

TOWNSHIP OF EAST ZORRA-TAVISTOCK

**MUNICIPAL ELECTION
OCTOBER 27, 2014**

**PROCEDURES FOR THE 2014 MUNICIPAL ELECTION
AND
ALTERNATIVE VOTING METHOD - VOTE BY MAIL**

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I. INTRODUCTION

- 1.1 The 2014 Municipal Election will be held on Monday, October 27, 2014.
- 1.2 The Council of the Corporation of the Township of East Zorra-Tavistock enacted By-law No. 2014-14 on April 2, 2014, authorizing the use of Vote By Mail as an alternative voting method for the 2014 Municipal Election. Section 42(5) of the *Municipal Elections Act, 1996* provides that when a by-law authorizing the use of an alternative voting method is in effect, Section 43 (advance votes) and Section 44 (voting proxies) apply only if the by-law so specifies. Pursuant to By-law 2014-14, Council has authorized the elimination of advance voting and proxy voting other than Ballot Return Station.
- 1.4 Section 42(3) of the *Act* requires that the Clerk establish procedures and forms for the use of any alternative voting method; and that a copy of such procedures and forms be provided to each candidate. The purpose of this document is to establish procedures for the use of the Vote By Mail method that is consistent with the principles of the *Municipal Elections Act, 1996*. It is noted that the Clerk, in the role of Returning Officer, may need to vary from these prescribed rules, or develop additional ones, from time to time if necessary.
- 1.5 This alternative voting method is used to ensure that every eligible voter has an opportunity to exercise his/her right to vote. It is anticipated that designated Election Officials, candidates, voters and all other stakeholders will work together to ensure the integrity of the system.
- 1.6 Procedures and forms have been developed for this alternative voting procedure, as required by s.42(3)(a), and will be revised as necessary.
- 1.7 The Clerk may at any time, up to and including Voting Day, amend the procedures contained herein. A copy of any amendment will be forwarded to each candidate.
- 1.8 With respect to matters of policy and procedures for alternative voting methods and vote-counting equipment, the Clerk's decision is final.
- 1.9 Questions regarding the procedures are welcome. For more information, please drop by the Municipal Office during regular business hours or call 519-462-2697.

2. KEY DATES FOR 2014 MUNICIPAL ELECTION

Item	MEA Reference	Date or Time Period
Nomination Period	(s.33(4))	January 2 - September 11, 2014
Nomination Day	(s.31)	September 12, 2014 (9:00 a.m. – 2:00 p.m.)
Alternative Voting Method Procedures	(s. 42(3)(4))	On or Before June 2, 2014
Voter's List Produced	(s.23(2)(a))(s.65(4))	On or before September 2, 2014
Certification of Nominations	(s.35(5))	Before 4:00 p.m. on September 15, 2014
Revision Period for Voters List	(s.24 (1))	September 2, 2014 - October 27, 2014
Voting Kits mailed to electors	Not Applicable	On or about September 29, 2014
Last Date for Guaranteed Mail-back	Not Applicable	October 17, 2014
Voting Day	(s. 5)	October 27, 2014
Official Declaration of Votes	(s.55(4)(a))	October 28, 2014

3. DEFINITIONS

“ASSISTANT RETURNING OFFICER” shall mean the Deputy Clerk of The Corporation of the Township of East Zorra-Tavistock with responsibility for ensuring that the election is conducted fairly in accordance with legislative requirements and established procedures.

“BALLOT BOX” shall mean a sealed box secured at the Municipal Office, in which ballots are kept in advance of the close of polls.

“BALLOT RETURN STATION” shall mean a voting place under the general supervision of a designated Election Official where electors, who prefer to deliver or have delivered their completed ballots, may deposit their ballots directly into the care of the Clerk or designated Election Official rather than forwarding their ballots by mail.

“CLERK” shall mean the Clerk of The Corporation of the Township of East Zorra-Tavistock.

“CLOSE OF VOTING” shall be 8:00 p.m. Eastern Standard Time on October 27, 2014.

“CONTINUOUS DROP BOX LOCATION” shall mean

- a) the box available inside the Municipal Office at 90 Loveys St E, Hickson, Ontario for the drop off of Return Envelopes during regular office hours except on Voting Day, when the office will be open from 8:30 a.m. to 8:00 p.m.; and
- b) the mail slot available on the outside of the Municipal Office located at 90 Loveys St E, Hickson, Ontario for the drop off of Return Envelopes anytime, 24 hours a day, 7 days a week until 8:00 p.m. on Voting Day

“COUNCIL” shall mean the Council of The Corporation of the Township of East Zorra-Tavistock.

“COUNTING LOCATION” shall mean the Activity Room of the Hickson Central School, 161 Loveys St E, Hickson, Ontario.

“COUNTING STATION” shall mean the division of each Ward for ballot counting purposes. Dependent on the number of votes received, it is desirable that Election Officials would be responsible for processing approximately 500 ballots only.

“DATAFIX” shall mean the company secured to provide Voters List management and the production of the voters kits for the 2014 Municipal Election.

“DEPUTY RETURNING OFFICER” shall mean a person appointed by oath to carry out the counting of votes in a ballot box and other duties as may be delegated by the Returning Officer and for ensuring that the election is conducted fairly in accordance with legislative requirements and established procedures.

“DROP BOX” shall mean the sealed box in which Return Envelopes and Secrecy Envelopes are placed by persons delivering their ballots in person to either the Continuous Drop Box Location or other Ballot Return Station.

“ELECTION ASSISTANTS” shall mean the persons appointed by the Clerk to assist with opening of the Secrecy Envelopes on Voting Day. These persons shall also act as Election Officials when the actual counting begins, as they must be sequestered once they begin opening the Secrecy Envelopes.

“ELECTION OFFICIAL” shall mean a person, appointed by the Clerk, with responsibility to assist in the administration of the election process and for ensuring that the election is conducted fairly in accordance with legislative requirements and established procedures.

“LAST DATE FOR GUARANTEED MAIL” shall mean the date that is guaranteed for the return of voting packages deposited in mail boxes anywhere in Canada.

“MUNICIPAL OFFICE”, unless otherwise specified, shall mean the Township of East Zorra-Tavistock Municipal Office located at 90 Loveys St E, Hickson, Ontario.

“NOMINATION DAY” shall mean Friday, September 12, 2014 between the hours of 9:00 a.m. and 2:00 p.m.

“PROCESSING ROOM” shall mean the Council Chambers at the Municipal Office, 90 Loveys St E, Hickson, wherein Return Envelopes will be processed under the control of the Clerk or designated Election Official. Candidates, or their scrutineers, have the right to be present during all processing and counting of Return Envelopes, Inner Ballot Secrecy Envelopes and ballots.

“REPLACEMENT VOTING KIT” shall mean a set of documents which consists of: a Voting Instruction Sheet with detachable Voter Declaration Form, a Ballot(s), a Ballot Secrecy Envelope; a Return Envelope with prepaid postage, and such other necessary material as the Clerk or designated Election Official determines to replace a Voting Kit that has been lost or destroyed.

“RETURN ENVELOPE” shall mean a prepaid postage envelope addressed to the Municipal Office that should contain both a Voter Declaration Form and a Ballot Secrecy Envelope containing one (1) ballot and is either returned by mail to the Municipal Office or is dropped off at the Ballot Return Station.

“RETURNING OFFICER” shall mean the Clerk of The Corporation of the Township of East Zorra-Tavistock with responsibility for ensuring that the election is conducted fairly 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.

“SECURED ROOM” shall mean the vault located in the Municipal Office, 90 Loveys St, Hickson, wherein election materials will be stored under the control of the Clerk or designated Election Official.

“SEQUESTERED” shall mean the period of time after 6:00 p.m. on Voting Day during which Election Officials designated in Section 20, as well as any candidate or their appointed scrutineers are at the Counting Location. The Counting Location shall be secured and personnel sequestered from 6:00 p.m. until all ballots are counted and successful tallies determined.

“VALID MARK” shall mean a mark made by marking an X in the designated box beside a candidate’s name, or a mark which clearly states the voter’s intention, provided there are no means by which to identify the voter. The Deputy Returning Officer shall have the final decision on whether or not the mark is counted.

“VOTE BY MAIL” shall mean the alternative voting method authorized by the Council to conduct the 2014 Municipal Election in the Township of East Zorra-Tavistock.

“VOTER DECLARATION FORM” shall mean the slip included in the Voting Kit upon which the voter must sign to declare his or her eligibility to vote in this election.

“VOTERS LIST” shall mean a list showing all eligible electors within the Township of East Zorra-Tavistock, as provided by the Municipal Property Assessment Corporation (MPAC) and revised by the Returning Officer or Assistant Returning Officer pursuant to the provisions of the *Municipal Elections Act, 1996*.

“VOTING DAY” shall mean October 27, 2014.

“VOTING KIT” shall mean a set of documents which consists of: a Voting Instruction Sheet with detachable Voter Declaration Form, a Ballot(s), a Ballot Secrecy Envelope; a Return Envelope with prepaid postage, and such other necessary material as the Clerk determines.

4. ALTERNATIVE VOTING PROCEDURES - VOTE BY MAIL OVERVIEW

- 4.1 The Township of East Zorra-Tavistock will be utilizing an alternative method of voting - VOTE BY MAIL - for the 2014 Municipal Election being held on October 27, 2014.
- 4.2 Voters will receive a Voting Kit in the mail during the week of September 29, 2014. The Voting Kit will contain all of the materials required to place their vote by mail. The voter simply follows the instructions in their kit, deposits their ballot in the mail using the postage paid response envelope, and Canada Post will deliver the ballots to the Municipal Office for counting on Voting Day.
- 4.3 Electors who apply to revise the Voter's List before September 12, 2014, will receive their Voting Kit by mail. The Voting Kit will contain a voting instruction sheet with detachable Voter Declaration Form; a composite ballot; a white ballot secrecy envelope; and a postage prepaid yellow return envelope in which to return the required materials to the Returning Officer.
- 4.4 Electors who do not receive their personal Voting Kit, or who receive a Voting Kit with incorrect information, must have their own information revised on the Voter's List in order to receive their own Voting Kit. After September 12th, electors who revise their own information on the Voter's List will be issued their Replacement Voting Kit at the time that they submit such revision. Any person who receives a Voting Kit 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.**
- 4.5 Return Envelopes will be received daily by mail and also by drop-off at the Municipal Office. Designated Election Officials will remove the secrecy envelope from the return envelope, sort the return by polling ward, and update the Voter's Lists to show that the voter identified on the Voter Declaration Form has cast a ballot. The secrecy envelope will then be secured in a ballot box.
- 4.6 Should voters be unable, or choose not to mail their vote, the Ballot Return Station that has been established will protect their right to vote by allowing them to deliver their ballots in person right up to the close of voting on Voting Day. See Section 13.4 for location of Ballot Return Stations.
- 4.7 Assistance will be available at the Municipal Office during regular office hours, or by calling 519-462-2697.

5. ELECTION OFFICIALS

- 5.1 The Clerk is responsible for conducting the Municipal Election, establishing the procedures and rules and interpreting the procedures and rules except as varied by a Court.
- 5.2 The Clerk may appoint, in writing, Deputy Returning Officers (DRO's) and such other designated Election Officials as required to assist in the administration, management, security and control of the Vote By Mail election system.
- 5.3 Written appointments of designated Election Officials and delegation of duties shall include the authority to require any person to furnish proof of identity or qualifications pursuant to the *Municipal Elections Act, 1996*, as amended.

6. SCRUTINEERS

- 6.1 Candidates may appoint, in writing, on the designated form, scrutineers to represent them.
- 6.2 All scrutineers must comply with the procedures that are set out on their Appointment Form and identified in Appendix "A" attached hereto.

7. NOTICES

- 7.1 When required under the *Act*, notices will be posted on the Municipal Website and in the Township Newsletter. In addition, at the discretion of the Clerk, notices may also be published in local newspapers having general circulation in the municipality. All notices will be published / posted in the English language only.
 - (i) Notice of Election Information: The notice of election information will provide the location of the Ballot Return Station, the dates and times on which the station will be opened, and other relevant information as determined by the Clerk. The notice will be published and posted on or before September 12, 2014.
 - (ii) Notice of Revision of Voters' List: The period for revisions to the Voters' List is from September 2, 2014 to the Close of Voting on Voting Day. The notice will be published and posted on or before September 2, 2014.

- (iii) Notice of Nomination: The nomination period is from January 2, 2014 until 2:00 p.m. on September 12, 2014 (Nomination Day). The notice will be published and posted on or before September 12, 2014.
- (iv) Certified Election Results. The certified election results shall be published as soon as possible after Voting Day.

7.2 The Clerk reserves the right to publish additional advertisements and notices as deemed appropriate.

8. PRELIMINARY LIST AND VOTERS' LIST

- 8.1 The Municipal Property Assessment Corporation (MPAC) is responsible for supplying the Township of East Zorra-Tavistock with the Preliminary List for municipal elections. The Preliminary List, as corrected by the Clerk under Section 22 of the Municipal Elections Act, 1996, shall constitute the Voters' List.
- 8.2 The preliminary list and the Voters' List are public documents and may be inspected by the public at the Municipal Office during regular office hours from 8:30 a.m. to 4:30 p.m., Monday to Friday. On Voting Day, the office will be open from 8:30 a.m. through to the Close of Voting.
- 8.3 No person shall use information obtained from these lists, except for election purposes. The use and sale of these lists for commercial purposes is PROHIBITED.
- 8.4 Upon receipt of a written request from a candidate for an office, the Clerk or designated Election Official shall provide him/her with a copy of the part of the Voters' List that contains the names of the voters who are entitled to vote for that office. Candidates will be required to sign a declaration, stating that the Voters' List will be used for election purposes only.
- 8.5 Upon written request, the local member of the Federal or Provincial Governments is entitled to a copy of the Voters List.

9. VOTERS' QUALIFICATIONS

- 9.1 A voter is entitled to vote once in a municipality where he or she resides. Even if the voter has more than one qualifying property address, a voter may only have one permanent residence.

- 9.2 Qualifications of Electors and Persons Prohibited from Voting are outlined under Section 17(2) and 17(3) of the Municipal Elections Act, 1996.
- 9.3 A voter must complete the Voter Declaration Form provided in the Voting Kit to declare his or her eligibility to vote in this election.

10. REVISION OF THE VOTERS' LIST PROCEDURE

The period for revisions to the Voters' List is from September 2, 2014 to the Close of Voting on Voting Day.

- 10.1 Persons, upon application in writing on the appropriate form established by the Clerk, may have their name added, removed, or information added or amended on the Voters' List.
- 10.2 A voter will be asked to provide, to the designated Election Official, the prescribed proof of identity and residence or complete an application on the prescribed form, including a statutory declaration, to prove his/her right to vote. Such proof of identity and residence shall include the person's name and qualifying address. Acceptable forms of identification are listed in 'Schedule 1' of O. Reg 304/13.

In addition, a voter may be asked to provide proof of citizenship, such as a birth certificate, Canadian Citizenship certificate or other such documentation.
- 10.3 Applications to revise the Voters' List must be made in writing on the appropriate form established by the Clerk and shall be filed in person by the applicant or in person by an agent. Applications must be filed in accordance with Section 24 of the *Municipal Elections Act, 1996*.
- 10.4 Applications to remove another person's name from the Voters' List must be made in writing on the appropriate form established by the Clerk and shall be filed in person by the applicant or in person by an agent. Applications must be filed in accordance with Section 25 of the *Municipal Elections Act, 1996*.
- 10.5 Revisions to the Voters' List will be conducted at the Municipal Office, during regular office hours up to and including Voting Day. On Voting Day revisions can take place from 8:30 a.m. to 8:00 p.m.

- 10.6 Upon determination of all applications for revision to the Voters' List received on or prior to Nomination Day, the Clerk will compile a statement of all changes and within ten (10) days after Nomination Day, send a copy of the statement to each person who was provided with a copy of the Voters' List. After the Statement of Changes to the Voters' List has been compiled, the original list and the Statement of Changes together make up the Voter's List.
- 10.7 The Clerk shall certify the Voters' List as revised. Only persons on this Voters' List and those added by revision are entitled to vote.
- 10.8 All deletions, amendments and additions to the Voter's List shall be maintained electronically.

11. NOMINATIONS

- 11.1 Nominations are to be filed with the Clerk or designated Election Official at the Municipal Office, in person or through an agent during normal office hours until September 11, 2014. The nomination paper may not be faxed or e-mailed.
- 11.2 On Nomination Day, September 12, 2014, the prescribed filing time is 9:00 a.m. to 2:00 p.m. and nominations will be accepted at the Municipal Office only. Only those persons within the Municipal Office during the prescribed filing time will be considered for filing.
- 11.3 Nominations must be on the prescribed form and accompanied by the prescribed fee. (Ward Councillor or Deputy Mayor – one hundred dollars, Mayor – two hundred dollars – cash, debit card, money order or certified cheque). Credit cards or non-certified cheques will not be accepted.
- 11.4 All candidates must provide designated Election Officials with proof of identity and qualifying address within the municipality when filing a nomination. If an agent is filing on behalf of a candidate, the agent must provide a copy of the candidate's proof of identity as well as their own.
- 11.5 The surname on the nomination form and the surname on the identification must be the same. Some flexibility will be given to first names (e.g. Tony for Anthony), subject to approval of the Clerk.
- 11.6 Nomination forms will be reviewed for completeness when filed and will be certified at a later date, on or before 4:00 p.m. on September 15, 2014.

- 11.7 An unofficial list of persons who have submitted nomination forms and the office that they are seeking election to, shall be updated as soon as practical after receipt of nomination papers. The list will be posted on the Township of East Zorra-Tavistock website www.ezt.ca and posted on the bulletin board located at the Municipal Office.
- 11.8 An official list of nominated persons shall be posted in the same manner as specified in Section 11.7 once nomination forms have been certified and the nomination period has expired.
- 11.9 A candidate is entitled to a refund of the nomination filing fee if: they are elected to office; they receive more than 2% of the votes cast in the election; or they withdraw their nomination before 2:00 p.m. on Nomination Day.
- 11.10 Withdrawal of Nominations

A candidate may withdraw their nomination by filing a written withdrawal in the Clerk's Office before 2:00 p.m. on Nomination Day. The candidate shall appear in person, with identification in order to withdraw the nomination; or the candidate's agent shall appear in person, with identification and a Letter of Authorization to represent the candidate, in order to withdraw the candidate's nomination.

12. ACCLAMATIONS

- 12.1 If, after the close of nominations on Nomination Day, the number of candidates nominated for any office is equal to or less than the number that are required to be elected to that office, the Clerk will, after 4:00 p.m. on September 15, 2014, declare the candidate(s) acclaimed and prepare a Declaration of Acclamation.
- 12.2 The Clerk will call for additional nominations if the number of certified candidates is fewer than the number of positions to be elected. The additional nominations may be filed on September 17, 2014 between 9:00 a.m. and 2:00 p.m. The Clerk will certify the nominations by 4:00 p.m. on September 18, 2014.
- 12.3 The Clerk will post this list on the bulletin board located at the Municipal Office and on the municipal website. The Clerk will also provide a copy of the declaration to the acclaimed candidate(s) and will place a copy of the declaration in the candidate's file.

13. VOTE BY MAIL PROCEDURES

Where an election is required to be held for an Office, the Vote by Mail procedure shall be as follows:

- 13.1 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 Voting Day.
- 13.2 During the week of September 29, 2014, delivery of Voting Kits to those that are on the Voter's List as of September 12, 2014 will commence. After this date, Voting Kits will be provided by the Clerk or designated Election Official, either by mail or in person at the Municipal Office.
- 13.2.1 A Voting Kit shall consist of:
- A Voting Instruction Sheet with a detachable Voter Declaration Form (with bar code)
 - A Composite Ballot
 - A White Ballot Secrecy Envelope
 - A Yellow Return Envelope with prepaid postage; and
 - Such other material as the Clerk determines.
- 13.2.2 In addition to the Voting Kits mailed, the Clerk will receive blank Voting Kits for each of the three wards. Once received, the blank Voting Kits will be counted and the numbers recorded.
- 13.2.3 Blank Voting Kits will be stored in the Secured Room under the control of the Clerk or designated Election Official.
- 13.2.4 The number of Voting Kits distributed by the Clerk or designated Election Official to persons qualifying to be voters after September 12, 2014 will be recorded.
- 13.3 Upon receipt of the Voting Kit, each voter should follow the instructions provided in the Voting Kit exactly. The instructions require the voter to:
- Complete the ballot
 - Insert the ballot into the ballot envelope marked Ballot Secrecy Envelope
 - SEAL the Ballot Secrecy Envelope
 - Complete and sign the Voter Declaration Form. If a voter requires assistance in voting, he/she shall make their mark (ie. an "x") on the signature line and have a witness sign in the signature area of the Voter Declaration Form

- Place the completed Voter Declaration Form and the SEALED Ballot Secrecy Envelope into the yellow prepaid business reply envelope
- Seal the yellow prepaid business reply envelope; and
- Mail the yellow prepaid business reply envelope by October 17, 2014 or deliver it by some other means to the Municipal Office (Ballot Return Station) no later than 8:00 p.m. on October 27, 2014.

Note: The postage paid envelope is only applicable for mail originating within Canada.

- 13.4 In addition to using the mail system, a Ballot Return Station will be established for those voters who, rather than forwarding their ballots by mail, prefer to deliver or have delivered their completed ballots directly into the care of the Clerk or designated Election Official.

The Ballot Return Station shall be established as follows:

Ballot Return Station Location

East Zorra-Tavistock Municipal Office
90 Loveys St E, Hickson, Ontario

Drop-off Times

During regular office hours – Monday to Friday 8:30 – 4:30

In the secured after hours mail slot anytime, 24 hours a day, 7 days a week, until October 27th (Voting Day) at 8:00 p.m.

- 13.5 The final day to deposit the Return Envelope in the mail to ensure delivery to the Clerk or designated Election Official is October 17, 2014.
- 13.5.1 Voters who have failed to mail their Return Envelope by October 17, 2014 are encouraged to take steps to ensure alternate delivery of the Return Envelope to the Municipal Office or other Ballot Return Station by the Close of Voting on Voting Day.
- 13.5.2 Return Envelopes deposited in the Continuous Drop Box located at the Municipal Office by the Close of Voting on Voting Day will be considered as having been mailed.
- 13.6 DataFix has a record of all voters on the Voters' List provided by the Municipal Property Assessment Corporation (MPAC), and has received a list of all voters added to the list up to and including September 12, 2014.

- 13.6.1 Voters on or added to the list up to September 12, 2014 will receive their Voting Kit by mail.
- 13.6.2 Voters added to the list between September 12, 2014 and October 17, 2014 will receive their Voting Kit by mail or in person from the Clerk or designated Election Official.
- 13.6.3 After October 17, 2014, it is recommended that those persons making application to add their names to the list do so in person or by an agent at the Municipal Office.
- (i) Those persons making application to add their names to the list will be asked to provide, to the designated Election Official, the prescribed proof of identity and residence, or complete an application in the prescribed form, including a statutory declaration, to prove his/her right to vote. Such proof of identity and residence shall include the person's name and qualifying address. (O.Reg 304/14)
 - (ii) Agents acting on behalf of a voter will be asked to provide to the designated Election Official, the prescribed proof of identity for themselves, and in addition, the prescribed proof of identity and residence for the voter that they are agent for to prove the voter's right to vote. Such proof of identity and residence shall include the person's name and qualifying address. (O.Reg 304/14)

In addition, proof of citizenship, such as a birth certificate, Canadian Citizenship certificate or other such documentation may be required for any voter.

If the application is certified by the Clerk or designated Election Official, a Voting Kit will be issued at that time. Those voters will have the option of returning the ballot at a later time or conducting their vote and depositing their Return Envelope with a designated Election Official for placement in the Drop Box in the Municipal Office.

- 13.6.4 A list shall be maintained showing the name and address of each person who has been added to the Voters' List and has been issued a Voting Kit.
- 13.6.5 It must be emphasized that, in a Vote By Mail system, the onus is on eligible voters to ensure that their names are on the Voters' List. Due to time constraints, the Clerk or designated Election Official

cannot ensure that a Voting Kit mailed after October 17, 2014 will reach voters in time for them to exercise their right to vote.

Where it is not possible to mail a Voting Kit to a voter, and at the request of the voter, the Clerk or designated Election Official may arrange for a Voting Kit to be delivered to the voter.

- 13.7 If a voter on, or added to, the Voters' List does not receive a Voting Kit, or if the Voting Kit is lost or destroyed, a Replacement Voting Kit may be issued. The voter or their agent must attend the Municipal Office to obtain a Replacement Voting Kit. A declaration form must be signed by the elector prior to the issuance of a Replacement Voting Kit. The Clerk or designated Election Official will confirm that the voter is qualified, and issue the Replacement Voting Kit.
- 13.7.1 If the Voting Kit is a Replacement Kit, the Voter Declaration Form will be marked with "RVK" and initialed by the Clerk or designated Election Official to indicate that the voter has been issued a Replacement Voting Kit.
- 13.7.2 The designated Election Official shall ensure that each individual for whom a Replacement Voting Kit is issued, signs a declaration form attesting to the fact that they are:
- A qualified elector;
 - Not in receipt of their Voting Kit;
 - They were in receipt of their Voting Kit but it has been either lost or destroyed;
 - They were not on the Master Voters' List and as such shall also be processed as an addition to the Master Voters' List.
- 13.7.3 A list of names shall be maintained showing the name and address of each person who has received a Replacement Voting Kit.
- 13.8 The completed Replacement Voting Kit declaration forms shall be kept in the custody of the Clerk.

- 13.9 Voters requiring technical assistance in any manner should attend at the Municipal Office or call the Township of East Zorra-Tavistock at 519-462-2697 for assistance from election staff. The Municipal Office will be open for assistance during normal office hours during the election period and on Voting Day from 8:30 a.m. to 8:00 p.m.

14. FORM OF BALLOT

- 14.1 The form of ballot will be a "Composite Ballot".
- 14.2 The ballot shall be designed with the names of the candidates in alphabetical order based upon the last name.
- 14.3 The place for the elector to mark the ballot for each candidate shall be clear and unambiguous.

15. STORAGE OF BALLOTS & ELECTION MATERIAL

- 15.1 Utilization of a Vote By Mail process necessitates the storage of cast ballots, the Voters' List, and Blank/Replacement Voting Kits in a secured location.
- 15.2 During the election period beginning September 29th through to Voting Day, all Ballot Boxes, the Voters' List, and Blank/Replacement Voting Kits will be kept in the Secured Room and may only be accessed by either the Clerk or a designated Election Official. Such access to the Secured Room will be witnessed by an additional individual.
- 15.3 All designated Election Officials accessing election materials in the Secured Room will be required to sign a log noting the date and time.
- 15.4 The Drop Box located inside the Municipal Office will be kept behind the main reception counter during regular office hours, and will be sealed and returned to the Secured Room at the close of business each day.

16. SECURITY OF VOTING KITS/BALLOTS PRIOR TO VOTING

- 16.1 Ballots will be printed under the supervision of DataFix and the number of Voting Kits/ballots printed will be forwarded to the Clerk.
- 16.2 DataFix will facilitate the mailing of a Voting Kit to each person identified on the revised Voters' List as of September 12, 2014 and this number of Voting Kits used will be forwarded to the Clerk.

- 16.3 In addition to the Voting Kits mailed, the Clerk will receive blank Voting Kits for each of the three wards. Once the Voting Kits are received, they will be counted and the numbers recorded.
- 16.4 The number of Voting Kits distributed by the Clerk or designated Election Official to persons qualifying to be voters after September 12, 2014 will be recorded.

17. SECURITY OF THE BALLOT DURING / AFTER THE VOTE

- 17.1 Upon receipt by mail or from the Drop Box, the Return Envelopes will be opened by the Clerk and/or designated Election Official and, upon verification of the Voter Declaration Form and Ballot Secrecy Envelope, the sealed Ballot Secrecy Envelopes will be stored in sealed ballot boxes. See Section 18 below for processing of Return Envelopes. The number of yellow Return Envelopes processed shall be reconciled with the:

- Number of electors marked as having voted on the Voters' List
- Number of rejected ballots
- Number of secrecy envelopes deposited into the ballot box
- Number of Voter Declaration Forms

The reconciliation shall be recorded on the Daily Batch Reconciliation Form.

- 17.2 At the end of each day, the Clerk or designated Election Official shall affix a seal to the Drop Box, initial the seal and place the sealed box in the Secured Room in the presence of another designated Election Official.
- 17.3 Each morning, the Clerk or designated Election Official shall retrieve the sealed Drop Box and sealed Ballot Boxes, inspect the seals to ensure that they are intact, and in the presence of another designated Election Official, break the seals to access the slots for use during the day. The Return Envelopes in the Drop Box will be processed as per Section 18. Upon completion, the ward Ballot Boxes will be sealed, initialed, and placed in the Secured Room under the control of the Clerk or designated Election Official.
- 17.4 On Voting Day, at a time specified by the Returning Officer, the Secrecy Envelopes will be opened by the Clerk and designated Election Assistants in the Processing Room. Ballots shall be packaged into bundles of 50 in preparation for counting and placed into the appropriate ballot boxes. The ballot boxes will be sealed and initialed, then transported by the Clerk or designated Election Official to the Counting Location.

- 17.5 A Drop Box shall be maintained at the Ballot Return Station on Voting Day during the specified hours. At the Close of Voting, the Drop Box shall be sealed and transported to the Counting Location where designated Election Officials will open the Ballot Boxes and process the Return Envelopes and Voter Declaration Forms.
- 17.6 When the count is complete, the Ballot Boxes will be sealed and initialed by the Clerk or designated Election Official prior to being transferred to the Secured Room under the control of the Clerk or designated Election Official for the statutory retention period.

18. PROCEDURE ON RECEIPT OF RETURN ENVELOPES

- 18.1 The Return Envelopes will be processed in the Processing Room.
- 18.2 There shall be a minimum of two Designated Election Officials in the Processing Room at all times when Return Envelopes are being processed.
- 18.3 Mailed Return Envelopes
- 18.3.1 Return Envelopes will be received, on a regular basis, by designated Election Officials. The Clerk or designated Election Official, shall in plain view, sort the Return Envelopes for processing and place them in a container for this purpose. These containers will be placed in the Secured Room for safekeeping until the designated time for the Return Envelopes to be opened in accordance with the procedures set out in Section 18 below.
- 18.3.2 The opening of Return Envelopes from September 29, 2014 up to and including Voting Day is for the purpose of processing Voter Declaration Forms, updating the Voters' List, and placing sealed Ballot Secrecy Envelopes into the Ballot Boxes.

18.4 Dropped Off Return Envelopes

18.4.1 Voters attending in person at the Municipal Office to exercise their right to vote shall complete their vote in accordance with the instructions contained in the Voting Kit and deliver the Return Envelope to a designated Election Official. There will be an area designated at the Municipal Office for voters to complete their vote in privacy.

18.4.2 Return Envelopes will be deposited immediately in a secure receptacle (Drop Box) located behind the main reception counter. The receptacle shall be clearly marked as a "Drop Box" for return ballots in their Return Envelopes containing the Ballot Secrecy Envelope and the Voter Declaration Form.

18.4.3 Designated Election Officials shall monitor the use of the Drop Box and request placement of its contents in the Secured Room as often as necessary. The contents of the Drop Box may be processed daily or as needed, with the mailed Return Envelopes. Designated Election Officials shall ensure that the Drop Box is sealed appropriately and placed in the Secured Room at the end of every business day.

18.5 On Monday to Friday, from September 29th up to and including October 24th, 2014, between the hours of 8:30 a.m. and 4:30 p.m., as required and on Voting Day between the hours of 8:30 a.m. and 8:00 p.m., Return Envelopes will be opened by designated Election Officials and dealt with in the manner outlined in Section 18.

18.6 Return Envelopes received after 8:00 p.m. on Voting Day will be date and time stamped, will not be counted and will be placed in the Secured Room and retained for the statutory document retention period.

19. OPENING OF BALLOT PACKAGES PRIOR TO COUNTING

19.1 The Clerk and designated Election Officials shall ensure that every vote possible can be counted.

19.2 In the Processing Room, on Monday to Friday, from September 29th up to and including October 24th, 2014, between the hours of 8:30 a.m. and 4:30 p.m., as required and on Voting Day between the hours of 8:30 a.m. and 8:00 p.m., the Clerk or designated Election Official, in the presence of at least one other designated Election Official, will sort the Return

Envelopes by ward and will open Return Envelopes which have been received at the Ballot Returning Station, and will remove the Ballot Secrecy Envelope and Voter Declaration Form from the Return Envelope.

The designated Election Official will identify the voter and the ward, from the Voter Declaration Form, and will confirm that the Voter Declaration Form is properly signed. At this time the designated Election Official will update the Voters' List.

19.2.1 If upon opening the Return Envelope, it contains an equal number of Ballot Secrecy Envelopes to Voter Declaration Forms, the ballots WILL BE COUNTED.

19.2.2 If upon opening the Return Envelope, the ballot is not contained within the Ballot Secrecy Envelope; however is accompanied by a signed Voter Declaration Form, the designated Election Official will insert the ballot into a Ballot Secrecy Envelope without examining the ballot and seal the envelope closed. The ballot WILL BE COUNTED.

19.2.3 If upon opening the Return Envelope, it contains a Ballot Secrecy Envelope; however there is no Voter Declaration Form, the designated Election Official will open the Ballot Secrecy Envelope to determine if the Voter Declaration Form has been inserted in the Ballot Secrecy Envelope.

(a) If the designated Election Official finds the Voter Declaration Form contained in the Ballot Secrecy Envelope, the designated Election Official will remove the Voter Declaration Form without examining the ballot. The Ballot Secrecy Envelope will be resealed by taping it closed.

(i) If the Voter Declaration Form is signed, the ballot WILL BE COUNTED.

(ii) See Section 19.2.5 if the Voter Declaration Form is unsigned.

(b) If the designated Election Official does not find the Voter Declaration Form contained in the Ballot Secrecy Envelope, the ballot WILL BE REJECTED.

19.2.4 If upon opening the Return Envelope, it contains more Voter Declaration Forms to Ballot Secrecy Envelopes, or more Ballot Secrecy Envelopes to Voter Declaration Forms, the designated Election Official will open the Ballot Secrecy Envelopes to

determine if any Voter Declaration Forms or additional ballots have been inserted in such envelopes.

- (a) If the designated Election Official finds more than one ballot is contained in the Ballot Secrecy Envelope and the number of ballots now equals the number of Voter Declaration Forms, the designated Election Official will remove the additional ballot without examining the ballot and insert it into a new Ballot Secrecy Envelope and seal or tape the Ballot Secrecy Envelopes closed.
 - (i) If the Voter Declaration Form is signed, the ballots WILL BE COUNTED.
 - (ii) See Section 19.2.5 if the Voter Declaration Form is unsigned.
- (b) If the designated Election Official finds that a Voter Declaration Form is contained in the Ballot Secrecy Envelope, the designated Election Official will remove the Voter Declaration Form without examining the ballot and seal or tape the Ballot Secrecy Envelope closed.
 - (i) If the Voter Declaration Form is signed, the ballots WILL BE COUNTED.
 - (ii) See Section 19.2.5 if the Voter Declaration Form is unsigned.
- (c) If after this process there remains a different number of Ballot Secrecy Envelopes than Voter Declaration Forms, the ballots WILL BE REJECTED.

19.2.5 If a Voter Declaration Form has not been signed by the voter, and where sufficient time permits, an attempt will be made to contact the voter to provide for an opportunity for the voter to sign the Voter Declaration Form. The Voter Declaration Form together with the Ballot Secrecy Envelope will be kept in the Secured Room up to the Close of Voting on Voting Day.

- (i) If the voter attends the Municipal Office and signs the Voter Declaration Form prior to the Close of Voting on Voting Day, the ballot WILL BE COUNTED.
- (ii) If the Voter Declaration Form is unsigned at the Close of Voting on Voting Day, the ballot WILL BE REJECTED.

19.2.6 If, upon opening the Return Envelope, the Ballot Secrecy Envelope has not been sealed or in the event the Ballot Secrecy Envelope has been sliced open as a result of opening the Return Envelope, the Clerk or designated Election Official will seal or tape the envelope closed without examining the ballot and the ballot WILL BE COUNTED.

19.2.7 If the Secrecy Envelope 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, the ballot may be rejected. Since ballot envelopes will be opened and separated from the ballot prior to counting, ballot envelopes dealt with in such a manner will not automatically be rejected. The decision of the Clerk in determining whether or not the ballot will be counted or rejected is final.

19.2.8 In addition to rejecting cast ballots for violations of the *Municipal Elections Act, 1996* the following conditions will also cause a ballot to be considered rejected if:

- (i) upon opening the Return Envelope there is no Voter Declaration Form, subject to Section 19.2.3 above;
- (ii) upon opening the Return Envelope there is a different number of Ballot Secrecy Envelopes than Voter Declaration Forms; (see Section 19.2.4 above)
- (iii) upon opening the sealed Ballot Secrecy Envelope at the Counting Location, the envelope contains more than one ballot; and
- (iv) upon opening the sealed Ballot Secrecy Envelope at the Counting Location, the envelope contains a ballot which has not been marked, it will be counted as a "Ballot Used but Unmarked by Elector".

19.2.9 Where a Ballot Secrecy Envelope is rejected, the reason for the rejection shall be recorded by numbering the Ballot Secrecy Envelope and noting the reason for the rejection on a separate Rejected Ballots Record.

19.3 The designated Election Official will place the Voter Declaration Form in a container, filed by ward. Voter Declaration Forms that have been processed will be made available for viewing at the Municipal Office by the candidates or scrutineers to review or update their Voter's Lists, if desired.

19.4 The designated Election Official will place the Ballot Secrecy Envelope in the appropriate Ward Ballot Box and keep a running tally of the number of Ballot Secrecy Envelopes in that box. (In order to facilitate counting on Voting Day, a maximum number of ballots per box will be predetermined). Once the box contains the predetermined number of ballots, the box will be sealed, numbered sequentially and stored in the Secured Room under the control of the Clerk or designated Election Official. A new box for that ward will then be utilized.

(ie. Ward 3, Box 1 – once this box contains the predetermined number of Ballot Secrecy Envelopes, it will be numbered accordingly, sealed and placed in the Secured Room under the control of the Clerk or designated Election Official. A new Ballot Box, numbered Ward 3, Box 2 will be used.)

19.5 After all Return Envelopes received each day have been dealt with, the Clerk or designated Election Official will affix a seal to each Ballot Box, initial the seal and place the sealed Ballot Box in the Secured Room under the control of the Clerk or designated Election Official.

19.6 Each morning, the Clerk or designated Election Official will re-open the Ballot Boxes in the presence of at least one other designated Election Official. (See Section 17.3)

19.7 On Voting Day the Ballot Boxes and other required election material will be transported to the Counting Location.

20. COUNTING LOCATION

20.1 The Counting Location is the Activity Room located at Hickson Central School, 161 Loveys St E, Hickson, Ontario.

20.2 At 4:00 p.m., on Voting Day, the following persons shall gather at the Counting Location for training in preparation for the vote count:

- Deputy Returning Officers
- Designated Election Officials

20.3 At 4:00 p.m., the Clerk, and a designated Election Official shall transport the sealed ballot boxes from the Secured Room to the Counting Location. The following procedures apply to those persons sequestered at the Counting Location between 6:00 p.m. and the completion of the count (10:00 p.m.) on Voting Day:

- 20.3.1 The doors of the Counting Location will be secured between 6:00 p.m. and 10:00 p.m. on Voting Day and only the Deputy Returning Officers, designated Election Officials, certified candidates and authorized scrutineers will be permitted to remain in the Counting Location.
- 20.3.2 Any person leaving the Counting Location between 6:00 p.m. and 10:00 p.m. on Voting Day will not be permitted to return (except for the Clerk, as noted below).
- 20.3.3 The Clerk shall be the only person permitted to enter, or leave and re-enter the Counting Location as necessary between 6:00 p.m. and 10:00 p.m. on Voting Day.
- 20.3.4 Cell phones or other similar equipment will not be permitted in the Counting Location other than for designated Election Officials as authorized by the Clerk. If such devices are brought into the Counting Location, they will be confiscated, labeled as to owner, and returned to the owner when they leave the premises.
- 20.4 Proceedings at a Counting Location are under the direction of the Clerk, or persons designated by the Clerk and no other person shall touch any ballot, or interfere in the proceedings in any way.
- 20.5 No campaign material will be allowed within the Counting Location.

21. OPENING OF SECRECY ENVELOPES

- 21.1 The Clerk will appoint Election Assistants to open the Secrecy Envelopes. Personnel opening the envelopes shall take an Oath of Secrecy.
- 21.2 On Voting Day at a time determined by the Clerk, the sealed Ward Ballot Boxes, containing the Ballot Secrecy Envelopes received by the Clerk or designated Election Officials up to that time, will be taken by the Clerk or designated Election Official to the Processing Room.
- 21.3 Ward Ballot Boxes shall be unsealed in the presence of the Clerk or Designated Election Official.

- 21.4 The Election Assistants will open the ballot boxes, remove and open the Ballot Secrecy Envelopes and sort the ballots in preparation for counting.
- 21.5 The ballots will be bundled into groups of 50. Upon finishing a Ward Ballot Box, the Clerk or other designated Election Official shall be requested to verify ballot the count.
- 21.6 An Election Assistant shall put the pre-determined number of ballots into a ballot box for each Counting Station and seal the box. The Clerk, or Designated Election Official and one person who was opening the ballots shall initial that the box was sealed.
- 21.7 The Clerk or Designated Election Official shall transfer the number of ballots for each Ward Ballot Box or Counting Station to the Certificate and Receipt of Ballots.
- 21.8 The Clerk or Designated Election Official shall move the Ballot Box to the secured room until time for transfer to the Counting Location.
- 21.9 No actual tally of the votes shall commence until 6:00p.m. after the sealed ballot boxes have been transported to the Counting Location. Scrutineers will be allowed to view the sealing of the ballot boxes after the ballots have been bundled in preparation for transfer.
- 21.10 At approximately 4:00p.m., the Ballot Boxes shall be transferred from the secure room to the Counting Location by the Clerk and at least one other Designated Election Official.
- 21.11 The Return Envelopes received at the Ballot Return Station until the Close of Voting on Voting Day will be processed in accordance with Section 19 of these procedures.

22. COUNTING OF VOTES

- 22.1 No ballot cast in the 2014 municipal election shall be counted prior to Voting Day.
- 22.2 At 4:00p.m.on Voting Day, the Clerk or designated election official will transport the sealed Ward Ballot Boxes containing the bundled ballots to the Counting Location.

- 22.3 Each candidate shall be provided notice of the time and location for the counting of ballots. Either the candidate or the candidate's scrutineer is entitled to be present at the location during the counting of ballots.
- 22.4 Counting the ballots shall commence at 6:00p.m. on Voting Day and continue until all ballots, including those ballots received in the Drop Box at the Municipal Office up to and including the Close of Vote, have been counted.
- 22.5 The completion of the statements of results and handling of election materials will proceed as set out in the *Municipal Elections Act 1996*, subject to whatever modifications may be required due to the Vote by Mail process.
- 22.6 No results shall be revealed until after 8:00p.m.
- 22.7 No candidate or scrutineer shall interfere with the vote count in any manner or they will be required to leave the Counting Location.
- 22.8 The Clerk will appoint Deputy Returning Officers and Designated Election Officials to conduct the manual counting of votes. It is their responsibility to ensure the fairness and accuracy of the vote count, using whatever means they feel necessary to accomplish this goal by following the guiding principles:
- (i) fairness to all candidates and voters;
 - (ii) secrecy of an elector's vote
- 22.9 The sealed Ward Ballot Boxes containing the bundled ballots and the sealed Ballot Box containing the Return Envelopes received at the Ballot Return Station at the Municipal Office on Voting Day will be processed in the same manner as prescribed in Sections 19 and 20.

23. MANUAL COUNTING

The following guidelines should be followed by Election Officials when manually counting the ballots:

- 23.1 At 6:00p.m., the doors of the Counting Location shall be locked. Only Designated Election Officials, candidates or their scrutineers are allowed to be in the Counting Location for the counting of votes.

- 23.2 The Deputy Returning Officer shall break the seal on the Ward Ballot Box and place the bundled ballots on the table in full view of persons entitled to be present. If more than one Ward Ballot Box has been received from the Clerk each box shall be processed separately according to the provisions in this Section.
- 23.3 Other persons entitled to be present may assist with the counting of ballots at the discretion of the Deputy Returning Officer.
- 23.4 No candidate or scrutineer shall interfere with the vote count in any manner or they will be required to leave the Counting Location.
- 23.5 Ballots are composite- so all offices an elector is entitled to vote for appear on one sheet.
- 23.5.1 The Deputy Returning Officer and Election Official shall count the ballots in the order they are printed on the ballot, including but not limited to:
Mayor
Deputy Mayor
Councillor
English Language Public School Trustee
English Language Separate School Trustee
French Language Public School Trustee
French Language Separate School Trustee
- 23.5.2 If electors mark only one of the ballots then that ballot is counted. The other ballot(s) on the sheet are to be considered as Declined.
- 23.5.3 If electors mark one ballot incorrectly "ie" makes a mark in all circles, yet marks the other ballot correctly, the ballot that is correct is counted. The ballot that is marked incorrectly must be rejected.
- 23.5.4 If the elector writes "Declined" on the sheet- the ballot must be treated as declined, not rejected.
- 23.6 Reject ballots that:
- 23.6.1 Contain writing or marks that may identify the elector or is torn, defaced or otherwise dealt with by an elector in a way that may

identify him or her. Even if the identifying mark is only on one of the ballots on the page, the whole ballot must be rejected.

23.6.2 Ballots that contain votes for more candidates for the office than are to be elected.

23.6.3 Any ballots if the vote is not marked inside the space provided for marking the ballots.

23.6.4 A candidate or scrutineer can object to a ballot, but the ORO has final decision on counting.

23.7 In rejecting the ballots, the Deputy Returning Officer shall

23.7.1 Be consistent






23.7.2 Make notes

23.7.3 Keep in mind the following rules of thumb:

- (i) Make an immediate decision
- (ii) What was the voter's intention?
- (iii) Be consistent

23.8 Defining the Mark

Following are some examples that may assist in determining what is to be counted and what should be rejected – ultimately the decision is up to the DRO and these examples are for guidance only.

Count	Reject		
<p>For the office of BOARD OF CONTROL VOTE FOR TWO (2) CANDIDATES</p> <p>Fergy BROWN </p> <p>Mike COLLE </p> <p>Phil WHITE </p>	1	Harry JONES	
	2	James SMITH	

<p>VOTE FOR THREE (3) CANDIDATES</p> <p>W. Allen FISHER <input type="radio"/></p> <p>Garry FORBES <input type="radio"/></p> <p>Ernie ROTMAN <input type="radio"/></p> <p>Bill STRAUGHAN <input type="radio"/></p> <p>Betty THOMPSON <input type="radio"/></p>	<table border="1"> <tr> <td>1</td> <td>Harry JONES</td> <td></td> </tr> <tr> <td>2</td> <td>James SMITH</td> <td></td> </tr> </table>	1	Harry JONES		2	James SMITH	
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1	James CONRAD						
William G. McLEAN	<input type="radio"/>						
<table border="1"> <tr> <td>1</td> <td> Harry JONES </td> <td></td> </tr> </table>	1	Harry JONES		<p>For the office of MAYOR VOTE FOR ONE (1) CANDIDATE</p> <p>Guy D'ONOFRIO <input checked="" type="radio"/></p> <p>Alan TONKS <input type="radio"/></p>			
1	Harry JONES						
<p>For the office of ALDERMAN VOTE FOR ONE (1) CANDIDATE</p> <p>Jim FERA <input checked="" type="radio"/></p> <p>Chris TONKS <input type="radio"/></p>	<table border="1"> <tr> <td>John J. JACKSON</td> <td></td> </tr> </table>	John J. JACKSON					
John J. JACKSON							
<p>VOTE FOR TWO (2) CANDIDATES</p> <p>Aif DICK <input checked="" type="radio"/></p> <p>Doug JAGGES <input type="radio"/></p> <p>Dorian PARKER <input checked="" type="radio"/></p> <p>(dot is really a "fly speck" – unintentional mark)</p>	<p>For the office of BOARD OF CONTROL VOTE FOR TWO (2) CANDIDATES</p> <p>Fergy BROWN <input checked="" type="radio"/></p> <p>Mike COLLE <input checked="" type="radio"/></p> <p>Phil WHITE <input type="radio"/></p>						

William G. McLEAN



23.9 After the vote count is completed

23.9.1 After 8:00p.m., and once all ballots have been counted, the Deputy Returning Officer shall phone the Clerk with the preliminary results.

23.9.2 Completion of the statements of results and handling of election materials will proceed as set out in the *Municipal Elections Act 1996*, subject to whatever modifications may be required due to the Vote By Mail process.

23.9.3 Once all of the prescribed forms have been completed, the ballots shall be sealed into the appropriate Ward Ballot Boxes and returned to the Clerk or designated Election Official for secure storage.

24. ANNOUNCEMENT OF RESULTS

24.1 Unofficial results of the counting will be posted in the Council Chambers at the Municipal Office (Election Central) following the conclusion of the count on Voting Day.

24.2 Official results will be announced and posted by the Clerk on the Bulletin Board at the Municipal Office and on the Municipal Website as soon as possible after Voting Day.

25. RECOUNT

25.1 The Clerk will conduct all recounts as per the regulations in the *Municipal Elections Act, 1996, Sections 56 to 64*. A recount is required when

25.1.1 as per the East Zorra-Tavistock Recount Policy adopted November 4, 2009, the number of votes separating candidates from winning an office is a variance of:

- (i) 5 votes or less; or
- (ii) 1% of voters casting ballots for the office, whichever is lesser

25.1.2 a tied vote where both or all candidates cannot be declared elected;

25.1.3 by resolution of council;

25.1.4 by resolution of a local board; and

25.1.5 by order of the Ontario Superior Court of Justice

25.2 The Clerk will conduct the recount in the same manner as with the original count, unless otherwise ordered by the judge who issued the order for the recount.

25.3 The Clerk will notify all involved parties of the recount and set a date, time and place of the recount.

25.4 At a recount, the following persons are entitled to examine each ballot as the votes are being counted by the Clerk (Section 61(1) of the MEA):

- Certified candidate;
- Applicant who requested recount;
- A lawyer for candidate or application; and
- One scrutineer for each recount station

25.5 If, after a recount is conducted, there is still a tie vote, the names of the candidates will be placed in a container. The Clerk will draw a name from the container. The name drawn will be the successful candidate.

26. DISPOSITION OF RECORDS

26.1 The Clerk will retain all documents and materials relating to the 2014 Municipal Election for 120 days after declaring the results of the election. The earliest date for destruction of election records is Wednesday, February 25, 2015.

26.2 Documents and materials destroyed will be witnessed by two people and the 'Witness Statement as to Destruction of Ballots' will be completed.

26.3 The Clerk shall not destroy the ballots or documents if the court orders that they be retained or a recount has commenced and not finally disposed of.

- 26.4 The Clerk shall retain the Financial Statements and Auditor's Reports until the Members of Council elected at the next regular election have taken office.

27. ACCESSIBILITY

- 27.1 The Clerk shall have regard to the needs of candidates and electors with disabilities.
- 27.2 The Clerk shall ensure that the Ballot Return Station is accessible to electors with disabilities.
- 27.3 The Clerk shall ensure that the Counting Location is accessible to candidates and scrutineers with disabilities.
- 27.4 The Clerk shall prepare a Report to be submitted to the Council, 90 days after voting day, about the identification, removal and prevention of barriers that affect voters and candidates with disabilities.
- 27.5 Election Officials will be available for assistance during normal office hours from 8:30 a.m. to 4:30 p.m., Monday to Friday, during the election period and on Voting Day from 8:30 a.m. to 8:00 p.m.
- 27.6 The Township of East Zorra-Tavistock has established Accessible Customer Service Policies, Practices and Procedures. The Municipal Election for East Zorra-Tavistock will be conducted having regard to the policies as established.

28. EMERGENCIES

- 28.1 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 *Municipal Elections Act*, declare an emergency and make such arrangements as deemed necessary for the conduct of the election.

29. GENERAL

- 29.1 Any person, corporation or trade union guilty of corrupt practices or contravening provisions of the *Municipal Elections Act 1996* may be prosecuted pursuant to the provisions of the *Municipal Elections Act 1996*.

30. AMENDMENTS TO THIS DOCUMENT

- 30.1 The Clerk at any time has the right to amend this document to facilitate the vote, counting of the votes and security.

30.2 The Clerk's ruling on any interpretation of this document is final.

APPENDIX "A"**PROCEDURES FOR SCRUTINEERS****1. GENERAL**

- 1.1 A candidate may appoint scrutineers to represent him or her during the processing and at the counting of the votes, including during a recount.
- 1.3 The appointment of a scrutineer shall be in writing if made by a candidate or applicant for a recount.
- 1.4 A scrutineer shall, on request, show his or her appointment to the designated Election Official in charge of the Return Envelope and Inner Ballot Secrecy Envelope processing or of a place where votes are being counted.
- 1.5 Scrutineers may be present when Return Envelopes, Inner Ballot Secrecy Envelopes or ballots are being processed and when the votes are being counted. The scrutineers that may be present include:
 - 1.5.1 One (1) 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).
 - 1.5.2 There is no age or relation to the candidate restriction relative to the appointment of scrutineers.
 - 1.5.3 The appointment of the scrutineer must be in writing on the Clerk's prescribed form.
- 1.6 Scrutineers will be provided an area within the "Counting Location" for their use. Cell phones or other equipment will not be permitted in the Counting Location other than for designated Election Officials. Scrutineers shall not interfere with the vote count in any manner either during the sequester period or during the vote counting procedure after 8:00 p.m. Should they do so, they shall be required to leave the facility when so requested by the designated Election Official.
- 1.7 No campaign material will be allowed within the Counting Location on Voting Day.

2. RIGHTS OF SCRUTINEERS (includes candidates)

- 2.1 To be present during all processing and counting of Return Envelopes, Inner Ballot Secrecy Envelopes and ballots;
- 2.2 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);
- 2.3 To examine each ballot as votes are counted (but not to touch the ballot);
- 2.4 To object to a Return Envelope, Inner Ballot Secrecy Envelope or a ballot or the counting of votes in a ballot;
- 2.5 To sign the Statement of Results prepared by the Deputy Returning Officer;
- 2.6 To place a seal on the ballot box after the counting of the votes when the Deputy Returning Officer seals the box; and
- 2.7 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 Deputy Returning Officer alone shall decide all objections.