MUNICIPALITY OF NORTHERN BRUCE PENINSULA

MUNICIPAL ELECTION 2010
OCTOBER 25, 2010

ALTERNATIVE VOTING METHOD
VOTE BY MAIL (VBM) and ELECTRONIC TABULATORS PROCEDURES
MUNICIPALITY OF NORTHERN BRUCE PENINSULA

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PROCEDURES FOR ALTERNATIVE VOTING METHOD
VOTE BY MAIL/BALLOT TABULATORS

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1. **DEFINITIONS**

**Ballot Box** – a sealed box secured at the Municipality of Northern Bruce Peninsula Office in which ballots are kept in advance of counting on October 25, 2010.

**Assistant Returning Officer** – a person appointed by oath to act in the place of the Returning Officer in respect of administering oaths, revision(s) of Voters List, ensuring security, updating Voters List, issuance of Replacement Voting Packages and any other duties delegated by the Returning Officer.

**Close of Polls** – shall be 8:00 p.m. Eastern Standard Time on October 25, 2010.

**Continuous Ballot Drop Box Location** – shall be the Municipal Office of the Municipality of Northern Bruce Peninsula located at 56 Lindsay Road 5, R. R. #2, Lion’s Head, Ontario. A ballot drop box, located in the reception area of the Municipal Office, shall be available to drop off secrecy envelopes during regular office hours starting on the day that voting packages are mailed to electors through until Election Day. This ballot drop box will be available for usage during regular office hours from 8:30 a.m. to 4:30 p.m. during this period except on Election Day when the office will be open from 8:30 a.m. through to the close of polls.

**Deputy Returning Officer** – a person(s) appointed by oath to oversee the processing of return envelopes on a daily basis until the close of polls and to carry out the counting of votes in a ballot box through the use of vote tabulators and other duties as maybe delegated by the Returning Officer.

**Drop Box/Outside Mail Receiver** – a sealed drop box/outside mail receiver in which secrecy envelopes are placed after regular business hours by persons delivering their ballots in person to the drop box/outside mail receiver location. Said drop box is located at the Municipal Office outside the main entrance.

**Election Official** – a person appointed by oath for the purposes as set out in the oath and such other duties as delegated by the Returning Officer.

**Guaranteed Date for Mail Return** – the date that Canada Post guarantees return of voting packages deposited in mail boxes anywhere in Canada. For the 2010 Municipal Election, the guaranteed return date is October 15, 2010.

**Master Voters List** – a list showing all eligible electors in the Municipality of Northern Bruce Peninsula, as provided by the Municipal Property Assessment Corporation (MPAC), upon which the election personnel can indicate which electors have exercised their voting rights.

**Polling Subdivisions** – as defined by the assessment office.

**Replacement Voting Package** – means a set of documents which consists of a voting instruction sheet, a secrecy envelope, a return envelope, a ballot and a voter declaration
The declaration form shall bear the initials of the Returning Officer or the Assistant Returning Officer.

Return Envelope – a pre-paid postage envelope addressed to the Municipality that is either returned by mail to the Municipal Office or is dropped off at the Municipal Office. Each Return Envelope should contain both a Voters Declaration Form and a Secrecy Envelope containing one (1) ballot.

Returning Officer – the Clerk of the Municipality of Northern Bruce Peninsula is the Returning Officer for the election with responsibility for ensuring that the election is conducted fairly and in accordance with legislative requirements and established procedures. As Returning Officer, the Clerk is empowered by legislation to conduct the election and may provide for any matter that is not otherwise provided for in an Act or Regulation and is, in the Clerk’s opinion, necessary or desirable for conducting the election.

Voter Declaration Form – shall be a form upon which the qualifying address of the elector is indicated as well as a space for the elector’s signature and name. This documentation signifies the voters’ declaration that he/she is the person eligible to vote in the election. This signed declaration must accompany every ballot submitted in order for it to be counted.

Voting Day – Monday, October 25, 2010

Voting Package – an envelope mailed to the elector which includes the voting instruction sheet, a secrecy envelope, a return envelope with prepaid postage, a ballot and a voter declaration form.

Secrecy Envelope – an envelope in which the elector places the ballot after marking.

Secure Room – The Municipality of Northern Bruce Peninsula vault and back Committee Room with locked access shall be designated as the secure rooms. Not less than two (2) persons, one being an Election Official, may enter at one time. The secure room known as the vault will be utilized for the storage and processing of returned ballot packages prior to counting and the secure room known as the back Committee Room will be used for ballot scanning and counting on voting day only. Only Election Officials, candidates and scrutineers will be allowed in the secure rooms, upon proper oaths being sworn and signing in.

Vote Counting Location – Municipality of Northern Bruce Peninsula back Meeting Room.

Vote Tabulators – shall mean an apparatus that optically scans a designated area on the ballots to read the votes and tabulate the results.
2. INTRODUCTION

The regular election in 2010 is being conducted in accordance with the *Municipal Elections Act, 1996*, as amended. The Municipality of Northern Bruce Peninsula has chosen to use an alternative voting method which involves the use of a mail-in ballot and vote-counting equipment (optical scanning vote tabulators).

Utilization of this method is expected to improve voter access, increase participation and enhance the efficiency and accuracy of the count in the election. Procedures and forms have been developed for the use of vote counting equipment and the alternative voting procedure and will be revised as necessary.

All Council positions will be elected at large, as follows:

- Mayor
- Deputy Mayor
- Councillor
- Councillor
- Councillor
- School Board Trustee (to be elected, as per determined areas)
  - English Language Public School Trustee
  - English Language Separate School Trustee
  - French Language Public School Trustee
  - French Language Separate School Trustee

3. KEY DATES FOR 2010 ELECTION

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 4 – September 10, 2010</td>
<td><strong>Nomination and Campaign Period commences</strong> – nominations may be filed during regular business hours beginning January 4, 2010 ending on September 10, 2010. Nominations will be accepted from 9:00 a.m. to 2:00 p.m. on September 10, 2010</td>
</tr>
<tr>
<td>April</td>
<td><strong>Enumeration</strong> – a mail-in enumeration will be conducted by the Municipal Property Assessment Corporation (MPAC)</td>
</tr>
<tr>
<td>Tuesday, April 6, 2010</td>
<td><strong>Deadline</strong> for school boards to provide school board election clerks with a copy of the Report on Determination and Distribution of Trustees [see Education Act, Reg. 412/9 s.9(2)]</td>
</tr>
</tbody>
</table>
| Tuesday, June 1, 2010 | **Deadline** to pass a by-law authorizing vote counting equipment, s.8.1(1)  
                          **Deadline** to pass a by-law authorizing an alternative voting method (VBM), s.42(2)(a)  
                          **Deadline** for establishment of procedures and forms for use of vote counting equipment or alternative voting method, s.42(3) and (4)  
                          **Deadline** for providing candidates with a copy of the procedures and forms established, s.42(3) and (4)  
                          **Municipal** enumeration forms to be returned to MPAC to ensure inclusion of electors on Preliminary List of Electors (PLE) |
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td><strong>Wednesday, June 2, 2010</strong></td>
<td><strong>Earliest</strong> possible receipt of PLE from MPAC if the Clerk and MPAC have agreed upon a date that is earlier than July 31</td>
</tr>
<tr>
<td><strong>Tuesday, August 3 – Wednesday, September 1, 2010</strong></td>
<td><strong>Receipt</strong> of PLE from MPAC on a date between July 31 and September 1 as agreed upon by the Clerk and MPAC or, if no date is agreed upon, on July 31, s.19(1.1)</td>
</tr>
<tr>
<td>September</td>
<td><strong>Ad – “Is your name on the Voters’ List”?</strong> (optional)</td>
</tr>
<tr>
<td><strong>Wednesday, September 1, 2010</strong></td>
<td><strong>Ad – Notice of Nomination Period</strong> (optional second notice)</td>
</tr>
</tbody>
</table>
| **Wednesday, September 1, 2010**          | **Voters List:**  
  → post Voters’ List  
  → finalize Voters’ List, s.23(2)  
  → deliver copies of Voters’ List to persons entitled, s.23 |
| **September 7 – October 25, 2010**        | **Revision Period** for Voters List (September 7 – October 25)  
**Application** to remove another elector’s name from the Voters’ List (September 7-10) |
| **Friday, September 10, 2010**            | **Nomination Day** – Last day for filing nominations between 9:00 and 2:00 p.m.  
**Withdrawal of Nominations** – before 2:00 p.m.  
**Deadline** for application to remove another elector’s name from the Voters’ List |
| **Monday, September 13, 2010**            | **Certification of Nomination Forms** – before 4:00 p.m.  
**Acclamations** – after 4:00 p.m. |
| **Wednesday, September 15, 2010**         | If necessary, additional nominations will be received from 9:00 a.m. to 2:00 p.m.  
Withdrawal of additional nominations before 2:00 p.m. |
| **Thursday, September 16, 2010**          | **Certification** of nomination papers before 4:00 p.m.  
**Acclamation(s)** after 4:00 p.m. |
| **September 20, 2010**                    | **Interim List of Changes to the Voters List** – prepare and circulate, s.27(1)  
**Certificate of Maximum Campaign Spending Limit** – the Clerk shall provide the certificate of maximum campaign expense limit, final amount, to all candidates based on the higher of:  
- the number of electors as of nomination day in the 2010 election; or  
- the number of electors as of nomination day in the 2006 election (the number used to calculate the amount given to candidates at the time they filed their nomination paper – see January 4) |
<p>| <strong>September 27-30, 2010</strong>                 | <strong>Ballot Packages</strong> – to be mailed to electors during this timeframe |
| <strong>Thursday, September 30, 2010</strong>          | <strong>Council</strong> must establish a committee to process compliance audit applications before October 1, s.81.1(1). The term of office for the Committee shall mirror the term of office for Council. The Clerk shall establish administrative practices and procedures for the compliance audit committee, s.81.1(4) |
| <strong>Friday, October 15, 2010</strong>              | <strong>Guaranteed mail back</strong> – last date for guaranteed mail back |
| <strong>Monday, October 25, 2010</strong>              | <strong>Municipal and School Board Election – Voting Day</strong> |</p>
<table>
<thead>
<tr>
<th>Date</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Tuesday, October 26, 2010</td>
<td><strong>Official Results</strong> – the first day for the Clerk to declare the official results. Recount in the event of a tied vote – this recount must be held within fifteen (15) days of the declaration of the results by the Clerk, s.56(2) and must be preceded by notice of the recount. Recount on requests from Council received within thirty (30) days of the Clerk's declaration of results – this recount must be held within fifteen (15) days of the receipt of the request for a recount by the Clerk, s.57, and must be preceded by notice of the recount.</td>
</tr>
<tr>
<td>Thursday, November 25, 2010</td>
<td>Provide MPAC with the final list of changes to the Voters List.</td>
</tr>
<tr>
<td>Wednesday, December 1, 2010</td>
<td>Term of Office commences, s.6. Inaugural meeting to be held within thirty-one (31) days of the Term of Office commencing. Oath of Office to be completed.</td>
</tr>
<tr>
<td>Monday, December 6, 2010</td>
<td>Inaugural Council Meeting – at 7:30 p.m.</td>
</tr>
<tr>
<td>Friday, December 31, 2010</td>
<td>Campaign Period ends, s.68 – Candidates may not raise funds or incur expenditures beyond this day unless the candidates is continuing his/her campaign to erase a deficit and has filed the appropriate documentation to do so (Form 6). NOTE: The Municipal Office will be closed from December 24-31, 2010 inclusive.</td>
</tr>
<tr>
<td>Monday, January 24, 2011</td>
<td>Clerk to submit a report to Council on the identification, removal and prevention of barriers that affect electors and candidates with disabilities, s.12(2)</td>
</tr>
<tr>
<td>Wednesday, February 23, 2011</td>
<td>Earliest date for the disposition of election records, s.88(2) Notice by Clerk of the filing requirements for the financial statements and of the penalties under s.80(2) and s.92(5)</td>
</tr>
<tr>
<td>Thursday, March 24, 2011</td>
<td>Last Day to Apply to the Court for a Filing Extension – a candidate may, before the last day for filing a financial statement, apply to the Ontario Court of Justice to extend the time to file the financial statement. The court may grant an extension of no more than ninety (90) days.</td>
</tr>
<tr>
<td>Friday, March 25, 2011</td>
<td>Filing Deadline for Financial Statements – to be filed with the Clerk by 2:00 p.m. Deadline for filing financial statements for reporting period ending December 31, 2010. NOTE: this is a firm deadline – the penalties for non-compliance will apply immediately unless the candidate has applied for a court ordered extension.</td>
</tr>
<tr>
<td>Thursday, June 23, 2011</td>
<td>Last day for compliance audit request for December 31, 2010 reporting period. The Clerk must forward the application to the compliance audit committee within ten (10) days of receiving the application. Within thirty (30) days, the committee must consider the application and decide whether it should be granted or rejected, s.81(3) and (4)</td>
</tr>
<tr>
<td>Thursday, June 30, 2011</td>
<td>End of supplementary reporting period. NOTE: Bill 212 will only permit one six (6) month extension of the campaign period.</td>
</tr>
<tr>
<td>Before Thursday, June 30, 2011</td>
<td>If a candidate has paid over a surplus to the Clerk and subsequently incurs expenses relating to a recount, compliance audit or controverted election, the Clerk shall return the surplus to the candidate. The</td>
</tr>
</tbody>
</table>
candidate can incur expenses relating to the recount, compliance audit or controverted election. The candidate may fundraise and accept contributions. The candidate must file a financial statement for each 90 day period following the return of the surplus – the financial statement is due by 2:00 p.m. ten (10) days following the end of the ninety (90) day reporting period. This reporting will continue until:
- the amount of the surplus is reduced to zero; or
- any remaining surplus is no longer required for the expenses relating to the recount compliance audit or controverted election.
A compliance audit application may be filed within ninety (90) days of the filing date of the final financial statement under s.79.1.

| After Thursday, June 30, 2011 | If a candidate has paid over a surplus to the Clerk and subsequently incurs expenses relating to a recount, compliance audit or controverted election, the Clerk shall return the surplus to the candidate. The candidate can incur expenses relating to the recount, compliance audit or controverted election, but cannot accept contributions. The candidate must file a financial statement for each ninety (90) day period following the return of the surplus – the financial statement is due by 2:00 p.m. ten (10) days following the end of the ninety (90) day reporting period. This reporting will continue until:
- the amount of the surplus is reduced to zero; or
- any remaining surplus is no longer required for the expenses relating to the recount, compliance audit or controverted election.
A compliance audit application may be filed within ninety (90) days of the filing date of the final financial statement under s.79.1. |
| Sunday, July 4, 2011 | Last possible day for Clerk to forward an application to the compliance audit committee and provide a copy of the application to the Council, s.81(4). |
| Wednesday, August 3, 2011 | Last day for a decision by the compliance audit committee on a compliance audit request for the December 31, 2010 reporting period, s.81(5). |
| Thursday, August 18, 2011 | Last day to appeal the decision of the compliance audit committee on a compliance audit request to the Ontario Court of Justice, s.81(6). |
| Monday, August 29, 2011 | Notice by the Clerk of filing requirement for the supplementary reporting period (optional) |
| Friday, September 30, 2011 | Deadline for Supplementary Financial Filing – by 2:00 p.m. - for the reporting period ending June 30, 2011. NOTE: This is a firm deadline – the penalties for non-compliance will apply immediately unless the candidate has applied for a court ordered extension). |
| Wednesday, December 28, 2011 | Last day for compliance audit request for June 30, 2011 supplementary reporting period. The Clerk must forward the application to the compliance audit committee within ten (10) days of receiving the application. Within thirty (30) days, the committee must consider the application and decide whether it should be granted or rejected, s.81(3) and (4). |
| Friday, January 27, 2012 | Last day for a decision by the compliance audit committee on a compliance audit request for the June 30, 2011 supplementary reporting period, s.81(5). |
4. **ALTERNATIVE VOTING PROCEDURE – MAIL-IN BALLOTS OVERVIEW**

In this election, electors will receive their personal ballot package by mail. It will be mailed between September 27-30, 2010 to the mailing address listed on the Assessment Roll.

The ballot package will contain:

- a voting instruction sheet (in English)
- a ballot
- a secrecy envelope
- a voter declaration form
- and a postage prepaid return envelope in which to return the required materials to the Returning Officer.

French language voters will receive bilingual forms only on a ballot for French language school trustees.

Electors, who do not receive their personal voting package, or receive a voting package with incorrect information, must revise the Voters List in order to receive their voting package. Electors may check in person to see if they are on the Voters List or do so by calling the Municipal Office at (519) 793-3522. After September 10, 2010, electors who revise their own information on the Voters List will be issued their replacement voting package at the time they revise the list. Any person who receives a voting package addressed to another person should contact the Municipal Office to receive further information as it is against the law to exercise a vote other than your own vote.

Returned voting packages will be received daily by mail and also by drop off at the Municipality of Northern Bruce Peninsula Municipal Office. All such voting packages will be secured. Election officials will remove the secrecy envelope and voter declaration form from the return envelope and update the Voters List to show that the voter identified on the voter declaration form has cast a ballot. The secrecy envelope will then be secured.

5. **PROCEDURES**

a) **Election Officials**

The Returning Officer will delegate powers and duties to the Assistant Returning Officer, Deputy Returning Officer and Election Officials who will take an oath and be assigned such duties relating to the election as are deemed necessary by the Returning Officer.
b) **Scrutineers**

Candidates may appoint scrutineers who must swear or solemnly affirm an oath.

Scrutineers will produce a copy of their appointment, upon request, to prove they are entitled to receive a record of electors who have voted, observe the updating of the Voters List, processing of return envelopes, removal of ballots from secrecy envelopes, vote counting and recount procedures, if necessary.

c) **Access to Voters List**

In addition to those named in s.23(3)(4) and (5) as being entitled to receive the Voters List, any member of the public may inspect the Voters List at the Municipal Office commencing September 1, 2010. The Interim Revision List shall also be available for public inspection in addition to being provided to those named in s.23(3)(4) and (5).

d) **Revision of Voters’ List**

Voters List revision will take place at the Municipality of Northern Bruce Peninsula Office during normal Office hours from 8:30 a.m. to 4:30 p.m. except on Monday, October 25, 2010, when applications may be made from 8:30 a.m. to 8:00 p.m.

Commencing September 7, 2010, electors may revise information about themselves (s.24) at the Municipal Office and about others (s.25 re: deletions). The revision period shall take place from Tuesday, September 7, 2010 to Monday, October 25, 2010. Applications for deletions of another’s name from the list may not be made after September 10, 2010.

The Returning Officer and/or Assistant Returning Officer and/or Deputy Returning Officer will respond to all written, telephone and in person inquiries about entries on the list; however, a voting package will only be mailed or issued to the elector entitled to use it.

**Applications for Revision of Elector’s Own Information**

Until September 30, 2010, an elector may call the Municipal Office at 519-793-3522 to ask that the appropriate revision form be mailed for completion and return to the Municipal Office (by mail or delivered on the elector’s behalf by an agent) or go to the Municipal Office to complete and file the form. If the application is endorsed, the elector will receive his/her voting package by mail.

After September 30, 2010, the elector, or his/her agent, must attend at the Municipal Office to complete and file the form. If the application is endorsed, the elector will be issued his/her voting package at that time. A declaration has also been added to the voter declaration form.
Application for Revision of Another’s Information

A person may attend the Municipal Office at 519-793-3522 to request the removal of another’s name from the Voters List between Tuesday, September 7, 2010 and Nomination Day, Friday, September 10, 2010. The application to remove another’s name must be filed in writing. The duly authorized Election Officials will follow the procedures set out in s.25 and, if satisfied, will revise the list accordingly.

Applications for Replacement Voting Packages

If an elector on the Voters List does not receive his/her voting package by mail or if the voting package is lost or destroyed, a replacement voting package may be issued. The elector, or his/her agent, must go to the Municipal Office to obtain a replacement voting package. The Returning Officer, or the Assistant Returning Officer, will confirm that the elector is qualified, administer the oath, strike the elector’s name from the master Voters List and note that a replacement voting package has been issued, add the elector’s name to the bottom of the list and note that the elector has been issued a replacement voting package and issue the replacement voting package identifying it as such by marking the voter declaration form with “RVP” plus the initials of the issuer.

e) Voting

The procedures for voting are set out in the voter instruction sheet which accompanies a voting package. Voters, requiring technical assistance for any matter, should attend the Municipal Office or call the Municipal Office at 519-793-3522 for assistance from Election Officials only. The Municipal Office will be open for assistance during normal office hours during the election period and on Monday, October 25, 2010 from 8:30 a.m. to 8:00 p.m.

Voters will be advised to mail their return ballot by Friday, October 15, 2010 to ensure its arrival and inclusion in the count. While this is an advisory, all ballots received by mail or otherwise prior to 8:00 p.m. on October 25, 2010 will be processed.

f) Processing Prior to Voting Day

At a pre-determined time each business day, Election Officials at the Municipal Office will remove the secrecy envelopes and, using the information on the voter declaration form, strike the voter’s name from the Voters’ List of the applicable polling ward subdivision. At no time shall less than two (2) Election Officials have access to the ballot drop box, drop box/outside mail receiver or the secrecy envelopes that have been received by mail. Keys for the drop box/outside mail receiver shall be held by only the Returning Officer and Deputy Returning Officer.

Processing of secrecy envelopes will occur in the secure room known as the vault.

At a pre-determined time each business day, the Returning Officer and the Deputy Returning Officer will unlock the drop box/outside mail receiver and remove all secrecy envelopes. At that time, the Returning Officer and the Deputy Returning Officer will seal
and initial the drop box/outside mail receiver. A sign shall be affixed to the drop box/outside mail receiver during regular business hours advising that secrecy envelopes must be deposited in the ballot drop box located in the Reception Area.

At the end of each business day, the Returning Officer and the Deputy Returning Officer will remove the seals from the drop box/outside mail receiver to allow secrecy envelopes to be deposited after business hours.

Ballot boxes will be established for each poll ward subdivision within the Municipality.

The sealed secrecy envelopes will then be secured in a ballot box, sorted by poll, in batches of twenty-five (25). Election Officials will then seal and initial each ballot box. All ballot boxes will remain in the secure room known as the vault.

On Monday, October 25, 2010 at 10:00 a.m., the ballot boxes containing sealed secrecy envelopes will be unsealed by the Returning Officer or her designate and the envelopes will be slit open, but, the ballot will remain within the envelope and then the secrecy envelope will be returned to the ballot box. The ballot boxes will then be sealed and initialed by Election Officials.

This procedure will be conducted as set out in s.43 insofar as possible and scrutineers are able to be present throughout. On Voting Day, it will be repeated for those ballots delivered on the previous day and on Voting Day.

The voter declaration forms will be retained in a daily file. A separate list of persons who have voted will be prepared each day by election officials.

Each day the Election Officials will receive all return envelopes returned by mail or dropped off and secure them for processing in accordance with Appendix B.

In cases where the voter has already been removed from the list as having voted, the appropriate election officials will mark the secrecy envelope and the number, initial and record it by polling subdivision [s.52(1)] securing it with rejected envelopes.

A secrecy envelope, not accompanied by a voter declaration form and/or containing an unsigned voter declaration form and/or that has other identifiable marks, will be rejected (s.54), marked as such and kept separately in a sealed and secured box.

Similarly, those secrecy envelopes which are accepted by election officials but objected to by a scrutineer will be marked as such, numbered, initialed and recorded by the election officials but will be included with those to be counted at 8:00 p.m. on Voting Day (s.54). The total number of secrecy envelopes rejected and objected to pursuant to this paragraph will be recorded by polling subdivision.

A secrecy envelope, where the Voter Declaration Form is unsigned, will be rejected (s.54), marked as such and kept separately in a sealed and secured box.

Scrutineers are able to be present throughout this procedure.
During the processing of the ballot through vote tabulators, ballots will be rejected if they violate s.54 of the Municipal Elections Act, 1996, as amended. Please note vote tabulators will be pre-programmed to accept these ballots, but will be counted as a rejected ballot.

Any ballots received by mail or dropped off after 8:00 p.m. on October 25, 2010 WILL NOT be included in the election count.

g) Voting Day – October 25, 2010

Return envelopes must be received by 8:00 p.m. on October 25, 2010 or be dropped off at the Municipal Office by 8:00 p.m. on October 25, 2010. Electors, who are in the Municipal Office at 8:00 p.m., will be permitted to deposit their return envelopes in the secured drop box provided for this purpose.

h) Counting the Votes

At 3:00 p.m. (or earlier if numbers warrant) on October 25, 2010, the sealed ballot boxes containing secrecy envelopes only will be taken to the secure designated vote counting location where scrutineers are allowed to be present. Election Officials will open the boxes, remove the ballots from the secrecy envelopes and organize ballots in batches for processing through the optical scan tabulator system tested in accordance with the supplier’s recommended practice. Ballots will consist of twenty-five (25) ballots and each batch will be numbered in this way: “Poll #___, Batch #___”.

If a secrecy envelope contains more than one ballot, they will be retained with the envelope and dealt with as rejected during the counting.

Any damage done to a ballot during the opening or processing procedure will be noted thereon by the Election Official for the information of the Returning Officer.

If the original used ballot, in the opinion of the Returning Officer or designate, cannot properly be processed by the vote tabulator, a replacement ballot shall be prepared by the Assistant or Deputy Returning Officer by marking a new ballot only with the marks contained in the designated voting spaces on the original used ballot and the replacement shall be clearly labeled “replacement” and given a number indicating what batch, poll number and vote tabulator will be used to process this ballot and this information shall also be recorded on the original used ballot.

The replacement ballot shall be substituted for the original used ballot and then tabulated by the vote tabulator.

The original used ballot being replaced shall be placed in a sealed envelope by the Returning Officer or designate and will be retained with the balance of ballots for that batch and secured in the respective ballot box at the end of the count.
The Returning Officer, or designate, shall maintain a list of ballot boxes tabulated by each vote tabulator being used.

After the completion of ballot processing by the optical scan tabulators, the ballots will be counted by calculating a tabulator total. The Assistant and Deputy Returning Officer will then follow the procedures for completing the Statement of Results in Handling the Election Materials as set out in s.55(1) and (2). The Statement of Results, once completed, will be signed by the Assistant or Deputy Returning Officer and, if desired, initialed by any candidate or scrutineer present for the count and be forwarded to the Returning Officer for tabulation.

As soon as possible, Election Officials will then follow the procedures for completing the Statement of Results in handling the elections materials as set out in S.55(1) and (2). The Returning Officer will then unofficially determine the results and declare the unofficial results as soon as possible and post said unofficial results on the Municipal website as well as within the Municipality’s Council Chambers.

Results for the four school boards shall be forwarded by facsimile transmission at the close of the count to Dawn McAlpine, City of Barrie, (705)

**The results displayed shall be unofficial.**

i) **Post Election**

The election staff will verify the unofficial results by checking the Assistant and Deputy Returning Officers’ statements for accuracy. They will then prepare the official results for declaration by the Clerk on Tuesday, October 26, 2010 at 12:00 noon.

The election staff will produce polling subdivision results for distribution.

j) **Authority of Returning Officer**

The Clerk, as Returning Officer, is responsible for conducting elections. Unless otherwise provided, the Clerk has broad discretionary authority to determine the form and method of communication for notices, forms and other information under the Act. In accordance with the Municipal Elections Act, 1996, as amended, the Clerk may vary these procedures from time to time as deemed appropriate.

(k) **Emergencies**

It is impossible to predict if an emergency will occur, and if so, to what extent the conduct of the election will be affected. In the event of an emergency, the Clerk may, in accordance with Section 53 of the Act, declare an emergency and make such arrangements as are considered necessary for the conduct of the election.
APPENDIX A

Storage of Ballots and Election Material during Election Period

General

Utilization of a mail-in ballot process necessitates the storage of cast ballots, the master voters list and replacement voting packages in a secure location. For the purpose of the Municipality of Northern Bruce Peninsula 2010 Election, the secure room, known as the vault, will be utilized for the storage and processing of returned ballot packages, secrecy envelopes, ballot box storage and replacement voting packages prior to counting and the secure room, known as the back Committee Room, will be used for ballot scanning and counting on voting day only.

Storage of Items Requiring Security

The following items shall be secured during the election period:

- Ballot Boxes
- Drop Ballot Box
- Replacement Voting Packages
- Master Voters’ List
- Vote Tabulators/Programs

During the election period beginning Monday, September 27, 2010 through to Monday, October 25, 2010, all items noted in the preceding paragraph will be kept in the secure room known as the vault. Entry to the vault requires two individuals being one staff person and one witness. A log must be completed by those parties entering the secure room known as the vault during the election period. Said log will record the names of the parties entering, dates and times of entry and exit.

1. The Master Voters List will be kept in the vault and may be removed on a daily basis for updates and revisions. As well, the Master Voters List will be given to the Election Officials to remove the names of those who have voted.

2. Ten (10) replacement voting packages will be placed in the vault at the beginning of each day for issuance to qualified electors by the Returning Officer or the Assistant/Deputy Returning Officer.

3. The Ballot Drop Box located at the Municipal Office will be kept behind the front counter in the Reception Area during regular Office hours and will be returned to the secure room known as the vault at close of each business day.

Storage of Additional Election Items

Additional election materials will be kept in the Clerk’s Office or an alternate location as determined by the Returning Officer.
APPENDIX B

Procedure for Processing Secrecy Envelopes

MAILED SECRECY ENVELOPES

Mail is delivered to the Municipal Office each business day normally no later than 1:00 p.m. The Deputy Returning Officer shall, in plain view, sort out secrecy envelopes for processing and place them in a tray for this purpose. The Deputy Returning Officer, accompanied by either the Returning Officer or the Assistant Returning Officer, will place these trays in the secure room known as the vault.

PROCEDURE BY ELECTION OFFICIALS

At a predetermined time each day, at least two (2) Election Officials will attend the vault to process secrecy envelopes. The Master Voters List will be handed to the Assistant/Deputy Returning Officer. The Deputy Returning Officer, accompanied by either the Returning Officer or the Assistant Returning Officer, will enter the secure room and process the secrecy ballots. All processing will take place in this area. Scrutineers and candidates will be allowed to observe the processing of the return envelopes in this area. Election staff will take any necessary oaths from those present.

The return envelopes will be sorted by poll. Each return envelope will be opened by the Election Officials. The Election Officials will remove the voter declaration form and secrecy envelope from the return envelope. The Election Officials will identify the voter and poll from the voter declaration form and also confirm that the voter declaration form is properly signed. At this time, the Election Officials will remove the name from the Master Voters’ List.

The Election Officials will then place the poll number on the secrecy envelope and initial the envelope. The secrecy envelopes, in their appropriate poll, will be placed in batches of twenty-five (25). The batched secrecy envelopes shall be placed in ballot boxes for the designated poll. When a ballot box is considered full by the Returning Officer, it shall be closed, locked and sealed until it is re-opened for processing as established within the procedures. Partially filled poll ballot boxes shall be closed, locked and sealed until the commencement of processing the next day. Those present shall be given the opportunity to sign or initial any seals on any ballot box. Voter declaration forms that have been processed will be made available for candidates and scrutineers to review or update their polling lists, if desired.

DROPPED OFF RETURN ENVELOPES

Return envelopes may be brought to the Municipality of Northern Bruce Peninsula Municipal Office. Return envelopes are to be placed immediately in a secure receptacle place on or near the front counter. The receptacle shall be clearly marked as a drop box for return ballots in their return envelopes containing the secrecy envelope and the voter declaration form. Election staff shall monitor its use and request placement of contents in a secure location as often as necessary. The contents of the drop box will be processed daily with the mailed return
envelopes. Election Staff shall ensure that the drop box is placed in the vault at the end of every day

**NOTE:** Alternates may be used in place of those named as determined by the Returning Officer.
APPENDIX C

Procedures for Scrutineers

GENERAL

Scrutineers and candidates will be able to review the log sheets for access to the secure room.

A candidate may appoint scrutineers to represent him or her during the processing and at the counting of the votes, including during a recount.

The appointment of a scrutineer shall be in writing if made by a candidate or applicant for a recount.

A scrutineer shall, on request, show proof of his or her appointment to the Election Official in charge of return envelope and secrecy envelope processing or of a place where votes are being counted.

Scrutineers may be present when return envelopes, secrecy envelopes or ballots are being processed and when the votes are being counted. The scrutineers that may be present include:

- One scrutineer appointed for each certified candidate for each processing or counting area (in this situation the number of scrutineers who may be present is reduced by one while the candidate who appointed them is present).
- There are no age or relation to the candidate restrictions relative to the appointment of scrutineers.
- The appointment of the scrutineer must be in writing on the Clerk’s prescribed form.

RIGHTS OF SCRUTINEERS (including candidates)

- to be present during all processing and counting of return envelopes, secrecy envelopes and ballots
- to inspect the ballot boxes and the ballots and other papers, forms and documents relating to the vote (but not so as to unduly delay processing)
- to place a seal on a ballot box at the conclusion of processing each day
- to examine each ballot as votes are counted (but not to touch the ballot)
- to object to a return envelope, secrecy envelope or a ballot or the counting of votes in a ballot
- to sign the statement of results prepared by the Assistant/Deputy Returning Officer
- to place a seal on the ballot box after the counting of the votes when the Assistant/Deputy Returning Officer seals the box
- a scrutineer may object to a ballot or to the counting of some or all votes in a ballot on the grounds that the ballot or votes do not comply with the prescribed rules. The Assistant/Deputy Returning Officer alone shall decide all objections.
- please note the following Section 52(3) of the Act regarding the marking of ballot:
Please note the following Section 52(3) of the Act re Ballot Marking. Also note changes re: mail-in voting. Electors receive ballots in the mail, not from the Deputy Returning Officer.

**s. 52(3) Ballot – marking**

On receiving the ballot from the Deputy Returning Officer, the elector shall,

(a) make a cross or other mark on the ballot, within the space designated for the marking of the ballot to the right of the name of each candidate for whom the elector wishes to vote (or, in the case of a by-law question, to the right of the answer for which he or she wishes to vote);
APPENDIX D

PROCEDURES - Counting Ballots
Designated Assistant/Deputy Returning Officer & Election Officials

Proceedings at a counting location/secure room are under the direction of the Returning Officer, or persons designated by the Returning Officer, and no other person shall touch any ballot or interfere in the proceedings in any way. At NO time during the process should the ballot box or ballots be left unattended by the duly appointed persons.

At 3:00 p.m., (or earlier if numbers warrant), on October 25, 2010, the sealed ballot boxes containing secrecy ballot envelopes will be removed from the locked area of the secure room and taken to the secure designated vote counting locations where scrutineers are allowed to be present. The room will then transform into a lock down state.

Election Officials will be assigned a specific vote tabulator to process ballots.

The Returning Officer, or designate, shall maintain a list of ballot boxes tabulated by each vote tabulator being used.

Election Officials will open the ballot boxes, one at a time, remove the ballots from their secrecy ballot envelopes and organize ballots for processing through the optical scan tabulator system tested in accordance with the supplier’s recommended practice. Ballots will remain in their specified number per batch.

Any damage done to a ballot during the opening procedure will be noted thereon by the Election Official for the information of the Returning Officer, or designate, and placed at the top of the respective batch.

The Assistant/Deputy Returning Officer shall receive the ballot box, from the Election Official. The ballot box will contain only the ballots in the prescribed number per batch containing the maximum number allowed.

The Assistant/Deputy Returning Officer will then remove one batch at a time from the individual ballot box and then check the front to determine if the Election Officials noted questionable or damaged ballots and if so, proceed as prescribed.

s.54(4) Duty of Deputy Returning Officer

The Deputy Returning Officer shall,

(a) decide all objections;

(b) establish a list in which the objections are summarized and individually numbered; and
(c) write the number of each objection on the back of the relevant ballot and initial the number.

A corresponding list is provided to record the same number and summarize the objection.

If the original used ballot, in the opinion of the Returning Officer or designate, cannot properly be processed by the vote tabulator, a replacement ballot shall be prepared by marking a new ballot only with the marks contained in the designated voting spaces on the original used ballot, and the replacement shall be clearly labeled “replacement” and given a number indicating what batch and vote tabulator to be used to process and this information shall also be recorded on the original used ballot.

The replacement ballot shall be substituted for the original used ballot and then tabulated by the vote tabulator.

The original used ballot being replaced shall be placed in a sealed envelope by the Returning Officer or Election Official and will be retained with the balance of ballots for that batch and secured in the respective ballot box at the end of the count.

Once all ballots in the batch have been verified as good ballots by the Assistant/Deputy Returning Officer, she will place the batch in the vote tabulator for scanning and counting.

Ballots will be rejected if they violate s.54(2) of the Municipal Elections Act, 1996, as amended. Please note vote tabulators will be pre-programmed to accept these ballots, but count as a rejected ballot.

The following excerpt of rules from the Municipal Election Act shall be applied in counting the ballot faces:

s.54(2) Rejection of Ballots

The Deputy Returning Officer shall reject from the count all ballots and votes in a ballot that do not comply with the prescribed rules.

Prescribed rules - Appendix 'A', O.Reg. 101/97, s. 3 provides that for the purpose of subsection 54 (2) the Deputy Returning Officer shall reject from the count,

(a) all votes in a ballot, if the ballot,

(i) was not supplied by the Deputy Returning Officer, or

(ii) contains writing or marks that may identify the elector, or is torn, defaced or otherwise dealt with
by the elector in a way that may identify him or her;

(b) all votes in a ballot for an Office, if votes have been cast for more candidates for the Office than are to be elected;

(c) all votes in a ballot on a by-law, if votes have been cast for both the affirmative and negative on the by-law

(d) all votes in a ballot on a question, if votes have been cast for more than one answer on the question

(e) any vote in a ballot, if the vote is not marked inside the space provided for marking the ballot.

When the tabulator has completed its scan and count, read tabulator counter and note on both travelers, check processor count = tabulator count, complete paper work, accept batch and send to pre-certified sector of database.

After the completion of ballot processing by the optical scan tabulators, the ballots will be counted by calculating a tabulator total. The Deputy Returning Officers will then follow the procedures for completing the Statement of Results in Handling the Election Materials as set out in S.55(1) and (2). After completion of the Statement of Results, place all materials in Ballot Box, except the original statements. You will then reseal and lock the Box. The Statement of Results, once completed, will be signed by the Assistant/Deputy Returning Officer and, if desired, initialed by any candidate or scrutineer present for the count and be forwarded to the Returning Officer for tabulation.

The Returning Officer will then determine the results and declare the unofficial results as soon as possible.

As soon as possible results will be posted on the Municipality’s website and within the Municipality’s Council Chambers. Results will be e-mailed to any press that previously requested the same. **The results displayed shall be unofficial.**
APPENDIX E

Replacement Voting Packages

Replacement voting packages will only be available at the Municipality of Northern Bruce Peninsula Municipal Office.

If an elector on the Voters’ List does not receive his/her voting package, or if the ballot package is lost or destroyed, a replacement package may be issued. The elector, or his/her agent, must attend at the Municipal Office to obtain a replacement voting package. A form must be signed by the elector prior to issuance of a replacement voting package. The Returning Officer will confirm that the elector is qualified, administer the oath, strike the elector’s name from the Voters’ List and note that the replacement voting package has been issued, add the elector’s name to the bottom of the list and note that the elector has been issued a replacement voting package and issue the replacement voting package identifying it as such by marking the voter declaration form with “RVP” plus the Returning Officer’s or Assistant Returning Officer’s initials.

SECURITY PROCEDURES

All replacement voting packages shall be secured. A separate box for this purpose shall be maintained.

A designated Election Official shall be responsible for monitoring the inventory. The Election Official shall ensure that the packages issued, plus remaining inventories, equal totals received at all times by producing a daily balance.

A list of names shall be maintained showing the name and address of each person who has received a replacement voting package and the Master Voters’ List shall be updated in accordance with the established procedures.

The Returning Officer and the Assistant/Deputy Returning Officer shall ensure that a form is filled out for each individual for whom a replacement voting package is issued. The elector shall also sign a declaration on this form attesting to the fact that he/she is:

1) a qualified elector;
2) not in receipt of his/her voting package; or,
3) was in receipt of their voting package but it has been either lost or destroyed; or,
4) was not on the Master Voters’ List and as such shall additionally be processed as an addition to the Master Voters’ List.

The completed replacement voting package forms shall be kept in the custody of the Returning Officer.
APPENDIX F

Forms

As prescribed, required for the purposes of conducting the 2010 Municipal Election and as approved by the Ministry of Municipal Affairs and Housing.

Any other form as determined and established by the Clerk.
APPENDIX G

Procedures for Secure Rooms

GENERAL

All Election Officials entering the secure room(s) are required to sign a log noting date and time of entry. Entry shall only be by two (2) persons at any time (ie. there shall not, at any time, be only one person in the secure room).