

The Corporation of the Township of Lake of the Woods
Municipal Election 2010
Vote By Mail Procedure & Rules

1. ELECTION PERSONNEL

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

2. NOTICES

- a) Notice of Revision of Voters List is to be published and posted before September 7th, 2010. The revision period runs September 7th, 2010 to the close of voting on October 25th, 2010 at 8:00 p.m.
- b) Notice of Nomination is to be published and posted before Nomination Day. Nomination period runs from Jan 1, 2010.

3. REVISION OF VOTERS LIST PROCEDURE

- a) The period for revisions to the voters list is from September 7th, 2010 until the close of voting on October 25th, 2010. Persons, upon application in writing on the appropriate form established by the Clerk, may have their name added, removed or information added or amended on the voters list.
- b) Applications to remove another person's name from the voters list must be made in writing on the appropriate form established by the Clerk from the period September 7th to 10th 2010.
- c) Revisions to the Voters List will be conducted at the Clerk's office during regular office hours Monday to Friday, 8:30 a.m. to 4:30 p.m. except as varied in paragraph a) or b).
- d) Electors added to the Voters' List up to October 8th, 2010 will receive their Vote By Mail Kit by mail from the Township Office.
- e) Electors added to the Voters' List from October 9th, 2010 to October 25th, 2010 may pick up their Vote By Mail Kit after October 12th, 2010 and up to October 25th, 2010 at 8:00 p.m. at the municipal office.
- f) Electors added to the Voters' List from October 9th, 2010 to the close of voting on October 25th, 2010 will be provided with a Vote By Mail Kit. These electors will have the option of returning the ballot at a later time or conducting their vote at a Ballot Station in the Municipal Office and leaving the Ballot Secrecy Envelope with the Clerk.

4. VOTE BY MAIL PROCEDURE

- a) The Municipality will provide the Vote By Mail Kit to every person who qualifies to be an elector up to the close of voting on October 25th 2010 at 8:00 p.m.
- b) The Vote By Mail Kit shall consist of:
 - Voting Instruction Sheet
 - Composite Ballot
 - Ballot Secrecy Envelope
 - Voter Declaration Form
 - Outer Return Envelope with prepaid postage
 - Such other material as the Clerk determines.

- c) The Clerk, during the week of October 8th, 2010 or sooner, shall cause to be mailed to every elector who had qualified to be on the Voters' List by October 8th, 2010, a Vote By Mail Kit to the electors' address as shown on the Voters' List.
- d) The Clerk shall provide for pick up at the municipal office, a Vote By Mail Kit to every person qualified on the Voters' List who has been added after October 9th, 2010 to October 25th, 2010 at 8:00 p.m.
- e) If a qualified elector does not receive his/her Vote By Mail Kit or if the Vote By Mail Kit is lost or destroyed, a new Vote By Mail Kit may be issued by attending at the municipal office 211 Fourth St Rainy River, ON. The Clerk will confirm that the elector is qualified and have the elector or agent sign a statement by qualified elector or agent, and a new Vote By Mail Kit will be issued. It shall be noted on the Voters' List that the elector/agent was issued a new Vote By Mail Kit.
- f) Upon receipt of the Vote By Mail Kit, the voter shall complete the ballot, place it in the inner Ballot Secrecy Envelope and seal the envelope. The voter shall complete the Voter Declaration Form and place it, along with the sealed Ballot Secrecy Envelope, in the prepaid business reply envelope. If an elector requires assistance in voting, he/she shall make their mark (i.e. an "X") on the signature line and have a witness sign in the signature area of the Voter Declaration Form. The prepaid business envelope reply Return Voting Envelope may be mailed or delivered to the "Ballot Return Station". Return Voting Envelopes mailed in Canada are prepaid.
- g) In addition to using Canada Post Mail, the "Ballot Return Station" will be established for those electors wishing to deposit or have deposited their Return Voting Envelope directly to the Clerk at the municipal office, on the following dates and times:
 - During regular office hours 8:30 a.m. to 4:30 p.m. October 12th, 2010 to October 22nd, 2010 and
 - October 25th 2010 8:30 a.m. to 8:00 p.m.
- h) The final day to deposit the Return Voting Envelope in the mail to ensure delivery to the Clerk is October 15th, 2010. Following this date, voters are encouraged to deposit their Return Voting Envelope at the designated "Ballot Return Station" located in the municipal office.
- i) Return Voting Envelopes deposited in the Ballot Box at the Ballot Return Station by 8:00 p.m. will be considered as having been mailed.
- j) A separate Return Voting Envelope will be provided to each individual elector. Any Return Voting Envelope which contains more than one Voter Declaration Form or more than one Inner Ballot Secrecy Envelope shall be treated in the following manner:
 - Envelopes containing equal numbers of Ballot Secrecy Envelopes to Voter Declarations WILL BE COUNTED.
 - Envelopes containing more Ballot Secrecy Envelopes to Voter Declarations or more Voter Declaration Forms to Ballot Secrecy Envelopes WILL BE REJECTED.
- k) Each day as Return Voting Envelopes are received either by mail or from a "Ballot Return Station", the Clerk will remove the sealed Inner Ballot Secrecy Envelope and Voter Declaration Form and update the Voters' List by striking through the name of the voter and assigning a number beside the elector's name on both the Voters' List and the elector's Declaration Form.
- l) A master Voters' List containing deletions, amendments and additions, along with those persons who have voted to date and those persons who have been issued with Vote By Mail Kits by the municipality will be maintained by the Clerk. This list may be inspected by candidates and scrutineers at any time during regular office working hours and on October 25th 2010 up to 8:00p.m.
- m) If, upon opening the Return Voting Envelope the Ballot Secrecy Envelope has not been sealed, the Clerk may seal the envelope without examining the ballot.
- n) Sealed Inner Ballot Secrecy Envelopes will be placed in a secure location under the control of the Clerk.

- o) Ballots received by the Clerk after 8:00 p.m. on Voting Day shall not be counted, but shall be date stamped and retained for the statutory document retention period.

5. REJECTION OF BALLOTS

- a) In addition to rejecting cast ballots for violations of the Municipal Elections Act, 1996 the following conditions will also cause a ballot to be considered rejected if:
- b) upon opening the Return Voting Envelope there is no Voter Declaration Form;
- c) upon opening the Return Voting Envelope the Voter Declaration Form is not signed;
- d) upon opening the Return Voting Envelope there is a different number of Ballot Secrecy Envelopes to Voter Declaration Forms;
- e) there are identifiable marks on the Ballot Secrecy Envelope;
- f) upon opening the sealed Ballot Secrecy Envelope at the Counting Centre, the envelope contains more than one ballot; and
- g) upon opening the sealed Ballot Secrecy Envelope at the Counting Centre, the envelope contains a ballot which has not been marked; it will be counted as a Ballot Used by Unmarked by Elector.

6. COUNTING PROCEDURES

- a) The Municipal Office at 211 4th Street Rainy River will be established as the Ballot Counting Centre. Only the Clerk, Deputy Returning Officers, appointed Election Officials, certified Candidates and authorized Scrutineers will be permitted to remain in the Ballot Counting Centre.
- b) The doors of the Ballot Counting Centre will be locked at 8:00 p.m. on October 25th, 2010 and only Election Officials will be allowed to enter thereafter. Candidates and Scrutineers leaving the Centre after 8:00 p.m. will not be permitted to return.
- c) Scrutineers will be provided with an area away from the "Counting Stations" for their use. Cell phones or other equipment will not be permitted in the Ballot Counting Centre other than for Election Officials. Scrutineers shall not interfere with the vote count in any manner. Should they do so, they shall be required to leave the facility when so requested by an Election Official.
- d) No campaign material will be allowed within the Ballot Counting Centre.
- e) After 8:00 p.m. on October 25th, 2010, in the Ballot Counting Centre the secured sealed Ballot Secrecy Envelopes will be opened, counted and the statement of results undertaken. Scrutineers will be allowed to view the sealing of the ballot boxes prior to the transfer.
- f) 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.
- g) The Deputy Returning Officer and Election Official shall count the ballots in the following order:
 - Mayor
 - Councillor
 - English Language Public School Trustee
 - English Language Separate School Trustee
 - French Language Public School Trustee
 - French Language Separate School Trustee
- h) Any part of any ballot rejected shall not invalidate the remainder of the ballot except if there are identifying marks, in which case the entire ballot shall be rejected.
- i) After the completion of the count of the ballots, a statement of results shall be completed, signed by the Deputy Returning Officer and Election Official and if desired, initialed by any Scrutineer present for the count.
- j) The original statement of results will be forwarded to the Clerk. The duplicate original Statement of Results will remain affixed to the ballots and stored in a secure place under the control of the Clerk.
- k) Once all ballots have been counted, the ballots will be secured, the ballot boxes sealed and returned to the Clerk for secure storage.

7. TABULATION PROCEDURES

The tabulation of ballots will be as noted above and will remain unofficial until certified by the Clerk as official results.

8. ANNOUNCEMENT OF RESULTS

- a) Unofficial results of the counting will be posted at the municipal office.
- b) The official results will be posted in the municipal office by the close of business on October 26th, 2010.

9. SECURITY OF THE BALLOT PRIOR TO VOTING

- a) Ballots will be printed under the supervision of Clerk.
- b) The Clerk will mail a ballot to each person identified on the Revised Voters List as of October 8th, 2010 and the number of ballots will be noted by the Clerk.
- c) Additional ballots will be prepared and counted by the Clerk.
- d) The number of ballots distributed by the Clerk to persons qualifying to be voters after October 9th, 2010 will be recorded.

10. 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 verified, the sealed Ballot Secrecy Envelope will be stored in ballot boxes. The number of Ballot Secrecy Envelopes entered into the container each day will be recorded.
- b) At the end of each day the Clerk or designated official shall affix a seal to each of the ballot boxes, initial the seal and place the sealed drop boxes in the safe storage. Each morning the Clerk or designated official shall retrieve the drop boxes, inspect the seals to ensure that they are intact, break the seals to access the slots for use during the day. On Voting Day, the boxes will be used until close of voting at 8:00 p.m.
- c) The ballot boxes will then be counted at the Counting Centre.
- d) After the count, each bundle of ballots, along with the duplicate Statement of Results will be placed back into the ballot box. When the vote is complete, the ballot boxes will be sealed and initialed by the Clerk prior to being placed in a secure place.

11. FORM OF BALLOT

The form of ballot will be a "Composite Ballot".

12. SCRUTINEERS

- a) Each Candidate may appoint, in writing, Scrutineers to be present during the voting and during the counting of the ballots, at the municipal office. Only one Scrutineer per candidate may be present at each table.
- b) All scrutineers must comply with the procedures that are set out on their Appointment Form.

13. EMERGENCIES

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

14. AMENDMENT TO THIS DOCUMENT

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

Dated at Rainy River this 15th day of February, 2010.

Signature of Clerk & Returning Officer Patrick W Giles