



MUNICIPALITY OF GREY HIGHLANDS

ELECTION - OCTOBER 25, 2010

**PROCEDURES FOR ALTERNATIVE VOTING METHOD
MAIL-IN BALLOT**

ESTABLISHED AUGUST 2003

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- Notes:*
- 1. Reference to sections of the Municipal Elections Act 1996, are shown as S.2(1) to refer to Section 2, subsection 1, etc.*
 - 2. These procedures were established May 2010, but will be revised if necessary. At the lower right hand corner of the page, the date of the most recent revision is noted.*
 - 3. The Clerk of the Municipality of Grey Highlands is the Returning Officer for this election and responsible by law for its conduct. Therefore any matter not allowed for in this manual of procedure or interpretation thereof is her responsibility.*

1. DEFINITIONS

Ballot Box: a sealed box(es) secured at the Municipal Administration Office, 206 Toronto St. S. Markdale, in which ballots are kept in advance of counting at 8:00 p.m. on October 25, 2010.

Assistant Returning Officer: a person appointed by oath to act in the place of the Returning Officer in respect of administering oaths, Revision of the Voters List, ensuring security, updating the Voters List, and other duties as may be delegated by the Returning Officer.

Deputy Returning Officer: 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.

Drop Box: a sealed box in which Return Envelopes and Secrecy Envelopes are placed by persons delivering their ballots to the Municipality of Grey Highlands Administration Office.

Election Assistant: a person appointed by oath for the purposes as set out in the oath and such other duties as may be delegated by the Returning Officer.

Mail Drop Off Location: at Municipality of Grey Highlands Administration Office, containing one or more drop boxes where voters may deposit their Return Envelopes.

Returning Officer: the Municipality of Grey Highland's Clerk is the Returning Officer for the election 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.

2. INTRODUCTION

The Municipality of Grey Highlands is conducting an election in accordance with the Municipal Elections Act, 1996, as amended, and the Municipality has chosen to use an alternative voting method (S.42(1) & (2) which involves the use of a Mail-in Ballot. It is expected to improve voter access and increase participation in the election. Procedures and forms have been developed for this procedure as required by (S.42(3)), and will be revised as necessary.

3. VOTING PROCESS TIME LINES

By-law authorizing alternative voting method (S.42(2) to be passed by	June 1, 2010
Establish a Process and Forms for use of alternative method of voting (S.42(3))	June 1, 2010
Voters List produced (S.23(2)) (S.65(4)4)	September 1, 2010
Revision period (S.24 & 25) (S.65(4)5)	From September 7 To October 25, 2010
Ballot packages mailed to electors shown on Voters List	September 28 _± , 2010
Ballot packages are mailed to electors added during revision period to September 30, 2010 inclusive	September 30, 2010
Advance Poll (S.43)	8:30 a.m. September 28 _± to 9:59 a.m. October 25, 2010
Voting Day	October 25, 2010 (10:00 a.m. to 8:00 p.m.)
Counting of Votes	October 25, 2010 8:00 p.m. (To Be Determined)
Official Declaration of Votes (S.55(4))	October 27, 2010 12:00 noon

4. ALTERNATIVE VOTING PROCEDURE - MAIL-IN BALLOTS

In this election, electors will receive their personal ballot package by mail. It will be sent on or about September 28 to their mailing address per the Voters List information.

Electors who apply to revise the Voters List before September 30 will receive their ballot package shortly thereafter. The ballot package will contain a voting instruction brochure in English; a ballot; a ballot secrecy envelope; a "Voter Declaration Form"; and a postage prepaid return envelope in which to return the required materials to the Returning Officer.

Electors who do not receive their personal ballot package, or receive a ballot package with incorrect information, must revise the Voters List in order to receive their own ballot package. Electors may check to see if they are on the Voters List by calling the Municipality of Grey Highlands Administration Office at 519-986-2811. After September 30, electors who revise their own information on the Voters List will be issued their own personal ballot package at the time they revise the list. Any person who receives a ballot package addressed to another person should contact the number stated in this paragraph to receive further information as it is against the law to exercise a vote other than your **OWN** vote.

Return envelopes will be received daily by mail and also by drop off at the Municipality of Grey Highlands Municipal Office. At the Municipality of Grey Highlands Administration Office, Election Personnel will remove the secrecy envelope from the return envelope, update Voters Lists to show that the voter identified on the Voter Declaration Form has cast a ballot. The secrecy envelope will then be secured (see Sections 10 & 11).

5. ELECTION STAFF

The Returning Officer will delegate powers and duties to Assistant Returning Officers, Deputy Returning Officers and Election Assistants who will take an oath and be assigned such duties relating to the election as are deemed necessary by the Returning Officer.

6. SCRUTINEERS

Candidates may appoint scrutineers (S.47(1)(c), 47(2), 47(5)), who must swear or solemnly affirm an oath.

Scrutineers will produce a copy of their appointment, upon request, to prove they are entitled to receive a record of electors who have voted, and observe the updating of the Voters list, processing of return envelopes, removal of ballots from secrecy envelopes, vote counting, and recount procedures if necessary.

7. ACCESS TO VOTERS LIST

In addition to those named in S.23(3), (4) and (5) as being entitled to receive the Voters List, any member of the public may inspect the Voters List at the Municipal Administration Office commencing at the date of its production. After its production on September 1, the Interim Revision List shall also be available for public inspection in addition to being provided to those named in S.23(3), (4) and (5).

8. REVISION OF VOTERS LIST

Voters List revision will take place at the Municipality of Grey Highlands Administration Office during normal office hours, excepting Monday, October 25 when applications may be made from 8:30 a.m. to 8:00 p.m.

Electors may revise information about themselves (S.24) at the Municipal Office and about others (S.25 re deletion). Applications for deletions of another's name from the list may not be made after September 10.

The Returning Officer and Assistant Returning Officers and Election Assistants will respond to all written, telephone and in-person inquiries about entries on the list. However a ballot package will only be mailed or issued to the elector entitled to use it.

Applications for Revisions of Elector's Own Information

Until September 30, electors may call Municipality of Grey Highlands 519-986-2811, to ask that the appropriate Form be mailed to them for completion and return to the Municipal Office (by mail or delivered on the elector's behalf by an agent) or go to the Municipal Office to complete and file the Form. If the application is endorsed, the elector will receive his/her ballot package by mail if possible.

After September 30, the elector must contact or attend in person Municipality of Grey Highlands Administration Office to complete and file the Form. If the application is endorsed, the elector will be issued his/her ballot package at that time. A declaration has also been added to the Voter Declaration Form.

Applications for Revision of Another's Information

Only possible until September 10.

A person may call the Municipality of Grey Highlands Administration Office 519-986-2811 to ask that the appropriate Form be mailed to them for completion and returned to the Municipal Office (by mail or delivered on the elector's behalf by an agent) in time to reach the Municipal Office by September 30 or may go to the Revision Office at the Municipal Office to complete and file the Form. The Duly Authorized Election Personnel will follow the procedures set out in S.25 and if satisfied, will revise the list accordingly.

Applications for Replacement Ballot Packages

If an elector on the Voters List does not receive his/her ballot package, or if the ballot package is lost or destroyed, a replacement ballot package may be issued. The elector must attend in person to the Municipality of Grey Highlands Administration Office to obtain a replacement ballot package. The Returning Officer or his/ her Designate, will confirm that the elector is qualified, administer the oath, strike the elector's name from the Voters List and note that a replacement package has been issued, add the elector's name to the bottom of the list and note that the elector has been issued a replacement ballot package and issue the replacement ballot package identifying it as such by marking the Voter Declaration Form with "RBP" plus the issuer's initials.

9. VOTING

The procedures for voting are set out in the voter instruction brochure which accompanies the ballot package. Voters requiring technical assistance in any manner, should attend at the Municipality of Grey Highlands Administration Office or call 519-986-2811, for assistance from election staff. The Municipal Office will be open for assistance during normal office hours during the election period and on October 25 from 8:30 a.m. to 8:00 p.m.

Voters will be advised to mail their return ballot by October 14 to ensure its arrival and inclusion in the count. While this is an advisory all ballots received by mail or otherwise prior to 8:00 p.m. on October 25 will be processed.

10. ADVANCE POLL

Because a mail-in (or drop-off) ballot has been authorized, the Advance Poll will run continuously from 8:30 a.m. September 28 to 9:59 a.m. October 25. Mailed ballots must reach the Municipal Administration Office by 8:00 p.m. October 25 or may be dropped off at the Municipality of Grey Highlands Administration Office. A pre-addressed envelope for return will be directed to the Municipal Administration Office, 206 Toronto Street S., Unit 1, P.O. Box 409, Markdale, ON N0C 1H0. Mailed or dropped off return envelopes containing ballot secrecy envelopes will be secured at the Municipal Administration Office. All mailed and dropped off return envelopes will be used to daily update the Voters List at the Municipal Administration Office. Also, on each day of the Advance Poll, the previous day's list of revisions will be used to update the Voters List.

An area will be provided for in the Municipal Administration Office for those voters who wish to fill out their ballots. The procedures for voting as set out in Section 9 of this manual shall be followed.

At a pre-determined time each day, Election Staff at the Municipal Administration Office, will remove the secrecy envelopes and using the information on the Voter Declaration Form, strike the Voters name from the Voters List.

Any numbers shall be removed from the Voter Declaration Form.

The unmarked, sealed secrecy envelopes will be grouped into 25 and placed in a ballot box containing no more than 150 ballots.

Immediately prior to securing the secrecy envelopes in a ballot box, the secrecy envelope will be slit open with the ballot to remain within the envelope and be secured in a ballot box. The slitting of the envelope shall be done in such a manner as is practical to not reveal the vote on ballots.

Secrecy of voting shall be maintained in accordance with Section 49

This procedure will be conducted as set out in S.43 insofar as possible, and Scrutineers are able to be present throughout. On Voting Day, it will be repeated for those ballots delivered on the previous day and on Voting Day.

The Voter Declaration Forms will be retained in a daily file for Candidates or their scrutineers to update their records if they so desire.

11. PROCESSING PRIOR TO VOTING DAY

Each day during the Advance Poll, Election Staff will receive all return envelopes returned by mail or dropped off and secure them for processing in accordance with Section 10.

In cases where the voter has already been struck off the list as having voted, the appropriate election staff will mark the secrecy envelope, and then number, initial and record it (S.52(1)(2)), securing it with rejected envelopes.

A secrecy envelope not accompanied by a Voter Declaration Form, or has other identifiable marks, will be "rejected" (S.54(2)), marked as such and kept separately in a sealed and secured box. Similarly, those secrecy envelopes which are accepted by the Election Staff but objected to by a Scrutineer will be marked as such, numbered, initialed and recorded by the Election Staff but will be included with those to be counted at 8:00 p.m. on Voting Day (S.54(3)). The total number of secrecy envelopes rejected and objected to pursuant to this paragraph will be recorded and kept in a secured box.

A secrecy envelope where the Voter Declaration Form is unsigned will be "rejected" (S.54(2)), marked as such and kept separately in a sealed and secured box.

The Voter Declaration Forms will be retained in a daily file for Candidates or their scrutineers to update their records if they so desire.

Scrutineers are able to be present throughout this procedure.

Any ballots received by mail or dropped off after 8:00 p.m. on October 25 **WILL NOT** be included in the election count.

12. VOTING DAY - OCTOBER 25, 2010

Return envelopes must be received by 8:00 p.m. on October 25 at the Municipality of Grey Highlands Administration Office. Electors who are in the Municipal Office at 8:00 p.m. will be permitted to deposit their return envelopes in the secured drop box provided for this purpose.

An area will be provided for in the Municipal Administration Office for those voters who wish to fill out their ballots. The procedures for voting as set out in Section 9 of this manual shall be followed.

13. COUNTING THE VOTES

At 8:00 p.m. on October 25, the sealed ballot boxes containing secrecy envelopes only will be taken to secure designated vote counting location where Scrutineers are allowed to be present. The Deputy Returning Officers will open the boxes, remove the ballots, count the number of votes cast and record "rejected" and "objected to" ballots in the same manner as described in S.54 and Appendix # 3.

If a secrecy envelope contains more than one ballot, they will be retained with the envelope and dealt with as rejected in the counting.

The Deputy Returning Officers will then follow the procedures for completing the Statement of Results in Handling the Election Materials as set out in S.55(1) and (2)). The Returning Officer will then unofficially determine the results and declare the unofficial results as soon as possible.

14. POST ELECTION

The election staff will verify the unofficial results by checking the Deputy Returning Officer's statements for accuracy. They will then prepare the official results for declaration. The Municipality of Grey Highlands Clerk will make an official declaration of results on or before October 27 at 12:00 noon.

15. Other

SECURE ROOMS: (at the Municipal Administration Office, 206 Toronto St. S. Unit 1, Markdale)

1. Locked Storage Room
2. Locked Clerks Office
3. Combination Safe

16. APPENDIX

1. Procedure - Return Envelopes
2. Procedures for Scrutineers
3. Procedures - Designated Deputy Returning Officers & Election Assistants Counting Ballots
4. Replacement Ballot Packages

**ALTERNATIVE VOTING METHOD
APPENDIX # 1 – RETURN ENVELOPE PROCEDURE**

MAILED RETURN ENVELOPES

Upon delivery by post office, Election Staff take charge of and place immediately in the vault for later processing prior to voting day.

DROPPED OFF RETURN ENVELOPES

Envelopes may be dropped off at the Municipal Administration Office. They are to be placed immediately in a secure receptacle placed on or near front counter. The receptacle shall be clearly marked as a "Drop Box" for return ballots in their return envelopes containing the secrecy envelope and the Voter Declaration Form. Election Staff will monitor its use and request placement of contents in a secure location as often as necessary. The contents of the "Drop Box" will be processed daily with the mailed return envelopes. Election Staff shall ensure that the "Drop Box" are placed in a Secure location at the end of every day.

The Night Depositories shall be checked by Election Staff at the time of opening and closing. Any return envelopes contained in the night depository shall be placed in the applicable Drop Box to be secured with the contents of same until its transfer to the Secure Room for storage or processing.

Secure Rooms - Municipality of Grey Highlands Clerks Office
 Municipality of Grey Highlands Storage Room

NOTE: Alternates may be used in place of those named.

PROCEDURE AT PRE-DETERMINED TIME

At the pre-determined time Election Staff, along with any Candidates or their Scrutineers who may be present to view the process will enter the designated area. Election Staff will take any necessary oaths from those present. Two Election Staff shall obtain from the vault the partially filled Ballot Boxes and any return envelopes that are there and bring them into the designated area. Election Staff will remove the Voter Declaration Form and sealed Secrecy Envelope from the return envelope. Election Staff will identify the voter from the Voter Declaration Form and also confirm that the Voter Declaration Form is properly signed.

ALTERNATIVE VOTING METHOD
APPENDIX # 1 – RETURN ENVELOPE PROCEDURE - CONTINUED

Election Staff will scan and stroke Voters name from the polling list through Municipal VoterView. The Secrecy Envelopes will be placed in groupings of 25 to a group. **The envelopes will then be slit with the ballots NOT to be removed.** The Return Envelopes in groupings of 25 shall then be placed in Ballot Boxes. When a Ballot Box has 150 ballots, it shall be closed, locked and sealed until its counting on October 25 at 8:00 p.m. Partially filled Ballot Boxes shall be closed, locked and sealed until the commencement of the next day's processing. Those present shall be given the opportunity to sign or initial any seals on any Ballot Box. Voter Declaration forms that have been processed will be made available for Candidates or Scrutineers to review or update their Lists if desired. The originals will be retained in the Secure Room.

GENERAL

All Election Officials and Candidates or Scrutineers entering designated area will be required to sign a log noting date and time of entry.

Candidates or Scrutineers must be present at least fifteen (15) minutes prior to the pre-determined time to be sworn in.

Entry into the designated area by Candidates or Scrutineers, after the pre-determined time, shall not be allowed nor will leaving and re-entry while the process is taking place.

Entry into the designated area shall only be by two persons at anytime, i.e. there shall not, at any time be only one person in the designated area.

Election Personnel/Assistants may allow changes to the above for necessary breaks.

Cell phones and other devices are not allowed to be used in the designated *area*.

ALTERNATIVE VOTING METHOD APPENDIX # 2 – PROCEDURES FOR SCRUTINEERS

Scrutineers: (includes Candidates)

A candidate may appoint scrutineers to represent him or her during the processing and at the counting of the votes, including during a recount.

The appointment of a scrutineer shall be in writing if made by a candidate or applicant for a recount. The Clerk has prescribed the appointment form.

A scrutineer shall, on request, show proof of his or her appointment to the election official in charge of return envelope and secrecy envelope processing or of a place where votes are being counted.

Scrutineers may be present when return envelopes, secrecy envelopes or ballots are being processed and when the votes are being counted. The scrutineers that may be present include:

- one 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.)
- There are no age or relation to the candidate restrictions relative to the appointment of scrutineers.
- The appointment of a scrutineer must be in writing on the Clerk's prescribed form (copy attached).

Scrutineers are allowed:

- to be present during all processing and counting of return envelopes, secrecy envelopes and ballots
- 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).
- to place a seal on a ballot box at the conclusion of processing on each day of advance voting.
- to examine each ballot as votes are counted (but not to touch the ballot).
- to object to a return envelope, secrecy envelope or a ballot or the counting of votes in a ballot.

ALTERNATIVE VOTING METHOD
APPENDIX # 2 – PROCEDURES FOR SCRUTINEERS - CONTINUED

- to sign the statement of the results prepared by the DRO.
- to place a seal on the ballot box after the counting of the votes when the DRO seals the box.
- 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 DRO alone shall decide all objections.
- Please note the following Section 52(3) of the Act re Ballot - marking

"52 (3) Ballot - marking

On receiving the ballot from the Deputy Returning Officer, the elector shall,

- (a) make a cross or other mark on the ballot, within the space to the right of the name of each candidate for whom the elector wishes to vote (or, in the case of a by-law or question, to the right of the answer for which he or she wishes to vote)."

**ALTERNATIVE VOTING METHOD
APPENDIX # 3 – PROCEDURES FOR DESIGNATED DRO AND ELECTION
ASSISTANTS**

8:00 P.M. ON OCTOBER 25, 2010

The duly appointed persons shall attend at the location as designated by the Returning Officer for the purpose of counting the ballots at 8:00 p.m.

Deputy Returning Officers will be assigned a Ballot Box.

Scrutineers are able to be present to observe the proceedings.

The pre-slit Secrecy Envelopes, in groupings of 25 to a total of 150 Ballot Box have been pre-balanced during the processing. Ballot Boxes containing lesser quantities from just prior to the end of the voting time will be clearly marked as to number of ballots. Only the Deputy Returning Officer and Election Assistant shall remove ballots from the pre-slit envelopes while ensuring there is only one ballot in the envelope. If the ballot has been cut during the pre-slit procedure the DRO will tape it together and proceed as if a whole ballot has been received.

If any envelope contains more than one ballot, the Deputy Returning Officer shall staple the contents to the envelope and retain it in the clip with the remainder of the ballots from the original grouping of 25. The ballot(s) shall be processed as one rejected ballot.

The Deputy Returning Officer shall commence the examination of the ballots reading the votes recorded to those in attendance. The Election Assistant shall record the numbers on the Tally Sheet. The Deputy Returning Officer should encourage that at least one Scrutineer in attendance also keep a Tally Sheet. At the discretion of the Deputy Returning Officer, after each group of 25 ballots are counted, a cross reference to the Tally Sheet for balancing purposes is encouraged.

Ballot Examination Procedure

This is a composite ballot containing separate and distinct ballot faces. A defect in marking any one face does not eliminate the inclusion of the other ballot faces in the count for their particular Office.

**ALTERNATIVE VOTING METHOD
APPENDIX # 3 – PROCEDURES FOR DESIGNATED DRO AND ELECTION
ASSISTANTS - CONTINUED**

The following excerpt of rules from the Municipal Election Act shall be applied in counting the ballot faces:

"54 (2) Rejection of Ballots

The Deputy Returning Officer shall reject from the count all ballots and votes in a ballot that do not comply with the prescribed rules.

Prescribed rules - Appendix 'A', O.Reg. 101/97, s. 3 provides that for the purpose of subsection 54 (2) the Deputy Returning Officer shall reject from the count,

- (a) all votes in a ballot, if the ballot,
 - (i) was not supplied by the Deputy Returning Officer,
 or
 - (ii) 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;

- (b) all votes in a ballot for an office, if votes have been cast for more candidates for the office than are to be elected;

- (e) any vote in a ballot, if the vote is not marked inside the space provided for marking the ballot.

54 (3) Objections

A Scrutineer or Certified Candidate may object to a ballot, or to the counting of some or all votes in a ballot, on the ground that the ballot or votes do not comply with the prescribed rules.

**ALTERNATIVE VOTING METHOD
APPENDIX # 3 – PROCEDURES FOR DESIGNATED DRO AND
ELECTION ASSISTANTS - CONTINUED**

(4) Deputy Returning Officer - Duty

The Deputy Returning Officer shall,

- (a) decide all objections;
- (b) establish a list in which the objections are summarized and individually numbered; and
- (c) write the number of each objection on the back of the relevant ballot and initial the number.

There are appropriate spaces on the back of the composite ballot for Numbering and Noting Objections to Ballots. A corresponding list is provided to record the same number and summarize the objection.

The Tally Sheet set up should contain a column to mark "Unmarked By Elector" in addition to the candidates' names as you will need that number to balance properly.

Convey unofficial count to election staff at the completion of counting for each office.

After completion of all counting and summary sheets, request Senior Election Staff to attend counting area to view placement of all materials in Ballot Box, except the original statements. You will then reseal and lock the Box. Provide Scrutineers the opportunity to place their seal on the Box and sign the Composite Ballot Statement, if desired. Senior Election Staff will then take possession of the sealed Ballot Box.

At NO time during the process should the Ballot Box or Ballots be left unattended by the duly appointed persons.

ALTERNATIVE VOTING METHOD
APPENDIX # 4 – PROCEDURES FOR REPLACEMENT BALLOT PACKAGES

"Replacement Ballot Packages" will be available at the Municipality of Grey Highlands Administration office.

SECURITY PROCEDURES

All "Replacement Ballot Packages" shall be secured. A separate box for this purpose shall be maintained.

A designated Election Official shall be responsible for monitoring the inventory. The Election Official shall ensure that packages issued plus remaining inventories equal totals received at all times by producing a daily balance.

A list of names shall be maintained showing the name and address of each person who has received a "Replacement Ballot Package". On a daily basis the Master Voting List will be updated in accordance with the established procedures.

That procedure shall, in addition to following the principles of the Act also take into consideration the following excerpt from this document:

Excerpt from Page 8, # 8 REVISION OF VOTERS LIST - Applications for Replacement Ballot Packages:

"Applications for Replacement Ballot Packages

If an elector on the Voters List does not receive his/her ballot package, or if the ballot package is lost or destroyed, a replacement ballot package may be issued. The elector must attend in person the Municipality of Grey Highlands Administration Office to obtain a replacement ballot package. The Returning Officer or his Designate, will confirm that the elector is qualified, administer the oath, strike the elector's name from the Voters List and note that a replacement package has been issued, add the elector's name to the bottom of the list and note that the elector has been issued a replacement ballot package and issue the replacement ballot package identifying it as such by marking the Voter Declaration Form with "RBP" plus the issuer's initials."