

Township of McMurrich/Monteith

Procedures for Vote by Mail

2010 Municipal Election

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1. Election Personnel

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

2. Notices

- a) Notice of Revision of Voters List is to be published & posted. The revision period runs Thursday, September 3, 2010 to the close of voting on Monday, October 25, 2010 at 8:00 pm.
- b) Notice of Nomination is to be published & posted before Nomination Day. Nomination period runs from January 4, 2010. Nomination day is Friday, September 10, 2010 from 9:00 am to **2:00 pm**.

3. Revision of Voters List Procedure

- a) The period for revisions to the voters list is per 2 a). 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.
- b) Applications to remove another person's name from the voters list must be made in writing on the appropriate form established by the Clerk from the period Thursday, September 3, 2010 to Friday, September 10, 2010.
- c) Revisions to the Voters List will be conducted at the Municipal Office during regular office hours Monday to Friday 9:00 am to 12:00 pm & 1:00 pm to 4:30 pm except as varied by paragraph a) & b) & will be 10:00 am to 8:00 pm on Voting Day; Monday, October 25, 2010.
- d) Electors added to the Voters List up to September 2, 2010 will receive their Vote by Mail Kit by mail from Canada Post.
- e) Electors added to the Voters List from September 3, 2010 to October 25, 2010 may pick up their Vote by Mail Kit at the Municipal Office during hours open.

4. Vote by Mail Procedure

- a) The municipality in conjunction with Data Fix will provide the Vote by Mail Kit to every person who qualifies to be an elector up to the close of voting on Monday, October 25, 2010 at 8:00 pm.
- b) The Vote by Mail Kit shall consist of;
- A voting instruction sheet
 - A composite ballot
 - A ballot secrecy envelope
 - A declaration form
 - An outer return envelope with prepaid postage
 - Such other material as the Clerk determines
- c) The Clerk, during the week of September 27-30, 2010, shall cause to be mailed to every elector who had qualified to be on the Voters List by September 2, 2010, a Vote by Mail Kit to the elector's address as shown on the Voters List.
- d) The Clerk shall provide for pick up at the Municipal Office, a Vote by Mail Kit to every person qualified to be on the Voters List who has been added from September 3, 2010 to October 25, 2010 at 8:00 pm.

e) If a qualified elector does not receive the Vote by Mail Kit or if the Vote by Mail Kit is lost or destroyed, a new Vote by Mail Kit may be issued by contacting the Municipal Office after October 11, 2010. The Clerk will confirm that the elector is qualified & have the elector or agent sign a statement by qualified elector or agent, & a new Vote by Mail Kit will be issued. It shall be noted on the Voters List that the elector/agent was issued a new Vote by Mail Kit.

f) Upon receipt of the Vote by Mail Kit, the voter shall complete the ballot, place it in the inner Ballot Secrecy Envelope & seal the envelope. The voter shall complete the Voter Declaration Form & 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 (ie. an X) on the signature line & 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 Ballot Return Station. Return Voting Envelopes mailed in Canada are prepaid.

g) In addition to using Canada Post Mail, the Ballot Return Station will be established for those electors wishing to deposit or have deposited their Return Voting Envelope directly to the Municipal Office on the following dates & times:

Monday, October 18, 2010 to Friday, October 22, 2010
from 9:00 am to 12:00 pm & 1:00 pm to 4:30 pm.

Monday, October 25, 2010 from 10:00 am to 8:00 pm.

h) The final day to deposit the Return Voting Envelope in the mail to ensure delivery to the Municipal Office is Friday, October 15, 2010. Following this date, voters are encouraged to deposit their Return Voting Envelope at the designated Ballot Return Station located at the Municipal Office.

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 Secrecy Envelope shall be treated in the following manner:

i) Envelopes containing equal numbers of Ballot Secrecy Envelopes to Voter Declarations will be counted.

ii) Envelopes containing more Ballot Secrecy Envelopes to Voter Declaration Forms or more Voter Declaration Forms to Ballot Secrecy Envelopes will be rejected.

j) At the Municipal Office on the following dates: Monday, October 18th, Wednesday, October 20th and Friday, October 22nd at 1:30pm - 3:30pm, two or more election officials shall together open the 2010 Return Voting Envelopes. The election officials will remove the sealed Inner Ballot Secrecy Envelope and Voter Declaration Form and update the Voters' List by striking through the

name of the voter, assign a number beside the elector's name on both the Voters' List and elector's Declaration Form; upon being verified, the sealed Ballot Secrecy Envelope will be stored in ballot boxes. The number of Ballot Secrecy Envelopes entered into the container will be recorded.

k) A master Voters List containing deletions, amendments & additions will be maintained by the Clerk. This list may be inspected by candidates & scrutineers at any time during regular office working hours & on October 25, 2010 up to 8:00 pm.

l) If, upon opening the Return Vote Envelope the Ballot Secrecy Envelope has not been sealed, the Clerk may seal the Envelope without examining the ballot.

m) Sealed Inner Ballot Secrecy Envelopes will be sorted in packages of 50 & placed in a secure location under the control of the Clerk.

n) Ballots received by the Clerk after 8:00 pm on Voting Day shall not be counted, but shall be date stamped & retained for the statutory documentation period.

5. Rejection of Ballots

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:

a) upon opening the Return Vote Envelope there is no Voter Declaration Form,

b) upon opening the Return Vote Envelope the Voter Declaration Form is not signed,

c) upon opening the Return Vote Envelope there is a different number of Ballot Secrecy Envelopes to Voter Declaration Forms,

d) there are identifiable marks on the sealed Ballot Secrecy Envelope,

e) upon opening the sealed Ballot Secrecy Envelope at counting, the envelope contains more than one ballot or there are identifiable marks on the ballot, &

f) upon opening the sealed Ballot Secrecy Envelope at counting, the envelope contains a ballot which has not been marked, it will be counted as a Ballot Used but Unmarked by Elector.

6. Counting Procedures

- a) The Council Room at the Municipal Office will be established as the Ballot Counting Centre. Only the Clerk, Deputy Returning Officers, appointed Election Officials, certified Candidates & authorized Scrutineers will be permitted to remain in the Ballot Counting Centre.
- b) The door to the Ballot Counting Centre will be locked at 8:00 pm on Monday, October 25, 2010 & only Election Officials will be allowed to enter thereafter. Candidates & Scrutineers leaving the Centre after 8:00 pm will not be permitted to return.
- c) Cell phones or other equipment will not be permitted in the Ballot Counting Centre. Candidates & scrutineers shall not interfere with the vote count in any manner. Should they do so, they shall be required to leave the facility when so requested by the Election Official.
- d) No campaign material will be allowed within or adjacent to municipal facilities.
- e) At 8:00 pm on Monday, October 25, 2010 the sealed Ballot Secrecy Envelopes will be opened. Ballot Secrecy Envelopes will be sorted into packages of 50. After 8:00 pm the ballots will be read, counted & the statement of results undertaken.
- f) In the event a ballot is accidentally cut when the sealed Ballot Secrecy Envelope is opened, the Election Official shall repair the ballot & attach a notice advising that the damage to the ballot was caused by the Election Official.
- g) The Deputy Returning Officer & Election Official shall count the ballots in the following order;
- Reeve
Councillor
English Public School Trustee
French Public School Trustee
English Separate School Trustee
French Separate School Trustee
- h) Any part of any ballot rejected shall invalidate the remainder of the ballot.
- i) After the completion of the count, a statement of results shall be completed, signed by the Deputy Returning Officer & Election Official & if desired, initialed by any Candidate or Scrutineer present for the count.

j) The original statement of results will be forwarded to the Clerk. The duplicate original Statement of Results will remain affixed to the ballots & stored in a secure place under the control of the Clerk.

7. Announcement of Results

a) Unofficial results of the counting will be announced at the Municipal Office.

b) The official results will be posted in the Municipal Office by the close of business on Tuesday, October 26, 2010.

8. Security of the Ballot prior to Voting

a) Ballots will be printed under the supervision of Data Fix & the number of ballots printed will be forwarded to the Clerk.

b) Canada Post will mail a ballot to each person identified on the Revised Voters List as of September 2, 2010 & a supply of ballots will be forwarded to the Clerk for electors added to the list & those persons issued a new Vote by Mail Kit.

c) The number of ballots distributed by the Clerk to persons qualifying to be voters after September 10, 2010 will be recorded.

d) If the Clerk runs out of ballots printed by Data Fix, she may photocopy as many ballots as she deems necessary & place her initials upon the back of such ballots. The number of ballots copied will be recorded.

9. Security of the Ballot during/after the Vote

a) Upon receiving the prepaid yellow return envelope by mail it will be placed into a separate Ballot Return Station. The number of Return Voting Envelopes entered into the container each day will be recorded.

b) At the end of each day the Clerk or designated official shall affix a seal to the ballot box, initial the seal & place the sealed drop boxes in the municipal vault. Each morning the Clerk or designated official shall retrieve the ballot box, inspect the seals to ensure they are intact & in the presence of another staff member, break the seals to access the slots for use during the day. After 8:00 pm on Voting Day, the box will be sealed.

c) The ballot box will be taken to the Counting Centre, opened & ballots counted.

d) After the count, each bundle of ballots, along with the duplicate original Statement of Results will be placed back into the ballot box. When the vote is complete, the ballot boxes will be sealed & initialed by the Clerk prior to transfer to a secure place under the control of the Clerk.

10. Form of Ballot

The form of ballot will be a Composite Ballot.

11. Scrutineers

a) Each Candidate may appoint, in writing, Scrutineers to be present at the Ballot Return Station & during the counting of ballots. Only one Scrutineer per Candidate may be present at one time or the Candidate.

b) All scrutineers must comply with the procedures that are set out on their Appointment Form.

12. Emergencies

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

13. Amendment to this Document

a) The Clerk at any time has the right to amend this document to facilitate the vote, count & security.

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

Dated at the Township of McMurrich/Monteith this May 31, 2010.

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Per Clerk/Treasurer Cheryl Marshall