

This notice is published as required by section 79.01 of the *Election Act*. For the 2024 Provincial General Election, the matters set out below are specified for all voting proceedings except those that do not use the voting administration tools described in section 79.01.

The use of voting administration tools is organized by the type of voting opportunity and the class of voting technology as described in Elections BC's [Guide to Voting and Counting](#).

Any peripheral equipment needed for a voting administration tool is considered to be part of the meaning of that voting administration tool. For example, the use of an electronic voting book also includes necessary equipment such as modems and label printers.

Voting opportunities that do not use the voting administration tools described in section 79.01 will use paper voting books instead of electronic voting books, and ballots will be deposited into ballot boxes and counted by hand, instead of using tabulators.

**Specification of Voting Administration Tools for Final and Advance Voting Opportunities (Full- or Partial-Tech)**

<b>Election official role</b>	<b>Number required (minimum)</b>	<b>Responsibilities</b>	<b>Voting administration tools</b>
Supervisory Voting Officer	1 per voting place	<ul style="list-style-type: none"> <li>▪ Supervising a technology-enabled voting place.</li> <li>▪ Assisting the district electoral officer to arrange the transport of voting equipment and supplies to and from the voting place.</li> <li>▪ Contacting election officials to ensure they are available to work on the required days and times.</li> <li>▪ Setting up and securing the assigned voting place the day before the first day of voting.</li> <li>▪ Ensuring staffing resources, supplies and voting place layout conforms to requirements.</li> <li>▪ Supervising election officials to ensure proper procedures are followed.</li> <li>▪ Distributing ballots to the Ballot Issuing Officers, tracking distribution, collecting unused ballots at the end of the voting day.</li> <li>▪ Managing a large flow of voters within a voting location, ensuring that all voters can mark and cast their ballot safely and efficiently.</li> <li>▪ Ensuring candidate representatives and media representatives comply with guidelines.</li> <li>▪ Resolving any issues at the voting place escalated by election officials as they arise.</li> <li>▪ Acting as a liaison to relay information between the voting place and the district electoral officer in a timely manner.</li> <li>▪ Ensuring the voting place is safe and accessible to voters, including assisting voters with disabilities.</li> <li>▪ Administering solemn declarations, as needed, in the voting place.</li> <li>▪ Temporarily backfilling an election official role, as required.</li> <li>▪ Ensuring the voting place closes on time.</li> <li>▪ Ensuring secure off-site storage overnight during advance voting for unused ballots, marked ballots, certification envelopes containing marked ballots, passwords, tabulator security keys, and any other materials designated by the Voting Place Security Profile.</li> <li>▪ Conducting initial count reconciliation for the voting place.</li> <li>▪ Shutting down the voting place, packing all technology and materials.</li> <li>▪ Ensuring voting place supplies and technology are returned to the district electoral office.</li> </ul>	<ul style="list-style-type: none"> <li>▪ electronic voting book</li> <li>▪ ballot printer</li> <li>▪ electronic vote-counting machine (tabulator)</li> </ul>

**Specification of Voting Administration Tools for Final and Advance Voting Opportunities (Full- or Partial-Tech)**

Election official role	Number required (minimum)	Responsibilities	Voting administration tools
Ballot Issuing Officer	1 per voting station	<ul style="list-style-type: none"> <li>▪ Verifying voter identification and entitlement to vote.</li> <li>▪ Registering new voters in conjunction with voting.</li> <li>▪ Updating voter records in the electronic voting book.</li> <li>▪ Issuing ballots to eligible voters.</li> <li>▪ Providing instructions to voters on how to mark their ballots for the candidate of their choice.</li> <li>▪ Recording voter participation in the electronic voting book.</li> <li>▪ Directing any voter issues to the Supervisory Voting Officer as they arise.</li> <li>▪ Notifying the Voting Equipment Officer of any technical issues with the electronic voting books.</li> <li>▪ Closing the voting station, accounting for ballots issued to them and packing up all materials.</li> </ul>	<ul style="list-style-type: none"> <li>▪ electronic voting book</li> <li>▪ ballot printer</li> </ul>
Information Officer	Discretionary	<ul style="list-style-type: none"> <li>▪ Setting up the voting place and putting up signs, ensuring the voting place is clearly identified.</li> <li>▪ Ensuring no election advertising is posted, displayed or distributed within 100 metres of the voting place.</li> <li>▪ Managing lineups outside the voting place entrance and inside the voting place.</li> <li>▪ Greeting voters and confirming they have acceptable identification.</li> <li>▪ Answering questions and directing voters to the appropriate station within the voting place in a friendly and efficient manner.</li> <li>▪ Ensuring no voter wears any political badge or carries any political material into the voting place.</li> <li>▪ Providing information to voters about voting and identification requirements.</li> <li>▪ Respectfully assisting voters with support needs.</li> <li>▪ Directing parking if required.</li> <li>▪ Notifying the Supervisory Voting Officer when candidate or media representatives arrive.</li> <li>▪ Notifying the Supervisory Voting Officer if there is a need to administer a solemn declaration.</li> <li>▪ Monitoring the voting place.</li> <li>▪ Reporting wait times.</li> <li>▪ Managing vote-by-mail packages that are dropped off at the voting place.</li> <li>▪ Closing the doors to the voting place at the end of the voting day and packing up materials.</li> <li>▪ Acting as Tabulator Officer when required.</li> </ul>	

### Specification of Voting Administration Tools for Final and Advance Voting Opportunities (Full- or Partial-Tech)

Election official role	Number required (minimum)	Responsibilities	Voting administration tools
Tabulator Officer	1 per tabulator	<ul style="list-style-type: none"> <li>▪ Assisting to set up the tabulator station.</li> <li>▪ Inserting ballots or assisting voters to insert their ballots into the vote tabulator machine.</li> <li>▪ Managing tabulator notifications.</li> <li>▪ Managing the auxiliary compartment of the tabulator ballot box.</li> <li>▪ Managing the Certification Envelope Ballot Box (partial-tech voting places only).</li> <li>▪ Directing the flow of voters at the tabulator station.</li> <li>▪ Answering questions from voters about the tabulator.</li> <li>▪ Notifying the Voting Equipment Officer of any technical issues with the tabulator.</li> <li>▪ Shutting down the tabulator station and accounting for all materials.</li> </ul>	<ul style="list-style-type: none"> <li>▪ electronic vote-counting machine (tabulator)</li> </ul>
Voting Equipment Officer	1 per voting place	<ul style="list-style-type: none"> <li>▪ Overseeing and troubleshooting voting technology in a technology-enabled voting place.</li> <li>▪ Assisting with the transport of electronic voting equipment and voting supplies to and from the voting place following the direction of the Supervisory Voting Officer.</li> <li>▪ Setting up and testing all electronic voting equipment at the assigned voting place the day before the first day of voting.</li> <li>▪ Ensuring technology configuration, layout and security conforms with Elections BC requirements.</li> <li>▪ Assisting election officials to turn on and log into electronic voting equipment and ensuring proper functioning throughout the day.</li> <li>▪ Following troubleshooting steps to resolve technical issues with electronic voting equipment.</li> <li>▪ Acting as a liaison to relay information between the voting place and the Election Equipment Officers at the district electoral office in a timely manner.</li> <li>▪ Producing reports from the electronic voting books, as required</li> <li>▪ Acting as a spare election official to cover breaks, as required.</li> <li>▪ Emptying the auxiliary compartment of the tabulator ballot box(es) at the end of the voting day and inserting the ballots into the tabulator.</li> <li>▪ Assessing and transcribing any ballots not accepted by the tabulator during initial count.</li> <li>▪ Working with the Supervisory Voting Officer to conduct initial count, including printing the results tape from the tabulator(s) and reporting results to the district electoral office.</li> <li>▪ Shutting down the voting location, packing all technology and materials.</li> <li>▪ Ensuring voting places and technology are returned to the district electoral office.</li> </ul>	<ul style="list-style-type: none"> <li>▪ electronic voting books</li> <li>▪ ballot printer</li> <li>▪ electronic vote-counting machine(s) (tabulator)</li> </ul>

**Specification of Voting Administration Tools for Alternative Voting Options (Full-Tech)**

Voting Option	Election official role	Number required (minimum)	Responsibilities	Voting administration tools
DEO Voting	Ballot Issuing Officer	1 per office	<ul style="list-style-type: none"> <li>Verifying voter identification and entitlement to vote.</li> <li>Registering new voters in conjunction with voting.</li> <li>Updating voter records in the electronic voting book.</li> <li>Issuing ballots to eligible voters.</li> <li>Providing instructions to voters on how to mark their ballots.</li> <li>Recording voter participation in the electronic voting book.</li> <li>Directing any voter issues to the Supervisory Voting Officer as they arise.</li> <li>Notifying the Voting Equipment Officer of any technical issues with the electronic voting book.</li> <li>Closing the voting station, accounting for ballots issued to them and packing up all materials.</li> </ul>	<ul style="list-style-type: none"> <li>electronic voting book</li> <li>ballot printer</li> </ul>
	Tabulator Officer	1 per office	<ul style="list-style-type: none"> <li>Assisting voters with casting their ballot by inserting their ballot into the temporary sorting envelope ballot box or the tabulator.</li> <li>Managing tabulator notifications.</li> <li>Assisting voters using the Accessible Voting System.</li> <li>Shutting down the tabulator station and accounting for all materials.</li> </ul>	<ul style="list-style-type: none"> <li>electronic vote-counting machine (tabulator)</li> </ul>
Assisted Telephone Voting	Supervisory Voting Officer	1	Supervision of the decoding and participation recording step, as set out in <a href="#">s. 4(10)(e) of the Voting Options Regulation</a> .	<ul style="list-style-type: none"> <li>electronic voting books</li> <li>ballot printer</li> <li>electronic vote-counting machine(s) (tabulator)</li> </ul>
	Contact Centre Telephone Operator	1 on every call	Confirming the voter's identity and voter registration status, assigning a unique Telephone Voter Number and connecting the voter to Telephone Voting Officers, as set out in <a href="#">s. 4(3) and (4) of the Voting Options Regulation</a> .	<ul style="list-style-type: none"> <li>N/A</li> </ul>
	Telephone Voting Officer 1	1 on every call	Confirming the voter's eligibility to vote by telephone, administering the oral declaration, marking the ballot with the voter's choice, and preparing the voter's certification envelope as set out in <a href="#">s. 4(5) to (10) of the Voting Options Regulation</a> .	<ul style="list-style-type: none"> <li>ballot printer</li> </ul>
	Telephone Voting Officer 2	1 on every call	Confirming the voter's ballot was correctly marked, and preparing the voter's certification envelope as set out in <a href="#">s. 4(9) and (10) of the Voting Options Regulation</a> .	<ul style="list-style-type: none"> <li>N/A</li> </ul>
	Voter Support Clerks	1 per location	Maintaining records in the electronic voting book, as set out in <a href="#">s. 4(10)(e)(i) to (iii) of the Voting Options Regulation</a> .	<ul style="list-style-type: none"> <li>electronic voting book</li> </ul>

**Specification of Voting Administration Tools for Special Voting (Partial-Tech)**

<b>Election official role</b>	<b>Number required (minimum)</b>	<b>Responsibilities</b>	<b>Voting administration tools</b>
Ballot Issuing Officer	2 per team	<ul style="list-style-type: none"> <li>▪ Travelling to and transporting voting materials to and from voting locations.</li> <li>▪ Setting up a fixed voting station and voting technology or moving from voter to voter (bed-to-bed) within the location.</li> <li>▪ Checking voter identification and entitlement to vote.</li> <li>▪ Administering solemn declarations, as required.</li> <li>▪ Issuing ballots and instructing voters on how to mark and fold ballots.</li> <li>▪ Receiving and securing marked ballots from voters.</li> <li>▪ Managing the temporary ballot box at special voting locations.</li> <li>▪ Accounting for ballots and certification envelopes.</li> <li>▪ Returning materials to the district electoral office and inserting ballots into the tabulator.</li> </ul>	<ul style="list-style-type: none"> <li>▪ electronic voting book</li> <li>▪ electronic vote-counting machine (tabulator)</li> </ul>