

This notice is published as required by section 79.01 of the *Election Act*. It sets out the voting administration tools used in the Vancouver-Quilchena by-election for each class of voting proceedings, and the roles, responsibilities, and number of election officials specified for these voting proceedings.

Election official role	Voting proceedings	Number required (minimum)	Responsibilities	Voting administration tools
Supervisory Voting Officer	Final voting and advance voting	1 per voting place	General supervision of election officials, as set out in the following Quick Reference Guide: <ul style="list-style-type: none"> ▪ Supervisory Voting Officer and Technical Supervisory Voting Officer: Full-Tech and Partial-Tech Voting Places 	<ul style="list-style-type: none"> ▪ electronic voting book ▪ ballot printer ▪ electronic vote-counting machine (tabulator)
Supervisory Voting Officer	Assisted telephone voting	1	Supervision of the decoding and participation recording step, as set out in s. 4(10)(e) of the Voting Options Regulation	
Technical Supervisory Voting Officer	Final voting and advance voting	1 per voting place	Technical supervision and troubleshooting of voting administration tools, as set out in the following Quick Reference Guide: <ul style="list-style-type: none"> ▪ Supervisory Voting Officer and Technical Supervisory Voting Officer: Full-Tech and Partial-Tech Voting Places 	<ul style="list-style-type: none"> ▪ electronic voting book ▪ ballot printer ▪ electronic vote-counting machine (tabulator)
Ballot Issuing Officer	Final voting and advance voting	1 per voting station	Maintaining the records in the electronic voting book and issuing ballots to voters, as set out in the following Quick Reference Guides: <ul style="list-style-type: none"> ▪ Ballot Issuing Officer: Full-Tech Voting Places (Advance and Final) ▪ Ballot Issuing Officer: Partial-Tech Voting Places (Advance and Final) ▪ Ballot Issuing Officer: Special Voting – Partial-Tech 	<ul style="list-style-type: none"> ▪ electronic voting book ▪ ballot printer
	Special voting	2 per location		
	DEO office voting	1 per office		
Tabulator Officer	Final voting and advance voting DEO office voting	1 per tabulator	Assisting voters with ballot insertion, as set out in the following Quick Reference Guides: <ul style="list-style-type: none"> ▪ Information Officer & Tabulator Officer: Full-Tech and Partial-Tech Voting Places ▪ Voting in the District Electoral Office 	<ul style="list-style-type: none"> ▪ electronic vote-counting machine (tabulator)

Election official role	Voting proceedings	Number required (minimum)	Responsibilities	Voting administration tools
Information Officer(s)	Final voting and advance voting	discretionary	Providing information for voters regarding voting requirements, as set out in the following Quick Reference Guide: <ul style="list-style-type: none"> ▪ Information Officer & Tabulator Officer: Full-Tech and Partial-Tech Voting Places 	N/A
Ballot Issuing Clerk/ Tabulator Officer	DEO office voting	1 per location	Assisting voters with ballot insertion, as set out in the following Quick Reference Guide: <ul style="list-style-type: none"> ▪ Voting in the District Electoral Office 	<ul style="list-style-type: none"> ▪ electronic vote-counting machine (tabulator)
Contact Centre Telephone Operator	Assisted telephone voting	1 on every call	Confirming the voter's identity, and connecting voters to Telephone Voting Officers, as set out in s. 4(3) and (4) of the Voting Options Regulation .	N/A
Telephone Voting Officer 1	Assisted telephone voting	1 on every call	Administering the oral declaration, marking ballot with voter's choice, and preparing the voter's certification envelope as set out in s. 4(5) to (10) of the Voting Options Regulation .	<ul style="list-style-type: none"> ▪ ballot printer
Telephone Voting Officer 2	Assisted telephone voting	1 on every call	Confirming the voter's ballot was correctly marked, and preparing the voter's certification envelope as set out in s. 4(9) and (10) of the Voting Options Regulation .	N/A
Voter Support Clerks	Assisted telephone voting	1 per location	Maintaining records in the electronic voting book, as set out in s. 4(10)(e)(i) to (iii) of the Voting Options Regulation .	<ul style="list-style-type: none"> ▪ electronic voting book