the existing Bylaws and removing outdated sections, Staff have consolidated the three existing Bylaws into a single *Election Procedures Bylaw*. As these Bylaws largely share the same terminology and cross-reference each other, it will be easier to manage future changes with singular amendments. Additionally, processes in the existing Bylaws have been amended to better reflect actual practice during recent elections and the District's use of updated Automated Voting Machines.

**B. Attachments:**

- Draft *Election Procedures Bylaw No. 1631, 2026*
  - *Automated Voting Machines Authorization Bylaw No. 1235, 2008*
  - *Election and Assent Voting Bylaw No. 1425, 2018*
  - *Mail Ballot Authorization and Procedure Bylaw No. 1426, 2018*
- 

Prepared by:

Approved for submission to Council:

*Original Signed by Branden Morgan*  
**Deputy Director of Corporate Services**

*Original Signed by Kevin Dicken*  
**Deputy Chief Administrative Officer**



## BYLAW NO. 1631

*A bylaw to establish Election Procedures*

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### CITATION

1. This bylaw may be cited for all purposes as “***Election Procedures Bylaw No. 1631, 2026.***”

### INTERPRETATION AND DEFINITIONS

2. In this Bylaw:

“Acceptable Mark” means a mark made by an Elector on a Ballot that is capable of being read and accepted by the Automated Voting Machine, in accordance with the *Local Government Act* and applicable regulations;

“Advance Voting Opportunity” means a process by which voters in a General Local Election can vote before the scheduled General Voting Day;

“Applicant” means an elector who applies to vote by mail;

“Authorized Drop-Off Location” means a location designated by the Chief Election Officer or their Designate for the return of Mail Ballots;

“Authorized Person” means a person authorized by an Elector to pick up or deliver a mail ballot package on the Elector’s behalf;

“Automated Voting Machine” means a system approved by the Chief Election Officer or Designate for the counting and recording of votes and includes vote tabulators, ballot scanners, and related equipment and software;

“Ballot” means a single ballot card that includes all offices, bylaw questions, or other matters on which Electors are entitled to vote;

“Ballot Box” means a sealed container, used to secure and collect Ballots during voting;

“Ballot Return Override Procedure” means the use, by an Election Official, of a device on an Automated Voting Machine, which causes the unit to accept a Returned Ballot;

“Candidate” means a person who is nominated for election under applicable provincial or federal legislation;

“Chief Election Officer” means the person appointed by Council under the *Local Government Act* to conduct Elections and any other voting;

“District” means the District of Hope;

“Designate” means a Deputy Chief Election Officer or other person authorized by the Chief Election Officer;

“Election Headquarters” means Hope District Hall, 325 Wallace Street, Hope, BC V0X 1L0;

“Election Official” means a person appointed to assist in the administration of the election;

“Elector” means a resident Elector or a non-resident property Elector as defined under the *Local Government Act*;

“Emergency Ballot Compartment” means one of two separate compartments in the Ballot Box under each Automated Voting Machine into which voted Ballots are temporarily deposited if the unit ceases to function;

“General Local Election” means the election held for the Mayor and Councillors held every four years in accordance with the *Local Government Act*, and includes school trustee elections, by-elections and any other Voting unless specified;

“General Voting Day” means the day fixed under applicable legislation for voting in a General Local Election or other voting event;

“Memory Pack” means the programmed electronic component of a Automated Voting Machine that records and tabulates votes cast;

“Other Voting” means assent voting or other authorized voting under the *Local Government Act*;

“Portable Ballot Box” means a Ballot Box which is used at a voting place in the election, where an Automated Voting Machine is not being used or is not functioning at the time of voting;

“Presiding Election Official” means the person responsible for overseeing and supervising staff for an assigned voting place and is responsible for ensuring voting procedures are followed correctly;

“Results Tape” means the printed record generated from an Automated Voting Machine 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 matters on which the opinion or assent of the Electors is sought;

“Returned Ballot” means a voted Ballot that was inserted into the Automated Voting Machine but was not accepted due to marking errors or other issues;

“Register of Mail Ballots” means the records that the Chief Election Officer or their Designate must keep addressing any challenges to an Elector’s right to vote;

“Secrecy Enclosure” means an open-ended folder, sleeve, envelope or item which is used to cover Ballots to conceal the choices made by each Elector;

“Special Voting Opportunity” means a voting opportunity that may be established for Electors who cannot reasonably attend other voting opportunities;

“Storage Ballot Compartment” means a Ballot Box under each Automated Voting Machine into which voted Ballots are temporarily deposited if the unit ceases to function.

“Zero Report Tape” means a printed record confirming zero vote totals before voting begins.

## **APPOINTMENT OF CHIEF ELECTION OFFICER OR THEIR DESIGNATE AND DEPUTY**

3. Council must appoint a Chief Election Officer or their Designate and Deputy Chief Election Officer or their Designate for the purposes of conducting local elections and other voting under the *Local Government Act*.

## **ACCESS TO NOMINATION AND ENDORSEMENT DOCUMENTS**

4. The Chief Election Officer or their Designate shall give public access to nomination documents at the District of Hope Office during regular office hours from the time of delivery until 30 days after the declaration of the election results in accordance with the *Local Government Act*.

## **NOMINATION DOCUMENTS**

5. A candidate nomination package must include all documents required under the *Local Government Act* and the *Local Elections Campaign Financing Act*, including any endorsement information where applicable.
6. Nomination documents may be delivered to the Chief Election Officer:
  - (a) By hand;
  - (b) By mail or other delivery service;
  - (c) By fax; or
  - (d) By email.
7. Nomination documents may be delivered in electronic or physical form, and electronic submission shall be deemed to satisfy delivery requirements.
8. It is the responsibility of the Candidate being nominated to ensure that the nomination package is received by the Chief Election Officer before the end of the nomination period.

## **ELECTOR REGISTRATION**

9. A person may register as an elector only at the time of voting for all elections and assent voting.

## **ADVANCE VOTING OPPORTUNITIES**

10. In addition to the required advance voting opportunity on the 10<sup>th</sup> day before General Voting Day, the Chief Election Officer or their Designate shall establish a second date for the additional voting opportunity in advance of General Voting Day.
11. The Chief Election Officer or their Designate may establish dates for additional voting opportunities to be held in advance of General Voting Day, including the designation of voting places and voting hours for these voting opportunities.

## **SPECIAL VOTING OPPORTUNITIES**

12. The Chief Election Officer or their Designate may, at their discretion, establish Special Voting Opportunities and determine the dates, times, locations and voting procedures for Special Voting Opportunities.
13. The only electors who may vote at a Special Voting Opportunity are residents, patients, visitors or employees of the location where the Special Voting Opportunity will be conducted.

14. The number of candidate representatives who may be present at a special voting opportunity is limited to:

- (a) one representative from candidates running for the office of Mayor.
- (b) one representative from candidates running for the office of Councillor.

### **ADDITIONAL GENERAL VOTING OPPORTUNITIES**

15. The Chief Election Officer or their Designate may, at their discretion, establish additional General Voting Opportunities, and determine the dates, times and locations for those opportunities.

### **RESOLUTION OF TIE VOTE AFTER JUDICIAL RECOUNT**

16. In the event of a tie vote after a judicial recount, the tie vote will be resolved by conducting a lot in accordance with the *Local Government Act*.

### **MAIL BALLOT VOTING AUTHORIZATION AND PROCEDURES**

#### **MAIL BALLOT VOTING AUTHORIZATION**

17. Voting by mail ballot and elector registration by mail in conjunction with mail ballot voting are hereby authorized in accordance with the *Local Government Act*.

18. The Chief Election Officer or their Designate is authorized to establish time limits in relation to voting by mail ballot.

#### **MAIL BALLOT APPLICATION PROCEDURE**

19. An applicant shall apply to vote by mail by giving their name and address to the Chief Election Officer or their Designate in the form prescribed by the Chief Election Officer or their Designate.

20. The issuance, tracking, and processing of mail ballots shall be established by the Chief Election Officer or their Designate provided that such procedures comply with the *Local Government Act* and applicable legislation.

21. Upon the applicant requesting a mail ballot, the Chief Election Officer or their Designate shall record in the Register of Mail Ballots the required information and make available a mail ballot package that contains the content set out in the *Local Government Act*;

22. As per the Applicant's direction, the Chief Election Officer or their Designate may distribute the mail ballot package in any of the following ways:

- (a) sending the mail ballot package by Canada Post;
- (b) sending the mail ballot package by courier at the expense of the applicant;
- (c) having the mail ballot package picked up by the Applicant at a designated time and location; or
- (d) having the mail ballot package picked up by an Authorized Person at a designated time and location.

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

## MAIL BALLOT VOTING PROCEDURE

24. To vote by a mail ballot, the elector shall mark the ballot to clearly indicate the candidate or candidates for whom the elector wishes to vote in accordance with the instructions contained in the mail ballot package provided by the Chief Election Officer or their Designate.
25. Electors voting by Mail Ballot must complete the required certification and attestation in accordance with applicable provincial legislation, including any witness requirements prescribed under that legislation.
26. After marking their ballot, the elector shall:
- (a) place the ballot in the secrecy enclosure provided (seal if using an envelope);
  - (b) place the secrecy enclosure in the certification envelope, then complete and sign the certification printed on said enclosure and seal the certification envelope;
  - (c) have a witness verify the identity, residence and voter eligibility of the elector and record their name, address, and signature on the certification enclosure;
  - (d) place the certification envelope in the return envelope, together with a completed elector registration application, if required, and then seal the return envelope; and,
  - (e) mail, or deliver, the return envelope and its contents to the Chief Election Officer or their Designate, before the close of voting on General Voting Day at either:
    - i. the address printed on the return envelope included in the mail ballot package; or
    - ii. an authorized drop-off location as authorized by the Chief Election Officer or their Designate.
27. It is the elector's responsibility to ensure that the mail ballot is received before the close of voting on General Voting Day.

## MAIL BALLOT ACCEPTANCE OR REJECTION

28. Until 4:00 p.m. two days before General Voting Day, the Chief Election Officer or their Designate shall, upon receipt of the return envelope and its contents:
- (a) immediately record the date of receipt in the Register of Mail Ballots; and
  - (b) open the return envelope.
29. When the Chief Election Officer or their Designate examines the certification envelope, the Chief Election Officer or their Designate shall:
- (a) confirm the identity of the elector as an Applicant on the Register of Mail Ballots;
  - (b) determine the fulfilment of the requirements the *Local Government Act* and the completeness of any application to register, if required; and
  - (c) determine the completeness of the certification envelope.
30. If the Chief Election Officer or their Designate is satisfied that the elector has met the requirements of Section 29 , the Chief Election Officer or their Designate shall:
- (a) mark the certification envelope as "accepted"; and
  - (b) place the accepted certification envelope with the other certification envelopes.

31. If the Chief Election Officer or their Designate determines that:

- (a) the applicant has not satisfied the Chief Election Officer or their Designate as to their identity; or
- (b) the elector has not completed the application to register properly;

The Chief Election Officer or their Designate shall mark the certification envelope as “rejected” and set aside the rejected certification envelope unopened.

32. The Chief Election Officer or their Designate shall retain in their custody all opened and unopened certification envelopes duly secured until they are to be destroyed, as per the *Local Government Act*.

### **PROCESSING OF MAIL BALLOTS**

33. After 4:00 p.m. two days before General Voting Day, the Chief Election Officer or their Designate, in the presence of at least one other person, including any candidate representatives, shall:

- (a) review and process any challenges to the electors by mail involving the accepted certification envelopes;
- (b) open the certification envelopes;
- (c) remove the secrecy enclosures containing the ballots; and
- (d) place the secrecy enclosure containing the ballot in the ballot box.

34. If the Chief Election Officer or their Designate receives a return envelope with its contents after 4:00 p.m. two days before General Voting Day but before the close of general voting, the Chief Election Officer or their Designate shall:

- (a) handle those return envelopes in accordance with the previous sections;
- (b) retain all accepted certification envelopes until the close of general voting day;
- (c) process the accepted certification envelopes after the close of general voting day.

35. As soon as possible after all the secrecy enclosures have been placed in the ballot box, in the presence of at least one other person and any candidate representatives, the Chief Election Officer or their Designate shall supervise:

- (a) the opening of the ballot box;
- (b) the opening of the secrecy envelopes; and
- (c) the counting of the ballots in accordance with the *Local Government Act*.

36. If the Chief Election Officer or their Designate receives a return envelope with its contents after the close of General Voting Day, the Chief Election Officer or their Designate shall:

- (a) mark the return envelope as “rejected”;
- (b) indicate the reason why the return envelope was rejected on the return envelope; and
- (c) place the unopened return envelope with the other rejected return envelopes.

## **CHALLENGE OF ELECTOR**

37. A person who qualifies under the *Local Government Act* may challenge the right of a person to vote by mail ballot on the grounds set out in the *Local Government Act* up until the close of General Voting Day.

## **ELECTOR'S NAME ALREADY USED**

38. If, upon receiving a request for a mail ballot, the Chief Election Officer or their Designate determines that another person has voted or has already been issued a mail ballot in the elector's name, the Chief Election Officer or their Designate shall comply with the *Local Government Act*.

## **REPLACEMENT OF SPOILED BALLOT**

39. If an elector unintentionally spoils a mail ballot before returning it to the Chief Election Officer or their Designate, the elector may request a replacement ballot by:

- (a) advising the Chief Election Officer or their Designate of the ballot spoilage; and
- (b) mailing or otherwise delivering by any appropriate means the spoiled ballot package in its entirety to the Chief Election Officer or their Designate.

40. Upon receipt of the spoiled ballot package, the Chief Election Officer or their Designate shall record such fact and proceed in accordance with Section 21.

## **AUTOMATED VOTING MACHINE AUTHORIZATION AND PROCEDURES**

### **AUTOMATED VOTING MACHINE AUTHORIZATION**

41. Automated Voting Machines may be used for the purposes of conducting general local elections and other voting.

### **AUTOMATED VOTING MACHINE PROCEDURES**

42. The Chief Election Officer or their Designate must, before voting begins:

- (a) generate and sign two Zero Report Tapes;
- (b) witness and verify that all totals are zero; and,
- (c) post one copy on the Automated Voting Machine and leave one copy attached to the blank paper roll located in the Automated Voting Machine.

43. Upon completion of the voting demonstration, if any, the elector shall proceed as instructed to the election official responsible for issuing ballots, who, upon fulfilment of the requirements of the *Local Government Act*, shall then provide a Ballot to the Elector, a Secrecy Enclosure, if requested by the elector, and any further instructions the Elector requests.

44. Upon receiving a Ballot, the elector shall immediately proceed to a voting booth to vote.

45. 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 matter on which the assent or opinion of the electors is sought.

46. Once the Elector has finished marking the Ballot, the Elector shall either place the Ballot into the Secrecy Enclosure, if provided, or proceed directly to the Automated Voting Machine and insert the Ballot in a manner that does not expose the Elector's choices.

47. If, before inserting the Ballot into the Automated Voting Machine, an Elector determines that a mistake has been made when marking the Ballot, or if the Automated Voting Machine returns the Ballot, the Elector may return to the Voting Booth to correct the Ballot or request a replacement Ballot by informing the Election Official in attendance.
48. Upon being informed of the replacement Ballot request, the Presiding Election Official shall:
- (a) issue a replacement Ballot to the Elector and mark the Returned Ballot "Spoiled";
  - (b) retain all such spoiled Ballots separately from all other Ballots; and,
  - (c) not count the spoiled Ballots.
49. If the Elector declines the opportunity to obtain a replacement Ballot, the Election Official shall, using the Ballot Return Override Procedure, reinsert the Returned Ballot in the Automated Voting Machine to count any Acceptable Marks which have been made correctly.
50. A Ballot accepted and counted by the Automated Voting Machine is valid unless otherwise determined in a judicial recount or under applicable law. Once the Ballot has been inserted into the Automated Voting Machine and the Automated Voting Machine indicates that the ballot has been accepted, the Elector shall immediately leave the voting place.
51. During any period that an Automated Voting Machine 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 Automated Voting Machine:
- (a) becomes operational; or,
  - (b) is replaced with another Automated Voting Machine.

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 Automated Voting Machine to be counted.

### **ADVANCE VOTING OPPORTUNITY PROCEDURES**

52. Automated Voting Machines 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 "Automated Voting Machine Procedures" of this Bylaw.
53. 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 Automated Voting Machine;
  - (b) the storage ballot compartment is being secured to prevent the insertion of any ballots;
  - (c) the results tapes in the Automated Voting Machine are not generated; and
  - (d) The memory pack of the Automated Voting Machine is secured.
  - (e) the Automated Voting Machine together with the Memory Pack and all other materials used in the Election are returned to the Chief Election Officer or their Designate at Election Headquarters.
54. At the close of voting at the final Advance Voting Opportunity, the Presiding Election Official shall ensure that:

- (a) any remaining ballots in the Storage Ballot Compartment are inserted into the Automated Voting Machine;
- (b) secure the Automated Voting Machine so that no more Ballots can be inserted; and,
- (c) the Automated Voting Machine together with the Memory Pack and all other materials used in the Election are returned to the Chief Election Officer or their Designate at Election Headquarters.

### **SPECIAL VOTING OPPORTUNITY PROCEDURES**

- 55. Unless the Chief Election Officer or their Designate determines it is practical to use an Automated Voting Machine, a Portable Ballot Box 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 Section "Automated Voting Machine Procedures" of this Bylaw as far as applicable, except that the voted Ballots shall be deposited into the Portable Ballot Box supplied by the Presiding Election Official.
- 56. The Presiding Election Official at a Special Voting Opportunity shall ensure that the Portable Ballot Box 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 Portable Ballot Box and return it together with all other election materials to the custody of the Chief Election Officer or their Designate.
- 57. If an Automated Voting Machine 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 "Advance Voting Opportunities" of this Bylaw as if it were an Advance Voting Opportunity.

### **PROCEDURES AFTER CLOSE OF VOTING ON GENERAL VOTING DAY**

- 58. 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 the following, generally in the order stipulated:
  - (a) ensure that any remaining Ballots in the Storage Ballot Compartment are inserted into the Automated Voting Machine;
  - (b) secure the Automated Voting Machine so that no more Ballots can be inserted;
  - (c) generate two copies of the Results Tape from the Automated Voting Machine;
  - (d) account for the unused, spoiled and voted Ballots and place them, packaged and sealed separately, together with the Memory Pack from the Automated Voting Machine and one copy of the Results Tape, into the ballots and results box;
  - (e) complete the ballot account and place the duplicate copy in the ballots and results box;
  - (f) seal the ballots and results box;
  - (g) 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.

59. All Portable Ballot Boxes used in the Election will be opened, under the direction of the Chief Election Officer or their Designate, at the close of voting on General Voting Day. All Ballots shall be removed and inserted into an Automated Voting Machine to be counted, after which the provisions of Section 58 (a) to (g), as far as applicable, shall apply.

**GENERAL**

60. Any enactment referred to herein is a reference to the enactment of British Columbia and regulations thereto, as amended, revised, consolidated or replaced from time to time.

61. 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.

**REPEAL**

62. That “*Automated Voting Machines Authorization Bylaw No. 1235*” and all amendments thereto are hereby repealed.

63. That “*Election and Assent Voting Bylaw No. 1425, 2018*” and all amendments thereto are hereby repealed.

64. That “*Mail Ballot Authorization and Procedure Bylaw No. 1426, 2018*” and all amendments thereto are hereby repealed.

READ A FIRST, SECOND & THIRD TIME this XX day of XXXX, 2026.

ADOPTED this XX day of XXXX, 2026.

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**Mayor**

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**Director of Corporate Services**



# THE DISTRICT OF HOPE

## BYLAW NO. 1235

A bylaw to provide for the use of automated voting machines for general local elections and other voting.

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

AND WHEREAS the Council of the District of Hope wishes to establish various procedures and requirements under that authority;

NOW THEREFORE, the Council of the District of Hope, in open meeting assembled, enacts as follows:

### 1. CITATION

- 1.1 This Bylaw may be cited as "Automated Voting Machines Authorization Bylaw No. 1235."

### 2. DEFINITIONS

- 2.1 In this Bylaw all definitions shall be in accordance with the *Local Government Act*, except for the following:

**Acceptable mark** means a completed oval which the **vote tabulating 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 tabulating units**, each of which rests on a **ballot box**; and
- (b) a number of **portable ballot boxes** into which voted **ballots** are deposited where a **vote tabulating 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 automated 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 of Mayor, Councillor, and/or School Trustee; 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 tabulating unit**, which causes the unit to accept a **returned ballot**.

**Election headquarters** means District of Hope, 325 Wallace Street, Hope, BC, V0X 1L0.

**Memory card** means the storage device which stores all the permanent results for the **vote tabulating unit**.

**Portable ballot box** means a ballot box which is used as a voting place where a **vote tabulating unit** is not being used or is not functioning.

**Register tape** means the printed record generated from a **vote tabulating unit** at the close of voting on general voting day which shows the number of votes for each candidate for each of the office of Mayor, Councillor, and/or School Trustee, 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 tabulating unit** by the elector 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.

**Sample ballot** means the ballot as set out in "Schedule A"

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

**Vote tabulating 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

- 3.1 Council hereby authorizes the conducting of general local elections and other voting in the District of Hope using an **automated vote counting system**.

### 4. AUTOMATED VOTING PROCEDURES

- 4.1 The presiding election official for each voting place and at each advance voting opportunity shall, as soon as the elector enters the voting place and before a **ballot** is issued, offer and if requested, direct an election official to provide a demonstration to an elector of how to vote using an **automated vote counting system**.
- 4.2 Upon completion of the voting demonstration, if any, the elector shall proceed as instructed, to the election official responsible for issuing **ballots**, who:
- (a) shall ensure that the elector:
    - (i) is qualified to vote in the election; and
    - (iii) completes the voting book as required by the *Local Government Act*; and
  - (b) upon fulfilment of the requirements of subsection (a), shall provide a **ballot** to the elector, a **secrecy sleeve** if requested by the elector, and any further instructions the elector requests.
- 4.3 Upon receiving a **ballot**, and **secrecy sleeve** if so requested, the elector shall immediately proceed to a voting compartment to vote.

- 4.4 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 of Mayor, Councillor, and/or School Trustee; 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.
- 4.5 Once the elector has finished marking the **ballot**, the elector must place the **ballot** into the **secrecy sleeve**, if applicable, proceed to the **vote tabulating unit** and under the supervision of the election official in attendance, insert the **ballot** directly from the **secrecy sleeve**, if applicable, into the **vote tabulating unit** without the **acceptable marks** on the **ballot** being exposed.
- 4.6 If, before inserting the **ballot** into the **vote tabulating unit**, an elector determines that he has made a mistake when marking a **ballot** or if the **ballot** is returned by the **vote tabulating unit**, the elector may request a replacement **ballot** by advising the election official in attendance.
- 4.7 Upon being advised of the replacement **ballot** request, the presiding election official, or alternate 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.
- 4.8 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 tabulating unit**, the election official shall, using the **ballot return override procedure**, reinsert the **returned ballot** into the **vote tabulating unit** to count any **acceptable marks** which have been made correctly.
- 4.9 Any **ballot** counted by the **vote tabulating 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.
- 4.10 Once the **ballot** has been inserted into the **vote tabulating unit** and the unit indicates that the **ballot** has been accepted, the elector must immediately leave the voting place.
- 4.11 During any period that a **vote tabulating unit** is not functioning, the election official supervising the unit shall insert all **ballots** delivered by the electors during this time, into a **portable ballot box**, provided that if the **vote tabulating unit**:
- (a) becomes operational, or
  - (b) is replaced with another **vote tabulating unit**,
- the **ballots** in the **portable ballot box** shall, as soon as reasonably possible, be removed by an election official and under the supervision of the presiding election official be inserted into the **vote tabulating unit** to be counted.
- 4.12 Any **ballots** which were temporarily stored in a **portable ballot box** which are returned by the **vote tabulating 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 tabulating unit** to ensure that any **acceptable marks** are counted.

- 4.13 A **sample ballot** that may be used in an **automated vote counting system** is attached as Schedule "A" to this Bylaw.

## 5. ADVANCE VOTING OPPORTUNITY PROCEDURES

- 5.1 **Vote tabulating units** shall be used to conduct the vote 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.

- 5.2 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 tabulating unit**;
- (b) the **portable ballot box** is sealed to prevent insertion of any **ballots**;
- (c) the **register tapes** in the **vote tabulating unit** are not generated; and
- (d) the **memory card** of the **vote tabulating unit** is secured.

- 5.3 At the close of voting at the final advance voting opportunity the presiding election official shall:

- (a) ensure that any remaining **ballots** in the **portable ballot box** are inserted into the **vote tabulating unit**;
- (b) secure the **vote tabulating unit** so that no more **ballots** can be inserted; and
- (c) deliver the **vote tabulating unit** together with the **memory card** and all other materials used in the election to the chief election officer at **election headquarters**.

## 6. SPECIAL VOTING OPPORTUNITY PROCEDURES

- 6.1 Unless the chief election officer determines it is practical to use a **vote tabulating unit**, a **portable ballot box** 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 **portable ballot box** supplied by the presiding election official.

- 6.2 The presiding election official at a special voting opportunity shall ensure that the **portable ballot box** 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 **portable ballot box** and return it together with all other election materials to the custody of the chief election officer.

- 6.3 If a **vote tabulating 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

- 7.1 After the close of voting on general voting day at voting opportunities where a **vote tabulating unit** was used in the election, but excluding advance and special voting opportunities,

- (a) each presiding election official shall:
  - (i) ensure that any remaining **ballots** in the **portable ballot box** are inserted into the **vote tabulating unit**;
  - (ii) secure the **vote tabulating unit** so that no more **ballots** can be inserted;
  - (iii) generate three copies of the **register tape** from the **vote tabulating unit**; and
  - (iv) deliver one copy of the **register tape** along with the **vote tabulating unit** to the chief election officer at **election headquarters**; and
- (b) each alternate presiding election official shall:
  - (i) account for the unused, spoiled and voted **ballots** and place them, packaged and sealed separately, into the election materials transfer box along with one copy of the **register tape**;
  - (ii) complete the ballot account and place the duplicate copy in the election materials transfer box;
  - (iii) seal the election materials transfer box;
  - (iv) place the voting books, the original copy of the ballot account, one copy of the **register tape**, completed registration cards (if applicable), keys and all completed administrative forms into the chief election officer portfolio; and
  - (v) transport all equipment and materials to **election headquarters**.

7.2 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 tabulating units** were used, to proceed in accordance with Section 7.1 of this Bylaw.

7.3 At the close of voting on general voting day all **portable ballot boxes** used in the election will be opened under the direction of the chief election officer and all **ballots** shall be removed and inserted into a **vote tabulating unit** to be counted, after which the provisions of Sections 7.1, so far as applicable, shall apply.

## 8. RECOUNT PROCEDURE

8.1 If a recount is required 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 cards** of all **vote tabulating units** will be cleared;
- (b) **vote tabulating units** will be designated for each voting place;
- (c) all **ballots** will be removed from the sealed ballot boxes; and
- (d) all **ballots**, except spoiled **ballots**, will be reinserted in the appropriate **vote tabulating units** under the supervision of the chief election officer.

## 9. GENERAL

9.1 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.

Page 6  
BYLAW 1235

- 9.2 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 the 11<sup>th</sup> day of February, 2008.  
READ A SECOND TIME the 11<sup>th</sup> day of February, 2008.  
READ A THIRD TIME the 11<sup>th</sup> day of February, 2008.  
ADOPTED the 25<sup>th</sup> day of February, 2008.

  
MAYOR

  
CORPORATE OFFICER


SCHEDULE "A"

Sample Ballot

**CITY OF NORTH RIVER**  
Municipal Election - November 13, 2000

To Vote:  
Completely fill in the oval beside the candidate(s) of your choice.


<p>Ballot for the office of:</p> <p style="text-align: center;"><b>MAYOR</b></p> <p>You may vote for ONE (1) candidate for this office.</p> <p>Alice BAKER <input type="radio"/></p> <p>Marvin FOSTER <input type="radio"/></p> <p>Charlie GRAY <input type="radio"/></p>	<p>Ballot for the office of:</p> <p style="text-align: center;"><b>COUNCILOR</b></p> <p>You may vote for SIX (6) candidates for this office.</p> <p>Harold ARTHURS <input type="radio"/></p> <p>Dorothy BAXTER <input type="radio"/></p> <p>Bill CONNOLLY <input type="radio"/></p> <p>Steve DEXTER <input type="radio"/></p> <p>Mary EARLINGTON <input type="radio"/></p> <p>Michael FENN <input type="radio"/></p> <p>John GODFREY <input type="radio"/></p> <p>Robert HARRIS <input type="radio"/></p> <p>Stuart IRWIN <input type="radio"/></p> <p>Richard JOHNSON <input type="radio"/></p> <p>Bill KENNEDY <input type="radio"/></p> <p>Walter LOWE <input type="radio"/></p> <p>Louise MORRISON <input type="radio"/></p> <p>Barbara NORMAN <input type="radio"/></p> <p>Patrick OLIVER <input type="radio"/></p>	<p>Ballot for the office of:</p> <p style="text-align: center;"><b>SCHOOL TRUSTEE</b></p> <p>You may vote for THREE (3) candidates for this office.</p> <p>June PETERS <input type="radio"/></p> <p>Bill ROBERTSON <input type="radio"/></p> <p>Gerry SAWYER <input type="radio"/></p> <p>Arthur THOMPSON <input type="radio"/></p> <p>Lois TVERTON <input type="radio"/></p> <p>Mario VALENTI <input type="radio"/></p> <p>Tim WYRTERS <input type="radio"/></p> <p>Gail YOUNG <input type="radio"/></p>
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FRONT Card 1 SEQU 1

**CITY OF NORTH RIVER**  
Municipal Election - November 13, 2000

To Vote:  
Completely fill in the oval beside the candidate(s) of your choice.



BACK Card 1 SEQU 1



## **Election and Assent Voting Bylaw No. 1425**

**(CONSOLIDATED TO JUNE 2022)**

**All persons making use of this consolidation are advised that it has no legislative sanction; that the amendments have been embodied for convenience of reference only, and that the original bylaw and all amending bylaws must be consulted for all purposes of interpreting and applying the law.**

**Any parts of the original bylaw or original bylaw as amended and schedules which have been repealed have not been included in this consolidation.**

## SCHEDULE OF AMENDMENTS

Amending bylaws are identified by a bylaw number in the left hand margin and text style. For the exact amendment wording, refer to the amending bylaw.

<b>BYLAW</b>	<b>ADOPTED</b>	<b>AMENDMENT</b>
1533	June 27, 2022	Amended Section 2(a)(i)



## THE DISTRICT OF HOPE

BYLAW NO. 1425, 2018

A bylaw to provide for the determination of various procedures for the conduct of local government elections and assent voting.

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

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

NOW THEREFORE, the Council of the District of Hope, in open meeting assembled, enacts as follows:

### 1. CITATION

This bylaw may be cited for all purposes as "***Election and Assent Voting Bylaw No. 1425, 2018.***"

### 2. ADVANCE VOTING OPPORTUNITIES

(a) Required Advance Voting:

- (i) In addition to the required advance voting opportunity on [10<sup>th</sup> day before general voting day], the Chief Election Officer shall establish a secondary date for the additional voting opportunity in advance of general voting day.
- (ii) Advance voting opportunities on the days specified in subsection 2 (a)(i) shall be available between the hours of 8:00 am and 8:00 pm at a location designated by the Chief Election Officer.

(b) Additional Advance Voting:

- (i) As authorized under section 108 of the *Local Government Act*, the Council authorizes the Chief Election Officer to establish dates for additional voting opportunities to be held in advance of general voting day and to designate the voting places and set the voting hours for these voting opportunities.

### 3. SPECIAL VOTING OPPORTUNITIES

- (a) As authorized under section 109 of the *Local Government Act*, special voting opportunities will be provided and the Chief Election Officer is hereby authorized to establish the dates, locations, and voting hours within the limits

set out in section 109 of the *Local Government Act*, for the special voting opportunities.

- (b) The following restrictions apply as to who may vote at the special voting opportunities:
  - (i) The only electors who may vote at a special voting opportunity on the date when the special voting opportunity is held are those voters who are residents of the facilities or those who have been admitted as patients to the hospital.
- (c) The number of candidate representatives who may be present at a special voting opportunity is limited to:
  - i. One representative from candidates running for the office of Mayor.
  - ii. One representative from candidates running for the office of Councillor.

#### **4. ADDITIONAL GENERAL VOTING OPPORTUNITIES**

As authorized under section 106 of the *Local Government Act*, additional voting opportunities for general voting day will be provided and the Chief Election Officer is hereby authorized to designate the voting places and set the voting hours within the limits set out in section 106 of the *Local Government Act*, for the additional general voting opportunities.

#### **5. RESOLUTION OF TIE VOTE AFTER JUDICIAL RECOUNT**

In the event of a tie vote after a judicial recount, the tie vote will be resolved by conducting a lot in accordance with section 151 of the *Local Government Act*.

#### **6. REPEAL**

The "Election and Assent Voting Bylaw No. 1354, 2014 and all amendments thereto are hereby repealed.

READ A FIRST, SECOND, AND THIRD TIME this 14<sup>th</sup> day of May, 2018.

ADOPTED this 28<sup>th</sup> day of May, 2018.

*Original signed by Mayor Wilfried Vicktor*  
**Mayor**

*Original signed by Donna Bellingham*  
**Director of Corporate Services**



## **Mail Ballot Authorization and Procedure Bylaw No. 1426**

**(CONSOLIDATED TO JUNE 2022)**

**All persons making use of this consolidation are advised that it has no legislative sanction; that the amendments have been embodied for convenience of reference only, and that the original bylaw and all amending bylaws must be consulted for all purposes of interpreting and applying the law.**

**Any parts of the original bylaw or original bylaw as amended and schedules which have been repealed have not been included in this consolidation.**

## SCHEDULE OF AMENDMENTS

Amending bylaws are identified by a bylaw number in the left hand margin and text style. For the exact amendment wording, refer to the amending bylaw.

<b>BYLAW</b>	<b>ADOPTED</b>	<b>AMENDMENT</b>
1532	June 27, 2022	Deleted Section 2(b) Amended Section 3(b)(i)

A bylaw to permit Mail Ballot Voting

---

**WHEREAS** Council of the District of Hope wishes to provide a provision to permit voting by mail ballot and establish procedures therefore;

**NOW THEREFORE** the Council of the District of Hope, in open meeting, enacts as follows:

**1. CITATION**

This bylaw may be cited as “**Mail Ballot Authorization and Procedure Bylaw No. 1426, 2018**”.

**2. AUTHORIZATION**

(a) Voting by mail ballot and elector registration by mail in conjunction with mail ballot voting are hereby authorized.

**3. APPLICATION PROCEDURE**

(a) 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, during the period commencing 7 days before the first day of advance voting and ending at 4:00 pm on the Thursday two days before general voting day.

(b) Upon receipt of a request for a mail ballot, the Chief Election Officer or designate shall, between 7 days before advance voting and 4:00 pm on the Thursday two days before general voting day:

(i) make available to the applicant, a mail ballot package as specified in Section 110 of the *Local Government Act*.

**4. VOTING PROCEDURE**

(a) 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.

(b) After marking the ballot, the elector shall:

(i) place the ballot in the secrecy envelope provided and seal the secrecy envelope;

- (ii) place the secrecy envelope in the certification envelope, and complete and sign the certification printed on such envelope, and then seal the certification envelope;
- (iii) place the certification envelope, together with a completed elector registration application, if required, in the outer envelope, and then seal the outer envelope;
- (iv) mail, or have delivered, the outer envelope and its contents to the Chief Election Officer or designate 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

- (a) Until 4:00 pm on the Thursday two 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 outer envelope and remove and examine the certification envelope and the completed elector registration application, if applicable, and if satisfied as to:
  - (i) the identity and entitlement to vote of the elector whose ballot is enclosed;
  - (ii) the completeness of the certification;
  - (iii) the fulfilment of the requirements of Section 64 of the *Local Government Act* in the case of a person who is registering as a new elector; and
  - (iv) the Chief Election Officer or designate shall mark the certification envelope as "accepted", and shall retain in his/her custody all such certification envelopes in order to deal with any challenges made in accordance with Section 6 of this bylaw.
- (b) The unopened certification envelopes shall remain in the custody of the Chief Election Officer or designate until 4:00 pm on the Thursday two days before general voting day, at which time the certification envelopes containing the secrecy envelopes shall be opened in the presence of at least one other person, including any scrutineers present.
- (c) At 4:00 pm on the Thursday two 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.
- (d) Where an outer envelope and its contents are received by the Chief Election Officer or designate between 4:00 pm on the Thursday two days before general voting day and the close of voting on general voting day, the provisions of Section 5(a) of this bylaw with regard to ballot acceptance shall

apply and the Chief Election Officer or designate shall retain such envelopes in their possession until the close of voting and at that time shall open such certification envelopes in the presence of at least one other person, including any scrutineers present, and place the secrecy envelope containing the ballot into the ballot box containing the other unopened secrecy envelopes.

- (e) As soon as possible after all 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 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*.
- (f) Where:
  - (i) upon receipt of an outer envelope, the Chief Election Officer is not satisfied as to the identity of the elector whose ballot is enclosed; or
  - (ii) in the case of a person required to complete an application for registration as an elector, such application has not been completed in accordance with Section 70 of the *Local Government Act*; or
  - (iii) the outer envelope is received by the Chief Election Officer or designate after the close of voting on general voting day;  
  
the certification envelope shall remain unopened and the Chief Election Officer shall mark such envelope as “rejected”, and shall note the reasons therefore, and the ballot contained therein shall not be counted in the election.
- (g) Any certification envelopes and their contents rejected in accordance with Section 5(f) of the bylaw shall remain unopened and shall be subject to the provisions of Section 160 of the *Local Government Act* with regard to their destruction.

## **6. CHALLENGE OF ELECTOR**

- (a) A person exercising the right to vote under the provisions of this bylaw may be challenged in accordance with and on the grounds specified in Section 126 of the *Local Government Act*, until 4:00 pm on the Thursday two days before general voting day.
- (b) The provisions of Section 126 (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**

- (a) Where, upon receiving a request for a mail ballot, the Chief Election Officer determines that another person has voted or has already been issued a mail

ballot in the elector's name, the provisions of Section 127 of the *Local Government Act* shall apply, so far as applicable.

## 8. REPLACEMENT OF SPOILED BALLOT

- (a) 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.
- (b) The Chief Election Officer shall, upon receipt of the spoiled ballot package, record such fact, and proceed in accordance with Section 3(b) of this bylaw.

## 9. REPEAL

**The “*Mail Ballot Authorization and Procedure Bylaw No. 1347, 2014*” and all amendments thereto are hereby repealed.**

READ A FIRST, SECOND, AND THIRD TIME this 14<sup>th</sup> day of May, 2018.

ADOPTED this 28<sup>th</sup> day of May, 2018.

*Original signed by Mayor Wilfried Vicktor*  
**Mayor**

*Original signed by Donna Bellingham*  
**Director of Corporate Services**

1. News Release dated May 11, 2026 from Ministry of Education and Child Care re: Investing in more child care spaces throughout B.C.
2. Information Bulletin dated May 11, 2026 from Ministry of Emergency Management and Climate Readiness re: Improving emergency preparedness with new regulations.
3. News Release dated May 12, 2026 from Ministry of Attorney General re: Helping survivors of family violence navigate legal system.
4. News Release dated May 12, 2026 from Ministry of Finance re: Launching consultation for patent box tax regime, boosting innovation.
5. News Release dated May 12, 2026 from Ministry of Energy and Climate Solutions re: Electrifying the economy, building energy resilience.
6. News Release dated May 13, 2026 from Ministry of Finance re: Funds supporting B.C. companies, accelerating commercialization, growth.
7. News Release dated May 13, 2026 from Ministry of Attorney General re: Making attendance at routine court hearings easier.
8. News Release dated May 13, 2026 from Office of the Premier and Ministry of Post-Secondary Education and Future Skills re: Training people in B.C. for in-demand skilled trades jobs.
9. Update dated May 13, 2026 from Ministry of Jobs and Economic Growth re: Advancing made-in-B.C. health technology to strengthen patient care.
10. Information Bulletin dated May 13, 2026 from Ministry of Public Safety and Solicitor General re: BC Coroners Service shares unregulated drug-toxicity data for March.
11. News Release dated May 13, 2026 from Ministry of Energy and Climate Solutions and BC Hydro re: Strong response to 2025 call for power, delivering clean, affordable energy.
12. News Release dated May 14, 2026 from Office of the Premier and Natural Resources Canada re: Enhanced investment co-operation advances efforts around LNG Canada's proposed Phase 2 expansion.
13. News Release dated May 19, 2026 from Office of the Premier and Ministry of Energy and Climate Solutions and BC Hydro re: New plan helps people save money, reduce energy use.
14. News Release dated May 21, 2026 from Ministry of Environment and Parks re: Supporting outdoor recreation, communities, local economies.
15. Letter dated April 15, 2026 from the Ombudsperson of British Columbia re: Quarterly Report for the period covering January 1 – March 31, 2026.
16. News Release dated May 12, 2026 from Hope RCMP re: Hope RCMP weekly snapshot (week of May 4–10, 2026).

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The *Ombudsperson Act* requires that investigations be conducted in private. Ombudsperson investigation documents are not available through the *Freedom of Information and Protection of Privacy Act* and may be subject to rules preventing their use in court and tribunal proceedings. **Please contact the Office of the Ombudsperson before disclosing this document, or any responses, to any third parties.**

April 15, 2026

Mayor Victor Smith

District of Hope  
BOX 609  
HOPE BC V0X 1L0**RECEIVED**  
MAY 12 2026  
DISTRICT OF HOPE

Dear Mayor Victor Smith:

**Re: Office of the Ombudsperson Quarterly Report for the period covering  
January 1 - March 31, 2026**

This package of documents details the complaint files the Office of the Ombudsperson closed for District of Hope between January 1 and March 31, 2026. Though no action is required on your part, we hope that you will find this information useful and share it within your organization.

These reports provide information about the complaint files we closed regarding your organization within the last quarter, including both files we investigated and files we closed without investigation. Files currently open with the office are not included in these reports.

If you would like further information about the complaints our office received about your organization, or you have identified inaccuracies in the data, please contact our office's Policy, Research and Continuous Improvement team. They can provide further details upon request and can be reached at [PRCI@bcombudsperson.ca](mailto:PRCI@bcombudsperson.ca) or by phone at 250-953-4171.

Enclosed you will find detailed reports containing the following:

- A one-page report listing the number of files closed and the category under which they were closed. The categories we use to close files are based on the sections of the *Ombudsperson Act*, which gives the Ombudsperson the authority to investigate complaints from the public regarding authorities under our jurisdiction. A more detailed description of our closing categories is available on our website at:

Mailing address: PO Box 9039 Stn Prov Govt • Victoria BC V8W 9A5

Phone in Victoria: 250-387-5855 • Toll-Free: 1-800-567-3247 • Fax: 250-387-0198 • [bcombudsperson.ca](http://bcombudsperson.ca)



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<https://bcombudsperson.ca/assets/media/QR-Glossary.pdf>.

- If applicable: Copies of closing summaries written about the complaint files we investigated. These summaries provide an overview of the complaint received, our investigation and the outcome. Our office produces closing summaries for investigated files only, and not for enquiries or those complaints we chose not to investigate.
- If applicable: A summary of the topics identified in the complaint files closed during the quarter. We track general complaint topics for all complaints we receive, and when applicable, we include authority-specific and/or sector-specific topics for your organization and/or sector. Our office tracks the topics of complaints we investigate and those we close without investigation, but not for enquiries. Because complaints to our office are confidential, we do not share complaint topic information if we received too few complaints to preserve the complainants' anonymity.

If you wish to update your organization's contact information, please contact us by email at [info@bcombudsperson.ca](mailto:info@bcombudsperson.ca).

To learn more about educational opportunities on administrative fairness provided by our office, or if you wish to consult with our office to enhance fairness within your organization's policies or procedures, our Public Authority Consultation and Training (PACT) Team can assist you. Please contact them by phone at 250-508-2950 or by email at [consult@bcombudsperson.ca](mailto:consult@bcombudsperson.ca).

Yours sincerely,



Sandy Hermiston  
Ombudsperson  
Province of British Columbia

Enclosures



**OMBUDSPERSON**  
BRITISH COLUMBIA

Quarterly Report for 1 January - 31 March, 2026  
District of Hope

Type of complaint closure for Authority: District of Hope	# closed
<p><b>Enquiries</b> – Many people who contact us are not calling to make a complaint, but are seeking information or advice. These contacts are classified as <i>Enquiries</i> to distinguish them from <i>Complaints</i>, which are requests that our office conduct an investigation.</p>	0
<p><b>Complaints with No Investigation</b> – Our office does not investigate every complaint it receives. First, we determine whether we have authority to investigate the complaint under the <i>Ombudsperson Act</i>. We also have discretion to decline to investigate for other reasons specified in the <i>Ombudsperson Act</i>.</p>	1
<p><b>Early Resolution Investigations</b> – Early Resolution investigations provide an expedited process for dealing with complaints when it appears that an opportunity exists for the authority to take immediate action to resolve the issue. Typical issues that are addressed through Early Resolution include timeliness, communication, and opportunities for internal review.</p>	0
<p><b>Complaint Investigations</b> – When we investigate a complaint we may conclude with a determination that a complaint is not substantiated, or with a negotiated settlement of the complaint, or with public findings and recommendations. We may also exercise discretion to cease investigation for a number of other reasons specified in the <i>Ombudsperson Act</i>.</p>	0
<b><i>Reason for closing an Investigation</i></b>	
Pre-empted by existing statutory right of appeal, objection or review.	0
Investigation ceased with no formal findings under the <i>Ombudsperson Act</i> .	
More than one year between event and complaint	0
Insufficient personal interest	0



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Available remedy	0
Frivolous/vexatious/trivial matter	0
Can consider without further investigation	0
No benefit to complainant or person aggrieved	0
Complaint abandoned	0
Complaint withdrawn	0
<b>Complaint settled in consultation with the authority –</b> When an investigation leads us to conclude that action is required to resolve the complaint, we try to achieve that resolution by obtaining the voluntary agreement of the authority to settle the complaint. This allows matters to be resolved fairly for the complainant and authority without requiring a formal finding of maladministration.	0
Complaint substantiated with formal findings under the <i>Ombudsperson Act</i> .	0
Complaint not substantiated under the <i>Ombudsperson Act</i> .	0
<b>Ombudsperson Initiated Investigations –</b> The Ombudsperson has the authority to initiate investigations independently from our process for responding to complaints from the public. These investigations may be ceased at the discretion of the Ombudsperson or concluded with formal findings and recommendations.	0



Complaints Closed from 1 January - 31 March, 2026  
District of Hope

*The tables below summarize the complaint topics we are tracking for your sector and/or authority and the number of times this topic was identified in the files (investigated and non-investigated complaints) that were closed in the most recent quarter.*

If you would like more information on the types of complaints we receive, please contact our Public Authority Consultation and Training Team: email us at [consult@bcombudsperson.ca](mailto:consult@bcombudsperson.ca) or call us at 250-508-2950.

### Sector-Specific Complaint Topics – All Local Government

Business Licensing	3	1%
Bylaw Enforcement	69	28%
Council Member Conduct (incl. Conflict of Interest)	19	8%
Fees/Charges (incl. Taxes)	18	7%
Official Community Plan/Zoning/Development	53	21%
Open Meetings	7	3%
Other	51	21%
Procurement	2	1%
Response to Damages Claim	5	2%
Services (incl. Garbage, Sewer, Water)	20	8%

### General Complaint Topics – All Local Government

Accessibility	5	1%
Administrative Error	7	2%
Communication	70	18%
Delay	16	4%

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Disagreement with Decision or Outcome	117	30%
Employment or Labour Relations	5	1%
Other	8	2%
Process or Procedure	103	27%
Review or Appeal Process	8	2%
Treatment by Staff	46	12%