



TOWNSHIP OF WELLINGTON NORTH

2015 WARD 3 BY-ELECTION ALTERNATE VOTE POLICY

DEPARTMENT	CLERK	POLICY NUMBER	31.15
EFFECTIVE DATE	September 14, 2015	LEGISLATIVE AUTHORITY	Municipal Elections Act, 1996 (42 (3))
APPROVED BY:	Council Resolution #2015-376		

Table of Contents

DEFINITIONS	2
INTRODUCTION	4
OFFICE TO BE FILLED	4
NOTICES	4
MUNICIPAL FREEDOM OF INFORMATION & PROTECTION OF PRIVACY ACT	5
VOTER'S LIST AND AMENDMENTS	5
VOTE BY MAIL PROCEDURES	6
RECORD SHOWS AN ELECTOR HAS ALREADY VOTED	7
FORM OF THE BALLOT	8
SECURITY OF THE BALLOT PRIOR TO VOTING	8
SECURITY OF THE BALLOT AFTER COUNTING THE VOTES	8
PROCEDURE ON RECEIPT BY MUNICIPALITY OF COMPLETED BALLOTS	8
VOTING PLACE	11
PROXY VOTING	11
FORMS	12
REQUIREMENT TO PROVIDE PROOF OF IDENTITY	12
SCRUTINEERS	12
EMERGENCIES	12
SPECIFIED DATES	12
CERTIFICATION	13
SCHEDULE "A" Time Line for Vote by Mail Method 2015 Ward 3 By-election	14
SCHEDULE "B" VOTER IDENTIFICATION	15

DEFINITIONS

- a) **Act** - The Municipal Elections Act, 1996 (MEA)
- b) **Ballot Count Centre** – is where the blank ballot kits are stored, the secrecy envelopes are opened, ballots processed and where the tabulating of votes will occur on Voting Day. This station is located at the Wellington North Administration Building located at 7490 Sideroad 7 West, Kenilworth, Ontario N0G 2E0. This location is only open to authorized staff, designated election officials, certified candidates and appointed scrutineers.
- c) **Ballot Kit/Vote by Mail Kit** – contains voting instruction sheet; composite ballot; ballot secrecy envelope; voter declaration form; yellow outer return envelope with prepaid postage and such other material as the Clerk or designate determines.
- d) **Ballot Return Station** – is the place where ballots may be delivered. The Ballot Return Station will be located in the Township of Wellington North Administration Building located at 7490 Sideroad 7 West, Kenilworth, Ontario N0G 2E0.
- e) **Candidate** - is a person who has been nominated under Section 33 of the Act.
- f) **Certified Candidate** - is a candidate whose nomination has been certified by the Clerk under Section 35 of the Act.
- g) **Clerk** – is the Clerk of the municipality who is responsible for conducting this election under the authority of the Act. All references to the Clerk for the purposes of this manual shall mean the Returning Officer (R.O.) for the 2015 Ward 3 Municipal By-Election. All references to Clerk's designate shall mean the delegated duties of the R.O.
- h) **Deputy Returning Officer**- is a person appointed by the Clerk for each voting place who will be delegated specific duties and powers by the Clerk.
- i) **Election Official** – is the Clerk or other person(s) appointed in writing by the Clerk to carry out election duties under the Act. An Election Official can only carry out the tasks and duties as assigned in writing by the Clerk, and must take the prescribed oath. (s. 15(4))
- j) **Friend** – is a person who has been requested by an elector to assist him or her in the voting process.
- k) **Municipal Office** - is the Township of Wellington North Administration Building located at 7490 Sideroad 7 West, Kenilworth, Ontario N0G 2E0.
- l) **Nomination Day** – is the day on which all candidates must have filed their Form 1 indicating their intention to run for Council, being October 2, 2015 at 2:00 p.m.
- m) **Preliminary List of Electors (PLE)** - is a list of electors for Ward 3 of Wellington North compiled by the Municipal Property Assessment Corporation (MPAC) and provided to the municipality or its authorized agent at least 21 days before nomination day.
- n) **Proof of Identification** - is proof of identity and residence as prescribed in O. Reg. 304/13 of the Act.

- o) **Proxy Voting** - A ballot cast by one person on behalf of another.
- p) **Regular Municipal Office Hours** - is Monday to Friday, 8:30 a.m. to 4:30 p.m.
- q) **Return Envelope Processing Station(s)** – is to be located at the Municipal Office and is where the yellow return envelopes will be processed/scanned and the electronic voter's list will be updated and the opened yellow return envelopes together with the unopened secrecy envelopes will be placed in ballot boxes for secure storage until Voting Day of November 16, 2015.
- r) **Scrutineer** - is an individual, appointed in writing by a certified candidate, to represent him or her during the voting process.
- s) **Tabulator/Scanner Station** – is where the ballots are tabulated/scanned electronically. This station is located within the Ballot Count Centre at the Municipal Office and the designated location is only open to authorized staff, designated election officials, certified candidates and OR appointed scrutineers.
- t) **Voters List** - is the Preliminary List of Electors, as corrected by the Clerk, under the provisions of Section 22 of the MEA.
- u) **Voting Day** - is the final day on which the vote is to be taken in the Ward 3 by-election and shall be Monday, November 16, 2015 with the close of voting to be at 8:00 p.m.
- v) **Voting Place** - is located at the Municipal Office, at 7490 Sideroad 7 West, Kenilworth, Ontario N0G 2E0.

INTRODUCTION

The 2015 Ward 3 Municipal By-Election will be held on Monday, November 16, 2015.

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*.

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 as the Clerk deems necessary.

A copy of any amendment(s) will be forwarded to each candidate.

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.

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.**

With respect to matters of policy and procedures for alternative voting methods and vote-counting equipment, the Clerk's decision is **final**.

The 2014 Township of Wellington North Election Procedures are applicable, except the dates mentioned therein, and insofar as they do not conflict with this 2015 Ward 3 By-Election Alternate Vote Policy.

Questions regarding the procedures are welcome.

Staff is available at the Municipal Office to explain the process vote by mail process or to assist with casting a ballot.

It is the intent of the Clerk, or designate, to use their best efforts to ensure that no qualified elector is disenfranchised from participating in the Vote by Mail 2015 Ward 3 By-election.

For more information, please drop by the Municipal Office during regular business hours or call 519-848-3620.

OFFICE TO BE FILLED

The 2015 Ward 3 Municipal By-Election is to fill the following position:

Township Councillor – Ward 3 – 1 to be elected

NOTICES

All notices required under the *Municipal Elections Act, 1996* (the Act) shall be published in the Wellington Advertiser and posted on the municipality's website, www.wellington-north.com

All notices shall be published and posted in English only.

- Notice of Election Information
- Notice of the Revision of the Voter's List
- Notice of Nomination
- Certified Election Results

The Clerk reserves the right to publish additional advertisement and notices as deemed necessary.

MUNICIPAL FREEDOM OF INFORMATION & PROTECTION OF PRIVACY ACT

Despite anything in the *Municipal Freedom of Information and Protection of Privacy Act*, documents and materials filed with or prepared by the Clerk or any other election official under the MEA are public records and, until their destruction which is 120 days after the election results are declared, may be inspected by any person at the clerk's office at a time when the office is open.

VOTER'S LIST AND AMENDMENTS

The Municipal Property Assessment Corporation (MPAC) is responsible for supplying the Township of Wellington North with the Voter's List for municipal elections. The municipality has contracted with DataFix to provide data base services in development and management of the Voters' List.

The Voters' List, showing the names of all persons entitled to vote in the November 16, 2015 Ward 3 By-Election in the Township of Wellington North will be available for public inspection commencing Monday, September 14, 2015 at the Municipal Office.

The Clerk shall, to the best of his/her ability and legislative authority, ensure that an elector's name appears on the Preliminary List of Electors in Ward 3 of the Township of Wellington North only once.

All deletions, amendments and additions to the Voters' List shall be maintained electronically. Additionally, electors' names will be struck from the Voters' List as the Vote by Mail kits with completed ballots are received and processed at the Return Envelope Processing Station on the date set out on Schedule "A" attached hereto.

If an individual qualifies and their name has been omitted from the Voters' List or the information is incorrectly shown, they or their agent must file an Application to Amend the Voters' List (EL15) during the period commencing Monday, September 14, 2015 to November 13, 2015, Monday through Friday, during regular office hours, and on November 16, 2015 (Voting Day) from 8:30 a.m., until the close of voting at 8:00 p.m.

Individuals or their agents are required to provide proof of identity and residence in order to file an Application to Amend the Voter's List (EL15). The type of identification is prescribed in O. Reg. 304/13 and is attached hereto as Schedule "B"

The Voters' List containing deletions, amendments and additions, along with those persons who have voted to date and those persons who have been issued with Vote By Mail Kits by the municipality will be maintained electronically by the Clerk or designate and updates provided to each candidate on written request.

The Voters' List shall be reproduced and identified with a "Voters' List Cover Sheet" after September 14, 2015.

After September 14, 2015, upon written request, the Clerk shall give every candidate nominated for Ward 3, a copy of the Voters' List that contains the names of the electors who are entitled to vote for that office Each candidate will be required to sign the "Declaration of Proper Use of the Voters' List".

The MEA states that the Voters' List cannot be posted in a public place or by an electronic method and can be used only for election purposes.

VOTE BY MAIL PROCEDURES

The Municipality, in conjunction with DataFix, will provide a Vote By Mail Kit to every person who qualifies to be an elector and who is shown on the Voter's List up to the Close of Voting on November 16, 2015 (Voting Day).

On October 23, 2015, DataFix will mail Vote by Mail Kits to those that are on the Voter's List as of October 13, 2015.

Electors added to the Voters' List after October 13, 2015, and up to the close of voting at 8:00 p.m. on November 16, 2015 may pick up their Vote by Mail Kit at the time of filing their Application to Amend the Voters' List form during regular office hours or request a Vote by Mail kit be mailed.

A Vote by Mail 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.

The number of Voting Kits distributed by the Clerk or designate to persons qualifying to be voters after October 13, 2015 will be recorded.

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 white ballot envelope marked Ballot Secrecy Envelope
- SEAL the white Ballot Secrecy Envelope
- Complete and sign the Voter Declaration Form.

**IMPORTANT NOTE: VOTER DECLARATION FORMS
THAT ARE NOT SIGNED WILL NOT HAVE THEIR BALLOT COUNTED**

- If a voter requires assistance in voting, he/she shall make their mark (i.e. an "x") on the signature line and have a friend sign in the signature area of the Voter Declaration Form
- Place the completed Voter Declaration Form and the SEALED white 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 on or before November 2, 2015 or deliver it personally to the Municipal Office

Ballots received after 8:00 p.m. on November 16, 2015 shall not be processed or counted, but will be time and date stamped and kept with the official election records.

The final day to mail the Vote by Mail kit to the municipality to ensure delivery is November 2, 2015.

The onus is on eligible voters to ensure their names are on the Voters List and that they notify the Clerk or designate that they have not received a Vote by Mail Kit.

The Clerk or designate may, in special circumstances, arrange to have a Vote by Mail Kit delivered to an individual.

An elector who has not mailed their ballot to the Municipal Office on or before November 2, 2015 should deliver their completed ballot kit to the Ballot Return Station at the Municipal Office between November 3, 2015 and November 13, 2015 during regular office hours and up to the close of voting at 8:00 p.m. on November 16, 2015 to leave the return envelope with the Clerk, or designate, in a ballot box.

Any elector who receives a ballot in the mail may chose to attend at the Municipal Office between October 26, 2015 to November 13, 2015 during regular office hours and up to the close of voting at 8:00 p.m. on November 16, 2015 to conduct their vote at a secure location at the Ballot Return Station in the Municipal Office and leave the return envelope with the Clerk, or designate in a ballot box.

Ballots may also be dropped in the afterhours mail slot at the Municipal Office on or before 8:00 p.m. on November 16, 2015 (Voting day)

If a voter on, or added to, the Voters' List does not receive a Vote by Mail Kit, or if the Vote by Mail Kit is lost or destroyed, a Replacement Voting Kit may be issued.

The voter or their agent must attend at 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 designate will confirm that the voter is qualified, and issue the Replacement Voting Kit.

If the Vote by Mail 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.

The Clerk or designate 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 Vote by Mail Kit;
- They were in receipt of their Vote by Mail Kit but it has been either lost or destroyed;
- They were not on the Voters' List and as such shall also be processed as an addition to the Voters' List.

A list of names shall be maintained showing the name and address of each person who has received a Replacement Voting Kit.

The completed Replacement Voting Kit declaration forms shall be kept in the custody of the Clerk.

Voters requiring assistance in any manner should attend the Municipal Office or call the Township of Wellington North at 519-848-3620 for assistance from election staff.

The Municipal Office will be open for assistance during normal office hours during the election period, and on November 16, 2015 (Voting Day) from 8:30 a.m. to 8:00 p.m.

Alternately, municipal staff may attend in person on any elector who is in need of assistance to complete their ballot.

RECORD SHOWS AN ELECTOR HAS ALREADY VOTED

Provision is made to allow a person to vote if it appears that someone else has already voted in his/her name or that the Voters' List has been marked opposite that person's name as having voted in error.

The person must take the prescribed "Oath of qualification" and provide proof of identity and residence as prescribed in O. Reg. 304/13.

His/her name and address is then entered electronically on the Poll Clerk's list, the DataFix system will reject the first Vote by Mail ballot that was processed and the individual shall be issued a new ballot and permitted to vote.

The Clerk or designate will ensure the original Vote by Mail kit in its entirety including the unsealed yellow Return Envelope, the sealed white Secrecy Envelope, with all enclosures is set aside and marked as to the reason it was rejected. If it appears as though voter fraud has taken place, the Clerk shall notify the Wellington County Ontario Provincial Police detachment.

FORM OF THE BALLOT

The form of the ballot will be a composite ballot.

The ballot shall be designated with the names of candidates in alphabetical order based on the last name of each candidate as it appears on the nomination form.

The place for the elector to mark the ballot for each candidate shall be clear and unambiguous.

SECURITY OF THE BALLOT PRIOR TO VOTING

Ballots will be printed by DataFix and mailed on October 23, 2015 to each person identified on the revised Voters' List as of October 13, 2014.

Fifty blank ballot kits will be forwarded to the Clerk, or designate to be used for eligible voters who have spoiled a ballot or who did not receive a ballot kit in the mail and shall be stored in a secured location at the Ballot Count Centre.

In the event there are insufficient ballots provided by DataFix, upon the authorization of the Clerk, or designate, additional ballots may be printed.

SECURITY OF THE BALLOT AFTER COUNTING THE VOTES

When the count is complete, the ballot boxes will be sealed and initialed by the Clerk, or designate, prior to transfer to a secure location under the control of the Clerk, or designate, for the statutory retention period.

Destruction of the official election records shall be in accordance with the *Municipal Elections Act, 1996*.

PROCEDURE ON RECEIPT BY MUNICIPALITY OF COMPLETED BALLOTS

Immediately on receipt of ballots by mail or from the Ballot Returning Stations the Clerk or designate shall place the unsealed yellow Outer Return Envelope containing the white secrecy envelope inside which is the ballot in a ballot box in the secure location as designated by the Clerk.

As each ballot box is filled, and at the end of each day, the Clerk, or designate and a witness who shall be a staff member of the Township of Wellington North, shall affix a seal to the ballot boxes, initial the seal and place the sealed ballot boxes in the secure location as designated by the Clerk.

Each morning the Clerk or designate, and a witness who shall be a staff member of the Township of Wellington North, shall retrieve any sealed, but not full ballot boxes, inspect the seals to ensure they are intact, and, in the presence of another election staff member, break the seals to access the slots for use at the Return Envelope Processing Station.

At 3:30pm on October 29, 2015, November 5, 2015 and November 12, 2015 the Clerk or designate will process any ballots that have been received by unsealing the yellow Outer Return Envelopes at the Return Envelope Processing Station and, upon verified that the Voter Declaration has been signed, the Declaration shall be scanned which will indicate that individual has cast a ballot. The entire unsealed yellow Outer Return Envelope with the sealed white Ballot Secrecy Envelopes and Voter Declaration will be placed together and stored in sealed ballot boxes.

Candidates or their designated scrutineer may attend during this process.

The number of yellow Outer Return Envelopes processed shall be reconciled with the:

- Number of electors marked as having voted on the Voters' List
- Number of secrecy envelopes deposited into the ballot box

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

The Clerk or designate shall update the voter's list.

At 9:00 am October 30, 2015, November 6, 2015 and November 13, 2015 candidates may attend at the Municipal Office to receive an updated voter's list indicating electors who have cast their ballot.

Commencing at 6:00 p.m. on November 16, 2016, election staff will commence opening the returned Vote by Mail kits containing the ballots.

No ballots cast in the 2015 Ward 3 By-election shall be counted before November 16, 2015 (Voting Day).

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.

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.

No results shall be revealed until after 8:00p.m. on November 16, 2015 (Voting Day)

Once all of the prescribed forms have been completed, the ballots shall be sealed into Ballot Boxes and placed in a secure storage location.

BALLOT COUNT STATION 1

Two election officials will be situated at Station 1 in the Ballot Count Centre. They shall unseal the yellow Outer Return Envelope with a letter opener, ensure the Voter Declaration is signed and if the Voter Declaration has been signed, place the unopened, sealed white ballot in bundles of 25 TO BE COUNTED at Station 2. The Voter Declaration will be retained at Station 1.

If the Voter Declaration has not been signed, the election officials shall set aside the entire Vote by Mail ballot package, including the unsigned Voter Declaration, the opened yellow Outer Return Envelope, the sealed secrecy envelope that contains the ballot and the VOTE WILL NOT BE COUNTED

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

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

If upon opening the yellow Outer Return Envelope and it contains a white Ballot Secrecy Envelope however there is no Voter Declaration Form, the designated election officials will open the white Ballot Secrecy Envelope to determine if the Voter Declaration Form has been inserted in the Ballot Secrecy Envelope.

If the designated election officials find the Voter Declaration Form in the white Ballot Secrecy Envelope, they shall remove the Voter Declaration Form without examining the ballot. The white Ballot Secrecy Envelope will be resealed by taping it closed.

- If the Voter Declaration Form is signed, the ballot WILL BE COUNTED.
- If the Voter Declaration Form is not signed, the ballot WILL NOT BE COUNTED.
- If the designated Election Official does not find the Voter Declaration Form contained in the Ballot Secrecy Envelope, the ballot WILL BE REJECTED.

If upon opening the Outer 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.

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.

- If the Voter Declaration Form is signed, the ballots WILL BE COUNTED.
- If the Voter Declaration Form is not signed, the ballot WILL NOT BE COUNTED.

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.

- If the Voter Declaration Form is signed, the ballots WILL BE COUNTED.
- If the Voter Declaration Form is not signed, the ballot WILL NOT BE COUNTED.

If after this process there remains a different number of Ballot Secrecy Envelopes than Voter Declaration Forms, the ballots WILL BE REJECTED.

If, upon opening the yellow Outer 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.

If the white 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.

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:

- upon opening the yellow Outer Return Envelope there is no Voter Declaration Form, subject to Section 19.2.3 above;
- upon opening the yellow Outer Return Envelope there is a different number of Ballot Secrecy Envelopes than Voter Declaration Forms;
- upon opening the sealed Ballot Secrecy Envelope at the Counting Location, the envelope contains more than one ballot; and
- 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".

Where a white 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.

Ballots received after 8:00 p.m. on November 16, 2015 (Voting Day) shall not be processed or counted, but will be time and date stamped and kept with the official election records.

BALLOT COUNT STATION 2

Two election officials shall be situated at Station 2 in the Ballot Count Centre. An election official will take the sealed white Secrecy Envelopes in bundles of 25 from Station 1 to Station 2 where two election officials shall open the white Secrecy Envelopes with a letter opener, remove the ballots, fold them flat and manually count the ballots, then place the counted ballot in a ballot box.

As each ballot box is filled with counted ballots it is sealed and transported to a secure location.

VOTING PLACE

The voting place shall be furnished with compartments in which electors may mark their ballots without other persons being able to see how they are marked and it is the duty of the Clerk/Returning Officer or Deputy Returning Officer respectively to ensure that a sufficient number of compartments are provided at the voting place.

PROXY VOTING

The 2015 Ward 3 Municipal By-Election is using the Vote By Mail process, in accordance with Section 42(5), of the *Municipal Elections Act, 1996*, as amended, there is no requirement for and no opportunity to vote by proxy.

FORMS

In addition to the prescribed forms as set out by the Ministry of Municipal Affairs and Housing the Clerk, or designate, reserves the right to use additional forms as may be necessary for the conduct of the election.

REQUIREMENT TO PROVIDE PROOF OF IDENTITY

All eligible electors are required to provide proof of identity and residence in order to obtain a ballot at the location or they must sign the Voter Declaration card included in the Vote by Mail Kit. The type of identification is prescribed in O. Reg. 304/13 and is attached hereto as Schedule "B"

SCRUTINEERS

Candidates may appoint scrutineers in writing, on the designated form, to represent them and all scrutineers must comply with the procedures set out on their Appointment Form.

Scrutineers OR candidates may be present when Return Envelopes, Inner Ballot Secrecy Envelopes or ballots are being processed and when the votes are being counted.

As there is only one poll station on November 16, 2015 (Voting day), only a candidate OR their scrutineer may be present.

Scrutineers OR candidates will be provided an area within the Ballot Count Centre for their use. Cell phones or other equipment will not be permitted in the Ballot Count Centre other than for designated Election Officials.

Scrutineers OR candidates shall not interfere with the vote count in any manner either during the sequester period or during the vote counting procedure. Should they do so, they shall be required to leave the facility when so requested by the designated Election Official.

No campaign material will be allowed within the Ballot Count Centre on Voting Day.

Scrutineers OR candidates will not be admitted to the Ballot Count Centre after 6:00 p.m. on November 16, 2015 (Voting Day).

Should a scrutineer OR candidate be inside the Ballot Count Centre at 6:00 p.m. on November 16, 2015 and leave the premises, they will not be readmitted.

EMERGENCIES

In the event of any condition of an emergency or any circumstance that will undermine the integrity of the election, the Municipal Clerk, or designate, has the discretion to declare an emergency and make any arrangements deemed necessary for the conduct of the election.

Any unforeseen cases not dealt with in these procedures will be recorded, action taken, and reflected in an addendum signed by the Clerk, to these procedures and circulated to all candidates as soon as possible.

SPECIFIED DATES

Dates specified in this Procedure respecting the issuance and return of Vote by Mail Kits may vary slightly depending on Canada Post schedules and the time line provided by DataFix.

CERTIFICATION

These are the certified procedures for voting and for the use of vote counting equipment that shall be followed for the 2015 Ward 3 Municipal By-Elections in the Township of Wellington North.

These procedures may be amended as deemed necessary by the Clerk and Deputy Returning Officer.

Karren Wallace
Clerk and Returning Officer

Date

Catherine Conrad
Deputy Returning Officer

Date

SCHEDULE "A" Time Line for Vote by Mail Method 2015 Ward 3 By-election

June 22, 2015	Receive written resignation (Section 260 <i>Municipal Act, 2001</i>)
July 13, 2015	Declare seat vacant (Section 262 (1) <i>Municipal Act, 2001</i>)
August 10, 2015	Pass a by-law to hold a by-election <i>(last day for passing this by-law is September 11, 2015 being 60 days from seat being declared vacant Section 263(5) Municipal Act, 2001)</i>
August 11, 2015 – Friday October 2, 2015	Nominations can be filed 8.30 am on Tuesday August 11, 2015 to Friday October 2, 2015 at 2:00 p.m <i>(last day for nomination day is October 9, 2015 - must not be more than 60 days after a by-law is passed to hold a by-election Section 65(4) Municipal Elections Act)</i>
August 21, 2015	Agreements with Canada Post and information supplied to DataFix
Sept. 11, 2015	MPAC to provide preliminary list of electors (PLE) <i>(last day to receive this is September 11 at least 21 days before nomination day Section 65(4) 4 ii</i>
Sept. 14, 2015	Council passes by-law for vote by mail process <i>(last day to pass the by-law is September 14, 2015 60 days before first day an elector can vote Section 42 (4)</i>
September 14- November 16 (Voting Day)	Electors may review the voter's list and add or delete names
September 14	Upon written request, candidates receive a copy of the voter's list
October 5, 2015	Certify list of candidates
October 13, 2015	Last day to amend the voter's list to receive a vote by mail kit directly from DataFix
October 14- November 16	Amend the voter's list and receive a ballot in person or in the mail from the municipality
October 23, 2015	DataFix Mail out kits to electors who were on the voter's list as of Oct 13
Oct 26, 2015 to November 16, 2015	Municipality receive ballots in mail or in person or via the after hours mail slot until 8 p.m. November 16, 2015
October 29, 2015	3:30 p.m. Election staff scan sealed yellow envelopes to record advance voters - candidates or scrutineers may be present
October 30, 2015	9:00 a.m. candidates may obtain an updated voter's list
November 2, 2015	Last day for electors to put ballots in mail to guarantee mail return to Wellington North by November 16
November 5, 2015	3:30 p.m. Election staff scan sealed yellow envelopes to record advance voters - candidates or scrutineers may be present
November 6, 2015	9:00 a.m. candidates may obtain an updated voter's list
November 12, 2015	3:30 p.m. Election staff scan sealed yellow envelopes to record advance voters – candidates or scrutineers may be present
November 13, 2015	9:00 a.m. candidates may obtain an updated voter's list
Monday November 16, 2015	Voting day <i>(last day for voting day is November 16, 2015: shall be 45 days after nomination day Section 65(4) 3 Municipal Elections Act)</i>
November 17, 2015	Announce official results
November 23, 2015	Ward 3 Councillor takes oath of office and attends first Council meeting
December 31, 2015	Candidate must file Form 4 by 2:00 p.m.

SCHEDULE “B” VOTER IDENTIFICATION

ONTARIO REGULATION 304/13

An original, or a certified or notarial copy, of a document that is listed and shows the person’s name and qualifying address.

1. An Ontario driver’s licence.
2. An Ontario Health Card (photo card).
3. An Ontario Photo Card.
4. An Ontario motor vehicle permit (vehicle portion).
5. A cancelled personalized cheque.
6. A mortgage statement, lease or rental agreement relating to property in Ontario.
7. An insurance policy or insurance statement.
8. A loan agreement or other financial agreement with a financial institution.
9. A document issued or certified by a court in Ontario.
10. Any other document from the government of Canada, Ontario or a municipality in Ontario or from an agency of such a government.
11. Any document from a Band Council in Ontario established under the *Indian Act* (Canada).
12. An income tax assessment notice.
13. A Child Tax Benefit Statement.
14. A Statement of Employment Insurance Benefits Paid T4E.
15. A Statement of Old Age Security T4A (OAS).
16. A Statement of Canada Pension Plan Benefits T4A (P).
17. A Canada Pension Plan Statement of Contributions.
18. A Statement of Direct Deposit for Ontario Works.
19. A Statement of Direct Deposit for Ontario Disability Support Program.
20. A Workplace Safety and Insurance Board Statement of Benefits T5007.
21. A property tax assessment.
22. A credit card statement, bank account statement, or RRSP, RRIF, RHOSP or T5 statement.
23. A CNIB Card or a card from another registered charitable organization that provides services to persons with disabilities.
24. A hospital card or record.
25. A document showing campus residence, issued by the office or officials responsible for student residence at a post-secondary institution.
26. A document showing residence at a long-term care home under the *Long-Term Care Homes Act, 2007*, issued by the Administrator for the home.
27. A utility bill for hydro, water, gas, telephone or cable TV or a bill from a public utilities commission.
28. A cheque stub, T4 statement or pay receipt issued by an employer.
29. A transcript or report card from a post-secondary school.