



Procedure for Vote by Mail-In Ballot

Municipal Election 2010

Vote by Mail: Procedures and Rules

1. ELECTION PERSONNEL

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

2. NOTICES

- a. Notice of Revision of Voters List is to be published and posted before Tuesday September 1, 2010. The revision period runs from Tuesday September 7, 2010 to the close of voting on Monday October 25, 2010 at 8:00 p.m.
- b. Notice of Nomination is to be published and posted before Nomination Day. Nomination period runs from January 1, 2010 to September 10, 2010.
- c. List of Candidates to be posted Monday, September 13, 2010.
- d. Term of Office begins Wednesday, December 1, 2010
- e. Deadline for filing financial statements March 25, 2011 prior to 2:00 p.m.

3. REVISION OF VOTERS LIST PROCEDURE

- a. The period for revisions to the voters list is from Tuesday September 7, 2010 until the close of voting on Monday October 25, 2010. 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 Tuesday September 7, 2010 until Friday, September 10, 2010.
- c. Revisions to the Voters List will be conducted at the Town Office, 130 Oxford St. 2nd Floor during regular office hours Monday to Friday 8:30 a.m. to 4:30 p.m. except as varied in paragraph a) and b).
- d. Electors added to the Voters' List up to Friday September 10, 2010, will receive their Vote By Mail Kit by mail from Data Fix through Canada Post.
- e. Electors added to the Voters' List from Friday, September 10, 2010 to Monday October 25, 2010 may pick up their Vote By Mail Kit after Monday September 29, 2010 and up to Monday October 25, 2010 at 8:00 p.m. at the Town Office, 130 Oxford, 2nd Floor.
- f. Electors added to the Voters' List from Friday September 10, 2010 to the close of voting on Monday October 25, 2010 will be provided with a vote By Mail Kit. These electors will have the option of returning the ballot at a later time or conducting their vote by mail at a Ballot Return Station in the Municipal Office and leaving the Ballot Secrecy Envelope with the Clerk.

4. VOTE BY MAIL PROCEDURE

- a. The Municipality 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 p.m.
- b. The Vote By Mail Kit shall consist of:
 - i. Voting Instruction Sheet
 - ii. Composite Ballot
 - iii. Ballot Secrecy Envelope (coded with the Ward Number)
 - iv. Voter Declaration Form
 - v. Outer Return Envelope (yellow) with prepaid postage
 - vi. Such other material as the Clerk determines
- c. The Clerk, during the week of September 27, 2010, shall cause to be mailed to every elector who had qualified to be on the Voters' List by Friday, September 10, 2010
- d. The Clerk shall provide for pick up at the Town Offices 130 Oxford St. 2nd Floor, a Vote By Mail Kit to every person qualified to be on the Voters' List who has been added after Friday September 10, 2010 to Monday October 25, 2010 at 8:00 p.m.

- e. If a qualified elector does not receive his/her 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 attending at the Town Office 130 Oxford St. 2nd Floor after September 29, 2010. The Clerk will confirm that the elector is qualified and have the elector or agent sign a statement by qualified elector or agent, and 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 and seal the envelope. The voter shall complete the Voter Declaration Form and place it, along with the sealed Ballot Secrecy Envelope, in the yellow prepaid business reply envelope. If a voter required assistance in voting, he/she shall make their mark (i.e. an “X”) on the signature line and have a witness sign in the signature area of the Voter Declaration Form. The yellow prepaid business reply Return Voting Envelope may be mailed or delivered to the “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 Clerk or designate at the Town Office 130 Oxford St. 2nd Floor on the following dates and times:
 - Monday to Friday: 8:30 a.m. – 4:30 p.m.
 - Monday October 25, 2010: 8:30 a.m. – 8:00 p.m.
- h. The final day to deposit the Return Voting Envelope in the mail to ensure delivery to the Clerk is **Saturday, October 16, 2010**. Following this date, voters are encouraged to deposit their Return Voting Envelope at the designated “Ballot Return Station” located in the Town Office, 130 Oxford St.
- i. Return Voting Envelopes deposited in the Ballot Box or Drop Box located at the Town Office, 130 Oxford St., until Monday October 25, 2010 at 8:00 p.m. will be considered as having been mailed
- j. 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 signed 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.**
 - iii. Envelopes containing equal numbers of Ballot Secrecy Envelopes to unsigned voter Declarations **WILL BE REJECTED.**

- k. Each day as Return Voting Envelopes are received either by mail or from a “Ballot Return Station”, the Clerk 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 and assigning a number beside the elector’s name on both the Voters’ List and the elector’s Declaration Form.
- l. A master Voters’ List containing deletions, amendments and additions, along with those persons who have voted to date and those persons who have been issued with Vote By Mail Kits by the municipality will be maintained by the Clerk. This list may be inspected by candidates and scrutineers at any time during regular office working hours and on Monday October 25, 2010 up to 8:00p.m.
- m. 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.
- n. Sealed Inner Ballot Secrecy Envelopes will be placed in a secure location under the control of the Clerk. On Monday October 25, 2010, the sealed Ballot Secrecy Envelopes will be transported to the Counting Centre located in the Town Office 130 Oxford St. Basement Level as designated by the Clerk.
- o. Ballots received by the Clerk after 8:00 p.m. on Voting Day shall not be counted, but shall be date stamped and retained for the statutory retention period.
- p. If, upon opening the Return Vote Envelope, the Voter Declaration Form is unsigned, the Clerk and/or designate may hold the ballot in a secured location in the municipal vault and contact the Voter, who may attend the Municipal Office, 130 Oxford St., 2nd floor, during normal working hours, and with proof of identity, sign the Voter Declaration Form. The Clerk/designate then will process the Ballot as described in Section (k).

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 the Counting Centre, the envelope contains more than one ballot; and
- f. Upon opening the sealed Ballot Secrecy Envelope at the Counting Centre, the envelope contains a ballot which has not be marked, it will be counted as a Ballot Used but Unmarked by Elector.

6. COUNTING PROCEDURES

- a. The Town Office at 130 Oxford St., Basement Level will be established as the Ballot Counting Centre. Only the Clerk, Deputy Returning Officers, appointed Election Officials, certified Candidates and authorized Scrutineers will be permitted to remain in the Ballot Counting Centre.
- b. The doors to the Ballot Counting Centre will be locked at 5:00 p.m. on Monday October 25, 2010 and only Election Officials will be allowed to enter thereafter. Candidates and Scrutineers leaving the Centre after 5:00 p.m. will not be permitted to return.
- c. The Ballot Counting Centre will be designated as a “No Smoking Area.”
- d. Scrutineers will be provided with an area away from the “Counting Stations” for their use. Cell phones or other equipment will not be permitted in the Ballot Counting Centre other than for Election Officials. 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.
- e. No campaign material will be allowed within the Town Centre property and in particular the Ballot Counting Centre.
- f. Prior to 8:00 p.m. on Monday October 25, 2010, the secured sealed Ballot Secrecy Envelopes received by the Clerk to the time of delivery will be delivered to the Ballot Counting Centre. Sealed Ballot Secrecy Envelopes received at the Municipal Office after the initial ballot transfer and prior to the close of voting on Monday October 25, 2010, will be delivered to the Ballot Counting Centre. Scrutineers will be allowed to view the sealing of the ballot boxes prior to the transfer.
- g. After 8:00 p.m. on Monday October 25, 2010, the sealed Ballot Secrecy Envelopes will be counted and the statement of results undertaken. Ballot Secrecy Envelopes will already have been sorted .Ballot Secrecy Envelopes will be grouped into bundles of fifty (50) and delivered to the appropriate Deputy Returning Officer and Election Official for counting of the ballots. When the initial fifty (50) ballots are counted, a second bundle of fifty (50) will be delivered for counting, and so on until all ballots have been counted.

- h. In the event a ballot is accidentally cut when the sealed Ballot Secrecy Envelope is opened, the Election Official shall repair the ballot and attach a notice advising that the damage to the ballot was caused by the Election Official.
- i. The Deputy Returning Officer and Election Official shall count the ballots in the following order:
 - Mayor
 - Deputy Mayor
 - Councillor
 - English Language Public School Trustee
 - English Language Separate School Trustee
 - French Language Public School Trustee
 - French Language Separate School Trustee
- j. Any part of any ballot rejected shall not invalidate the remainder of the ballot except if there are identifying marks, in which case the entire ballot shall be rejected.
- k. After the completion of the count of each bundle of fifty (50) ballots, a statement of results for that bundle shall be completed, signed by the Deputy Returning Officer and Election Official and if desired, initialed by any Scrutineer present for the count, and forwarded for tabulation.
- l. The original statement of results will be forwarded to the designated Tabulation Centre for tabulation. The duplicate original Statement of Results will remain affixed to the ballots and stored in a secure place under the control of the Clerk.
- m. Once all ballots have been counted, the ballots will be secured, the ballot boxes sealed and returned to the Clerk for secure storage.

7. TABULATION PROCEDURES

- a. Tabulation of the Statements of Results will be conducted in the Town Office, 130 Oxford St.
- b. Tabulation of results for each elected position will be calculated and posted as the information is received from the Counting Centre.
- c. The results forwarded to the Town Office will be unofficial.
- d. As the duplicate copies of the Statement of Results from each bundle of votes counted is received, these results will be entered and once certified by the Clerk, will be the official results.

8. ANNOUNCEMENT OF RESULTS

- a. Unofficial results of the counting will be posted at the Town Office
- b. The official results will be posted in the Municipality of Ingersoll by the close of business on Wednesday October 27, 2010.

9. SECURITY OF THE BALLOT PRIOR TO VOTING

- a. Ballots will be printed under the supervision of Data Fix and the number of ballots printed will be forwarded to the Clerk.
- b. Data Fix will mail a ballot to each person identified on the Revised Voters List as of Friday September 10, 2010 and this number of ballots used will be forwarded to the Clerk.
- c. In addition to the ballots mailed, the Clerk will receive approximately 50 ballots. Once received, the ballots will be counted and the numbers recorded.
- d. The number of ballots distributed by the Clerk to persons qualifying to be voters after September 28th, 2010 will be recorded.
- e. If the Clerk runs out of ballots printed by Data Fix, the Clerk may photocopy as many ballots as deems necessary and place his/her initials upon the back of such ballots. The number of ballots copied will be recorded.

10. SECURITY OF THE BALLOT DURING/AFTER THE VOTE

- a. Upon receiving the prepaid yellow return envelope by mail or from a Ballot Return Station, the envelope will be opened and upon being verified, the sealed Ballot Secrecy envelope will be stored in ballot boxes. The number of Ballot Secrecy 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 each of the ballot boxes, initial the seal and place the sealed drop boxes in the municipal vault. Each morning the Clerk or designated official shall retrieve the drop boxes, inspect the seals to ensure they are intact, and in the presence of another staff member, break the seals to access the slots for use during the day. On Voting Day, the sealed boxes will be transported by the Clerk or designated official to the Counting Centre. A ballot box shall be maintained at the Voting Day Ballot Return Station during the specified hours. At the close of voting at 8:00 p.m. the ballot box maintained at the Ballot Return Station shall be sealed.
- c. The sealed ballot boxes will be transported to the Counting Centre and the boxes opened and the ballots counted.

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

11. FORM OF BALLOT

The form of ballot will be a “Composite Ballot.”

12. SCRUTINEERS

- a. Each Candidate may appoint, in writing, Scrutineers to be present during the voting, which may take place at the Town Office, 130 Oxford St. and during the counting of the ballots at the Counting Centre. At the Counting Centre, a Scrutineer representing a candidate may be present at each counting table and at the ballot-opening table to oversee the count, upon the submission of his/her written appointment. Only one Scrutineer per candidate may be present at one time at each of the tables.
- b. All scrutineers must comply with the procedures that are set out on their Appointment Form.

13. EMERGENCIES

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

14. Election Signs at Voting Place

- a) The Town Centre, 130 Oxford St., 2nd Floor, Ontario has been designated as the “*Voting Place*” for the 2010 Municipal Election.
- b) Pursuant to Section 48 (Subsection 1 and 2) of the Municipal Election Act, 1996, as amended, no person shall display a candidate’s election material or literature in a voting place nor directly or indirectly influence how the elector votes while the elector is in a voting place.
- c) Please be advised that **no** Elections Signs are permitted on the premises, known as 130 Oxford St. Ingersoll, Ontario.

15. AMENDMENT TO THIS DOCUMENT

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

Dated at the Town of Ingersoll this 14 day of June, 2010

Name of the Clerk ELAINE CLARK

Signature of the Clerk _____

Returning Officer _____