

MUNICIPALITY OF ARRAN-ELDERSLIE

Municipal Election 2018 – Vote by Mail Municipal Clerk's Procedure and Rules

1. ELECTION PERSONNEL:

- a) The Clerk is responsible to run the municipal election, establish the procedures and rules and to interpret the procedures and rules, except as varied by a court.
- b) The Clerk may appoint in writing, Deputy Returning Officers (DRO's) and such other officials as required to assist the administration, management, security and control of the Vote by Mail election system.
- c) Written appointment and delegation of duties of DRO's and election officials shall include the authority to require any person to furnish proof of identity or qualifications pursuant to the Municipal Elections Act, 1996, as amended.

2. NOTICES:

- a) Notice of Nomination shall be published in the Owen Sound Sun Times and posted on or before May 1st, 2018. The Nomination period runs from May 1st, 2018 to Nomination Day on July 27th, 2018 at 2:00 PM.
- b) Notice of Revision to the Voters List is to be published in the Owen Sound Sun Times and the list posted on or before September 4th, 2018. The revision period runs from Tuesday September 4th, 2018 to the close of voting on October 22nd, 2018 at 8:00 PM.
- c) Notice of Election to be published in the Owen Sound Sun Times and posted before Monday September 24th, 2018.

3. REVISION OF VOTERS LIST PROCEDURE:

- a) The period for revisions to the voters list is from Tuesday September 4th, 2018 until the close of voting on October 22nd, 2018 at 8:00 PM. Persons, upon application in writing on the prescribed form to the Clerk, may have their name added, removed or information added or amended on the voters list.
- b) Applications to remove another person's name from the Voters' List must be made in writing on the prescribed form to the Clerk from the period of Tuesday September 4th, 2018 until October 22nd, 2018 at 8:00 PM.

- c) Revisions to the Voters' List will be conducted at the Municipality of Arran-Elderslie Municipal Building during regular office hours Monday to Friday 8:30 AM to 4:30 PM except as varied in paragraph a) and b).
- d) Electors added to the Voters' List up to September 12th, 2018 will receive their Vote by Mail kit by mail from DataFix.
- e) Electors added to the Voters List after September 12th, 2018 may pick up a Vote by Mail Kit at the Municipality of Arran-Elderslie Municipal Building after October 1st, 2018 and up to October 22nd, 2018 at 8:00 PM. These electors will have the option of returning their ballot no later than 8:00 PM on Voting Day October 22nd, 2018 or conducting their vote at a secure location at the Municipality of Arran-Elderslie Municipal Building.

4. VOTING PROCEDURE:

- a) The Municipality, in conjunction with DataFix, will provide a Vote by Mail Kit to every person who qualifies to be an elector up to the close of voting on October 22nd, 2018 at 8:00 PM.
 - The Vote By Mail Kit shall consist of:
 - Voting instruction sheet
 - A composite ballot
 - Ballot Secrecy Envelope (coded with the poll number)
 - Voter declaration form
 - Outer return envelope (yellow) with prepaid postage
 - Such other necessary material as the Clerk determines
- b) The Clerk through DataFix from September 21st to September 24th, 2018 shall cause to be mailed to every elector who had qualified to be on the Voters' List by September 12th, 2018, a Vote by Mail Kit to the elector's address as shown on the Voters List.
- c) The Clerk shall provide for pick up at the Municipality of Arran-Elderslie Municipal Building, a Vote by Mail Kit to every person qualified to be on the Voters' List who has been added to the list after September 12th, 2018 to October 22nd, 2018 at 8:00 PM.
- d) Upon receipt of the Vote by Mail Kit, the voter shall complete the ballot, place it in the inner ballot secrecy envelope and seal the envelope. The voter shall complete the Voter Declaration form and place it along with the sealed ballot secrecy envelope, in the yellow prepaid business reply envelope. If a voter requires assistance in voting, he/she shall make their mark (i.e. an "X") on the signature line and have a witness sign in the signature area of the Voter Declaration Form. The yellow prepaid business reply Return Voting Envelope may

be mailed or delivered to the Municipality of Arran-Elderslie Municipal Building. Return voting envelopes mailed in Canada are prepaid.

- e) In addition to using the Mail, electors may deposit their Return Voting Envelope directly with the Clerk at the Municipality of Arran-Elderslie Municipal Building before 8:00 PM on October 22nd, 2018.
- f) The final day to deposit the return voting envelope in the mail to ensure delivery to the Clerk is Friday October 12th, 2018. Following this date, voters are encouraged to deposit their return voting envelope at the Municipality of Arran-Elderslie Municipal Building.
- g) Return voting envelopes deposited in the mail drop off box at the front door of the Municipality of Arran-Elderslie Municipal Building at 1925 Bruce Road 10, Chesley, will be considered mailed.
- h) If a qualified elector does not receive a Vote by Mail Kit or if the kit is lost or destroyed or if the ballot has been incorrectly marked, a replacement kit will be provided. The elector must attend the Municipality of Arran-Elderslie Municipal Building and take an appropriate oath. It shall be noted on the Voter List that a replacement kit was issued.
- i) A separate Return Voting Envelope will be provided to each individual elector. Any return voting envelope which contains more than one voter declaration form or more than one inner ballot envelope shall be treated in the following manner.
 - i) Envelopes containing equal numbers of Ballot Secrecy Envelopes to Voter Declarations will be counted.
 - ii) Return envelopes containing more Ballot Secrecy Envelopes to voter declaration forms or more voter declaration forms to ballot envelopes will be rejected.
 - iii) Return envelopes containing a voter declaration form which has not been signed shall be rejected. However the Clerk may attempt to contact the elector and provide them with an opportunity to sign the declaration form in order for their vote to be counted.
 - iv) Return envelopes not containing a voter declaration form will be rejected. However the Clerk may open the Secrecy Envelope in such a way as to conceal the secrecy of the ballot in order to determine if the voter declaration form is enclosed therein.

- j) An Advance Poll will run continuously from the time the ballots are mailed out by Canada Post to 9:59 a.m. on October 22nd. Mailed ballots must reach the Municipal office by 8:00 p.m. October 22nd or may be dropped off at the Municipality of Arran-Elderslie Administration Office. A voting station will be provided in the Municipal Administration Office for those voters who wish to mark their ballots at the Administration Office. The procedures for voting are set out in the voter instructions which accompanies the ballot package.
- k) From Tuesday October 9th, to Monday October 22nd, Monday to Friday after 1:00 PM each day or as when return envelopes are being received at the Municipality of Arran-Elderslie Municipal Building, either by mail, in person or in the drop off box, the Clerk or designate(s) will remove the sealed Inner Ballot Secrecy Envelope and voter identification form and update the voters list by scanning the bar code on the voter identification form or manually entering the information on the voters list. The Secrecy Envelopes will be placed in groupings of 25. The Ballot Secrecy Envelopes will then be opened in such a way as to conceal the secrecy of the ballot. The return envelopes in grouping of 25 shall then be placed in Ballot boxes for their designated Ward. When a Ballot box for a Ward has 250 ballots, it shall be closed, locked and sealed until its counting on October 22nd at 8:00 p.m. Partially filled Ballot Boxes shall be closed, locked and sealed until the commencement of the next day's processing. Those present shall be given the opportunity to sign or initial any seals on any Ballot box.
- l) Sealed Ballot Boxes will kept in a secure storage area at the Municipality of Arran-Elderslie Municipal Building under the control of the Clerk or designate.
- m) A Master Voters List containing deletions, amendments and additions, along with those persons who have voted to date and those persons who have been issued replacement ballots will be maintained by the Clerk. This list may be inspected at any time during regular working hours and on October 22nd, 2018 up to 8:00 PM.
- n) On October 22nd, 2018 before the polls close, the locked and sealed ballot boxes will be transported by election officials to the Vote Counting Area.

5. COUNTING PROCEDURES:

- a) The Chesley Community Centre is established as the Vote Counting Centre. Only the Clerk, DRO's, appointed election officials, certified candidates and or their authorized scrutineer's will be permitted in the Vote Counting Centre. A media room will be made available at the Municipality of Arran-Elderslie Municipal Building Council Chambers were the results of the voting will be posted as known.

- b) The doors to the Vote Counting Centre will be locked at 6:00 PM on October 22nd, 2018 and only election officials will be allowed to enter thereafter. Access to the Municipality of Arran-Elderslie Municipal Building Media room will be available after 8:00 PM on October 22nd, 2018. Candidates and Scrutineer's leaving the Vote Counting Centre before 6:00 PM will not be permitted to return.
- c) Cell phones or other electronic devices will not be permitted in the Vote Counting Area other than as may be required by election officials. Candidates and or their Scrutineer shall not interfere with the vote count in any manner.
- d) No campaign material will be allowed within the Vote Counting Centre.
- e) Prior to 6:00 PM on October 22nd, 2018 the secrecy ballots received by the Clerk to the time of delivery will be delivered by election officials in the secured ballot boxes to the Vote Counting Centre. Ballots received at the Municipal Office after the initial ballot transfer and prior to the close of voting on October 22nd, 2018 at 8:00 PM will be counted by the Clerk or designate at the Municipal Office and shall be added to the vote count. Candidates or their designed Scrutineer will be allowed to view the sealed ballot boxes prior to the vote count at the Vote Counting Centre.

After the polls close on October 22nd, 2018 the ballots will be removed from the Secrecy Ballot Envelopes by the election officials and counted and the statement of results undertaken.

- f) The DRO and election official shall count the ballots in the following applicable order:
 - Mayor
 - Deputy Mayor
 - Councillor
 - English Language Public School Trustee
 - English Language Separate School Trustee
 - French Language Public School Trustee
 - French Language Separate School Trustee
- g) Any part of any ballot rejected shall not invalidate the remainder of the ballot except if there are identifying marks, the entire ballot shall be rejected
- h) After the completion of the count, an original statement of results shall be completed and signed by the DRO and election official and if desired, initialed by any candidate or scrutineer present for the count, and returned to the Clerk.

- i) Once all ballots have been counted, the ballots will be secured in the ballot box, and the ballot boxes sealed and returned to the secured storage area.

6. REJECTION OF BALLOTS AT THE VOTE COUNTING AREA

- a) In addition to rejecting cast ballots for violations of the Municipal Election Act 1996, as amended, the following conditions will also cause a ballot to be considered rejected.
 - i. If, in opening the secrecy envelope at the Vote Counting Area, the envelope contains more than one ballot, the ballots are rejected.
 - ii. If, in opening the secrecy envelope at the Vote Counting Area the envelope contains no vote, it will be counted as a decline to vote ballot.

7. TABULATION PROCEDURES:

- a) Tabulation of the original statements of results will be conducted by the Clerk at the Municipality of Arran-Elderslie Municipal Building.
- b) Tabulation of results for each elected position will be calculated as the information is received by the Clerk from the Deputy Returning Officer's at the Vote Counting Area. The running totals of the vote count for all municipal positions to be elected will be posted at the Municipality of Arran-Elderslie Municipal Building. School Trustee results will not be posted but will be forwarded to the appropriate Returning Office for their reporting.
- c) The results forwarded to the Clerk from the Deputy Returning Officer's are unofficial.
- d) As the duplicate copies of the original statement of results from each Deputy Returning Officer are received, these results will be tabulated and once certified by the Clerk, will be the official election results.

8. ANNOUNCEMENT OF THE RESULTS:

- a) Unofficial results of the vote counting will be posted at the Municipality of Arran-Elderslie Municipal Building.
- b) The Official election results will be posted at the Municipality of Arran-Elderslie Municipal Building by 4:30 PM on Tuesday October 23rd, 2018.

9. SECURITY OF THE BALLOT PRIOR TO VOTING:

- a) Ballots will be printed under the supervision of DataFix and the number of ballots printed will be forwarded to the Clerk.
- b) DataFix will mail a ballot kit to each person identified on the Revised Voters List as of September 12th, 2018 and this number of ballots used will be forwarded to the Clerk.
- c) In addition to the Vote by Mail kits mailed by DataFix, the Clerk will receive approximately three hundred (325) blank Vote by Mail kits.
- d) The number of blank Vote by Mail kits distributed by the Clerk to persons qualifying to be voters after September 12th, 2018 and before 8:00 PM on October 22nd, 2018 will be recorded by the Clerk or designate.
- e) If the Clerk runs out of ballots printed by DataFix, he/she may photocopy as many ballots as he/she deems necessary and place his initials upon the back of such ballots. The number of ballots copied will be recorded.

10. SECURITY OF THE BALLOT AFTER THE VOTE:

- a) Upon receiving the prepaid yellow return envelope by mail, in person or from the drop off box at the Municipality of Arran-Elderslie Municipal Building, the envelope will be opened and upon being verified, the opened secrecy ballot envelope will be stored in a locked ballot box. The number of ballots entered into each ballot box each day will be recorded.
- b) The locked ballot boxes once sealed by the Clerk will be transported to the Vote Counting Centre by election officials before 6:00 PM on Monday October 22nd, 2018 and the sealed boxes will be opened after 6:00 PM and the ballots counted.
- c) After the count, the ballots and the duplicate original statement of results will be placed into the locked ballot boxes and the ballot boxes will be sealed and returned to the Clerk.

11. FORM OF BALLOT:

- a) The form of ballot will be a "Composite Ballot".

12. SCRUTINEERS:

- a) Each candidate may appoint, in writing, scrutineers to be present during the voting which will take place at the Municipality of Arran-Elderslie Municipal Building, and during the counting of ballots at the Vote Counting Centre. At the Vote Counting Centre, a scrutineer, representing a candidate, may be present at each ballot counting table to oversee the count. Only one candidate or their scrutineer may be present at one time at each of the ballot counting tables.
- b) All scrutineers must comply with the procedures that are set out on their Appointment form.

13. EMERGENCIES:

- a) In the event of any condition, or any emergency, or any circumstance that will undermine the integrity of the election, the Clerk has the discretion to declare an emergency and make any arrangements he/she deems necessary for the conduct of the election.

14. AMENDMENTS TO THIS DOCUMENT:

- a) The Clerk at any time has the right to amend this document to facilitate the vote, vote count, tabulation of the votes and security.
- b) The Clerk's ruling on any interpretation of this document is final.

Peggy Rouse, Clerk for the Municipality of Arran-Elderslie

2017/10/17