



Township of Algonquin Highlands

CLERK'S ELECTION PROCEDURES FOR ALTERNATIVE VOTING METHOD "VOTE BY MAIL"

FOR THE 2010 MUNICIPAL ELECTION

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ELECTION INFORMATION SUMMARY

1. **DEFINITIONS:**

BALLOT BOX:

A sealed ballot box secured at the Township of Algonquin Highlands, in which ballots are kept in advance of the counting at 8:00 p.m. on the fourth Monday of October (October 25, 2010).

CLERK:

The Clerk of the Township of Algonquin Highlands is the person empowered by legislation to conduct the Election and may provide for any matter that is not otherwise provided for in any Act or Regulation, and is, in the Clerk's opinion, necessary or desirable for conducting the election fairly.

DEPUTY RETURNING OFFICER AND ELECTION ASSISTANT:

A person appointed by oath to act in the place of the Clerk in respect of administering oaths, revision of the voters' list, ensuring security, updating the voters' list and other duties delegated by the Clerk.

DROP BOX:

Sealed boxes located at the Township of Algonquin Highlands – Main Office at 1123 North Shore Road and the Dorset Satellite Office at 1051 Main Street, Dorset, in which the Return Envelopes and Secrecy Envelopes are secured throughout the procedures until the time specified for removal of the Secrecy Envelopes.

DROP OFF CENTRE:

Township of Algonquin Highlands Main Office at 1123 North Shore Road and at the Dorset Satellite Office 1051 Main Street.

REVISION CENTRE:

The location for corrections and additions to or deletions from the voter's list will be at the Township of Algonquin Highlands Main Office at 1123 North Shore Road.

VOTERS' KIT:

A Kit which will be mailed to every eligible person shown on the Voters' List. The Kit will contain the following four items:

- a. Instruction Sheet/Voter Declaration Form
- b. Outer Return Envelope (Yellow)
- c. Inner Secrecy Envelope (White)
- d. Ballot

WARD:

- | | |
|---------------|--|
| Ward 1 | Geographic Township of Sherborne |
| Ward 2 | Geographic Township of Stanhope |
| Ward 3 | Geographic Townships of McClintock, Livingstone, Lawrence and Nightingale. |

2. INTRODUCTION

The Township of Algonquin Highlands is conducting the election in accordance with the Municipal Elections Act, S.O. 1996, Chapter 32, as amended, for the 2006 Municipal Election. An alternative voting method pursuant to S.42 (1)(b) has been chosen which involves the use of a mail-in ballot. Procedures and forms have been developed for this procedure as required by S.42 (3)(a)(ii).

3. **TIME LINES:**

Preliminary List of Electors Received S.19(1)	July
By-Law No. 2000-13 authorizing alternative voting Method S.42	Adopted May 10, 2000
Finalize, deliver and post Voter's List S.23	On or before September 1
Revision Period S.24 & S.25	September 7 to October 25 until 8:00 p.m.
a) Own Name -	
b) Removal of Another Person's Name	September 7 to September 10
Nomination Day S.31	Friday, Sept. 10 9:00 a.m. to 2:00 p.m.
Withdrawal of Nominations	Friday, Sept. 10 before 2:00 p.m.
Nomination Certified by Clerk S.29-S.35	Monday, Sept. 13 before 4:00 p.m.
Acclamation(s)	Monday, Sept. 13 after 4:00 p.m.
Additional Nominations if Required	Wednesday, Sept. 15 9:00 a.m. to 2:00 p.m.
Withdrawal of Nominations	Wednesday, Sept. 15 before 4:00 p.m.
Certification of Nomination by Clerk	Thursday, Sept. 16 before 4:00 p.m.
Acclamation(s)	Thursday, Sept. 16 after 4:00 p.m.
Distribute Interim List of Changes to Voters' List to persons who received a Voters' List S.27	Monday, Sept. 20
Distribute Certificate of Maximum Campaign Spending Limits S. 76(7)	Monday, Sept. 20

Notice to Electors – (Advertising)	Ongoing
Establish Compliance Audit Committee S. 81	On or before Thursday, Sept. 30
Voting Day	Monday, Oct. 25
Declaration of Official Results	Tuesday, Oct. 26
Term of Office Commences S. 6	Wednesday, Dec. 1
Campaign Period ends S.68	Friday, Dec. 31

Drop-off Centres will be open during normal office hours (8:30 am – 4:30 pm Monday to Friday at the Main Office and 8:30am – 4:30 pm Tuesday and Thursday at the Dorset Satellite Office) from Tuesday, October 5 to Friday, October 22 and on Monday, October 25 from 8:30 a.m. to 8:00 p.m.

Revision Centre will be open during normal office hours from Tuesday, September 7 to Friday, October 22 and on Monday, October 25 from 8:30 a.m. to 8:00 p.m.

Secrecy Envelopes and Voter Declaration Forms will be removed from the return envelopes and the names struck from the Voters' List, at the Township of Algonquin Highlands Main Office on North Shore Road, as outlined in Section 10.

Counting of Votes shall take place at the Algonquin Highlands Township Office on North Shore Road, or other required and designated premises, on Monday, October 25 after 8:00 p.m.

4. **ALTERNATIVE VOTING PROCEDURES, MAIL-IN BALLOTS:**

QUALIFICATIONS

- a) In this election, electors will receive their personal Voters' Kit by mail. It will be mailed on or before September 27, 2010 to the address on the Voters' List.
- b) Electors may check to see if they are on the Voters' List by attending the Township of Algonquin Highlands Municipal Office on North Shore Road or the Dorset Satellite Office on Main Street in person or by calling the Main Municipal Office at (705) 489-2379 or the Dorset Satellite Office at (705) 766-2211.
- c) Electors who are not on the list or who wish to correct information on the Voters' List must make application, on the prescribed form and presenting personal photo identification, to amend the Voters' List in order to receive their Voters' Kit.
- c) Electors who apply to revise this information will be able to do so at the Township of Algonquin Highlands Main Municipal Office, during normal office hours, from Tuesday, September 7 to Friday, October 22 and Monday, October 25 from 8:30 a.m. to 8:00 p.m.

VOTING PROCEDURES

- a) The Voters' Kit will contain:
- Instruction sheet/Voter Declaration Form
 - Outer Return Envelope (Yellow)
 - Inner Secrecy Envelope (White)
 - Ballot
- b) The Elector will mark the ballot as instructed, fold and place it in the secrecy envelope and seal. The Elector will then sign the voter declaration form, detach where indicated, and place both the secrecy envelope and the signed voter declaration form in the postage pre-paid yellow Return Envelope (outer envelope) and mail to the Township of Algonquin Highlands no later than October 16, 2010. Electors are encouraged to hand deliver their Return Envelope to the Township of Algonquin Highlands Main Office or the Dorset Satellite Office if later than October 16, 2010 and before October 25 at 8:00 p.m.
- d) If the Elector wishes to physically place their Return Envelope in the secured Drop Box they may do so at a Drop Off Centre from Tuesday, October 5 to Friday, October 22 during normal office hours and on Monday, October 25 from 8:30 a.m. to 8:00 p.m.
- e) Return envelopes will be opened and Voters' List updated at the Township of Algonquin Highlands Main Municipal Office pursuant to Section 10.
- f) At 8:00 p.m. on Voting Day the Deputy Returning Officers and Election Assistants will then remove the ballots from the Secrecy Envelopes and proceed to count at the Township of Algonquin Highlands Main Municipal Office or other designated premises.

5. **ELECTION STAFF:**

The Clerk will delegate duties to the Deputy Returning Officers and other Election Officials who will take an oath administered by the Clerk and be assigned duties relating to accepting Nominations, Revisions to Voters' List, Issuing New or Replacement Voters' Kits, Up-dating Voters' List, Counting the Votes and any other duties assigned by the Clerk.

6. **SCRUTINEERS:**

A Candidate may appoint scrutineers S.16(1) to represent him or her during the removal of the Ballots from the Secrecy Envelopes and the counting of

votes, including a recount. A scrutineer shall, on request, show proof of appointment to an Election Official S.16(6).

Scrutineers may also be present for the opening of the Return Envelopes from October 11 to October 25 at the hours designated for such openings for the striking off of the names from the Voters' List. They are entitled to object to the Deputy Returning Officer's decision to accept or reject from the count any outer or secrecy envelope or ballots in accordance with Section 11 of these procedures.

7. **REVISION TO THE VOTERS' LIST:**

The Revision Centre is located at the Township of Algonquin Highlands Main Office, and will be open as follows:

Tuesday, September 7 to Friday, October 22 during normal office hours and Monday, October 25, from 8:30 a.m. to 8:00 p.m.

If the application is endorsed, following the deadline for advising Data Fix of any additions to the Voters' List, the elector will be issued or sent his/her Voters' Kit.

8. **APPLICATION FOR REPLACEMENT VOTERS' KIT:**

If an elector on the Voters' list does not receive his/her Voters' Kit, or if the Voters' Kit is lost or destroyed, a replacement Voters' Kit may be issued. The elector must attend at the Township of Algonquin Highlands Main Office to obtain a replacement Voters' Kit. The Clerk or Election Official will confirm that the elector is qualified and has provided a written declaration that he/she has not previously voted in this election, prior to providing a replacement Voters' Kit.

It shall be indicated on the Voters' List that a replacement Voters' Kit has been issued.

9. **VOTING:**

The procedure for voting is set out on the instruction sheet distributed with the Voters' Kit sent to each eligible elector.

10. **OPENING OF ENVELOPES:**

Each day the Algonquin Highlands Municipal Staff will collect all the envelopes returned by mail or dropped off at the Municipal Office and place them in a sealed drop box.

The opening of the yellow return envelopes, being utilized in the Vote by Mail process for the 2010 Municipal Election will commence at 1:00 p.m. daily, from Monday, October 11th to Friday, October 15th, from Monday, October 18th to Friday, October 22nd and on Monday, October 25, 2010 at the Township of Algonquin Highlands Main Municipal Office.

The Deputy Returning Officer (DRO) will open the sealed drop boxes containing the yellow return envelopes, and Municipal Staff (Election Officials) will open the yellow envelopes with an electronic envelope opener, in the presence of the DRO and Election Clerk, and any candidates and scrutineers who wish to be present.

The DRO will place the yellow return envelopes that have been sliced for opening, back into the drop box and take the box to the designated area in the Algonquin Highlands Main Municipal Office, for the next stage of this process.

Setting up the Ballot Box:

The DRO, when utilizing a new unused ballot box, must show the ballot box to anyone present to demonstrate that it is empty and then seal it in such a way that it cannot be opened without breaking the seal. It should then be placed on a table in full view of those present.

The DRO, when utilizing a ballot box containing sealed inner secrecy envelope, shall remove the seal on the ballot box slot in the presence of the Election Clerk and any candidates and scrutineers who wish to be present.

Removal of Inner Secrecy Envelope and Marking the Voters' List:

The yellow return envelopes will be sorted into Wards, with the assistance of Municipal Staff (Election Officials) when available. The DRO will remove the Inner Secrecy Envelope along with the Voter Declaration Form from the yellow return envelope. If upon opening the yellow return envelope, the inner secrecy envelope is found to be unsealed, the DRO may seal the envelope without examining the ballot.

At this time, if the DRO is satisfied that the Inner Secrecy Envelope and Voter Declaration Form is acceptable, he/she will direct the Election Clerk to cross the elector's name, shown on the Voter Declaration Form, off of the Voters' List as having voted and indicate opposite the name the numerical order in which he or she voted. The number shall also be recorded on the Elector's Voter Declaration Form. The sealed secrecy envelope, containing the ballot, will then be placed by the DRO in the secured sealed ballot box for the appropriate ward, to be counted after 8:00 p.m. on Monday, October 25, 2010.

The sealed ballot box is to contain no more than 250 sealed secrecy envelopes. When a sealed ballot box contains 250 sealed secrecy envelopes, it is to be sealed so that envelopes cannot be deposited in or withdrawn from it without breaking the seal, and it shall be stored in a secure area, as directed by the Clerk/Returning Officer.

A new ballot box will be used for the next 250 sealed secrecy envelopes, after the DRO has demonstrated that it is empty and then sealed in such a way that it cannot be opened without breaking the seal. The numerical order in which an elector is recorded on the Voters' List and Declarations as having voted will continue. For example, the voter's sealed ballot envelope placed in the second ballot box for Ward 1 will be noted as number 251 beside their name on the Voters' List and on their Declaration Form.

Security of Ballot Boxes:

At the completion of the above-mentioned procedures, the DRO shall seal the ballot box in such a way that envelopes cannot be deposited in or withdrawn from it without breaking the seal. The sealed ballot box shall be stored in a secure area, as directed by the Clerk/Returning Officer. The ballot boxes that do not contain 250 sealed ballot envelopes, may be opened by the DRO, in the presence of those in attendance, on the next day that the opening of the yellow return envelopes is to continue.

At the end of each day that the yellow return envelopes are opened, the Clerk/Returning Officer shall receive from the DRO the ballot boxes and other materials and documents for safekeeping at the Algonquin Highlands Municipal Office.

Ballots will be counted after 8:00 p.m on Monday, October 25, 2010 at the Algonquin Highlands Main Municipal Office on North Shore Road or other designated premises.

Master Voters' List:

The Clerk will maintain a master Voters' List, by Ward, 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. Candidates and scrutineers may inspect this list at any time during regular office working hours and on October 25, 2010 until 8:00 p.m.

The above-mentioned dates and times are preliminary and will be subject to change due to volume. Candidates will be advised of any scheduling changes in this regard.

11. **REJECTED/OBJECTED TO ENVELOPES AND BALLOTS:**

In cases where the Voter's name has already been struck off the Voters' List as having voted, the Deputy Returning Officer will mark the outer envelope, as such, number, initial and record it by ward stating that it has been rejected.

The Deputy Returning Officer shall reject an envelope:

- a) that does not contain a signed declaration or
- b) that contains a different number of Ballot Secrecy envelopes to Voter Declaration Forms or
- c) that has identifiable marks on the sealed Ballot Secrecy Envelope or
- d) that has been received after 8:00 p.m. on October 25, 2010.

A Return Envelope, or a Secrecy Envelope, which has been rejected by the Deputy Returning Officer will be marked as such, numbered, initialed and recorded by Ward and placed back into the yellow return envelope, with the Voter Declaration Form, and placed into a separate sealed and secured box to maintain secrecy. The Election Clerk shall strike the voter's name from the Voters' List as having voted; however, a number will not be assigned to this name. The Election Clerk shall record on the Voters' List, next to the voters' name, that the envelope was rejected, the reason for the rejection and the applicable number of the rejection.

During the ballot counting, In addition to rejecting cast ballots for violations of the Municipal Elections Act, as amended, a ballot is to be rejected if upon opening the sealed Ballot Secrecy Envelope at the counting location, the envelope contains more than one ballot.

12. **VOTING DAY – Monday, October 25, 2010:**

Return Envelopes that have been mailed must be received by the Clerk at the Algonquin Highlands Main Municipal Office before 8:00 p.m. on October 25, 2010.

Electors who are in the Drop Off Centre at 8:00 p.m. will be permitted to deposit their Return Envelopes in the secured Drop Box provided for this purpose.

13. **COUNTING THE BALLOTS:**

On October 25, 2010, the sealed ballot boxes containing the Secrecy Envelopes will be taken to secure counting locations at the Algonquin Highlands Municipal Office on North Shore Road where Candidates or their Scrutineers may be present. The Deputy Returning Officers will open the boxes, remove and open the Secrecy Envelopes, remove the ballots, count the number of votes cast for each candidate and record rejected or unsatisfactory ballots.

The Deputy Returning Officers will then follow the procedures for completing the statement of results and handling of the election materials as set out in the Municipal Election Act, 1996, as amended.

Sealed Ballot Secrecy Envelopes received at the Dorset Satellite Office after the initial ballot transfer and prior to the close of voting on October 25, 2010 will be delivered to the Ballot Counting Centre immediately after the close of voting. Candidates, or their scrutineers, shall be allowed to view the sealing of the ballot boxes prior to the transfer.

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.

The Clerk, Deputy Returning Officers, Election Officials, certified Candidates and authorized Scrutineers will be permitted to remain in the Ballot Counting Centre.

Access to the Counting Centre will be prohibited after 8:00 p.m., except for Municipal Election staff. Candidates and Scrutineers leaving the Counting Centre after 8:00 p.m. will not be permitted to return.

The Counting Centre will be designated as a "No Smoking Area".

Cell phones or other equipment will not be permitted in the Ballot Counting Centre, other than for Election Officials.

Candidates, or their Scrutineers, shall not interfere with the vote count in any manner. Should any violations occur in this regard, the individual(s) shall be required to leave the facility upon request by an Election Official.

No campaign material will be allowed within the Ballot Counting Centre.

At the end of the counting procedures, all forms are to be completed, and the

original Statement of Results provided to a designated Election Official at the Counting Centre. The ballots, along with the duplicate original Statement of Results, are to be placed back into the ballot box, and the box is to be sealed and initialed by the DRO and Election Official. The ballot box and any other materials are to be returned to the Algonquin Highlands Main Municipal Office.

The Clerk shall seal and initial the ballot boxes prior to having the boxes placed in a secure location within the Municipal Office.

14. **UNOFFICIAL RESULTS:**

Tabulation of unofficial results shall be made available at the Algonquin Highlands Main Municipal Office as the information is received from the Counting Centre.

15. **POST ELECTION:**

On October 26, 2010, the Clerk will verify the count and determine and declare the official results of the election, S.55(3), and declare the candidate or candidates who received the highest number of votes to be elected, S.55(4). If a recount is required due to a tie, the recount must be held within 15 days of the declaration of the results by the Clerk and must be preceded by notice of the recount.

Recounts on requests from Council/Board/Minister received within 30 days of the Clerk's declaration of results must be held within 15 days of the receipt of the request and must be preceded by notice of the recount.

16. **PROCEDURE AMENDMENTS:**

The Clerk, at any time, has the right to amend this document to facilitate the vote, count and tabulation of the votes and the security of the voting process.

The Clerk's ruling on any interpretation of this document is final.

Dated at the Township of Algonquin Highlands this 6th day of May 2010.

Angie Bird, Clerk
Returning Officer