

Procedures for Voting and for the Vote Counting Equipment

City of St. Thomas
Municipal Election 2018

Voting Day: October 22, 2018
Advance Voting Period: October 10 to 20, 2018

Maria Konefal
City Clerk

Procedures for Voting and Vote Counting Equipment

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Procedures for Voting and Vote Counting Equipment

Key Information

City of St. Thomas Election Website

Please visit our website for updates:

<http://www.stthomas.ca/>

Online Voter Services

Electors are encouraged to verify that they are on the Voters' List and that their preferred school board designation is correct by visiting the City's website.

Election Headquarters

In Person:

Monday to Friday, 8:30 a.m. to 4:30 p.m.

City Clerk's Department
City Hall
545 Talbot Street
St. Thomas, Ontario

By Phone:

519-631-1680, Press "0"

By E-mail:

customerservice@stthomas.ca

By Mail:

City of St. Thomas
Attn: City Clerk's Department
P.O. Box 520, 545 Talbot Street
St. Thomas, Ontario
N5P 3V7

Note: More information will be added to the website as it becomes available throughout the election process.

Procedures for Voting and Vote Counting Equipment

Definitions

“Act” means the Municipal Elections Act, 1996, as amended;

“Advance Vote” means the dates established by the City Clerk for the conduct of an advance vote and for 2018 is October 10 to 20, 2018;

“Ballot” means a composite ballot containing names of the nominated candidates; or an image on a computer screen of a ballot card for an election to be voted for, including all choices available to the electors and containing spaces in which the electors mark their votes; or when voting using a touchtone telephone, an audio set of instructions which describes all choices available to the electors and instruction to mark their selection by pressing the numbered touchtone keypad;

“Ballot Box” means a container in which counted ballots are automatically deposited by the vote tabulator at a voting place;

“Ballot Marking Pen” means the designated marking pen provided for the use of an elector to mark the ballot;

“Ballot Station” means the electronic vote tabulator that accepts and records votes and tabulates the results;

“Cancelled Ballot” means a ballot that has been issued to an elector: and its marks cannot be properly read by a vote tabulator, and for which an elector requests a subsequent ballot to properly record his or her vote, or has been inadvertently spoiled by the elector, and for which an elector requests a subsequent ballot from the Deputy Returning Officer to properly record his or her vote;

“Candidate” means a person who has been nominated under Section 33 of the Act;

“Certified Candidate” means a candidate whose nomination has been certified by the City Clerk under Section 35 of the Act;

“Clerk” means the individual appointed by City Council as City Clerk, and is also the Returning Officer for the election;

“Declined Ballot” means a ballot that has been returned by an elector who does not wish to vote;

“Deputy Returning Officer (DRO)” means the person appointed by the Clerk to manage a voting place, and is assigned specific duties and responsibilities in the conduct of the municipal election;

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“Election Official” means a person who has been delegated or assigned duties or responsibilities in the conduct of the municipal election. An Election Official may include a Deputy Returning Officer, Keyboarder, Greeter, Ballot Taker, Election Assistant or other such person(s);

“Election Results Report” means the printed record that is generated from the AccuVote tabulator for each in person voting place and represents the number of votes cast for each Candidate;

“Election Zero Report” means the printed record that is generated from the vote tabulator indicating that there are no votes cast prior to the opening of the voting locations;

“Elector,” synonymous with Voter, means a person who meets the following qualifications: is 18 years of age or older on Voting Day, Monday, October 22, 2018; is a Canadian citizen; is a resident of the City of St. Thomas, or an owner or tenant of land in the City of St. Thomas, or the spouse of such owner or tenant of land;

“Ender Card” means the pre-programmed ballot card that concludes the voting when it is inserted into the AccuVote tabulator;

“Personal Information Letter (PIN)” means a unique multiple digit number assigned to each voter to provide security for access to the Voting System;

“Scrutineer” means a person appointed in writing by a certified candidate to oversee the voting process at a specific voting place;

“Service Provider” means the company contracted to supply a telephone and internet Voting System for the 2018 Municipal Election;

“Unused Ballot” means a ballot that has not been issued to an elector;

“Used Ballot” means a ballot that has been issued to an elector, marked by that elector and counted by the vote tabulator;

“Voter Information Letter” means a letter containing a PIN, a barcode, a telephone number and/or an internet address for voting, a telephone number and address for assistance and a list of candidates for office. These letters shall be mailed individually to every person on the Voters’ List or provided by Election Officials to persons who have completed an application for inclusion on the Voters’ List;

“Voters’ List” means a document (hard copy or computer database) prepared by the Clerk, which lists the names and voting entitlement of eligible electors as provided by the Municipal Property Assessment Corporation in accordance with the Act;

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“Voting Day” means the day on which the final vote is to be taken in an election;

“Voting Place” means the physical location (building) designated by the Clerk, where electors may attend to cast their vote in the municipal election;

“Voting Secrecy (Privacy) Sleeve” is a paper folder in which a ballot can be placed so as to conceal the voter’s selection as marked on the face of the ballot;

“Vote Tabulator” means a device that optically scans the ballots to read and record the votes and tabulate the results;

“Voter Help Desk” means the phone number and e-mail address which voters may contact to receive remote assistance with telephone and internet voting. The Voter Help Desk is open Monday to Friday, 8:30 a.m. to 4:30 p.m. throughout the Advance Voting Period;

“Voting System” means the hosted software supplied by the Service Provider that operates telephone and internet voting, including the auditor, candidate and administrator interfaces.

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Advance Voting – Internet and Telephone Voting

October 10, 2018 from 10:00 a.m. to October 20, 2018 at 8:00 p.m.

The City of St. Thomas will be conducting an advance voting period from October 10 to 20, 2018 through the use of internet and telephone voting.

Remote internet voting means that an elector can vote from any location with an available internet connection on computers, tablets, and cell phones. Telephone voting allows an elector to call from any touch-tone dial pad. Internet and telephone voting is available 24 hours per day during the Advance Voting period. Telephone voting is toll free if calling within Canada and the United States. Charges will apply for international callers. A dedicated telephone number will be created by the service provider.

Note: During the advance voting period, there will be no “in person” voting

Note: In person voting will be available only on Voting Day.

Note: Appointment of Voting Proxy is applicable only when an elector attends a voting place on Voting Day.

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In Person Voting on Voting Day

Voting Day: Monday, October 22, 2018

Voting Hours: 10:00 a.m. to 8:00 p.m.

Electors may vote at any of the designated voting locations, between the hours of 10:00 a.m. and 8:00 p.m.

Note: Internet and telephone voting will not be available during Voting Day.

Note: Appointment of Voting Proxy is applicable for in person voting, only.

Procedures for Voting and Vote Counting Equipment

Who Can Vote

Section 17(2) Municipal Elections Act

To be qualified to vote in the Municipal Election, you must be:

- 18 years of age or older on Voting Day, Monday, October 22, 2018;
- A Canadian citizen;
- A resident of the City of St. Thomas, or you are the owner or tenant of land in the City of St. Thomas or you are the spouse of such owner or tenant of land;
- NOT prohibited from voting or otherwise prohibited by law (see Municipal Elections Act, 1996 – also detailed below).

Note: Students may vote where they attend school and also in their home municipality.

Who Cannot Vote

Section 17(3) Municipal Elections Act

The following are prohibited from voting:

- A person who is serving a sentence of imprisonment in a penal or correctional institution;
- A corporation;
- A person acting as executor or trustee or in any other representative capacity, except as a voting proxy in accordance with the Act; or
- A person who was convicted of the corrupt practice described in subsection 90 (3) of the Act, if Voting Day in the current election is less than five years after Voting Day in the election in respect of which he or she was convicted.

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Identification Requirements

Electors must have a piece of identification that shows their name and qualifying address. Under Ontario Regulation 304/13, the following are acceptable forms of identification:

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.

There will be copies of this regulation at each voting location. An elector without identification must fill out a Declaration of Identity form.

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Proxy Voting – In Person Voting on Voting Day Only

A person who is entitled to be an elector for this election in the City of St. Thomas may appoint another person who is also entitled to be an elector in the City of St. Thomas, as his or her voting proxy, to vote on his or her behalf, using the prescribed form obtainable in the City Clerk's Department, City Hall. Appointments of a voting proxy can only be made after the Clerk has certified all persons qualified to be nominated and do not remain in force after Voting Day.

A person who has been appointed as a voting proxy shall present the application and the appointing document to the City Clerk during normal office hours. The City Clerk or designate will certify the form and the appointed elector will bring the original to the voting place on Voting Day to receive the proxy ballot from the DRO. Individuals who are appointed as a voting proxy may only vote in person on Voting Day.

An elector may act on behalf of only one other qualified elector who is not a relative or one or more qualified electors who are relatives using separate proxy forms for each. A relative means the parent, grandparent, child, grandchild, brother, sister or spouse of the elector appointed.

Revisions to the Voters' List

Eligible electors whose names have been omitted from the voters' list in the City of St. Thomas may make application in the City Clerk's Department during regular office hours, Monday to Friday, 8:30 a.m. to 4:30 p.m. to either add their name or amend (change) information on the Voters' List. Additions and amendments may be made to the voters' list between September 1st, 2018 and October 22nd, 2018. The City Clerk's Department is located in City Hall, 545 Talbot Street. Electors are encouraged to verify that they are on the Voters' List and that their preferred school board designation is correct on the City's website.

Electors added to the Voters' List will be assigned and delivered a Voter Information Letter containing a PIN; however for additions made after the mailing of the Voter Information Letters, the Voter Information Letter containing a PIN will be provided to the individual immediately.

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Election Signs

The following applies to election signs:

- Election signs are NOT permitted on property owned or leased by the City
- Election signs cannot be placed in traffic islands and medians as they create safety / traffic concerns. Any signs causing safety/traffic concerns will be removed.
- Election signs are NOT permitted in the vicinity of Voting Places. This includes the road allowance in front of the Voting Places.
- Election signs are permitted on municipal road allowances within the City. It is advisable to have the consent of the adjacent property owner.
- Candidates should obtain the permission of the property owner to place a sign on private property.
- Election signs must be removed as soon as possible following Voting Day.

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Election Forms

Ministry Prescribed Forms

All forms will be available from the City Clerk's Department or online at www.stthomas.ca/

Per the Ministry of Municipal Affairs and Housing, updated guides and forms for the 2018 Municipal Election will be posted at the beginning of April, 2018.

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Election Officials

The City Clerk shall be responsible for determining the human resource requirements for the effective and efficient conduct of the municipal election. Where practical, the City Clerk may delegate to a DRO or other election official any of the clerk's powers and duties in relation to an election. The City Clerk shall determine the number of election officials, their roles and responsibilities. The numbers of election staff and their duties may be different at each voting location. All election officials shall be required to take an oath of secrecy related to their duties and responsibilities associated with the election.

Number of Candidates

In the City of St. Thomas, all candidates are elected at large.

1. An elector may vote for ONE Mayor.
2. An elector may vote for up to EIGHT Councillors, but once only for each of eight candidates.
3. A public school elector may vote for up to TWO Trustees.
4. A separate school elector may vote for ONE Trustee.
5. A French Language Separate School elector may vote for ONE trustee.
6. A French Language Public School elector may vote for ONE trustee.

The number of school trustees is to be confirmed.

Ballots

The ballots used in conjunction with the electronic vote tabulators for this election will contain the names of the certified Candidates in accordance with the Act.

Electors will be instructed to mark their ballot by filling in the oval(s) beside the name(s) of the Candidate(s) of their choice.

The candidates' names shall appear on the ballot in alphabetical order, based on their surnames and, in the case of identical surnames, their forenames.

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Voter Information Letters

All eligible electors on the Voters' List will be sent a sealed Voter Information Letter. The Voter Information Letter will contain:

- a) a notice indicating that the elector must visit the Help Centre before voting by internet/telephone, to provide their date of birth, should their date of birth be missing or incomplete on the Voters' List;
- b) the elector's PIN and the telephone number to call to cast his or her vote and the designated internet address (URL) to access to cast his or her vote using the internet;
- c) the dates and hours of the Advance Voting Period for internet/telephone voting;
- d) the dates, hours, and location of the voting places for traditional voting;
- e) the telephone number of the Voter Help Desk;
- f) the location of the Voter Help Centre;
- g) a barcode;
- h) voter eligibility criteria;
- i) office and candidate information; and
- j) illegal and corrupt practices.

A person cannot give his/her Voter Information Letter to another eligible elector for the purpose of voting.

Eligible electors who do not appear on the Voters' List may attend the Help Centre, located at the City Clerk's Office, City Hall, 545 Talbot Street during regular business hours, Monday to Friday, 8:30 a.m. to 4:30 p.m. starting after September 1, 2018. Electors will have to fill out an "Application to Amend Voters' List" and provide proof of identity and residence as prescribed above. Their names will be added to the Voters' List and they will be assigned and delivered a Voter Information Letter containing a PIN; however for additions made after the mailing of the Voter Information Letters, the Voter Information Letter containing a PIN will be provided to the individual immediately.

Where an eligible elector has received a notice on their Voter Information Letter that their date of birth is missing or incomplete, the elector can attend the Help Centre and provide their date of birth. The elector will be required to fill out an "Application to Amend Voters' List" form and provide proof of identity and residence as prescribed above.

Where an eligible elector has received an incorrect Voter Information Letter in terms of school support, and has not already voted, the elector can attend the Help Centre and have the category corrected. The elector will be required to fill out an "Application to Amend Voters' List" form and provide proof of identity and residence as prescribed above.

Eligible electors who attend at the Help Centre will be able to request a "replacement" Voter Information Letter and PIN under certain circumstances:

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- Where a person on the Voters' List has lost/not received his or her Voter Information Letter and the PIN has not been used, he or she can attend the Help Centre and prove to the satisfaction of the authorized Election Official that they require a new PIN. Upon providing proof of identity and residence as prescribed above, an oath on "Application for Re-Issue of a Voter Information Letter (Lost and Unused)" form shall be taken by the elector and a new Voter Information Letter containing a new PIN shall be issued. The new PIN shall replace the old PIN in the Voting System.
- Where a person on the Voters' List has attempted to vote and their PIN has already been used, he or she can attend the Help Centre and prove to the satisfaction of the authorized Election Official that they did not vote using the PIN and require a new PIN. Prior to issuing a new PIN, the Election Official shall confirm that the elector's PIN has been used and advise the elector that once the new PIN has been assigned, the elector must vote immediately. Upon providing proof of identity and residence as prescribed above to an Election Official, an oath on "Application for Re-Issue of a Voter Information Letter (Used by an Impersonator)" form shall be taken by the elector and the elector's status shall be reset in the Voting System to allow a second vote. A new Voter Information Letter containing a new PIN shall be provided, the new PIN replacing the old PIN in the Voting System.

New PIN(s) shall not be given out over the telephone.

Voter Information Letters returned to the Municipal Office opened, but unused for voting purposes, shall have the PIN immediately disabled in the Voting System so that the PIN cannot be used to vote.

Voter Information Letters returned from the Post Office to the Municipal Office shall remain sealed.

The City Clerk and the Election Official(s) shall ensure a complete audit trail is maintained of all Voter Information Letters:

- a) that were sent to eligible voters in the initial mailing;
- b) that were returned from the Post Office;
- c) that were returned by an elector or other individual(s) either opened or unopened but unused for voting purposes;
- d) That were generated by Election Officials for eligible electors added to the Voters' List after completing an "Application to Amend Voters' List";
- e) that were otherwise set to a status that prevented them from being used to vote; and
- f) that were re-issued to an eligible elector.

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Authority for the Use of Internet and Telephone Voting

The City of St. Thomas enacted By-Law 56-2017 authorizing internet and telephone voting as alternative voting methods during the Advance Vote period for the 2018 Municipal Election in the City of St. Thomas. Appointing of Voting Proxy is only available for in person voting on Voting Day.

Procedures – Internet and Telephone Voting

Simply Voting Inc. has been chosen as the Service Provider for internet and telephone voting for the 2018 Municipal Election. This alternative voting method will be available from October 10, 2018 from 10:00 a.m. to October 20, 2018 at 8:00 p.m.

An Auditor, appointed by the Clerk, shall test the Voting System on several occasions. The test(s) shall include, but not be limited to the following:

- a) checking the Help Centre telephones and internet access;
- b) checking the configuration of the ballot;
- c) checking the telephone voting prompts;
- d) checking that voting begins and ends at the designated times;
- e) attempting to vote before and after the Advance Voting Period;
- f) attempting to view results before the Advance Voting Period ends;
- g) attempting to use a PIN more than once;
- h) attempting to vote using an incorrect PIN; and
- i) balancing the number of electors that voted with the number of votes cast.

Prior to the start of the Advance Voting Period, the Service Provider shall provide the Auditor with access to the Voting System by secure username and password.

Prior to the activation of the system by the Service Provider, on October 9, 2018, the Clerk shall access the Voting System at the Municipal Office for the purposes of ensuring that all candidates' names are listed and that no votes have been cast. The Clerk may arrange for candidates or their scrutineer may be present to verify and ensure that all candidates' names are listed and that no votes have been cast, and shall be required to sign the "Activation of Voting System" form that attests to this fact.

Eligible electors may telephone a designated toll-free number to cast their vote by using a cellular or land line, touch-tone telephone but **not a rotary dial telephone**. "Diga-pulse" telephones will be able to access the system providing the over-ride button on the telephone is set to a "touch-tone" mode. Alternatively, eligible electors will be able to access a designated internet address and cast their vote(s).

Every eligible elector shall be limited to one ballot for all races and questions, for which they are entitled to vote, through the use of a PIN distributed by Canada Post

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Lettermail in a sealed and personalized Voter Information Letter. Every eligible elector shall be required to provide their date of birth along with their PIN. The Voting System will allow the eligible elector to vote using either a telephone and/or the internet.

An elector must vote on all the races and questions at once by selecting candidate(s), yes/no, or by indicating “declined” if he/she wishes to do so. The elector cannot vote some of the races or questions and vote the remaining races or questions later. Once a voter has made a selection for each race or question, the Voting System shall indicate the voter’s choice and shall allow the voter to either confirm their selection, and cast their vote, or return to the ballot to change their selection.

If an elector is interrupted before casting their vote, they may re-commence voting later using the same method or the other method. Once an elector has cast the vote, that elector will not be allowed to login again.

Once the elector has voted, a ballot receipt is displayed indicating that the vote has been cast.

The names of electors who have voted during the Advance Voting Period will be provided to the Clerk electronically through the Voting System using the Clerk’s assigned username and password. This report titled “Daily Voter Participation” will be created in an electronic file format suitable for electronic distribution and will only be done so under the control and direction of the Clerk. This report **does not** provide information on how an elector has voted.

Authority for the Use of Vote Tabulators

The City of St. Thomas enacted By-Law 55-2017 authorizing the use of electronic vote tabulators for the purpose of counting votes during the 2018 Municipal Election in the City of St. Thomas. All voting locations on Voting Day will be assigned electronic vote tabulators.

Procedures – Vote Tabulators for In Person Voting

1. Procedure at the Voting Place: Prior to Opening

Each DRO will be provided with a ballot box, ballots and other supplies needed, including all forms prior to the opening of the poll. The DRO will check supplies against the supply list and complete a “Certificate and Receipt for Ballots”, noting carefully the number of ballots received at their location.

The DRO shall, in the presence of all other poll staff, any Candidates and any Scrutineers, cause the vote tabulator to print one copy of the election zero report in its

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memory card approximately fifteen (15) minutes before the opening of the voting place. If the totals are zero for all Candidates, By-laws and questions, the DRO will sign the report and have it available for inspection if required.

If the totals are not zero for any or all Candidates, By-laws, and questions, the DRO shall immediately notify the Clerk or designated election official and shall:

- Receive instructions to be able to produce an election zero report; or
- Conduct the voting using the back-up compartment in the tabulator until the memory card within the vote tabulator is made operational, or the Clerk provides a back-up memory card for the vote tabulator.

2. Procedure at the Voting Place – During Voting Hours

An elector enters the Voting Place.

An Election staff member will ask the elector to have their voter information letter and identification available.

Each voting location will have a list of acceptable documents for identification. An elector may be requested to take the “Oral Oath of Qualification.”

If any amendments to the Voters’ List are needed, the elector will be provided with an “Application to Amend the Voters’ List” form. The elector will complete the form and proceed to the computer station where an Election Official will input the information.

At the computer station, the Election Official will scan the Voter Instruction Letter or manually enter the elector’s name and review identification. Data, including name, address, and school support will be confirmed at this stage. The Election Official will record the vote, which strikes the elector’s name off the Voters’ List. At this point, the elector will receive their ballot with voting secrecy sleeve, be given brief voting instructions and directed to the voting area.

Should electronic strike-off be temporarily unavailable, two paper copies of the voters’ list will be located at every voting location. Election staff will strike the name off the paper copy and make a list of elector names and addresses to be inputted once computer usage has resumed.

3. Elector – Receipt of Ballot

Upon receipt of a ballot and voting secrecy sleeve, the elector shall:

- Proceed to a voting area;

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- Vote by filling in completely the oval space beside the name of each Candidate for whom the elector wishes to vote, or in the case of a By-law or question, beside the answer for which the elector wishes to vote;
- Insert the ballot into the voting secrecy sleeve;
- Leave the voting area;
- Proceed to the Ballot Taking Station, where he or she can place the ballot into the vote tabulator; and,
- Exit the voting place.

4. Difficulties Encountered

Elector – Difficulty Encountered

Should the elector inadvertently deal with his or her ballot in such a manner that it cannot be conveniently used or if a ballot is rejected by the vote tabulator, or if the ballot is damaged or defective, he or she is entitled to obtain another ballot.

The elector shall return to the Election Official who issued the ballot. The Election Official will mark the ballot as cancelled and place the “Cancelled” ballot in the Cancelled/Declined envelope. The Election Official will issue a new ballot to the elector.

The elector shall proceed to vote pursuant to Section 3 of this procedure.

Should the elector not want a new ballot, he or she is declining to vote. The Election Official will mark the ballot as declined and place the “Declined” ballot in the Cancelled/Declined envelope.

Elector with a Disability

Election staff may assist any elector who is illiterate or is incapacitated by blindness or other physical cause from voting on their own. Election staff shall require the elector making the application to take an oath of his or her incapacity to vote without assistance and shall assist the elector by marking his or her ballot in the manner directed by the elector and place the ballot in the vote tabulator.

At the request of the elector who has taken the prescribed oath and is accompanied by a friend, election staff shall permit the friend to accompany the elector into the voting area and mark the voter’s ballot for them. Any friend who is permitted to mark the ballot of an elector must first be required to take the prescribed Oath of Secrecy.

Election Staff Who Cannot Understand Language of Elector

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Where election staff does not understand the language of the elector, an interpreter provided by the elector may be sworn in the prescribed form to translate the necessary oaths as well as any lawful questions necessarily put to the elector and his or her answers, but in the event of inability to secure an interpreter, the elector shall be refused a ballot.

5. Declined Ballots

An elector who has received a ballot and who returns the ballot declining to vote, forfeits the right to vote. Election Staff shall enter under DRO's Comments the words "Declined Vote", write the word "Declined" upon the ballot and place it in the designated Cancelled/Declined envelope to be returned to the Clerk.

Ballots are not to be taken out of the voting place. A person who receives a ballot and leaves the voting place without returning it forfeits his or her right to vote, and Election Staff shall enter "Forfeited Vote" in the voters' list in the column for comments.

6. In Person Voting – Hospitals / Institutions

Voting places established within a hospital or an institution in accordance with the Act follow Section 3 of this procedure, with the following exceptions:

- The voting place may be mobile to accommodate bed-ridden patients; and
- The voting hours may be reduced.

7. Procedure at Voting Place – Close of Voting

Election staff will close the voting place at 8:00 p.m. sharp. Every elector who is inside the voting place at the time fixed for closing is entitled to vote.

Once all votes have been cast, The DRO shall:

- Unlock and remove the printer cover of the electronic vote tabulator;
- Unlock the retaining door;
- Insert the Ender Card and proceed to print the Elections Results Tape;
- Sign the certificate portion of the Elections Result Tape, along with any Scrutineers or Candidates who are present and wish to sign;
- Turn the tabulator off;
- Call the City Clerk's Office and advise of the total number of votes that have been received for each Candidate for each of the respective offices;
- Place the signed original Election Results Report in the Election Results Envelope;

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- Remove the memory card from the electronic tabulator and place it in the Election Results Envelope.

After the results have been called into the City Clerk's Office, the DRO shall then:

- Ensure the Cancelled/Declined envelope is sealed;
- Seal the ballot box so that ballots cannot be deposited in or withdrawn from it without breaking the seal;
- Prepare the Ballot statement, which indicates the number of:
 - Ballots received from the City Clerk;
 - Unused ballots;
 - Cancelled/Declined ballots; and,
 - Ballots removed from the voting place (if any);
- Place all unused ballots, cancelled/declined ballots, Ballot Statement, extra forms, all supplies and equipment into the Supply Box;
- Return Supply Box, Ballot Box, and electronic tabulator to the City Clerk's Office.

Procedures for Voting and Vote Counting Equipment

Posting the Results

The City Clerk shall, as soon as possible following the close of the polls after 8:00 p.m. on Voting Day, add the results from advance voting to the results of paper voting, and post the unofficial results on the City's website and at City Hall.

The City Clerk shall, as soon as possible following Voting Day, declare the Candidate or Candidates having the highest number of votes, for each office, to be elected.

Secrecy of Proceedings

Every person who is present in the voting place or at the counting of the votes shall help to maintain the secrecy of the voting. No person shall:

- Interfere with an elector or attempt to interfere with an elector who is marking a ballot;
- Obtain or attempt to obtain at a voting place, information about how an elector intends to vote or has voted; or,
- Communicate any information obtained at a voting place about how an elector intends to vote or has voted.

No elector shall show his or her marked ballot to any person so as to reveal how he or she voted, except when receiving assistance to vote.

Candidates and Scrutineers

Each Candidate may appoint in writing any number of persons as necessary to act as a Scrutineer and to represent the Candidate at the polls. Scrutineers must be appointed in writing and upon request shall provide proof of their appointment to the election official at the voting place so requesting such proof. Only one Scrutineer may be present in the voting place at a time. When a Candidate enters the voting location, the Scrutineer connected to that Candidate will be required to leave the location, as the Candidate is considered the Scrutineer.

Candidates and Scrutineers have the following rights:

- To enter the voting location 15 minutes prior to the official opening in order to inspect the ballot boxes, ballots and other election documents; however, the actions of the Scrutineer shall not in any way delay the opening of the voting location;
- To sign the reports which are generated by the vote tabulator both prior to the opening of the polls (zero totals report) and at the conclusion of the evening when the results have been tabulated (statement of results);

Procedures for Voting and Vote Counting Equipment

- To object to a person voting. In the event the Scrutineer or Candidate objects to a person voting, it will be the responsibility of the DRO to note the objection beside the name of the elector, including the relevant facts of the objection by the Scrutineer or Candidate. If the elector takes the oral oath or affirmation that he or she is the person named on the Voters' List and has not already voted, he or she will be permitted to vote.

Scrutineers and Candidates are prohibited from the following:

- Attempting directly or indirectly to interfere with how an elector votes;
- Displaying a Candidate's election campaign material in the voting location;
- Compromising the secrecy of the voting;
- Interfering or attempting to interfere with an elector who is marking a ballot;
- Obtaining or attempting to obtain, in a voting place, any information about how an elector intends to vote or has voted; and
- Communicating any information about how an elector intends to vote or has voted.

Any Scrutineer or Candidate contravening these rules will be asked to leave the voting location forthwith and the nature of the circumstances shall be documented and reported to the City Clerk as soon as possible. If warranted, the City Clerk in consultation with the City's Solicitor shall determine what further action(s) may be appropriate in light of the circumstances.

Note: These procedures may be amended as deemed necessary by the City Clerk.