
NEWS RELEASE

For Immediate Release
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March 3, 2021

Ministry of Municipal Affairs

Legislation strengthens transparency, modernizes local election financing

VICTORIA – Government is strengthening local election campaign financing rules to increase accountability and transparency for elections, ensuring people are at the centre of local politics.

The changes will modernize and strengthen the tools available to investigate and enforce campaign financing rules.

“In 2017, one of the government’s first initiatives was landmark legislation to put an end to big money in politics. We are continuing our work to make sure people are at the heart of decision-making,” said Josie Osborne, Minister of Municipal Affairs. “The changes we are proposing reflect the feedback we heard coming out of the 2018 local government elections, and they will make elections at the local government level more transparent and equitable for everyone.”

When passed, this legislation will strengthen local election campaign financing rules and will more closely align the Local Elections Campaign Financing Act rules with those established for provincial elections in the Election Act, while continuing to account for the unique nature of local elections. These changes include:

- establishing a pre-campaign period that increases the length of time election advertising is regulated from 29 days to 89 days;
- limiting sponsorship contributions to \$1,200 to match the provincial campaign contribution limit set in 2017;
- requiring elector organizations to register with Elections BC; and
- providing Elections BC with new investigative tools to support investigations and additional penalties to fine people who do not comply with the new campaign financing rules.

Elector organizations, also known as civic or local political parties, will be required to register with Elections BC and complete annual financial reports just like provincial political parties. Elector organizations will be banned from accepting non-campaign contributions to pay for operational expenses, such as office supplies and staff salaries, in non-election years. This means they will have to fund all expenses through campaign contributions.

The legislation responds to analysis and consultation following the 2018 local government general elections. Key stakeholders were also consulted, such as:

- Elections BC;
- the Union of British Columbian Municipalities (UBCM), which represents B.C.’s 189 local governments and the Islands Trust;
- First Nations that utilize the Local Elections Campaign Financing Act; and
- the B.C. School Trustees Association, which represents boards of education.

“These changes strengthen the rules governing local government election finance by increasing transparency,” said Brian Frenkel, president, UBCM. “Local governments endorsed a call for these changes in 2020, and we appreciate the government’s response well in advance of the next local government general election.”

Changes will apply to all local elections starting with the 2022 general local elections and any byelections that follow, including elections for councillors, mayors, electoral area directors and school trustees. Any byelections already underway or scheduled before 2022 are not affected.

However, the new rules relating to sponsorship contribution limits will be made retroactively, effective from March 4, 2021, to prevent banned sponsorship contributions from being made between the time legislation is introduced and royal assent.

Quick Facts:

- During B.C.’s local elections, held every four years, there are 1,660 elected positions voted on in 250 local government bodies in communities ranging in size from less than 200 people to more than 600,000 people.
- Elector organizations endorse candidates in local elections. They are often referred to as civic political parties.

Learn More:

Local Elections Campaign Financing Act:

<https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/14018>

2017 announcement on local election reforms to take big money out of politics:

<https://news.gov.bc.ca/releases/2017MAH0011-001832>

A backgrounder follows.

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BACKGROUND

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Local Elections Campaign Financing Act amendments

Local elections are administered jointly by Elections BC and the local government where the election takes place. Elections BC is responsible for enforcing compliance with campaign financing rules and the local government is responsible for administering the election.

Improved regulatory framework for elector organizations:

- A new centralized registration framework for elector organizations will improve transparency around their financial activities and will be administered by Elections BC. Elector organizations will be required to:
 - register with Elections BC to accept campaign contributions, endorse candidates or incur election expenses. Currently, elector organizations register with each local government or jurisdiction where they endorse a candidate; and
 - file an annual financial report with Elections BC, which marks a change from filing only during an election year. This is consistent with what provincial political parties are asked to do.
- Elector organizations are also now banned from accepting non-campaign contributions to pay for operational expenses. This change will remove the ability of organizations, such as businesses and unions, from supporting elector organizations indirectly by providing funds for operational or administrative use in non-election years.

Election advertising changes:

- A pre-campaign period will be created to lengthen the time election advertising is regulated from 29 to 89 days.
 - This means during the pre-campaign period (89 days before election day) election advertising, like billboards or commercials, will have to say who is sponsoring it. Advertising spending limits will still only apply during the campaign period, which starts 29 days before election day.
- Election advertising will now include paid canvassing activities.
 - This means people who are paid to go door to door in support of a candidate or elector organization will be subject to election advertising rules.

Third-party advertising limits:

- To limit the potential influence of large donors during the election, these changes will set the contribution limit for third-party advertisers at \$1,200, which matches the limit set for campaign contributions in 2017.
- A third-party advertiser or election advertising sponsor is an individual or organization that sponsors election advertising independently of a candidate or elector organization.

New investigative and enforcement tools:

- These changes will greatly improve the B.C. chief electoral officer's ability to investigate and enforce violations of the Local Elections Campaign Financing Act by allowing them to:
 - request records from companies that deal with online advertising to understand who is sponsoring advertising and how much was spent; and
 - request a court order to seek records from financial institutions.
- Changes are also being made to help with the administration of campaign financing requirements in local elections, such as:
 - extending late filing timelines for reports;
 - allowing Elections BC to make minor corrections to financial reports; and
 - allowing candidates and elector organizations to modify a Campaign Financing Arrangement (CFA) up until election day.

Note: A CFA is an agreement between an endorsed candidate and its elector organization, which allocates a certain amount of the candidate's election expense limit for the elector organization to spend.

Improved framework for monetary penalties:

- These changes will create a more robust framework of monetary penalties that Elections BC can use to enforce compliance with local election campaign financing rules.
- Elections BC will now be able to issue monetary penalties for 50 more violations of local election campaign financing rules. Examples of the violations include but are not limited to:
 - failing to register as an elector organization or third-party sponsor;
 - failing to include sponsorship information on election advertising; and
 - accepting prohibited campaign contributions, sponsorship contributions and loans.

These amendments intend to bring more consistency between the Local Election Campaign Financing Act and those established for provincial elections in the Election Act, while continuing to account for the unique nature of local elections.

Changes are also proposed for local government legislation and the School Act to improve and modernize the administration of local elections. These changes include:

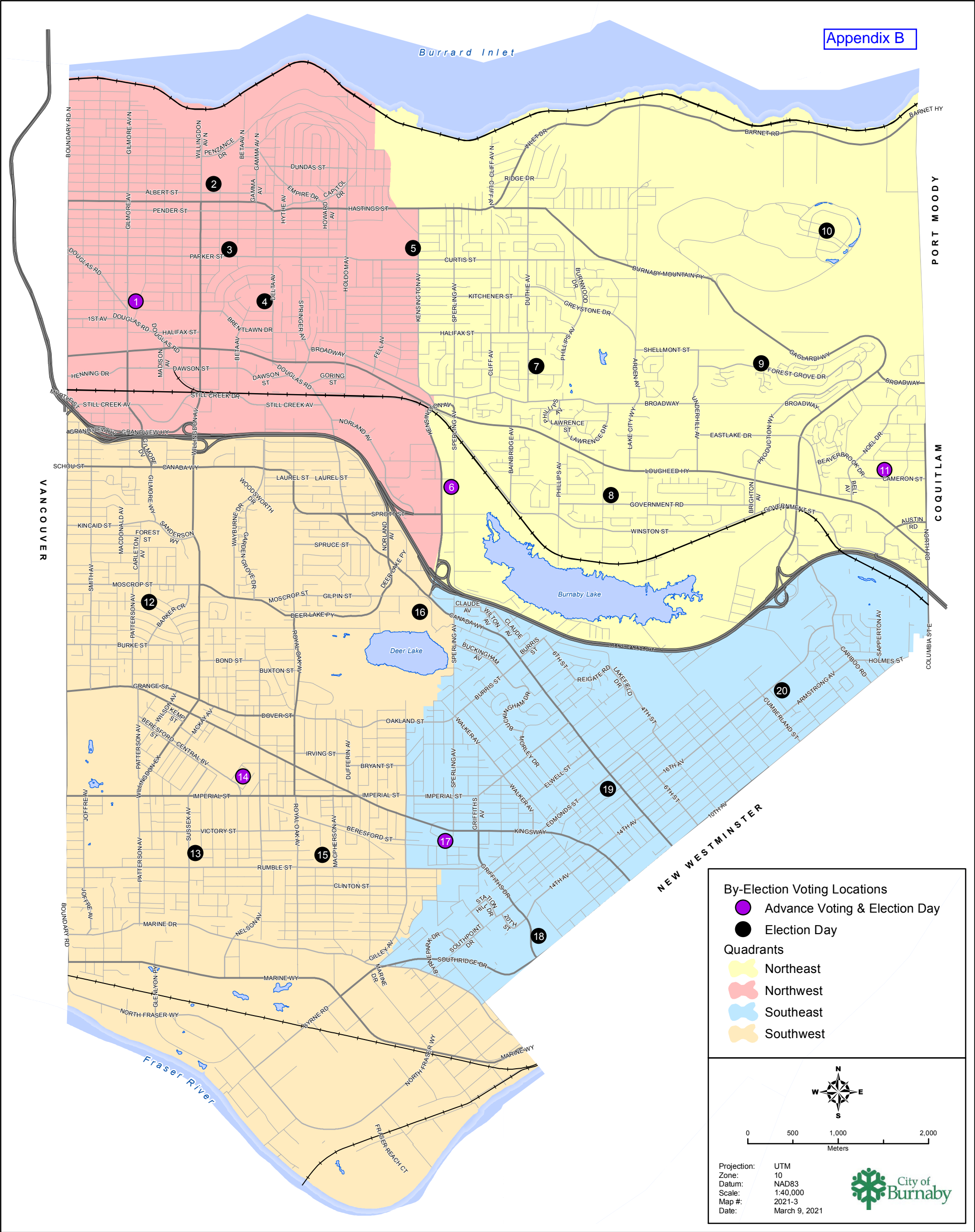
- to encourage participation in local elections, removing the requirement that individuals must have been a resident of their community for at least 30 days in order to vote;
- allowing candidates and their representatives to have access to strata properties and other residential properties (e.g., housing co-operatives and rental properties, condominium buildings) for the purpose of canvassing and distributing candidate information; and
- removing the requirement for a ministerial order to trigger a byelection if the court declares an election invalid.

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CITY OF BURNABY POTENTIAL BY-ELECTION LOCATIONS



- | | | | |
|---|-------------------------|-----------------------------------|-------------------------|
| 1 Willingdon Community Centre | 1491 Carleton Avenue | 11 Cameron Recreation Complex | 9523 Cameron Street |
| 2 Confederation Community Centre | 4585 Albert Street | 12 Wesburn Community Centre | 4781 Parkwood Avenue |
| 3 Alpha Secondary School | 930 Alpha Avenue | 13 South Slope Elementary School | 4446 Watling Street |
| 4 Brentwood Park Elementary School | 1455 Delta Avenue | 14 Bonsor Recreation Complex | 6550 Bonsor Avenue |
| 5 Burnaby North Secondary School | 751 Hammarskjold Drive | 15 Burnaby South Secondary School | 5455 Rumble Street |
| 6 Bill Copeland Sports Centre | 3676 Kensington Avenue | 16 Shadbolt Centre for the Arts | 6450 Deer Lake Avenue |
| 7 Montecito Elementary School | 2176 Duthie Avenue | 17 Alan Emmott Centre | 6650 Southoaks Crescent |
| 8 Charles Rummel Centre | 3630 Lozells Avenue | 18 Byrne Creek Community School | 7777 18th Street |
| 9 Forest Grove Elementary School | 8525 Forest Grove Drive | 19 Edmonds Community School | 7651 18th Avenue |
| 10 University Highlands Elementary School | 9388 Tower Road | 20 Cariboo Hill Secondary School | 8580 16th Avenue |



BY-ELECTION COVID-19 SAFETY PLAN

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1.0 INTRODUCTION

The City of Burnaby will be organizing a by-election to fill existing vacancies on its Council, on a date as yet to be determined. The nature of by-elections require many in-person interactions that can increase the transmission risks of COVID-19 and electors and election officials, as well as candidates and candidate representatives, at some level of risk.

The City's Election Office and voting places are staffed by City employees and auxiliary staff. Election Office operations are supported by staff in Corporate Services, Finance, Human Resources, Information Technology, Parks, Recreation and Cultural Services, Engineering, and Public Safety and Community Services departments. In voting places, staff are assigned duties of Presiding Election Officials, Alternate Presiding Election Officials, Election Officials, Machine Attendants, Information Officers (Greeters), Health and Safety Attendants, and Customer Service Attendants. The later four positions have been added as a result of COVID-19 pandemic to ensure efficient health and safety measures and processing of public at each voting place.

To mitigate the risk of transmission of the virus, additional safe work practices must be implemented to protect the health of staff and the public.

This By-Election COVID-19 Safety Plan will be revised as required.

2.0 PURPOSE

This By-Election COVID-19 Safety Plan includes workplace policies to address:

- how to minimize person-to-person contact during the candidate nomination process;
- how to limit the type and duration of in-person contact;
- the minimum safety measures that shall be in place in each voting place and how staff, candidate representatives and the public can be kept safe;
- who can be at the voting place;
- training of election staff; and
- how to address illness that arises at the voting place.

3.0 DIRECTIVES AND GUIDANCE

This By-Election COVID-19 Safety Plan has been informed by directives and guidance from several sources:

3.1 Public Health Directives

The Provincial Health Officer (PHO) is the senior public health official for BC, and is responsible for monitoring the health of the population across the province.

The responsibilities of the PHO are outlined in the *Public Health Act* and include the following:

- provide independent advice to the ministers and public officials on public health issues;
- monitor the health of the population of BC and advise on public health issues and on the need for legislation, policies and practices;
- recommend actions to improve the health and wellness of the population of BC;
- deliver reports that are in the public interest on the health of the population and on government's progress in achieving population health targets;
- establish standards of practice for and conduct performance reviews of Medical Health Officers; and
- work with the BC Centre for Disease Control and Prevention and BC's Medical Health Officers across the province to fulfill their legislated mandates on disease control and health protection.

On May 14, 2020, the PHO issued a Public Health Order regarding Workplace Safety Plans. On December 16, 2020 this Order was rescinded and replaced with a new order titled [Workplace Safety](#) which the City of Burnaby has considered and complied with, in developing this safety plan. A [Mask Mandate Order](#) was enacted on November 24, 2020 and the requirements are included in this document.

3.2 WorkSafeBC

WorkSafeBC is a provincial agency dedicated to promoting safe and healthy workplaces across BC. They partner with workers and employers to prevent work-related injury, disease, and disability. Their services include education, prevention, compensation and support for injured workers, and no-fault insurance to protect employers and workers.

WorkSafeBC helps businesses meet their obligations under the *Workers Compensation Act* and the Occupational Health and Safety Regulation. All employers in BC have an obligation under the *Act* to ensure the health and safety of workers and other parties at their workplace. With respect to COVID-19, that responsibility includes protecting workers by following the orders issued by the PHO, guidance provided by the BC Centre for

Disease Control and the latest news released from the governments. In addition, employers must implement policies and procedures to protect workers from the risk of exposure to COVID-19.

WorkSafeBC has provided a template for a [COVID-19 Safety Plan](#). The key requirements are to:

- assess the risks;
- implement protocols;
- develop policies;
- develop communication plans and training;
- monitor workplaces and update plans as necessary; and
- assess and address risks from resuming operations.

This By-Election COVID-19 Safety Plan addresses all these requirements.

3.3 Government of British Columbia

The Ministry of Municipal Affairs and Housing has provided a document “[Guidance for Conducting By-Elections and Assent Voting During COVID-19](#)”. This information assists in establishing clear processes and procedures that incorporate the recommended PHO health and safety measures and those set out by WorkSafeBC. This By-Election COVID-19 Safety Plan takes into account the recommendations and guidelines provided by the Provincial Government. A table indicating how these recommendations have been met in this document can be found in [Appendix G](#).

3.4 Elections BC

Elections BC created guidelines entitled “[Safe Voting Places – COVID-19 Workplace Safety Plan](#)” and “[Guide for Candidate Representatives For an Election Administered During a Pandemic](#)” in preparation for 2020 general Provincial election, which have further informed this document. Elections BC has also created “[Information on How to Campaign Safely during COVID-19](#)” which is beneficial for candidates and their representatives to review.

3.5 City of Burnaby COVID-19 General Safety Plan

On June 15, 2020, the City of Burnaby published a [COVID-19 General Safety Plan](#) for the pandemic. This By-Election COVID-19 Safety Plan expands upon the General Safety Plan, with specific measures to be taken during the by-election process. The Election Office, located at Burnaby City Hall, shall comply with both the General Safety Plan and the expanded direction within the By-Election COVID-19 Safety Plan.

4.0 RISK ASSESSMENTS AND CONTROLS

Risk assessments have been conducted at City Hall and at potential voting places, taking into consideration the actions required of staff, candidates, candidate representatives and electors. Controls have been established to eliminate or reduce the risk of transmission of COVID-19 between staff, between staff and public, between staff and candidates or candidate representatives, and among the public. These controls have been developed following the hierarchy of controls, and whenever possible, utilizing the controls which afford the greatest protection.

4.1 City of Burnaby Election Office at City Hall

4.1.1 Risks of transmission

Risks of transmission of COVID-19 at Election Office headquarters (Burnaby City Hall) include those identified in the City of Burnaby COVID-19 General Safety Plan, where the completed risk assessment for office staff identified the following:

Risk levels posed to office staff are dependent on the level of community transmission, where the workers are located (office or home), whether it is a front facing customer service office usually open to the public or a private office, and the size of staff in the office area. The figure below identified risk levels based on different work type, location and capacity to allow for minimum of 2 metres distance apart.



Additionally, COVID-19 can survive on surfaces for a few hours or up to several days depending on temperature, type of surface and humidity of the environment. If droplets are left on objects and surfaces after an infected person sneezes, coughs on, or touches them, other people may become infected by touching these objects or surfaces, and then touching their eyes, nose or mouth. Therefore, there is a risk of transmission of the virus on documents or objects that are passed from one person to another.

4.1.2 Controlling Risk

In addition to COVID-19 safety protocols outlined in the City of Burnaby COVID-19 General Safety Plan, the following protocols shall be implemented:

4.1.2.1 First Level Protection: Elimination/Substitution

First level protection entails removing hazards entirely by eliminating them, by eliminating staff exposure to them, or by substituting different processes.

If they choose, candidates can submit their completed nomination papers electronically, after having completed the solemn declaration in front of a lawyer, notary, or Commissioner for Taking Affidavits in British Columbia. This will eliminate any potential for transmission of COVID-19 between candidates and staff. Originals of e-mailed documents must be received by Election Office by nomination deadline (either in person or via mail).

If candidates cannot or will not submit their completed nomination papers electronically, Election Office staff will need to receive candidate nomination documents and solemn declarations from candidates, official agents and candidate representatives in person.

In addition to physical interactions with candidates, any member of the public may visit City Hall to review certain documents related to the election.

Physical distancing is also considered a first level protection, to eliminate the risk of transmission of COVID-19.

Occupancy limits for the office space being used by Election Office staff to meet with candidates or the public shall be calculated based on five square metres of unencumbered space per person. This occupancy limit shall be posted where staff, candidates and the public can see it.

Candidates must make an appointment to present nomination papers at City Hall, to maintain occupancy limits and facilitate physical distancing. Members of the public wishing to view election documents must also make an appointment.

Physical distancing will be maintained whenever possible, ensuring candidates and public are at least two metres (six feet) from Election Office staff. Anyone waiting for their appointment will wait outside (weather permitting), and be led to the appointment by staff. Appropriate distance markings shall be placed on the walkway and floor to identify where people should stand.

4.1.2.2 Second Level Protection: Engineering Controls

Engineering Controls are physical barriers that prevent the hazard (COVID-19 transmission) from reaching staff. Engineering Controls shall be used in conjunction with Administrative Controls and Personal Protective Equipment (PPE).

- Transparent barriers are installed on the top of counters and tables. The barriers are designed to separate the breathing zones of a candidate and staff. They must extend a minimum of 60 cm (12 in) in every direction from a person's nose.
- Staff will place documents in the opening at the bottom of the barrier for pick-up by candidate.
- The transparent barriers are self-standing, portable units that do not introduce new risks to the workplace.

4.1.2.3 *Third Level Protection: Administrative Controls*

The City of Burnaby's third-level hazard controls are rules and guidelines to prevent infected individuals from entering the workplace, and to reduce the contact intensity of interactions within the workplace.

- Staff must assess their health each day, and not come to work if they display any symptoms of COVID-19, or have been in close contact with any person displaying symptoms, or are under investigation for COVID-19 in the preceding 14 days.
- Any candidate displaying symptoms of COVID-19, or who have been in close contact with any person displaying symptoms, or under investigation for COVID-19 in the preceding 14 days must not enter any City of Burnaby workplace.
- Signage will be in place reminding staff and candidates of occupancy limits, distancing requirements, respiratory etiquette and hand hygiene requirements.
- Hand sanitizer shall be at the entrance to the meeting location and on the table. Staff and candidates shall sanitize their hands after passing/receiving documents and frequently throughout the interaction.
- Candidates will be asked to bring their own pens. Pens shall not be shared between staff and candidates unless they are sanitized between use.

4.1.2.4 *Fourth Level Protection: Personal Protective Equipment*

PPE is the fourth and least effective control for preventing transmission of COVID-19. This control shall be used in conjunction with higher level controls noted above.

- Candidates and members of the public entering City Hall shall wear a mask at all times.
- Staff shall wear a mask even when protected by a transparent barrier.
- Gloves will be available for staff to use during sanitization routines.

4.2 Voting Places

4.2.1 Risks of Transmission

Risks for the transmission of COVID-19 in voting places include the following:

- Direct transmission via respiratory droplets in the air between:
 - electors standing in line;
 - electors and election officials who are serving them;
 - election officials working at the same station as each other;
 - candidate representatives and election officials at the same station; and
 - Health and Safety Attendants and election officials as they go about their cleaning duties.
- Indirect transmission via respiratory droplets that have landed on high touch points, including:
 - door handles;
 - voting books signed by electors throughout the day;
 - identification passed from electors to election staff;
 - ballots and other election materials passed between electors and election officials;
 - ballot marking pens and voting booth surfaces where electors mark ballots; and
 - touch fixtures and horizontal surfaces in washrooms.

4.2.2 Controlling Risk

Generally, the following measures shall be in place at each voting place:

- Occupancy limits are identified and enforced based on five square metres (54 square feet) of unencumbered space per person. See [Appendix A](#) for sign template.
- Staff must make a declaration of health each day based on symptom criteria set by the BC Center for Disease Control (BC CDC). The questions to be asked of each staff person can be found in [Appendix B](#).
- The number of candidate representatives may be limited based on size restrictions at a particular voting place. The Chief Election Officer for the City of Burnaby or designate will determine the number of candidate representatives possible at each voting place and communicate this to the candidates.
- Candidate representatives shall be required to make a declaration of health prior to entering the voting place using the criteria set in [Appendix B](#).
- Appropriate signage in multiple languages shall be placed at the entryway informing staff and public that entry is prohibited if a person is showing symptoms of COVID-19. See [Appendix C](#).

- Physical distancing of two metres (six feet) between individuals in the voting place is required, and shall be marked out in the voting place and in queuing areas outside.
- Hand sanitizer shall be placed at the entrance and exit, and everyone will be asked to sanitize their hands upon entry and exit.
- Hand sanitizer shall be available on every election official table, and election officials will sanitize their hands regularly throughout the workday.

In addition to the above general safety precautions, controls have been established in accordance with the hierarchy of controls, which prioritizes safety measures from greatest to least level of protection.

4.2.2.1 *First level protection: Elimination/Substitution*

The first-level protections for voting places focus on reducing the number of individuals in a voting place at any given time by providing more opportunities to vote, and by streamlining processes. First-level protections also include measures to facilitate physical distancing in the voting place.

The City of Burnaby's specific first-level hazard controls for voting places are as follows:

- Multiple advance voting opportunities in several locations shall be provided, reducing the number of electors on General Voting Day.
- Multiple voting places will be provided to spread electors out between locations on voting day.
- Staff will monitor activity at various voting places throughout General Voting Day, and redirect electors through social media to less busy voting places.
- Two-three staff will be posted outside a voting place to address safety protocols and increase processing efficiency.
- Where possible, voting places were selected based on high occupancy limits, to maximize the amount of space within a voting place, as well as the physical location within the municipality to increase elector distribution.
- Voting places were also selected, where possible, to allow for entry directly from outside into the voting place, limiting the number of people queuing or walking in hallways.
- If possible, entrance and exit doors to the voting place will be open, eliminating touch points on door knobs.
- Voting place occupancy limits were calculated on a location-by-location basis. Electors and staff may occupy unencumbered spaces at a rate of one person per five square metres (54 square feet). Electors will ideally line up outside, or in the hallway, with no line up inside the actual voting place.
- Voting will be administered by a single election official per table.

- Tables will be positioned to ensure physical distancing protocols are maintained between electors.
- Candidate representatives will remain in their assigned zones, and will not move freely within the voting place when electors are present. At all times they shall abide by the minimum distance requirement of two metres (six feet) from any other person.
- A separate entrance and exit point shall be designated, and markings will be placed on the floor to identify the direction of travel. Where possible, a one-way route will be established to avoid having electors cross the room.
- Two meter (six foot) physical distancing markings are set out on the voting place floor using tape, and election officials will enforce distancing requirements.
- If identification is required, electors will not be required to physically hand over their identification, but may place it under the transparent barrier or hold it up to the barrier, to be viewed by the election official.
- Electors will not be required to sign the voting book, and must instead make the written declaration orally (pending a Ministerial Order allowing oral declarations).
- Electors shall leave the voting place immediately after inserting their ballot into the voting machine.

4.2.2.2 *Second level protection: Engineering Controls*

Engineering Controls shall be used in conjunction with Administrative Controls and PPE. The City of Burnaby's second-level hazard controls are as follows:

- Transparent barriers are installed on the top of Election Official and the Presiding/Alternate Presiding Election Official tables. The barriers are designed to separate the breathing zones of a standing elector and a sitting election official. They must extend a minimum of 60 cm (12 in) in every direction from a person's nose.
- Election Officials will place ballots and pens on the table for electors to pick up through a pass-through gap in the bottom of the barrier.
- Presiding and Alternate Presiding Election Officials will take solemn declarations from behind a transparent barrier.
- The transparent barriers are self-standing, portable units that do not introduce new risks to the workplace.

4.2.2.3 *Third level protection: Administrative Controls*

The City of Burnaby's third-level hazard controls are rules and guidelines to prevent infected individuals from entering the voting place, and to reduce the contact intensity of interactions within the voting place. These include:

- Prior to entering the voting place, staff, electors, candidates and candidate representatives must make a declaration of health based on symptom criteria set by the BC CDC (see [Appendix B](#)).
- Anyone who cannot make the declaration of health shall not enter the voting place.
- Signage will be in place reminding electors of occupancy limits ([Appendix A](#)), not to enter if they are experiencing COVID-19 symptoms ([Appendix C](#)), distancing requirements ([Appendix D](#)), respiratory etiquette, and hand hygiene requirements ([Appendix E](#)).
- Pens required for marking the electronically-read ballots are provided to electors by the election official and once used, shall be deposited in a bin at the voting machine marked “used pens”. The pens will be sanitized by the Health and Safety Attendant before re-use.
- Any pens used for signing solemn declarations shall be sanitized before re-use. A container marked “used pens” shall be available at the Presiding Election Official table.
- Electors will insert their completed ballot into the voting machine. No secrecy sleeve will be provided to decrease touch points. The exception to this would be curbside voting. Election officials assisting electors curbside shall use a single-use folder for this purpose.
- Washrooms will be reserved for election official use only.
- Shared dishes and utensils must not be used. Kitchen facilities will not be available. Staff will be required to bring their own food, drink containers, dishes and utensils.

4.2.2.4 Fourth level protection: Personal Protective Equipment

PPE is the last and least effective method of controlling hazards in the workplace. PPE will never be the only control in place, but will be used in conjunction with higher levels of controls.

The City of Burnaby will ensure:

- Electors are encouraged to wear masks when queuing outside, required to do so when entering the voting place, and will not be allowed to remove their masks while voting.
- Election officials whose stations are behind transparent barriers are required to wear masks while working in the voting place. Election officials behind barriers may remove their masks temporarily to assist electors (e.g., for electors who read lips in order to communicate).
- Election officials whose stations are not behind transparent barriers are required to wear masks and face shields while working in the voting place. They may remove their masks temporarily to assist electors but must maintain two meters

(six feet) of distance from the elector they are assisting, as well as wear a face shield.

- Election officials who attend to electors for curbside voting shall sanitize their hands when leaving the building, wear masks and face shields at all times, and sanitize their hands once the ballot is placed into the voting machine, prior to returning to curbside to confirm the ballot has been entered. The secrecy sleeve shall be disposed of.
- Candidate representatives must wear masks while observing the conduct of voting in voting places.
- Gloves will be available in the voting place for Health and Safety Attendants to use during sanitization routines.

4.4 Powering Down/ Replacing Voting Machines / Ballot Counting

The voting machines will tally the voting results, following the process outlined in the staff training guides.

4.4.1 Risks of Transmission

The risks of transmission when powering down voting machines are primarily from potential close contact between staff and candidate representatives, with a lower risk of transmission from potentially contaminated surfaces.

4.4.2 Controlling Risk – Powering Down or Replacing Voting Machines

Only the Presiding Election Official or Alternate Presiding Election Official, Machine Attendant and a minimum of two candidate representatives may be present at the time the voting machine is closed down and result tape is generated on General Election Day. These are also the people who will be present if a voting machine must be replaced or when it is powered down on advance voting days; the same controls will apply to all situations.

4.4.2.1 First level protection: Elimination/Substitution

Anyone present when the voting machine is being powered down or replaced, shall maintain two metres (six feet) of physical distance, where possible.

4.4.2.2 Second level protection: Engineering Controls

There will be no transparent barriers to prevent transmission of COVID-19 during the closing out or replacement process.

4.4.2.3 Third level protection: Administrative Controls

Everyone shall sanitize their hands prior to and after touching any part of the machine or paperwork.

4.4.2.4 *Fourth level protection: Personal Protective Equipment*

Election officials shall wear face masks and face shields when powering down or replacing a voting machine. Candidate representatives, if present, shall wear at a face mask at a minimum.

5.0 CLEANING AND HYGIENE PRACTICES

The City of Burnaby's cleaning and hygiene practices are as follows:

- voting places are cleaned and sanitized before the space is set up the night before a voting day;
- voting place surfaces are cleaned and sanitized before the voting place opens to the public;
- hand sanitizer pump bottles are available at the voting place entrance and exit, and at election official tables. Everyone is asked to sanitize their hands upon entering and before leaving;
- election officials are instructed to sanitize their hands regularly throughout the day;
- there will be one Health and Safety Attendant for every six voting booths;
- the Health and Safety Attendant shall clean high touch points (i.e. door handles and tables) regularly throughout the day;
- the Health and Safety Attendant shall sanitize each voting booth table after each elector has completed marking their ballot and moved to the voting machine;
- the Health and Safety Attendant responsibilities include surface cleaning, surface disinfection and restocking of sanitization supplies;
- voting pens will be used once placed in bins at the voting booth, then sanitized before the next use.
- voting place surfaces are cleaned and disinfected after voting has concluded for the day and before any removal of tables, chairs, etc.
- washrooms are designated for use by staff only, and shall be cleaned and sanitized periodically throughout the day at a frequency established by the City of Burnaby COVID-19 General Safety Plan or School Safety Plan, as applicable.

Only products approved by Health Canada will be used to sanitize hard surfaces.

6.0 TRAINING PLAN

Training for City of Burnaby staff and auxiliary staff will be held prior to voting day. In addition to role-specific training, the training will include:

- background information on COVID-19, including risk of infection, signs, symptoms, transmission, etc.;

- site-specific hazards in each voting place and controls in place to mitigate them'
- precautions to prevent the transmission of COVID-19:
 - staying home when sick;
 - physical barriers on tables;
 - physical distancing;
 - hand washing/sanitizing;
 - cough and sneeze etiquette; and
 - PPE provided by the City of Burnaby;
- individual responsibility to follow protocols established in this safety plan;
- individual responsibility to report any areas where physical distancing protocols are not effective, to supervisor;
- individual responsibility to refuse to perform work if there is an undue risk of injury or illness; and
- cleaning and hygiene requirements in voting places.

6.1 Risk of Transmission During Training

Risks of transmission of COVID-19 during training include those identified in the City of Burnaby COVID-19 General Safety Plan, where the completed risk assessment for office staff who require face to face interaction is assumed to be a moderate risk.

6.1.1 Controlling Risk – Training Election Staff

In addition to COVID-19 safety protocols outlined in the City of Burnaby COVID-19 General Safety Plan, the following protocols shall be implemented:

6.1.1.1 First Level Protection: Elimination/Substitution

In order to eliminate the risk of transmission of COVID-19, the preferred method of training is online. Training could be through online portals such as Zoom or MS Teams, or via an interactive training program using PowerPoint or other platform.

7.0 PROTOCOL IF ILLNESSES ARISE

Staff or candidate representatives, who are present throughout the voting day, could exhibit signs and symptoms of COVID-19. It is unlikely an elector will exhibit sudden signs of becoming ill in the short time they are at the voting place but if they do, the same protocol will be followed.

If anyone begins to exhibit any of the signs and symptoms of COVID 19 (See question 1 in [Appendix B](#)) they will be immediately removed to a separate location, preferably outdoors. If their symptoms allow, they will be instructed to return home and contact 8-1-1 or their medical practitioner. In the very unlikely event that their symptoms are suddenly extreme, an ambulance will be called through 9-1-1.

Anyone assisting the ill person will wear a mask and face shield, and immediately wash their hands after interaction.

Every touch surface (table, handle, doorknob) that could have been contaminated by the potentially ill individual, will be sanitized. Any unused ballots that the individual touched will be bundled and placed in a secure location by the Presiding Election Official. These may be re-used after a period of twenty four (24) hours, or may be treated as spoiled ballots and later destroyed. Spoiled ballots will be deposited into an envelope to minimize their handling.

As all other personnel within the voting place will be following distancing protocols, be protected by transparent barriers, and wearing masks and face shields when not behind a protective barrier, they will not be required to stop working, but will be advised to monitor for symptoms of COVID-19 for 10 days, unless advised otherwise by the PHO.

8.0 VOTING PLACES

Potential voting places were reviewed during October 2020 and February 2021. Each potential place was assessed and confirmed based on the following criteria:

- total unencumbered space with election staff present;
- room capacity for electors;
- appropriate access and egress, ideally directly from and to the outside;
- optimum “flow” from entrance to exit, limiting requirement to cross room;
- location for curbside voting; and
- managing elector line-ups.

Staff will set up inside of each place the night before the voting opportunity, using the checklist found in [Appendix F](#) and voting place site-specific floor plans. Final preparations will be completed on the morning of the voting day prior to polls opening.

Site-Specific Safety Plans have been created from information in [Section 4.2](#) of this document and will be posted at each voting place for review by election staff, candidate representatives and electors.

9.0 COMMUNICATION PLAN

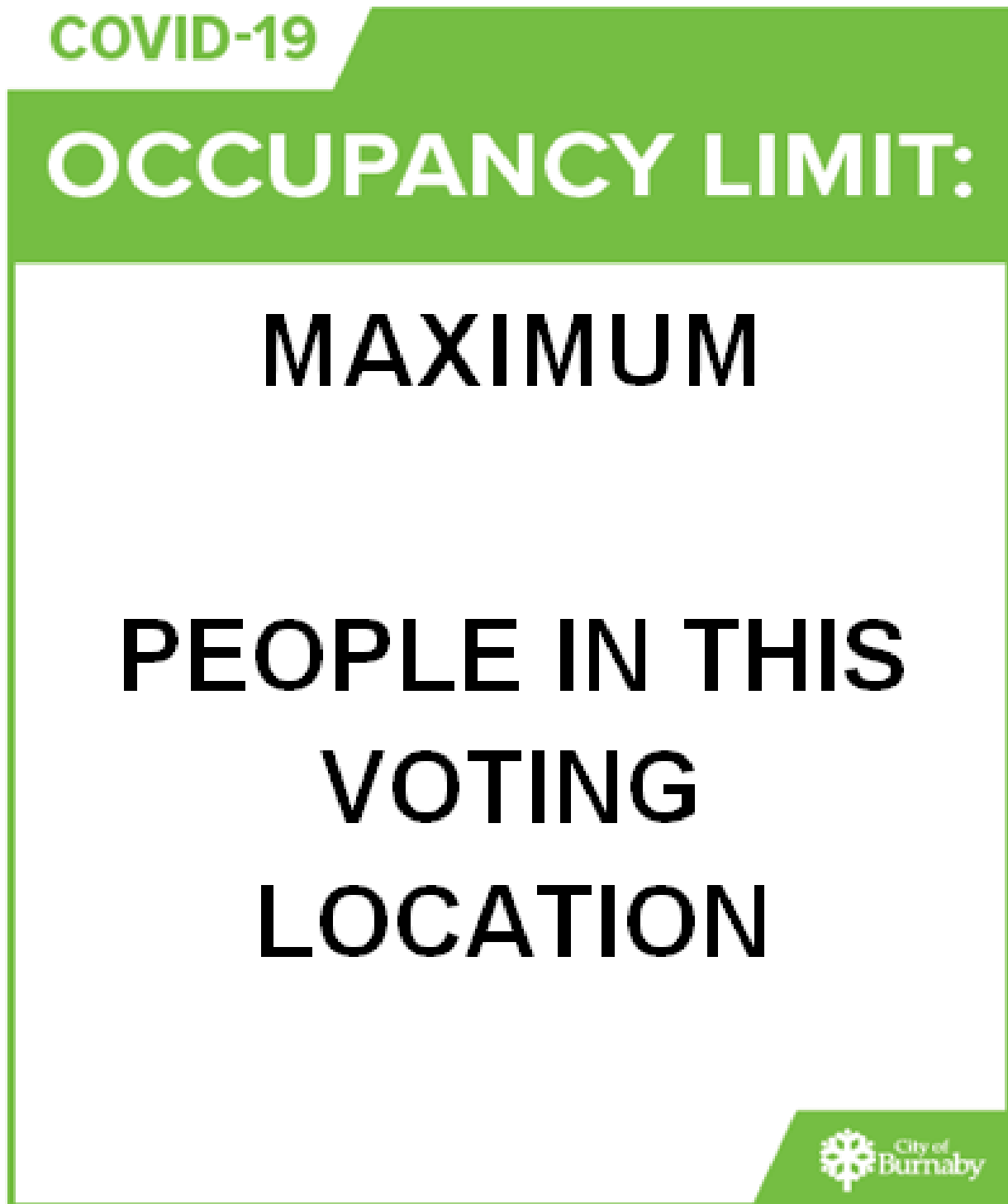
The City has developed a Communications and Engagement Plan to inform Burnaby residents of the by-election. Key messages will communicate information on:

- Many ways to vote including General Voting Day, advance voting, and curbside voting;
- City’s COVID-19 safety protocols at voting places; and
- Election results.

APPENDICES

Appendix A	Occupancy Limit Poster
Appendix B	COVID-19 Declaration of Health
Appendix C	Do Not Enter Sign
Appendix D	Physical Distance Poster
Appendix E	Respiratory Etiquette/Hand Hygiene Sign
Appendix F	Voting Place Checklist
Appendix G	Provincial Guidelines Compliance

APPENDIX A Occupancy Limit Poster



APPENDIX B: COVID-19 Declaration of Health

All election staff, candidate representatives and electors must review this declaration of health before entering the voting location.

DECLARATION OF HEALTH

1. Are you experiencing any of the following symptoms with unknown cause?
 - Fever or chills
 - New or worsening cough
 - Stuffy or runny nose
 - Loss of sense of smell or taste
 - Difficulty breathing
 - Sore throat or painful swallowing
 - Loss of appetite
 - Extreme fatigue or tiredness
 - Headache
 - Body aches
 - Nausea or vomiting
 - Diarrhea
2. Have you had contact with any person with these symptoms, or under investigation for COVID-19, in the last 14 days?
3. Have you or any of your close contacts travelled outside of Canada in the last 14 days?

If you answered yes to any of these questions, you must not enter the voting place.

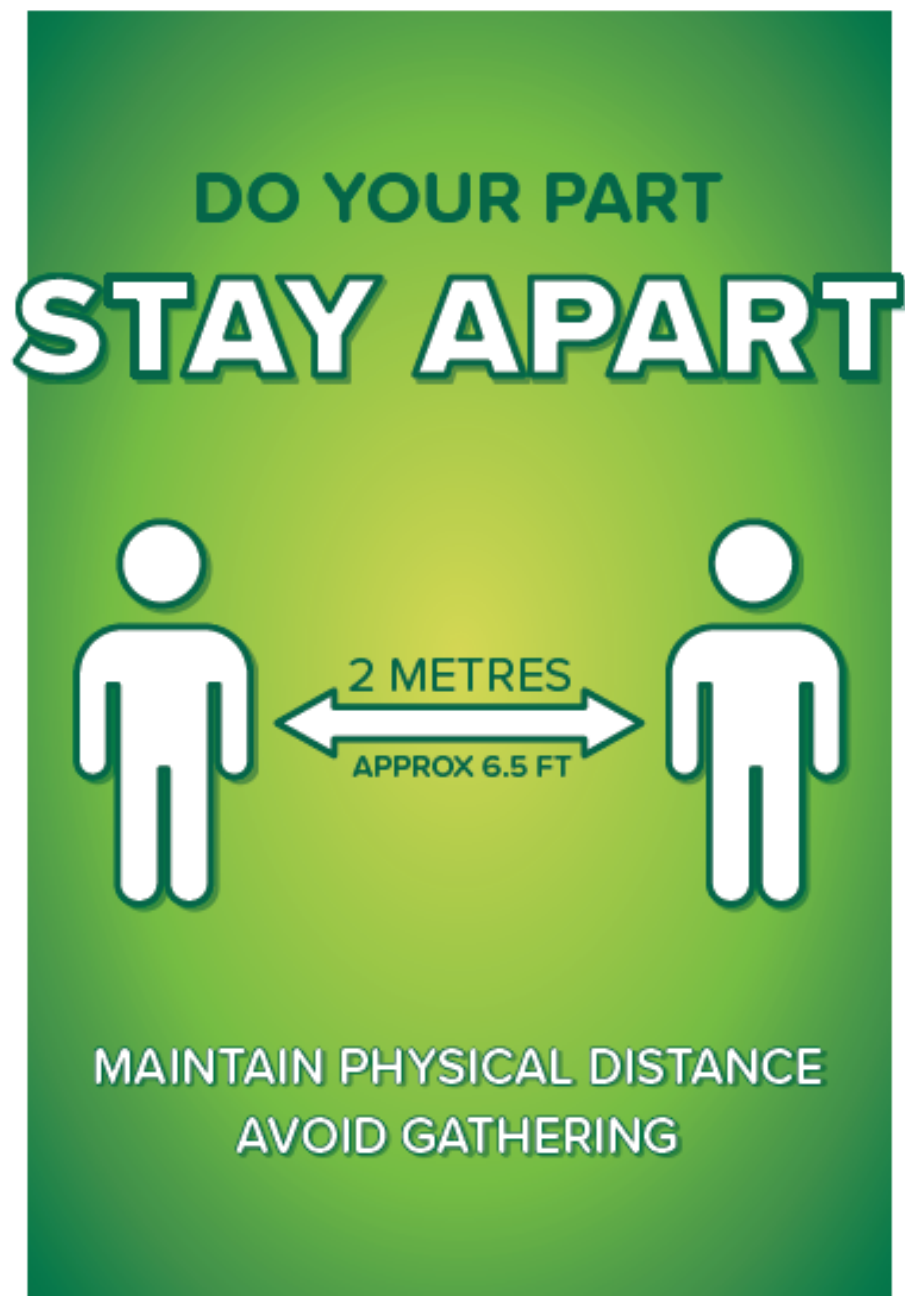
APPENDIX C: Do Not Enter Sign



**DO NOT ENTER
IF YOU ARE SICK
OR REQUIRED
TO SELF-ISOLATE**



APPENDIX D: Physical Distance Poster



burnaby.ca/covid19



APPENDIX E: Respiratory Etiquette/Hand Hygiene Sign



APPENDIX F: Voting Place Checklist

LOCATION: _____

CHECKED BY: _____ **DATE:** _____

CHECKED BY: _____ **DATE:** _____

FOR REVIEW BY ELECTION OFFICIALS

Inside:

- ☐ Tables set up as per floor plan
- ☐ Physical distance markings on floor
- ☐ All stopping points separated by at least two meters
- ☐ Directional arrows on floor/wall inside the voting room and in the hallways
- ☐ Transparent barriers placed on tables
- ☐ Hand sanitizer at entrance, exit and on each election officer table
- ☐ Hand hygiene signs in place
- ☐ Containers for used pens in place
- ☐ Single-use face masks at the greeter station
- ☐ Cough/sneeze etiquette posters in place
- ☐ Signs on washroom stating for staff only and maximum occupancy
- ☐ Candidate representative zones identified, separated from voting stations and voting waiting/lineup areas

Outside:

- ☐ Physical distance markings on ground and/or walls
- ☐ Entrance and Exit clearly marked
- ☐ Occupancy limit posted on entry door directly into voting room
- ☐ Multi-lingual COVID-19 pre-screening question posters or sandwich boards in place
- ☐ Curbside voting signs in place
- ☐ Additional signage as necessary (e.g. if voters have to go upstairs or take an elevator)

APPENDIX F (CONTINUED)

CHECKED BY: _____ **DATE:** _____

FOR REVIEW BY IT STAFF

SITE:

- ☐ Tables are set up according to floor plan
- ☐ All cables strapped down to remove any tripping hazards
- ☐ Power bars are connected and have power
- ☐ Power on Cellular Device plug in AP Router
- ☐ Test connectivity to Voterview.ca & Voterview Express Application

iPADS:

- ☐ Battery fully charged
- ☐ Test login
- ☐ Ensure Wifi auto-connects
- ☐ Ensure Voterview.ca shortcut is on desktop
- ☐ Launch Voterview.ca and test login

LAPTOPS:

- ☐ Power on laptop
- ☐ Battery is fully charged
- ☐ Autologin working as designed
- ☐ Ensure Voterview.ca launches automatically
- ☐ Test login to Voterview.ca
- ☐ Launch/Login/Ensure updates are complete to Voterview Express
- ☐ Test Administrator Login

APPENDIX G: Provincial Guidelines Compliance

City of Burnaby By-Election COVID-19 Safety Plan Compliance with Provincial “Guidance for Conducting By-elections and Assent Voting During COVID-19”

Guideline Category	How the Safety Plan Meets or Exceeds Guidelines
Next Steps for Local Governments	<ul style="list-style-type: none"> - Assess procedures and processes to create a plan that considers the health and safety recommendations of the PHO and WorkSafeBC - Develop a COVID-19 Safety Plan using the process outlined by WorkSafeBC and post it at the voting place
Considerations for Developing a By-Election Plan	<ul style="list-style-type: none"> - Create a COVID-19 safety plan that addresses health and safety measures, including physical distancing, transparent barriers, PPE and staff training
Solemn Declarations before Voting Day	<ul style="list-style-type: none"> - Advise those making a solemn declaration of the mandatory mask requirement - Encourage candidates to make their solemn declaration before a lawyer, notary or Commissioner for Taking Affidavits - Require candidates to schedule appointments with the Chief Election Officer to provide a solemn declaration - Practice physical distancing for solemn declarations - Engineering, Administrative and PPE controls in place for in person solemn declarations - Practice hand hygiene when handling documents
Hiring Election Officials	<ul style="list-style-type: none"> - Hire additional election officials (i.e. Health and Safety Attendants and staff outside each voting place) to reduce line-ups, help direct electors and reduce contact intensity - Train all staff on health and safety precautions and PPE - Develop a COVID-19 safety plan for all voting places
Training Election Officials	<ul style="list-style-type: none"> - Provide safety measures in accordance with WorkSafeBC guidelines when election officials make their solemn declaration - Train all staff on health and safety and administrative precautions - Outline guidelines for safe handling of materials - Provide PPE for staff and train staff on PPE - Require election officials to wear a mask if they are unable to remain behind a physical barrier and practice regular hand hygiene - Outline guidelines for safe handling of materials

	<ul style="list-style-type: none"> - Create a plan for what to do in circumstances where an elector is unable to wear a mask or refuses to wear a mask
Voter Registration	<ul style="list-style-type: none"> - Offer curbside voting for electors unable to or unwilling to wear a mask - Electors place ID under the pass-through on the transparent barrier, for viewing by election official - Election Official, if necessary, may ask the elector briefly pull their mask down to confirm identity - Transparent barrier in place between elector and election official
Communication Plan for Electors	<ul style="list-style-type: none"> - Encourage electors to participate in advance voting opportunities and on general voting day - Outline health and safety measures in place - Advise electors masks are mandatory when inside the voting place - Encourage electors to leave the voting place following voting
Advance Voting Opportunities	<ul style="list-style-type: none"> - Additional voting opportunities will be provided to reduce line-ups and the number of contacts at voting places - Communicate the requirement to wear masks
Curbside Voting	<ul style="list-style-type: none"> - Outline process for receiving and depositing ballots - Consider how an election official may safely receive and deposit ballots in ballot boxes if curbside voting is used - Consider offering curbside voting to those who are unable or unwilling to wear a mask
Choosing a Voting Place	<ul style="list-style-type: none"> - Conduct site visits of potential voting places and create site-specific safety plans developed
Ballot Box and Ballot Preparation	<ul style="list-style-type: none"> - Practice proper hand hygiene when setting up ballot boxes and ballots at the voting place - Create a process for spoiled ballot that minimizes handling - Slide ballot under transparent barrier
Solemn Declarations at the Voting Place	<ul style="list-style-type: none"> - Election officials take solemn declarations with transparent barrier between themselves and elector - Communicate the requirement to wear a mask in indoor public spaces - Pens used to sign solemn declarations are sanitized between uses - Election officials use hand sanitizer during the voting proceedings
Voting Place Setup	<ul style="list-style-type: none"> - Have a greeter at the entrance to control access to the voting place and to request that electors follow safety protocols - Hand sanitizer available at entrance, exit and on every election officer table - Select voting places to allow for five metres of unencumbered space per person - Post screening questions in multiple languages

	<ul style="list-style-type: none"> - Posters to identify respiratory etiquette, hand sanitizing, physical distancing - Establish and post occupancy limits - Set-up voting places the night before a voting day - Separate entrance and exit where possible - Tables spaced to allow for two metres between electors - Voting booths sanitized between each elector - Designated place for scrutineers - Bathrooms for staff use only, sanitized as per Burnaby's protocols - No kitchen facilities available to eliminate gathering place
Voting Books	<ul style="list-style-type: none"> - Electors will provide oral declarations without signing the books (pending a Ministerial Order)
Automated Voting Machines	<ul style="list-style-type: none"> - Voting machines will be in use and cleaned in accordance with manufacturer's instructions - Pens used once before sanitizing - Hand sanitizer available at voting place entry and on election official tables - Machine attendants to wear a face mask and a face shield - Increase number of voting machines
Voting Assistance	<ul style="list-style-type: none"> - Require electors to wear face masks if they are able - Staff who are not protected by transparent barrier will wear masks and face shields - If staff must remove their mask to assist hearing-impaired electors, they must remain behind a transparent barrier. If not behind a transparent barrier, they must wear a face shield and maintain two metres distance from elector.

Additional Compliance with Provincial “Guidance for Conducting By-elections and Assent Voting During COVID-19”

Guideline Category	How the City’s Actions Meet or Exceed Guidelines
Next Steps for Local Governments	<ul style="list-style-type: none"> - Contact the local Medical Health Officer with respect to the local COVID-19 situation and consult on their plans to proceed with a by-election or assent vote - Examine bylaws to determine whether amendments are needed to assist with safety plans and meeting PHO health and safety guidelines - Consider the timing of the by-election - Review the election bylaws to determine legislative challenges or barriers that may pose a challenge to mitigate potential COVID-19 risks - Contact the Ministry of Municipal Affairs to discuss potential bylaw and legislative adjustments through Ministerial Order - Appoint CEO after a plan has been developed
Nomination Documents	<ul style="list-style-type: none"> - Provide electronic public access to nomination documents to reduce in person viewing
Hiring Election Officials	<ul style="list-style-type: none"> - Procure hand hygiene supplies and PPE for election officials - Provide a list of health and safety precautions or the safety plan in recruitment advertising or provide a link to a webpage with the information
Voter Registration	<ul style="list-style-type: none"> - Use of Provincial Voters List as a register of resident electors
Voting Place Setup	<ul style="list-style-type: none"> - Provide a number of voting places for general voting day and advance voting opportunities

VOTER GUIDE

Appendix D



LOCAL GOVERNMENT BY-ELECTION

<Insert Voting Dates>

8:00 AM - 8:00 PM

Advance Voting - <Adv. Voting Dates>

8:00 AM - 8:00 PM

burnaby.ca/byelection

