

THE CORPORATION OF THE TOWNSHIP OF HORTON

APPENDIX "A" TO BY-LAW 2017-74

Clerk's Rules and Procedures, Municipal Elections, 2018

1. ELECTION PERSONNEL

The Clerk may appoint, in writing, Deputy Returning Officers and such other officials as required to assist in administration of the election process, including but not limited to, revising the voter's list, management and control of the mail vote system, security of the election, counting of ballots, tabulating results, issuance of notices and printing of materials. Written appointment of election officials and delegations of duties shall include the authority to require a person to furnish proof of identity or qualifications pursuant to the Municipal Elections Act R.S.O. 1996.

2. REVISION OF VOTERS LIST PROCEDURE

The period for revisions to the voter's list is from September 4th, 2018 to the close of voting on October 22nd, 2018. Revisions of the voters list will be made at the municipal office, 2253 Johnston Road, R. R. # 5 Renfrew, Ontario, on forms available from the Clerk or his/her designate, during regular office hours up to voting day, and until close of voting, 8:00 PM October 22nd, 2018 at the Voting Day Ballot Return Station.

Applications for revision to the voter's list may be filed in person or by mail by the applicant or by his/her agent.

3. VOTE BY MAIL PROCEDURE

- a) The Municipality, in conjunction with DataFix, will provide the Vote By Mail Kit to every person who qualifies to be an elector;
- b) The Vote By Mail Kit shall consist of:
 - Voting Instruction Sheet
 - Ballot
 - Ballot Secrecy Envelope
 - Voter Declaration Form
 - Outer Return Envelope (with prepaid postage)
 - Such other material as the Clerk deems necessary
- c) 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 Kit may be issued. The Clerk or his/her designate 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.
- d) 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 the Vote By Mail Kits by the Municipality, will be maintained by the Clerk or his/her designate. This list may be inspected by candidates and scrutineers during regular municipal office hours and on October 22nd, 2018 up to 8:00 p.m.
- e) Voting packages shall be mailed to the elector's address as shown on the voters' list. Electors wishing to redirect voting packages must make the request in writing to the Clerk or his/her designate on a form available from the municipal office. Should a voting package be returned to the municipality as 'undelivered', it shall be marked invalid and stored in a separate, sealed ballot box, under the care of the Clerk or his/her designate. A new ballot shall be issued to the elector once a proper mailing address has been established. **It is the responsibility of the elector to ensure that the Clerk or his/her designate is aware of their proper mailing address.**

4. REJECTION OF BALLOTS

In addition to rejecting cast ballots for violations of the *Municipal Elections Act*, the following conditions will also cause a ballot to be 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 by the elector to whom it was issued;
- 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 Ballot Counting Centre, the envelope contains more than one ballot;
- f) Upon opening the sealed Ballot Secrecy Envelope at the Counting Centre, the envelope contains a ballot that has not been marked, it will be counted as a Ballot Used but Unmarked by Elector; and
- g) Ballots received by the Clerk or his/her designate after 8:00 p.m. on Voting Date shall not be counted but shall be date-stamped, placed in a sealed ballot box and be retained for the statutory document retention period.

5. ADVANCE BALLOT RETURN STATION

For the time period from the mailing of the voter packages by Data Fix to 8:00 PM on voting day, the municipal office located at 2253 Johnston Road, R. R. # 5 Renfrew, Ontario shall, during normal office hours, serve as the Advance Ballot Return Station.

6. VOTING DAY BALLOT RETURN STATION

The Voting Day Ballot Return Station on October 22nd, 2018, shall be located at the Municipal Office, 2253 Johnston Road, R. R. # 5 Renfrew, Ontario from 10:00 AM to 8:00 PM.

7. COUNTING OF VOTES

The Ballot Counting Centre for the ballots received on Voting Day shall be located at the Municipal Office 2253 Johnston Road, R. R. # 5 Renfrew. The Ballot Counting Centre for the ballots received up to the end of the business day on October 19th, 2018 shall be located at the Municipal Office, 2253 Johnston Road, R. R. # 5 Renfrew.

As soon after 8:00 PM, as possible, on Voting Day, the doors to the Ballot Counting Centre will be locked, ballot boxes will be sealed and only Election Officials will be allowed to enter thereafter. Candidates and Scrutineers leaving the Ballot Counting Centre after 8:00 p.m. will not be permitted to return. Cell phones and/or other communications equipment shall not be permitted in the Ballot Counting Centre than for the use of Election Officials. Neither Candidates nor Scrutineers shall 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. No campaign material will be allowed in the Ballot Counting Centre, or in the Voting Place. The ballots and completion of the statements of results shall be undertaken by counting teams as appointed by the Clerk or his/her designate.

Pursuant to the *Municipal Elections Act*, only the Clerk, Deputy Returning Officer and any other appointed election official, certified candidates or authorized scrutineers may be present in the ballot counting centres during the counting of the votes

8. TABULATION PROCEDURES

- a) Tabulation of the Statements of Results will be conducted in the Ballot Counting Centre;
- b) Tabulation of results for each elected position will be calculated and posted as the information is received from the Ballot Counting Centre. These results will be considered to be 'unofficial results' until they are certified by the Clerk or his/her designate.

9. SCRUTINEERS

A certified candidate may appoint, in writing, scrutineers to be present during voting and the counting of votes including daily receipt of return ballot packages and updating the Voters List accordingly. A scrutineer shall, on request, show proof of appointment to the Clerk or designate. One scrutineer for each candidate is permitted for each ballot drop box in the returning stations or counting centre, but the appointed scrutineer must remove themselves while the candidate who appointed them is present at the designated places. All scrutineers must comply with the provisions of the *Municipal Elections Act*.

10. ANNOUNCEMENT OF RESULTS:

Unofficial results of the counting will be posted at the Horton Community Centre located at 1005 Castleford Road, R. R. # 5, Renfrew, Ontario following conclusion of the counting by the counting teams. Official results shall be announced and posted by the Clerk or his/her designate at the municipal office by the close of business on October 23rd, 2018.

11. SECURITY OF THE BALLOT PRIOR TO VOTING

- a) Ballots will be printed under the supervision of Datafix and the number of ballots printed will be forwarded to the Clerk or his/her designate;
- b) Datafix will mail a ballot to each person identified on the Voters' List and the number of ballots used will be forwarded to the Clerk or his/her designate;
- c) In addition to the ballots mailed, and to accommodate those persons who are added to the Voters' List, the Clerk or his/her designate will receive approximately 10% more ballots.
- d) The number of ballots distributed by the Clerk or his/her designate to persons qualifying to be voters will be recorded.

12. SECURITY OF THE BALLOT DURING/AFTER THE VOTE

- a) Upon receiving the prepaid return envelope by mail or from a Ballot Return Station, the envelope will be opened and upon verification, the sealed Ballot Secrecy Envelope will be stored in ballot boxes. The number of Ballot Secrecy Envelopes will be recorded daily;
- b) At the end of each day the Clerk or designated Election Official, shall affix a seal to each of the ballot boxes, initial the seal and place the sealed ballot boxes in a secure place. Each morning, the Clerk or designated Election Official shall retrieve the ballot boxes, and in the presence of another designated Election Official, inspect the seals to ensure that they are intact, then break the seals to access the slots for use during the day;
- c) On Voting Day, the ballot boxes shall be delivered to the Voting Centre by the Clerk or his/her designate, for use during the voting process. If the boxes are full, they shall be retained in the care of the Clerk in a secure location until after the close of the poll on voting day, after which time they will be transported to the Ballot Counting Centre by the Clerk or his/her designate.
- d) After the count, each bundle of ballots, along with the duplicate original Statement of Results, will be placed back in the ballot box, the box will be sealed and initialed by the Clerk or designated Election Official, and transferred to a secure place under the control of the Clerk.

13. BALLOT RETURN STATION

For the time period from the mailing by Datafix of the voter packages to 4:00 p.m. on October 22nd, 2018, the municipal office located at 2253 Johnston Road, Renfrew, ON shall, during normal office hours, serve as the Ballot Return Station.

VOTING DAY BALLOT RETURN STATION

The Voting Day Ballot Return Station shall be located in the Township of Horton Municipal Office, 2253 Johnston Road, Renfrew from 10:00 a.m. to 8:00 p.m.

EMERGENCIES

In the event of an emergency or any circumstance that in the opinion of the Clerk, may undermine the integrity of the election, the Clerk has the discretion to declare an emergency and make any arrangements he/she deems necessary for the conduct of the election.

AMENDMENTS TO THIS DOCUMENT

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