

2022 MUNICIPAL ELECTION

PROCEDURES FOR VOTE BY MAIL ON DEMAND





PROCEDURES FOR VOTE BY MAIL ON DEMAND

TABLE OF CONTENTS

1. Definitions	3
2. Application of Procedure	6
3. Election Officials	7
4. Ballots	7
5. Vote Tabulators	8
6. Candidates/Scrutineers	8
7. Vote by Mail on Demand Procedure	9
8. Storage of Vote by Mail Ballot Kits	10
9. Security of the Ballot During/After the Vote	11
10. Procedure on Receipt of Return Envelopes at the Elections Office	12
11. Opening and Processing of Return Envelopes	14
12. Voting Day Process of Ballots.....	15
Summary of Changes	16
Appendix “A” Scrutineer Appointment Form	18
Appendix “B” Key Dates Calendar	20
Appendix “C” Voting Instruction Sheet Form	24
Appendix “D” Voter Declaration Sample Form	26
Appendix “E” Procedure for Replacement Vote by Mail Kit	28
Appendix “F” Rejected Vote by Mail Ballots Form	29
Appendix “G” Vote by Mail Ballot Box Tally Sheet Form	30
Appendix “H” Replacement Vote by Mail Kit Log Form	31
Procedures for Voting and Vote Counting Equipment	32

PROCEDURES FOR VOTE BY MAIL ON DEMAND

The Clerk is responsible for the conduct of municipal and school board elections in the Township of Puslinch. In accordance with the *Municipal Elections Act*, the Clerk must establish procedures for the use of voting and vote counting equipment.

For the 2022 Municipal Election, the Township of Puslinch has contracted Data Fix as the supplier of blank vote by mail kits and tracking software (VoterView) and Dominion Voting for the production of the ballots. The Township of Puslinch is offering Vote by Mail on Demand as an alternative voting method to better align with the Guiding Principles of the *Municipal Elections Act, 1996*, as amended. These principles are as follows:

- the secrecy and confidentiality of the individual votes is paramount;
- the election should be fair and non-biased;
- the election should be accessible to the voters;
- the integrity of the process should be maintained throughout the election;
- there be certainty that the results reflect the votes cast; and
- voters and candidates should be treated fairly and consistently within a municipality.

1. DEFINITIONS

In this procedure,

“**Act**” means the *Municipal Elections Act, 1996*, c.32, S.O. 1996, as amended.

“**Advanced Poll**” means a Poll for Voters to vote in person before Voting Day. The conduct of an Advanced Poll will take place on specified dates prior to Voting Day established by Council By-law.

“**Assistant Returning Officer**” means a person appointed by the Township Clerk, with the responsibility to assist in the administration of the election process.

“**Ballot**” means the paper ballot that an Election Official provides a voter depending upon a voter’s school support entitlement; such ballot shall be a composite ballot including all offices for which the voter is entitled to vote and may include any question submitted to electors as authorized by the Act.

PROCEDURES FOR VOTE BY MAIL ON DEMAND

“**Ballot Box**” means an apparatus in which Marked Ballots are received and transferred from the Elections Office to the Secure Room, Sorting Location and Tabulation Centre.

“**Ballot Return Station**” means the location in which the Drop Box is located for the collection of return Vote by Mail envelopes. Only sealed return envelopes are kept in the Drop Box at the Ballot Return Station. For the purpose of the 2022 Municipal Election, this location shall be the Municipal Office located at 7404 Wellington Rd 34, Puslinch.

“**Candidate**” means a person who has been nominated under section 33 of the Municipal Elections Act, 1996.

“**Clerk**” means the Clerk of the Township of Puslinch or designate.

“**Close of Voting**” means the end of voting hours as prescribed in the Act which states that Polls shall remain open until 8:00 p.m. on Voting Day. In accordance with the Act, a Voter within the Poll at the Close of Voting is entitled to cast their Ballot.

“**Drop Box**” means a locked receptacle located at the main doors to the Municipal Office. The purpose of the Drop Box is to receive and securely store return Vote by Mail envelopes delivered in person outside of regular business hours when the Municipal Office is closed to the public. Returned Vote by Mail envelopes will be removed from the secure drop box and deposited in the ballot box.

“**Election Official**” means the person designated by the Clerk to perform certain election functions. Election Officials may include but are not limited to a Deputy Returning Officer, Tabulator Operator, Poll Manager, Greeter and Revision Officer.

“**Elections Office**” means the location where the day-to-day Election administration occurs. The Elections Office is located in the Municipal Office at 7404 Wellington Rd 34, Puslinch.

“**Election Period**” means the period beginning when the Vote by Mail kits, Ballots, and supplies are delivered to the Elections Office and ends on Voting Day. For the purposes of the 2022 Municipal Election, this period will be from September 12, 2022 to October 24, 2022.

“**Marked Ballot**” means a Ballot which has been marked upon by a Voter to cast a vote for the office of council, school board trustee, by-law or question.

PROCEDURES FOR VOTE BY MAIL ON DEMAND

“Master Voters’ List” means the list containing all the eligible Voter names with corresponding municipal address, occupancy status, school support, and residency codes for the Township of Puslinch. Voters will be sorted alphabetically by last, then first name. For the purpose of the 2022 Municipal Election, the Master Voters’ List is an electronic database.

“Memory Card” means a removable memory cartridge where all tabulated votes are stored.

“Poll” means a physical location determined by the Township Clerk where Voters cast their Ballots.

“Secrecy Folder” means a cover in which a ballot can be placed so as to conceal the names of the candidates and the marks upon the face of the ballot but exposes the verification initials of the Election Official.

“Scrutineer” means an individual, appointed in writing by a certified Candidate, to represent them during the voting process.

“Secure Room” means the locked meeting room in the Election Office. Access to the Secure Room is restricted to the Township Clerk and select Assistant Returning Officer(s).

“Sorting Centre” means the secure location in which the Vote by Mail secrecy envelopes will be opened and prepared for tabulation. For the purpose of the 2022 Municipal Election, this location shall be the same location as the secure room.

“Tabulation Centre” means the area designated by the Township Clerk for the tabulation of Ballots that were not tabulated in Poll. For the purpose of the 2022 Municipal Election, the Tabulation Centre shall be the Municipal Council Chambers.

“Vote by Mail Period” means the time period in which Vote by Mail Ballots may be acted upon by Election Officials and Voters. For the 2022 Municipal Election, this time period is approximately September 12, 2022 – October 24th, 2022 until 8:00 p.m.

“Voter” means a person who is entitled to be a Voter if they reside in the Township of Puslinch or is the owner or tenant of land, or the spouse of the such owner or tenant; is a Canadian citizen; is at least 18 years old; and is not prohibited from voting under the Act or otherwise by law as specified in section 17 of the Act. Also referred to as “elector” in the Act.

PROCEDURES FOR VOTE BY MAIL ON DEMAND

“**Vote Tabulator**” means a machine that optically scans the Ballots to read the votes cast and tabulates the results. The Vote Tabulator is sometimes referred to as “tabulator” or “in-poll optical scanning vote tabulator” and includes an Audio Vote Tabulator.

“**Voting Day**” means the day on which the final vote is to be taken in an election. For the purposes of the 2022 Municipal Election, this day is Monday, October 24, 2022.

“**Voting Booth**” means the screened area provided for the privacy of the voter to fill out the ballot.

2. APPLICATION OF PROCEDURE

- a) The Council of The Corporation of the Township of Puslinch enacted By-law 2021-038 authorizing the use of an alternate voting method being vote by mail on demand.
- b) Section 42(3) of the Act requires that the Township Clerk establish procedures and forms for the use of any alternative voting methods and provide a copy of the procedures and forms to each Candidate. The purpose of this document is to establish procedures for the use of Vote by Mail on Demand Ballot method that is consistent with the principles of the Act. It is noted that the Township Clerk, in the role of Returning Officer, may need to vary from these prescribed rules from time to time, if necessary.
- c) Where this procedure does not provide for any matter, the matter shall be addressed in accordance with the principles of the Act. These principles are generally recognized as being:
 - i. the secrecy and confidentiality of the voting process is paramount;
 - ii. the election shall be fair and non-biased;
 - iii. the election shall be accessible to the voters;
 - iv. the integrity of the process shall be maintained throughout the election;
 - v. that there be certainty that the results of the election reflect the votes cast; and,
 - vi. that voters and candidates shall be treated fairly and consistently.

PROCEDURES FOR VOTE BY MAIL ON DEMAND

- d) This alternative method of voting will be provided upon request to Voters so that they are not required to attend a Poll.
- e) If it is necessary to amend any of these procedures, a copy of the amendment will be mailed or emailed to each Candidate based on the preferred method of contact as indicated by the Candidate.
- f) With respect to matters of policy and procedures for Vote Tabulator equipment and alternative voting methods, the Township Clerk's decision is final.
- g) The Vote by Mail on Demand Ballots will be tabulated in the same method as Ballots tabulated on Voting Day. See PROCEDURES FOR THE USE OF VOTE TABULATORS.
- h) Any matter not provided for in this procedure shall be dealt with, as far as practicable, in accordance with the principles of the Act.

3. ELECTION OFFICIALS

- a) The Clerk shall appoint Election Officials for the purposes of implementing this procedure and may designate their titles and duties. Such appointments shall be in writing. Upon appointment, all Election Officials shall be required to take an oath in accordance with the general principles of the *Municipal Elections Act*.

4. BALLOTS

- a) Composite ballots shall be used for the 2022 Township of Puslinch municipal election which shall include all eligible offices distinguished by school support type. Five ballot types shall be utilized consisting of English/Public, French/Public, English/Separate, French/Separate and Non-Resident. The number of different types of ballots may be reduced if there is an acclamation for a school board.
- b) The form of Ballot for the Vote by Mail on Demand procedure will be the same Ballot as used for the remainder of the election.
- b) There shall appear on the ballot to the right of each candidate's name, a box () designated for the marking of the ballot.
- c) Subsection (b) applies with necessary modifications to ballots for by-laws and questions.

PROCEDURES FOR VOTE BY MAIL ON DEMAND

- d) The instructions on the ballot direct the voter to vote by filling in or making an “X” in the box () to the right of the name of the candidate of their choice or the voter’s answer to any by-law or question. Such instructions shall direct the voter to use the ballot marking pen.

5. VOTE TABULATORS

- a) The Township shall utilize Vote Tabulators (ImageCast Precinct) from Dominion Voting.
- b) All Vote by Mail on Demand ballots shall be counted by the use of vote tabulators on voting day.
- c) Refer to Procedures for Voting and Vote Counting Equipment.

6. CANDIDATES/SCRUTINEERS

- a) Candidates may appoint Scrutineers in accordance with section 16(5) of the Act to represent them as designated by the Township Clerk. Candidates may appoint scrutineers in writing using the form provided by the Township, to represent them at the voting location.
- b) At no time shall the Candidate or Scrutineer handle any materials which may interfere with the validity of the votes in accordance with section 47(5) of the Act as modified by Schedule 2 of the Regulation.
- c) Only one representative of the Candidate, either the Candidate or his/her appointed scrutineer may be in a voting location or Sorting and Tabulation Centre for each Vote Tabulator in use at the voting location at one time. If the Candidate enters the vote location or the Sorting and Tabulation Centre, the Scrutineer shall leave.
- d) Scrutineers must show their written appointment and personal identification to the Election Official(s) upon entering a voting location.
- e) Candidates must show their personal identification to the Election Official(s) upon entering a voting location.
- f) The Township Clerk shall make available at the Sorting and Tabulation Centre adequate accommodation for each Candidate who intends to view the tabulation of votes and who, at least seven days before Voting Day, notifies the Township Clerk in writing of their intention.

PROCEDURES FOR VOTE BY MAIL ON DEMAND

- g) To protect the secrecy of the vote, candidates and scrutineers will not be permitted to examine the marked ballots or to object to ballots or the counting of votes on a ballot as the ballots are being fed into the Vote Tabulator by the Election Official or to interfere in any way with the administration of voting procedures as provided for in subsections 47(5)(e), 47(5)(f), 54(4), and 55(5) of the Act as modified by Schedule 2 of the Regulation.

7. VOTE BY MAIL ON DEMAND PROCEDURE

Any Voter may request to vote by Vote by Mail on Demand. It will be indicated on the Master Voters' List that the Voter has registered to Vote by Mail.

For all Voters registered to Vote by Mail – the Vote by Mail on Demand procedure shall be as follows:

7.1 The Township of Puslinch Elections Office will provide the Vote by Mail kit to Voters who have requested a kit by the deadlines indicated on APPENDIX "B" KEY DATES CALENDAR.

7.2 The Township of Puslinch Elections Office will begin mailing the Vote by Mail kits to those Voters who have registered to receive a Vote by Mail Ballot commencing on approximately September 16, 2022.

7.3 A Voting Kit shall consist of:

- a) A voting instruction sheet (Appendix "C");
- b) A Ballot;
- c) An inner Ballot secrecy envelope;
- d) A voter declaration form (Appendix "D");
- e) An outer return envelope (yellow) with prepaid postage; and
- f) Any other necessary material as the Township Clerk determines.

7.4 Upon receipt of the Vote by Mail kit, each Voter should precisely follow the instructions provided in the voting kit. The instructions require the Voter to:

- a) Complete the Ballot;
- b) Fold and insert the Ballot into the inner Ballot secrecy envelope;
- c) Seal the inner Ballot secrecy envelope;
- d) Complete the voter declaration form;
- e) Place the completed voter declaration form and the sealed inner Ballot secrecy envelope into the yellow prepaid business reply envelope;

PROCEDURES FOR VOTE BY MAIL ON DEMAND

- f) Seal the yellow prepaid business reply envelope; and
- g) Mail the yellow prepaid business reply envelope by October 13, 2022 or deliver it by some other means to the Elections Office no later than 8:00 p.m. on Voting Day Monday, October 24, 2022.
- h) Note: The postage paid envelope can only be used for mail originating within Canada.

7.5 Voters who prefer to hand deliver, or have delivered, their completed Ballots directly into the care of the Township Clerk or Assistant Returning Officer may do so during regular office hours, rather than forwarding their Ballots by mail.

7.6 The final recommended day for delivery of the return envelope to Canada Post mail is Thursday, October 13, 2022 to ensure delivery to the Elections Office prior to the Close of Voting. The Township cannot be held responsible for delays caused by Canada Post.

7.7 Voters who have failed to mail their return envelope by Monday, October 13, 2022 are encouraged to take steps to ensure alternate delivery of the return envelope to the Elections Office prior to 8:00 p.m. on Voting Day.

7.8 Return envelopes must reach the Elections Office by 8:00 p.m. on Voting Day, or they will not be counted.

7.9 In the event of a Canada Post work stoppage during the Vote by Mail Period, the Township Clerk will make alternate arrangements to have the Vote by Mail kits delivered to residents. The secure drop box shall be used for Voters to drop off their return envelopes or hand delivered to the Township Clerk at the Elections Office during regular business hours.

7.10 Return envelopes deposited in the after-hours secure drop box until Monday, October 24, 2022, prior to 8:00 p.m., will be accepted as having been delivered and will be counted.

7.11 If a Voter registered for the Vote by Mail kit, does not receive their kit, or if the kit is lost or destroyed, a replacement Vote by Mail kit may be issued. See Appendix "E", "Procedure for Replacement Vote by Mail Kits".

8. STORAGE OF VOTE BY MAIL BALLOT KITS

Utilization of Vote by Mail on Demand process necessitates the storage of blank and cast Ballots, and replacement Vote by Mail kits in the Secure Room.

8.1 The following items shall be secured during the Election Period:

PROCEDURES FOR VOTE BY MAIL ON DEMAND

- a) Ballots
- b) Ballot Boxes
- c) replacement Vote by Mail kit supplies

8.2 During the Vote by Mail Period, all items listed above will be kept in the Secure Room and may only be accessed by either the Township Clerk or Assistant Returning Officer(s).

9. SECURITY OF THE BALLOT DURING/AFTER THE VOTE

9.1 Access to the Secure Room will be restricted commencing (approximately Friday, September 16, 2022) in advance of the receipt of the first return envelope until 120 days after the declaration of the voting results as prescribed in the Act.

9.2 Upon receiving the prepaid yellow return envelopes by mail or at the Ballot Return Station, the Township Clerk or Assistant Returning Officer shall place the return envelopes into the locked Ballot Box until the designated time to process the return envelopes. At the designated time, the return envelopes will be processed according with section 11, "Opening and Processing of Return Envelopes".

9.3 At the end of each day, the Township Clerk or Assistant Returning Officer shall affix a seal, preventing any Ballots from being put into or removed from the Ballot Box. Upon the seal, the Township Clerk or Assistant Returning Officer will place the date and their initials. The sealed Ballot Box will remain in the Secure Room under the control of the Township Clerk and the Assistant Returning Officer(s).

9.4 Each morning, the Township Clerk or Assistant Returning Officer shall inspect the seals on both the Ballot Box to ensure that they are intact. The Township Clerk or Assistant Returning Officer, in the presence of another Assistant Returning Officer shall break the seal on the Drop Box for use during the day.

9.5 The Township Clerk or Assistant Returning Officer, in the presence of another Assistant Returning Officer shall break the seal on the Ballot Box only to deposit processed secrecy envelopes.

9.6 On Voting Day, the Vote by Mail Ballot Box will continue to be used to deposit processed secrecy envelopes and shall be transported by the Township Clerk or Assistant Returning Officer to the Sorting and Tabulation Centre at the time designated for processing. The Drop Box shall be maintained in the Elections Office on Voting Day until the Close of Voting.

PROCEDURES FOR VOTE BY MAIL ON DEMAND

9.7 At the Close of Voting, the Drop Box maintained in the Elections Office shall be emptied of contents and sealed to prevent any Ballots being removed from or deposited. The contents will be processed in accordance with section 11, "Opening and Processing of Return Envelopes" and delivered to the Sorting and Tabulation Centre by the Township Clerk or the Assistant Returning Officer.

10. PROCEDURE ON RECEIPT OF RETURN ENVELOPES AT THE ELECTIONS OFFICE

10.1 Mailed Return Envelopes

10.1.1 Return envelopes will be received on a regular basis during the Vote by Mail Period. Return envelopes are to be immediately placed in the locked Drop Box located at the front door to the Elections Office.

10.1.2 The contents of the Drop Box may be processed daily following the procedures as set out in section 11 below and deposited in the secure Ballot Box. The Township Clerk or Assistant Returning Officer shall ensure that the Ballot Box is sealed and at the end of each day.

10.2 Dropped Off Return Envelopes

10.2.1 Return envelopes are to be immediately placed in the locked Drop Box located at the front door to the Elections Office.

10.2.2 The contents of the Drop Box may be processed daily following the procedures as set out in section 11 below and deposited in the secure Ballot Box. The Township Clerk or Assistant Returning Officer shall ensure that the Ballot Box is sealed and at the end of each day.

11. OPENING AND PROCESSING OF RETURN ENVELOPES

Daily at 3:00 p.m. the Township Clerk or Assistant Returning Officer, in the presence of at least one other Assistant Returning Officer, will open the Vote by Mail return envelopes which have been received at the Elections Office and will:

11.1 Remove the inner Ballot secrecy envelope and voter declaration form from the return envelope. The Township Clerk or Assistant Returning Officer will verify the Voter from the voter declaration form and will confirm that the voter declaration form is properly signed.

PROCEDURES FOR VOTE BY MAIL ON DEMAND

11.1.1 A separate return envelope is provided to each individual Voter. Any return envelope which contains more than one voter declaration form or more than one inner Ballot secrecy envelope shall be treated in the following manner:

(a) Envelopes containing equal number of inner Ballot secrecy envelopes to voter declaration forms WILL BE PROCESSED.

(b) Envelopes containing more inner Ballot secrecy envelopes to voter declaration forms or more voter declaration forms to inner Ballot secrecy envelopes WILL BE REJECTED.

11.1.2 In addition to rejecting cast Ballots for violations of the Act, the following conditions will also cause a Ballot to be considered rejected if:

(a) upon opening the return envelope there is no voter declaration form;

(b) upon opening the return envelope the voter declaration form is not signed;

(c) the Voter's name has already been struck off the Voters' List as having voted – the outer envelope will be marked as such, dated, initialed and filed accordingly;

(d) there are marks on the sealed inner Ballot secrecy envelope which may reveal the identity of the voter;

(e) upon opening the sealed Ballot secrecy envelope at the Sorting Centre, the Ballot contains writing or marks that may identify the Voter, or is torn, defaced or otherwise dealt with in a way by the Voter that may identify them.

11.1.3 If, upon opening the return envelope, the Ballot secrecy envelope has not been sealed, the Township Clerk or Assistant Returning Officer may immediately seal the envelope without examining the Ballot.

11.1.4 If, upon opening the return envelope where a signed voter declaration is present and the Ballot is not in a secrecy envelope, the Township Clerk or Assistant Returning Officer may immediately insert the Ballot into a secrecy envelope without examining the Ballot.

11.1.5 Where an inner Ballot secrecy envelope is rejected, the reason for the rejection shall be recorded by numbering the inner Ballot secrecy envelope and noting the reason for the rejection on a separate Rejected Vote by Mail Ballots form (Appendix "F").

PROCEDURES FOR VOTE BY MAIL ON DEMAND

11.2 The Township Clerk or Assistant Returning Officer will date stamp the voter declaration form and file by date. Upon request, voter declaration forms that have been processed will be made available for Candidates or their Scrutineers to review or update their Voters' Lists, if desired.

11.3 The Township Clerk or Assistant Returning Officer will then electronically mark the Voter as voted on the Master Voters' List.

11.4 The Township Clerk or Assistant Returning Officer will then initial the secrecy envelope, place it into the Ballot Box, and update the Vote by Mail Ballot Box Tally Sheet (Appendix "G") with the number of inner Ballot secrecy envelopes in that Ballot Box.

11.5 After all the return envelopes received each day have been processed, the Township Clerk or Assistant Returning Officer shall affix a seal, preventing any Ballots from being put into or removed from the Ballot Box. Upon the seal, the Township Clerk or Assistant Returning Officer will place the date and their initials. The sealed Ballot Box will remain in the Secure Room under the control of the Township Clerk and the Assistant Returning Officer(s).

12. VOTING DAY PROCESSING OF BALLOTS

12.1 The following procedures apply to those persons attending the Sorting and Tabulation Centre for the purpose of opening and sorting the secrecy envelopes until the Close of Voting on Voting Day:

12.1.1 Only the Township Clerk, Deputy Returning Officers, Assistant Returning Officers, certified Candidates and authorized Scrutineers will be permitted to remain in the Sorting and Tabulation Centre.

12.1.2 The Township Clerk, Assistant Returning Officer or designate shall be required to be present at the Sorting and Tabulation Centre during the period when the tabulation commences until processing is complete on Voting Day.

12.1.3 Cell phones or other equipment will not be permitted in the Sorting and Tabulation Centre other than for the Township Clerk and Assistant Returning Officer.

12.3 During tabulation period beginning at 2:00 p.m., Assistant Returning Officers in the Sorting and Tabulation Centre will open the Vote by Mail Ballot Box, remove and open all the inner Ballot secrecy envelopes,



PROCEDURES FOR VOTE BY MAIL ON DEMAND

including those received at the Elections Office during Voting Day, and sort the Ballots in preparation for tabulating.

12.4 Following the opening and sorting, the Ballots from Vote by Mail will be tabulated in accordance with Procedures for Voting and Vote Counting Equipment and section 54, section 55 of the Municipal Elections Act, 1996, as amended and by the Regulation.

12.4 Ballots shall be accepted, processed and counted until the close of voting at 8:00 pm.

12.5 The Township Clerk, Assistant Returning Officer or designate will electronically mark off the Voter as voted on the Master Voters' List.

**ADOPTED AS THE TOWNSHIP OF PUSLINCH VOTE BY MAIL ON DEMAND
PROCEDURE ON JUNE 1, 2022**

Courtenay Hoytfox
Municipal Clerk

PROCEDURES FOR VOTE BY MAIL ON DEMAND

Summary of Changes

Version	Page	Section	Original Text	Amended Text	Amendment Date



PROCEDURES FOR VOTE BY MAIL ON DEMAND

APPENDIX “A” SCRUTINEER APPOINTMENT FORM (this page has been left blank intentionally)



2022 Municipal Election

APPOINTMENT OF SCRUTINEER BY CANDIDATE Form 2022-EL12(A)

- A scrutineer arriving at a voting location must show this form and personal identification to the election official and take an oath of secrecy.
- A Candidate arriving at a voting location must show personal identification to the election official and take an oath of secrecy. A candidate who enters a voting location is considered to be a scrutineer.
- Only one scrutineer per candidate is entitled for each ballot box (voting tabulator) in a voting location.

Name of Candidate	
Name of Scrutineer Appointed	Date
I appoint the individual noted above as a Scrutineer to represent me in the Township of Puslinch 2022 Municipal Election.	Signature of Candidate

Rights

Candidates and scrutineers have a number of rights, including the following:

- to be present when materials and documents related to the election are delivered to the Township Clerk at the end of each voting day;
- to enter the voting location 15 minutes before it opens and to inspect the vote tabulator stand, ballot box, the ballots and all other forms and documents relating to the vote (but not so as to delay the timely opening of the voting location);
- to place his or her own seal (which may not in any way identify the candidate so as to be construed as "election campaigning") on the ballot box immediately before the opening of the voting location, so that ballots can be deposited in the box and cannot be withdrawn without breaking the seal;
- where a candidate is using their own seal, it shall be shown to an election official for approval before being placed on the ballot box. The seal must be a self-adhesive tape type;
- to place his or her own seal (which may not in any way identify the candidate so as to be construed as "election campaigning") on the ballot box immediately after the close of voting and the feeding of ballots from the auxiliary compartment (if necessary), so that ballots cannot be deposited or withdrawn without breaking the seal;
- to object to an elector receiving a ballot on the grounds that the issuing of a ballot does not comply with the prescribed rules (objection to be decided by the deputy returning officer);
- may periodically examine the Voters' List with the assistance of an Election Official during the course of the day, however, this may not slow down or impede the voting process; and
- to sign the statement of the results of an election, printed at the close of voting on election day.

Prohibitions

While an elector is in a voting location, no person shall attempt, directly or indirectly, to influence how the elector votes; No person shall display a candidate's election campaign material or literature (including buttons, pins, and clothing) at a voting place;

Every person who is present in a voting location shall help to maintain the secrecy of voting; and

No person shall:

- interfere or attempt to interfere with an elector who is marking a ballot;
- obtain or attempt to obtain, at a voting location, information about how an elector intends to vote or has voted; and/or
- communicate any information obtained at a voting location about how an elector intends to vote or has voted.

The role of a candidate or a scrutineer in the voting location is to scrutinize the integrity of the process. It is not a communicative role.

Should an elector require the assistance of an interpreter, the elector must make his or her own arrangements to provide the interpreter. A candidate or a scrutineer will not be permitted to serve as an interpreter for an elector.

If an elector requires assistance to vote for any reason other than language, the election staff will provide such assistance.

A candidate or a scrutineer wishing to observe the closing of the voting location must be in the voting location prior to 8:00 p.m. A candidate or a scrutineer will not be admitted into the voting location after 8:00 p.m.



PROCEDURES FOR VOTE BY MAIL ON DEMAND

APPENDIX “B” KEY DATES CALENDAR (this page has been left blank intentionally)

AUG 2022

SUN

MON

TUE

WED

THU

FRI

SAT

01

02

03

04

05

06

		Hardware and Consumables Delivery by Dominion (Tentative Date)					
07	08	09	10	11	12	13	
14	15	16	17	18	19	20	
					Close of Nominations at 2 p.m.		
21	22	23	24	25	26	27	
							Ballot Printing Begins
28	29	30	31				

SEP 2022

SUN

MON

TUE

WED

THU

FRI

SAT

01

02

03

				Receive blank VBM kits from Datafix – Tentative (sometime around here)		
04	05	06	07	08	09	10
		Receive ballots from Dominion?	Receive ballots from Dominion?	Receive ballots from Dominion?	Receive ballots from Dominion?	
11	12	13	14	15	16	17
	Open of voters' list and VBM Registration updates through VoterView	Receive ballots from Dominion?	Receive ballots from Dominion?	Receive ballots from Dominion?	Township begins mailing VBM kits	
18	19	20	21	22	23	24
	Township mailing VBM kits	Township mailing VBM kits	Township mailing VBM kits	Township mailing VBM kits	Township mailing VBM kits	
25	26	27	28	29	30	
	Township mailing VBM kits	Township mailing VBM kits	Township mailing VBM kits	Township mailing VBM kits	Township mailing VBM kits	

OCT 2022

SUN

MON

TUE

WED

THU

FRI

SAT

01

02

03

04

05

06

07

08

Township mailing
VBM kits

Township
mailing VBM kits

Township
mailing VBM kits

Close of VBM
request online

Township mailing
VBM kits – final
kits requested
online mailed

09

10

11

12

13

14

15

Final recommended
day (by DataFix and
Canada Post) to
return VBM Ballots
by mail

Advance Polling
Day

16

17

18

19

20

21

22

Last day to
request via
phone a VBM
ballot

23

24

25

26

27

28

29

Last day to drop off
VBM ballots at
Municipal Office

Tabulation of VBM
Ballots

30

31



PROCEDURES FOR VOTE BY MAIL ON DEMAND

APPENDIX “C” VOTING INSTRUCTION SHEET FORM (this page has been left blank intentionally)



Voting Instructions

Please read and follow these voting instructions carefully. They are designed to keep your vote secret, and to ensure your ballot is not spoiled. By law, a spoiled ballot cannot be counted.

1. Voter Declaration form: Please read, complete and sign the Voter Declaration form on the bottom on the reverse side. Insert the Voter Declaration Form into the yellow reply envelope.
2. Marking the ballot: Refer to the instructions on your ballot. On the ballot provided, using a black marker, for each office colour in the box next to the candidate(s) of your choice. **DO NOT WRITE ANYTHING ELSE ON THE BALLOT** as it will be classified as spoiled and therefore be rejected. Fold and insert the ballot into the white secrecy envelope (only one ballot per envelope). Seal the white secrecy envelope, **DO NOT WRITE or MARK ANYTHING ON THE ENVELOPE.**
3. Place the white secrecy envelope into the yellow envelope (only one secrecy envelope per reply envelope). The yellow reply envelope will now contain your signed Voter Declaration form and the sealed white secrecy envelope containing your completed ballot. Seal the yellow reply envelope.
4. Mailing: Deposit the yellow reply envelope with Canada Post by October 13, 2022 to ensure delivery to the Township of Puslinch. No postage is necessary if mailed within Canada. Should you choose not to mail your vote, complete the voting kit following the instructions described above and hand deliver it to the Township Municipal Office, 7404 Wellington Rd 34, Puslinch, Monday through Friday during business hours or in the after hours secure drop box until Voting Day on Monday October 24, 2022 **before 8:00 pm.**



PROCEDURES FOR VOTE BY MAIL ON DEMAND

APPENDIX “D” VOTER DECLARATION FORM (this page has been left blank intentionally)

Your Logo
here

Your
Return Address
Here

**SIGN the DECLARATION FORM or YOUR
VOTE WILL NOT BE COUNTED**



00031000384733

0000001

JOHN SAMPLE
130 BALM BEACH RD W
SUITE 123
GILMORE ON K2K 3B7

Ward	00
------	-----------

Poll	002
------	------------

School Support	English Public
----------------	----------------

VOTING INSTRUCTIONS

By law, a spoiled ballot cannot be counted. To make sure your vote is counted, you must:

1. Sign the **DECLARATION FORM**. An unsigned DECLARATION FORM will result in a spoiled ballot.
2. **Insert the signed Declaration Form** into the yellow Election Return Envelope.
(DO NOT SEAL ENVELOPE)
3. **Complete the Ballot and insert it** into the white Ballot Secrecy Envelope.
(SEAL THE ENVELOPE)
4. **Insert the SEALED white Ballot Secrecy Envelope** into the yellow Election Return Envelope.
(SEAL THE ENVELOPE)
5. Mail the yellow Election Return Envelope by October 11, 2018 **OR** hand deliver by 8:00 PM October 22, 2018 to a Drop Off Location listed on the back of this page.

ADDITIONAL INFORMATION ON REVERSE

I, the undersigned, declare that I am eligible to vote in this election. **See Eligibility to Vote on the back.**

↑
**Detach Here
DECLARATION FORM**



1000084376-P0T1T0-BR01



GILMORE COUNTY
120 HERZBERG ROAD
KANATA ON K2K 3B7

CANADA		POSTES
POST		CANADA
Postage paid if mailed in Canada		Port payé si posté au Canada
Business Reply Mail		Correspondance- réponse d'affaires
0000000		01



↑
Signature -
MUST BE SIGNED

JOHN SAMPLE
UNIT 1
130 BALM BEACH RD W

Important Information

Your completed kit must be received by the municipality no later than 8:00 pm local time on Monday October 22, 2018. Ballots received after that time will not be counted. If your kit is not mailed by October 11, 2018, you can hand deliver it to a Drop Off location(s) shown below.

It is against the law to vote more than once for any elected office within the same municipality or school board jurisdiction.

If you receive a voting kit from more than one municipality in which you are entitled to vote, ensure that you return each completed voting kit to the applicable election returning office.

Eligibility to Vote

You are eligible to vote if, on election day you are:

- A resident, owner, spouse or tenant of land within a municipality;
- At least 18 years of age on election day;
- A Canadian Citizen.

Questions?

If you require assistance please contact us at
(555) 212-1111

Website: <http://www.voterview.ca/>

Drop Off location(s)

City Hall, 123 Main St, Gilmore
Municipal Building, 456 Anystreet, Gilmore

Ensure you have signed the **DECLARATION FORM** on the reverse.

Your Vote will NOT be counted if you do not SIGN the **DECLARATION FORM**



00031000384733

1000084376-P0T1T0-BR01



GILMORE COUNTY
120 HERZBERG ROAD
KANATA ON K2K 3B7



PROCEDURES FOR VOTE BY MAIL ON DEMAND

APPENDIX "E" PROCEDURE FOR REPLACEMENT VOTE BY MAIL KITS

"Replacement Vote by Mail Kits" will only be available at the Elections Office. If a Voter on the Voters' List requesting a Vote by Mail Ballot does not receive their Vote by Mail Ballot kit, or if the voting kit is lost or destroyed, a replacement Vote by Mail Ballot kit may be issued.

The Voter, or their agent, must attend at the Elections Office to obtain a replacement Vote by Mail Ballot kit. The Township Clerk or the Assistant Returning Officer, will confirm that the Voter is qualified, administer the oath, and note on the Master Voters' List that a replacement Vote by Mail Ballot kit has been issued, identifying it as such by marking the voter declaration form with the notation "RVK" plus the Township Clerk or Assistant Returning Officer's initials.

1. SECURITY PROCEDURES

1.1 All "Replacement Vote by Mail Kits" shall be stored in the Secure Room.

1.2 A list of names shall be maintained showing the name and address of each Voter who has received a replacement Vote by Mail kit, using the Replacement Vote by Mail Kit Logs (Appendix "H") and the Master Voters' List shall be updated in accordance with the established procedures.

1.3 The Voter shall sign a declaration attesting to the fact that they are:

- a. A Voter is not in receipt of their Vote by Mail kit, or
- b. A Voter was in receipt of their Vote by Mail kit but it has been either lost or destroyed.



PROCEDURES FOR VOTE BY MAIL ON DEMAND

APPENDIX "G" VOTE BY MAIL BALLOT BOX TALLY SHEET FORM

Date Deposited	Number Deposited	Total for Day	Running Total	Initials

2022 MUNICIPAL ELECTION

PROCEDURES FOR THE USE OF VOTE TABULATORS





PROCEDURES FOR THE USE OF VOTE TABULATORS

TABLE OF CONTENTS

Definitions	3
Application of Procedure	4
Election Officials	5
Ballots	5
Vote Tabulators	5
Reduced Hours Voting Location	6
Programming of Vote Tabulators	7
Testing of Vote Tabulators	7
Candidates/Scrutineers	8
Procedures at the Voting Location	9
Jammed Ballots	15
Procedures at Advanced Voting	17
Procedures for Changing the Ballot Box, if necessary	19
Procedures for Closing Vote Tabulators on Voting Day	20
Results	23
Recounts	23
Demonstration of Vote Tabulators	24
Retention of Election Records	24
Appendix "A"	25

PROCEDURES FOR THE USE OF VOTE TABULATORS

The Clerk is responsible for the conduct of municipal and school board elections in the Township of Puslinch. In accordance with the *Municipal Elections Act*, the Clerk must establish procedures for the use of voting and vote counting equipment.

For the 2022 Municipal Election, the Township of Puslinch has contracted Dominion Voting for the provision of optical scan Vote Tabulators. This technology has a proven track record of reliability and has been used in municipal jurisdictions across Ontario and Canada.

DEFINITIONS

1. In this procedure,

“Act” means the *Municipal Elections Act*, 1996, c.32, S.O. 1996, as amended.

“Audio Vote Tabulator” means a Vote Tabulator to serve voters who cannot negotiate a paper ballot through the use of the Audio Ballot Marking Device.

“Auxiliary Compartment” means the front compartment of the ballot box in the tabulator stand where electors’ ballots are temporarily stored in the event a Vote Tabulator fails to operate.

“Ballot” means the paper ballot that an Election Official provides a voter depending upon a voter’s school support entitlement; such ballot shall be a composite ballot including all offices for which the voter is entitled to vote and may include any question submitted to electors as authorized by the Act.

“Clerk” means the Clerk of the Township of Puslinch or designate.

“Election Official” means the person designated by the Clerk to perform certain election functions. Election Officials may include but are not limited to a Deputy Returning Officer, Tabulator Operator, Poll Manager, Greeter and Revision Officer.

“Memory Card” means a removable memory cartridge where all tabulated votes are stored.

“Secrecy Folder” means a cover in which a ballot can be placed so as to conceal the names of the candidates and the marks upon the face of the ballot but exposes the verification initials of the Election Official.

PROCEDURES FOR THE USE OF VOTE TABULATORS

“**Special Ballot Marking Pen**” means a pen supplied by the Election Official for the use of a voter to mark the ballot.

“**Vote Tabulator**” means an apparatus that optically scans a specified area on the ballot to read the vote(s) and tabulate the results and includes an Audio Vote Tabulator.

“**Voting Booth**” means the screened area provided for the privacy of the voter to fill out the ballot.

APPLICATION OF PROCEDURE

2. a) This procedure applies to an election conducted by the Township of Puslinch that has passed a by-law under section 42(1) of the *Act* authorizing the use of the vote tabulators at voting locations (By-law 038-2022).
- b) Where this procedure does not provide for any matter, the matter shall be addressed in accordance with the principles of the *Act*. These principles are generally recognized as being:
 - i. the secrecy and confidentiality of the voting process is paramount;
 - ii. the election shall be fair and non-biased;
 - iii. the election shall be accessible to the voters;
 - iv. the integrity of the process shall be maintained throughout the election;
 - v. that there be certainty that the results of the election reflect the votes cast; and,
 - vi. that voters and candidates shall be treated fairly and consistently.
- c) The Clerk may provide an Election Official with instructions and troubleshooting tips related to the operation of Vote Tabulators.
- d) The Clerk may update these procedures as required, at the discretion of the Clerk. Any updates will be circulated to all candidates.
- e) If an emergency is declared by the Clerk in accordance with the *Act*, and it is necessary to amend these procedures as a result of the emergency, the Clerk will notify all candidates of the declared emergency as soon as is practicable.

PROCEDURES FOR THE USE OF VOTE TABULATORS

ELECTION OFFICIALS

3. The Clerk shall appoint Election Officials for the purposes of implementing this procedure and may designate their titles and duties. Such appointments shall be in writing. Upon appointment, all Election Officials shall be required to take an oath in accordance with the general principles of the *Municipal Elections Act*.

BALLOTS

4.
 - a) Composite ballots shall be used for the 2022 Township of Puslinch municipal election which shall include all eligible offices distinguished by school support type. Five ballot types shall be utilized consisting of English/Public, French/Public, English/Separate, French/Separate and Non-Resident. The number of different types of ballots may be reduced if there is an acclamation for a school board.
 - b) There shall appear on the ballot to the right of each candidate's name, a box () designated for the marking of the ballot.
 - c) Subsection (b) applies with necessary modifications to ballots for by-laws and questions.
 - d) The instructions on the ballot direct the voter to vote by filling in or making an "X" in the box () to the right of the name of the candidate of their choice or the voter's answer to any by-law or question. Such instructions shall direct the voter to use the special ballot marking pen.

VOTE TABULATORS

5.
 - a) The Township shall utilize Vote Tabulators (ImageCast Precinct) from Dominion Voting.
 - b) All voting locations shall be provided with a Vote Tabulator(s) to process ballots, with the exception of the location where reduced hours of voting has been established by the Clerk with respect to a voting place described in subsection 45(7) of the Act that is only for the use of residents of the institution or retirement home.

PROCEDURES FOR THE USE OF VOTE TABULATORS

Advance Voting Location

- c) The Advance Voting location(s) shall be provided with an Audio Vote Tabulator (ImageCast Precinct – Audio Ballot Marking Device).
- d) The ImageCast Precinct – Audio Ballot Marking Device referred to as the Audio Vote Tabulator consists of the following components:
- Tabulator Unit (Figure 1 – Appendix A)
 - A set of headphones that the voter uses to interact with the system
 - An external printer for printing the audio session ballot once the voter has made his/her selections
 - An Audio-Tactile Interface (“hand held device”), with braille markings (Figure 1.1 – Appendix A)
 - A set of hand/foot paddles
 - A sip and puff device

The accessible component (Figure 1.1 – Appendix A) will be made available during advance voting and on voting day. The unit is intended to serve voters with accessibility needs (voters who cannot mark a paper ballot with a pen and require the unit’s Audio Ballot Marking Device to generate a marked ballot).

An accessible ballot can be marked using a hand held device and headphones (or the voter may use hand/foot paddles or a sip and puff device) to navigate through the audio presentation. After the voter has confirmed their selections, the system will print a paper copy of their marked ballot for them. The paper ballot emerges from the printer into a secrecy folder, and is then inserted into the input slot at the front of the Vote Tabulator by the Election Official. The Vote Tabulator reads the ballot, stores the information, and deposits the ballot into the ballot box in the same manner as all other ballots.

Reduced Hour Voting Location

- e) The reduced hour voting location will not be provided with a Vote Tabulator. Election Officials shall attend the reduced hour voting location during the established hours and administer the voting process. All marked ballots shall be secured for transport in a sealed ballot box to the regular voting location for that geographical area, or as designated by the Clerk, for processing through the Vote Tabulator provided to that location.

PROCEDURES FOR THE USE OF VOTE TABULATORS

- f) Where the voter is not present during the processing of the ballot through the Vote Tabulator, the Election Official responsible shall examine any ballot rejected by the Vote Tabulator and process the ballot in accordance with Section 11.

PROGRAMMING OF VOTE TABULATORS

- 6. a) Prior to Advance Voting Day and Voting Day the Vote Tabulators shall be programmed so that a printed record of the number of votes cast for each candidate and for the answer to any by-law or question can be produced.
- b) Each Vote Tabulator shall be programmed so that the following ballots are returned to the Election Official as described:
 - i. A ballot without votes in any of the designated voting spaces (a blank ballot) as determined by a Vote Tabulator;
 - ii. A ballot with more than the required voting space(s) marked for an office than the voter is entitled to vote for (an over voted ballot), as determined by a Vote Tabulator;
 - iii. A ballot where the Vote Tabulator cannot read the marks in the appropriate voting spaces on the ballot (ambiguously marked ballot);
 - iv. A ballot which cannot be read due to markings made on the ballot other than in the appropriate voting spaces, physically damaged, or where an incorrect ballot for the voting location was issued (defective/invalid ballot);
 - v. A ballot that does not have an Election Official(s) initials in the top right corner of the ballot.

TESTING OF VOTE TABULATORS

- 7. a) Prior to Advance Voting Day and Voting Day, the Clerk shall test the Vote Tabulators to ensure that they will accurately count the votes cast for all candidates, by-laws or questions.
- b) When testing the Vote Tabulator, adequate safeguards shall be taken to ensure that the system or any part of it that is used for

PROCEDURES FOR THE USE OF VOTE TABULATORS

processing and tabulating votes is isolated from all other applications or programs and that no remote devices are capable of gaining access to the Vote Tabulator.

8. a) The test shall be conducted by:
 - i. a) loading the voting location Vote Tabulator memory card into the Vote Tabulator(s) designated for that voting location; and
 - b) producing a zero tape to confirm that no votes are stored in the Vote Tabulator memory card;
 - ii. tabulating a pre-audited group of ballots including ballots that fall into each of the categories of ballots described in section 6 and ballots on which are recorded a predetermined number of valid votes for each candidate and on any by-law or question;
 - iii. comparing the output of the tabulation against the pre-audited results; and,
 - iv. re-setting to zero all Vote Tabulators and demonstrate they are zero by printing a zero tape.
- b) If the Clerk detects any error in the test, the cause of the error shall be determined and corrected and the test repeated until an errorless test is achieved and certified by the Clerk.
- c) The Clerk shall, at the conclusion of the test, seal the memory card in the Vote Tabulator and retain any programs, test materials and documentation in the same manner as is provided in the *Act* for the keeping of election records.
- d) The Clerk shall retain and may have access to the pre-audited group of ballots referred to above, the result tapes that were produced during the test and all other materials used in the programming of the Vote Tabulators.

CANDIDATES/SCRUTINEERS

9. a) Candidates may appoint scrutineers in writing using the form provided by the Township, to represent them at the voting location.

PROCEDURES FOR THE USE OF VOTE TABULATORS

- b) Only one representative of the Candidate, either the Candidate or his/her appointed scrutineer may be in a voting location or at the sorting and tabulation centre for each Vote Tabulator in use at the voting location at one time.
- c) Scrutineers must show their written appointment and personal identification to the Election Official(s) upon entering a voting location.
- d) Candidates must show their personal identification to the Election Official(s) upon entering a voting location.
- e) To protect the secrecy of the vote, candidates and scrutineers will not be permitted to examine the marked ballots or to object to ballots or the counting of votes on a ballot as the ballots are being fed into the Vote Tabulator by the Election Official or to interfere in any way with the administration of voting procedures at the voting location.
- f) Candidates/scrutineers shall not be allowed to enter the voting location after the close of voting.

PROCEDURES AT THE VOTING LOCATION AND AT SORTING AND TABULATION CENTRE

Vote Tabulator and Ballot Box Set-up

- 10. a) Each Vote Tabulator shall be assigned to a particular location. The Election Official responsible shall check the Vote Tabulator serial number on the machine to verify the Vote Tabulator is correct.
- b) The Election Official responsible for the Vote Tabulator shall, in the presence of other Election Officials and all candidates/scrutineers present, cause the Vote Tabulator to print a copy of all totals on the memory card one hour or less before the opening of the voting location, confirming zero totals.
- c) The Election Official responsible shall verify that the heading at the top of the tape lists the correct voting location. If the totals are zero for all candidates, by-laws or questions, the Election Official shall post the first zero tape on a wall in the voting location and print a second (duplicate) zero tape. The Election Official shall ensure that the second zero printout remains affixed to the Vote Tabulator until the results are printed by the Vote Tabulator after the close of voting.

PROCEDURES FOR THE USE OF VOTE TABULATORS

- d) If the totals are not zero for all candidates, by-laws or questions, the Election Official shall immediately notify the Clerk and shall conduct the vote using the auxiliary compartment of the ballot box until the Vote Tabulator is made operational or the Clerk provides a back-up Vote Tabulator to the voting location.
- e) Once the Vote Tabulator is ready, prepare ballot box and announce to all present in the voting location, “I am sealing the ballot box” and allow anyone who is present to look into the ballot box to see that it is empty.
- f) Complete and seal the ballot box by placing the “Ballot Box Seal During Voting Hours” seal on the ballot box by following the instructions on the seal. Allow any candidate or scrutineer who is witnessing the process to initial the “Ballot Box Seal During Voting Hours”.
- g) If a candidate or scrutineer wishes to use his/her own seal, it shall be shown to an Election Official for approval before being placed on the ballot box. The seal must be a self-adhesive tape type and may not in any way identify the candidate so as to be construed as “election campaigning”.
- h) Place the Vote Tabulator on the ballot box.

Issuing and Marking the Ballot

- 11. a) The Clerk will appoint Election Official(s) at each voting location who shall ensure that the appropriate ballot is delivered to each voter. Prior to the Election Official issuing a ballot, the Election Official will require the elector to provide proof of the elector’s identity and qualifying address as prescribed by the Regulations to the *Act*.
- b) If an elector is unable to provide such proof, the elector will be required to take the Declaration of Identity (Form 9) before being issued a ballot. If the elector refuses to take the declaration, the elector will be refused a ballot.
- c) The Election Official shall:
 - i. initial each ballot and select the poll number before the ballot is delivered to the eligible voter;
 - ii. insert the ballot in the secrecy folder and hand it to the voter;

PROCEDURES FOR THE USE OF VOTE TABULATORS

- iii. direct the voter to the voting booth and advise the voter to proceed to the Election Official responsible for the Vote Tabulator upon the completion of marking the ballot.
- d) Upon receiving the ballot, the voter shall:
 - i. proceed to the voting booth;
 - ii. using the special ballot marking pen provided in the voting booth, vote by marking the area provided to the right of the candidate's name for whom the voter wishes to vote or answer to the by-law or question.
- e) After marking the ballot in the voting booth, the voter shall:
 - i. insert the ballot into the secrecy folder with the Election Official's initials showing;
 - ii. leave the voting booth without delay; and,
 - iii. deliver the secrecy folder containing the ballot to the Election Official responsible for the Vote Tabulator.

Processing the Ballot

- f) The Election Official responsible for the Vote Tabulator shall:
 - i. ensure that all other voters are standing away from the Vote Tabulator to ensure that each voter may be dealt with confidentially and preserve the secrecy of the proceedings, particularly when handling the voter's ballot or when discussing problems with a voter's ballot;
 - ii. in the presence of the voter and without removing the ballot from the secrecy folder, verify the initials of the ballot issuing Election Official; and
 - iii. in full view of the voter, insert the secrecy folder containing the ballot, with the initials of the Election Official face down, into the feed area of the Vote Tabulator until the Vote Tabulator draws the ballot from the secrecy folder; or
 - iv. if a Vote Tabulator fails to operate:

PROCEDURES FOR THE USE OF VOTE TABULATORS

- a. open the auxiliary slot and insert the ballot from the secrecy folder, with the initials of the Election Official face down, directly into the auxiliary compartment of the ballot box in full view of the elector; and
 - b. at the close of voting, when the Vote Tabulator is operational or a new Vote Tabulator is provided, in the presence of the Election Official responsible and any candidate(s) or scrutineer(s) present, insert the ballot into the feed area of the Vote Tabulator.
- g) The Vote Tabulator, as programmed and verified in accordance with these procedures, will not accept and will return to the Election Official responsible for the Vote Tabulator the following ballots:
- i. any ballot which reads as blank indicating that no marks have been made in the space designated for the marking of the ballot;
 - ii. any over-voted ballot where more votes are cast than are permitted for any office contained on the ballot;
 - iii. any ballot which is ambiguous;
 - iv. any ballot which is invalid, damaged or defective; or
 - v. any ballot which does not contain the Election Official's initials.
- h) Where a ballot described in sections 11 g) i or ii, is returned by the Vote Tabulator and the voter is present, the Election Official responsible shall advise the voter of the reason the ballot would not be accepted by the Vote Tabulator and shall direct the voter to return the ballot to the ballot issuing Election Official who shall mark the ballot "cancelled", place it in the appropriate envelope, and deliver a new ballot to the voter with instructions as to the proper procedures to properly mark the ballot.

Alternatively, as it relates to a ballot described in section 11 g) i, the Election Official may direct the voter to a voting booth to complete the marking of the ballot.

- i) If a ballot described in section 11 g) iii, is returned by the Vote Tabulator and the voter is present, the Election Official responsible

PROCEDURES FOR THE USE OF VOTE TABULATORS

for the Vote Tabulator shall explain to the voter that the ballot is ambiguous (i.e. the mark is too light, or a small mark was made in a box inadvertently). The Election Official may direct the voter to a voting booth to ensure the ballot is clearly marked in the spaces provided. If the voter has inadvertently made a small mark in a box where they had not intended to, the Election Official shall direct the voter to return the ballot to the ballot issuing Election Official who shall mark the ballot “cancelled”, place it in the appropriate envelope, and deliver a new ballot to the voter with instructions as to the proper procedures to properly mark the ballot.

- j) If a ballot described in section 11 g) iv, is returned by the Vote Tabulator and the voter is present, the Election Official responsible for the Vote Tabulator shall explain to the voter that the ballot is defective. The Election Official shall direct the voter to return the ballot to the ballot issuing Election Official who shall mark the ballot “cancelled – defective”, place it in the appropriate envelope, and deliver a new ballot to the voter with instructions as to the proper procedures to properly mark the ballot.
- k) If a ballot described in section 11 g) v, is returned by the Vote Tabulator and the voter is present, where there are no Election Official initials in the top right corner of the ballot, the Election Official responsible for the Vote Tabulator shall take all reasonable steps to determine which Election Official issued the ballot and have the appropriate initials placed on the ballot. The ballot shall then be re-inserted into the Vote Tabulator.
- l)
 - i. If a ballot described in section 11 g) i or ii, is returned by the Vote Tabulator and the voter is present and declines to accept another ballot and wants the ballot processed without making any changes, the Election Official responsible for the Vote Tabulator shall, without showing the face of the ballot to any individuals present, insert the ballot into the feed area of the Vote Tabulator until the Vote Tabulator draws the ballot from the secrecy folder, and enables the vote tabulator to accept the ballot. The Vote Tabulator will not record votes in “not voted” or “over-voted” offices but will record votes for offices that have been correctly marked. Once the ballot has been accepted by the Vote Tabulator, the voter may not elect to receive a new ballot.
 - ii. If a ballot described in section 11 g) iii, iv or v, is returned by the Vote Tabulator and the voter is present and declines to

PROCEDURES FOR THE USE OF VOTE TABULATORS

accept another ballot, the voter shall be informed that the ballot will be marked “defective-rejected” and placed in the appropriate envelope. The Vote Tabulator will not accept invalid, damaged or defective ballots. The Election Official responsible shall mark the ballot “defective-rejected” and place it in the appropriate envelope.

- iii. If a ballot described in section 11 g) i, ii, iii, iv or v, is returned by the Vote Tabulator and the voter is not present, the Election Official shall,
 - a. where there are no marks in any of the designated voting spaces for each office mark the top of the ballot “blank” and insert the ballot into the feed area of the Vote Tabulator until the Vote Tabulator draws the ballot from the secrecy folder to have the ballot accepted as intended by the voter.
 - b. where more designated voting spaces have been marked for an office, mark the top of the ballot “over-voted” and insert the ballot into the feed area of the Vote Tabulator until the Vote Tabulator draws the ballot from the secrecy folder to have the ballot accepted as intended by the voter.
 - c. where there are marks in the appropriate voting spaces:
 - i. mark the ballot “cancelled-defective-replacement” and issue a replacement ballot, in presence of an Election Official and any candidate(s) or scrutineer(s) present by marking a new ballot with the marks contained in the specified voting spaces on the original ballot. The replacement ballot shall be clearly labelled “replacement” and given a number which shall also be recorded on the cancelled defective-replacement ballot;
 - ii. substitute the replacement ballot for the original cancelled defective-replacement ballot and insert the replacement ballot into the feed area of the Vote Tabulator, and,

PROCEDURES FOR THE USE OF VOTE TABULATORS

- iii. place the cancelled defective-replacement ballot in the appropriate envelope; and
 - iv) if the marks are ambiguous mark the ballot “defective – rejected” and place in the appropriate envelope.
- d. where the ballot is invalid (contains writing or marks that may identify the elector), mark the ballot “defective-rejected” and place in the appropriate envelope.
- e. where there are no Election Official’s initials in the top right corner of the ballot, the Election Official responsible for the Vote Tabulator shall take all reasonable steps to determine which Election Official issued the ballot and have the appropriate initials placed on the ballot. The ballot shall then be re-inserted into the Vote Tabulator.

JAMMED BALLOTS

12. If there is a Vote Tabulator blockage, the display will show a message i.e. Paper Jam. The Election Official shall advise the voter that the ballot is jammed in the Vote Tabulator and to remain until the ballot has been processed. The Election Official shall then take the following steps:
- a) Determine if the ballot is visible at either the front ballot entry slot or the rear ballot exit slot while referring to the message on the screen;
 - b) Press the “Cleared” button to initiate an automated ballot reversing procedure. Follow the message on the screen;
 - c) Remove the ballot from the Vote Tabulator and insert the ballot into the secrecy folder;
 - d) Follow the instructions on the screen display for the purpose of processing the ballot.

If the Vote Tabulator continues to reject the ballot, the Election Official shall place the ballot in the secrecy folder and instruct the voter to return the rejected ballot to the Election Official who issued the ballot. The Election Official who issued the rejected ballot shall treat the rejected ballot as a cancelled ballot and the voter shall be issued a new ballot.

PROCEDURES FOR THE USE OF VOTE TABULATORS

If the display screen reveals a message i.e. Paper Jam still exists... press the “Shut Down” button to turn off the Vote Tabulator.

It may be necessary for the purpose of clearing a jam to slide the ballot box out two or three inches from the base of the Vote Tabulator, and subsequently return the Vote Tabulator to the proper position. Restart the Vote Tabulator.

If the Vote Tabulator continues to reject ballots, the Election Official shall notify the Clerk immediately.

If the Vote Tabulator Becomes Inoperable

13. If the Vote Tabulator becomes inoperable for any reason during voting (i.e. power failure) the machine will power down and will not accept ballots, unless the Vote Tabulator is equipped with a battery backup.
 - a) If this occurs, the Election Official shall:
 - i. notify all Election Officials and candidates/scrutineers present immediately; and
 - ii. open the auxiliary slot at the front of the ballot box and continue to accept ballots by placing them in the auxiliary slot.
 - b) As soon as power is restored, or the Vote Tabulator is repaired, the lights on the operator display will again be illuminated. The Vote Tabulator will be ready to accept ballots and normal processing of the ballots may continue.
 - c) The auxiliary compartment shall then be sealed against further use, with the time and initials of the Election Official noted on the seal in addition to any candidates or scrutineers present. The seal shall remain intact until the close of voting unless the auxiliary compartment is required at another time throughout voting day at which time the seal will be broken in the presence of any candidates and scrutineers present.
 - d) The ballots in the auxiliary compartment shall be removed from the compartment when the voting location has closed at 8:00 p.m. and shall be inserted into the Vote Tabulator before the Vote Tabulator is programmed to tally the votes.

PROCEDURES FOR THE USE OF VOTE TABULATORS

- e) At all times, the number of ballots that have passed through the Vote Tabulator is displayed on the Vote Tabulator counter. An Election Official shall record these numbers on the form provided, each and every hour while the voting location is open.

VOTE COUNTING EQUIPMENT WILL NOT BE USED AT ADVANCED VOTING

PROCEDURES FOR CHANGING THE BALLOT BOX, IF NECESSARY

15. The Election Official shall periodically check the ballot box by slightly moving it to ensure that it is not getting too full. If it appears to be getting full, please use the following procedure:
 - i. Wait for a lull in voting, locate the spare ballot box for your voting location and ask that other Election Officials, candidates or scrutineers that are present to observe your actions;
 - ii. Remove the ballot box and seal the ballot slot on the box with the appropriate seal and initial;
 - iii. Place the full ballot box beside the Vote Tabulator and write the poll numbers, date and note Box 1 of 2 on the ballot box and place initials on box;
 - iv. Show that the new ballot box is empty to anyone present and seal the top of the box as was completed at the opening of the poll;
 - v. Position the new ballot box under the Vote Tabulator and continue the processing of ballots.

PROCEDURES FOR CLOSING VOTE TABULATORS ON VOTING DAY

16. All voters who are within the voting place at the time of closing will be permitted to vote. The Election Official(s) shall close the doors to the voting location so that no other voters may enter. When all voters have cast their ballots and have left the room, an Election Official shall announce "Voting has ended." The following procedure must be followed on Voting Day after the announcement that the voting has ceased:
 - a) the Election Official shall check the auxiliary compartment of the ballot box for ballots to ensure all ballots have been processed and

PROCEDURES FOR THE USE OF VOTE TABULATORS

any ballots in the auxiliary compartment shall be processed immediately. Once all ballots have been processed, the following steps shall be taken:

- i. secure the Vote Tabulator against receiving any more ballots using the security key with the sensor. The close option will be selected, generating instructions for the Election Official;
- ii. print two copies of the results tape from the Vote Tabulator indicating the votes given for each candidate, and if applicable, the votes given for and against any by-law or question;
- iii. remove the two copies of the results tape from the Vote Tabulator and sign the certificate portion of the two copies along with any candidates or scrutineers who are present and wish to sign;
- iv. place the first copy of the results tape that includes the zero total printout, any interrupt messages and votes in the statement envelope provided;
- v. post the second copy of the results tape in the voting place for any candidates or scrutineers to view;
- vi. date, label and seal ballot box;
- vii. complete a final statement in duplicate recording the number of:
 - a. ballots received from the Clerk,
 - b. ballots counted by the Vote Tabulator,
 - c. cancelled ballots,
 - d. declined ballots,
 - e. defective-rejected ballots, and,
 - f. unused ballots;
- viii. place the original copy of the final statement in the appropriate envelope;
 - a. place the duplicate copy of the final statement, the Voters' List and the certificate and receipt of ballots, in the appropriate envelope and seal the envelope;

PROCEDURES FOR THE USE OF VOTE TABULATORS

- b. place in separate envelopes:
 - all cancelled ballots
 - all defective-rejected ballots;
 - all declined ballots;
 - all unused ballots; and,
 - once all the above ballots are placed in the appropriate envelopes, seal the envelopes;
 - ix. place all remaining supplies and sealed envelopes in a supply bag and seal the supply bag; and,
 - x. personally deliver the Vote Tabulator in a vote tabulator bag, supply bag, and ballot box to the location designated by the Clerk.
- b) If a Vote Tabulator has been used to tabulate votes cast in a voting location but the tabulation of the votes cannot be completed because the Vote Tabulator is not operating or cannot be made to operate within a reasonable time following the close of voting, the Election Official responsible for the voting location shall, after the close of voting, and after determining the tabulation cannot be completed, advise any candidate(s) or scrutineer(s) in attendance that the following procedures will be followed and afford them the opportunity to be present:
- i. secure the Vote Tabulator against receiving any more ballots;
 - ii. date, label and seal the ballot box;
 - iii. place all remaining supplies and all cancelled, declined, defective-rejected and unused ballots in the appropriate envelopes in the supply bag and seal it;
 - iv. advise candidate(s) or scrutineer(s) of the process to be followed;
 - v. personally deliver the Vote Tabulator in a vote tabulator bag, supply bag, and ballot box to a location

PROCEDURES FOR THE USE OF VOTE TABULATORS

designated by the Clerk where a back-up Vote Tabulator is located;

- vi. follow the procedures set out in section 10 (a), (b), (c) to ensure that the totals of the back-up Vote Tabulator are zero for all candidates;
- vii. insert all the ballots from the ballot box into the back-up vote tabulator;
- viii. follow the applicable procedures for the tabulating of ballots, as required; and
- ix. follow the closing procedures in section 16

RESULTS

- 17. a) Upon receipt of the Vote Tabulators from each voting location, the Clerk shall ensure that the memory cards from each Vote Tabulator are processed and read into a central registry and the total votes for all offices as a result of this process shall constitute the preliminary results for the Election, which shall be uploaded to enable the date to be shown as “Unofficial Results” on the Township website.
- b) In accordance with Section 55(4) of the *Act*, after verifying all procedures and results, the Clerk shall declare the Candidate(s) with the highest number of votes to be elected and declare the result of any vote on a by-law or question.

RECOUNTS

- 18. a) In the event of a tied vote for two or more candidates, votes on a by-law for the affirmative and negative are equal or the votes for two or more answers to a question are equal, the Clerk shall hold a recount.
- b) The recount shall be held within 15 days after the Clerk’s declaration of the results of the election.
- c) The recount shall be conducted in the same manner as the votes were counted on voting day.
- d) The Vote Tabulators shall be tested before the recount in the same manner described in section 7.

PROCEDURES FOR THE USE OF VOTE TABULATORS

19.
 - a) Subject to an order of a Judge under the Act, if a recount of votes is held, the votes shall be counted in the same manner as the votes were counted on voting day.
 - b) The Vote Tabulator shall be tested before the recount in the same manner described in section 7.
 - c) If a Vote Tabulator is used for a recount, the recount is limited to the ballots tabulated by a Vote Tabulator during the advance voting and on voting day.
 - d) The Clerk shall attend the recount and bring the election supplies kit bag, Vote Tabulators, statement envelopes and all documents that, in the opinion of the Clerk, are relevant to the recount.
 - e) If a Vote Tabulator is used for a recount, any candidate or court applicant or their lawyer(s) or scrutineer(s), will not be permitted to examine the ballots or to dispute the validity of a ballot or the counting of votes on a ballot as the ballots are being fed into the Vote Tabulator by the Election Official.

DEMONSTRATION OF VOTE TABULATORS

20. Candidates may attend a demonstration of the Vote Tabulators. The Clerk shall give adequate notice of the date, time and location of a demonstration provided by Dominion Voting, the supplier of the Vote Tabulators or by Township staff.

RETENTION OF ELECTION RECORDS

21. The Clerk shall, at the completion of the vote, retain the programs, memory cards, test materials and ballots in the same manner as is provided for in the Act for the keeping of election records.

The Clerk shall retain and may have access to the pre-audited group of ballots referred to in sections 7 and 8 and other materials used in the programming of the Vote Tabulators.

The Clerk shall not alter or make changes to the materials referred to above.

PROCEDURES FOR THE USE OF VOTE TABULATORS

APPENDIX A

Figure 1 – ImageCast Precinct Tabulator



Figure 2 - Audio Tactile Interface ('Hand Held Device')

PROCEDURES FOR THE USE OF VOTE TABULATORS

