

THE CORPORATION OF
LA CORPORATION DE LA CITÉ DE
CLARENCE-ROCKLAND

Élections municipales | 22 octobre 2018



Municipal Elections | October 22, 2018

**TELEPHONE/INTERNET VOTING
PROCEDURE MANUAL
for the 2018 MUNICIPAL ELECTIONS**

Approved by the
Clerk / Returning Officer of
the City of Clarence-Rockland
this 19th day of December 2017

as amended on August 2, 2018

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1. AUTHORITY

On April 19, 2017, the Council of The Corporation of the City of Clarence-Rockland (the "City") adopted By-law Number 2017-54 authorizing the use of an alternative voting method that being the telephone/Internet voting method.

On April 19, 2017, the City has also adopted By-law Number 2017-55, being a by-law to enter into an agreement with a service provider for telephone/Internet voting service for the 2018 Municipal and School Board Elections ("Municipal Elections").

Subsection 42(3) of the *Municipal Elections Act*, 1996, S.O. 1996, c. 32, Sched, as amended (the "Act"), states that the Clerk shall, in the case of a regular election, establish procedures and forms for the use of any alternative voting method authorized by by-law and provide a copy of the procedures and forms to each candidate.

Subsection 42(4) of the Act states that the Clerk shall provide the procedures and forms on or before December 31 in the year before the year of the election.

These procedures and forms are additional information for the electors and the candidates, and do not replace the Act.

Subsection 42(4) of the Act states that the procedures and forms established by the Clerk, if they are consistent with the principles of the Act, prevail over anything in the Act and the regulations made under it.

In addition, subsection 9(2) of the Act prescribes that all notices, forms and other information provided under this Act shall be made available in English and French. This shall also apply to the telephone/Internet voting system whereby an elector will have the option of selecting the official language of his or her choice.

Subsection 11(2) of the Act states that the Clerk of a local municipality is responsible for conducting elections within that municipality and for:

- (a) preparing for the election;
- (b) preparing for and conducting a recount in the election;
- (c) maintaining peace and order in connection with the election; and
- (d) in a regular election, preparing and submitting the report described in subsection 12.1 (2).

With respect to the duties and authority of a Clerk, the Act further states as follows:

- 12(1) A clerk who is responsible for conducting an election may provide for any matter or
- (a) procedure that, is not otherwise provided for in an Act or regulation; and
 - (b) in the clerk's opinion, is necessary or desirable for conducting the election.

- 12(2) The power conferred by subsection (1) includes power to establish forms, including forms of oaths and statutory declarations, and power to require their use.
- 12(3) The power conferred by subsection (1) includes power to require a person, as a condition of doing anything or having an election official do anything under this Act, to furnish proof that is satisfactory to the election official of the person's identity or qualifications, including citizenship or residency, or of any other matter.
- 13(1) Any notice or other information that this Act requires the clerk to give shall be given in a form and manner and at a time that the clerk considers adequate to give reasonable notice or to convey the information, as the case may be.
- 13(2) The clerk shall provide electors, candidates and persons who are eligible to be electors with information to enable them to exercise their rights under this Act.

Subsection 42(5) of the Act states that when a by-law authorizing the use of an alternative voting method is in effect, sections 43 (advance votes) and 44 (voting proxies) apply only if the by-law so specifies. Since the purpose for the use of the alternative voting, being telephone/ Internet voting in our case, By-law Number 2017-21 of The City of Clarence-Rockland is silent on the voting proxies, and consequently voting proxies are not applicable and no longer necessary. Therefore, with respect to proxies, a person cannot give his or her Voter Information Letter to another elector for the purpose of voting. Acceptance of a Voter Information Letter including the actual voting thereof will be considered an illegal and corrupt practice and therefore subject to the penalty provision under the Act.

The Act, more specifically section 53, also provides that the Clerk may declare an emergency if he or she is of the opinion that circumstances have arisen that are likely to prevent the election being conducted in accordance with this Act and provides the authority to the Clerk to make arrangements for the proper conduct of the election. Any arrangements made by the Clerk, if they are consistent with the principles of the Act, prevail over anything in the Act and the regulations and all such arrangements, if made in good faith, shall not be reviewed or set aside on account of unreasonableness or supposed unreasonableness.

Therefore, as City Clerk and Returning Officer for the Municipal Elections, I do hereby certify and approve the following procedures for conducting the Municipal Elections, and also establish that the attached forms are the forms permitted to be used during this election process.

December 19, 2017

(original signed)

Monique Ouellet, A.M.C.T.
Clerk / Returning Officer

2. DEFINITIONS

- (1) **Act** - means the *Municipal Elections Act*, 1996, S.O. 1996, c. 32, Sched, as amended.
- (2) **Advance Voting** - means a voting period beginning at 9:00 a.m. on Wednesday, October 17, 2018, and ending on Sunday, October 21, 2018, at 11:59 p.m.
- (3) **Candidate** - means a person who has been nominated under section 33 of the Act and whose nomination has been certified by the clerk under section 35 of the Act.
- (4) **City** - means The Corporation of the City of Clarence-Rockland.
- (5) **City Hall** - means the municipal building located at 1560 Laurier Street, Rockland, Ontario.
- (6) **Clerk** - means the Clerk of the City who is responsible for conducting this Municipal Elections under the authority of the Act. *(This legislation provides that the Clerk of a municipality may provide for any matter that is not otherwise provided for in an Act or regulation and is, in the Clerk of the municipality's opinion, necessary or desirable - section 12 of the Act.)*
- (7) **Compliance Audit Committee** - means, in relation to a municipality, the committee established under section 88.37 of the Act.
- (8) **Election Campaign Advertisement** - means an advertisement in any broadcast, print, electronic or other medium that has the purpose of promoting or supporting the election of a Candidate, but does not include Election Signs.
- (9) **Election Official** - means the Clerk or other person(s) appointed in writing by the Clerk to carry out election duties under Act. An Election Official can only carry out the tasks and duties as assigned in writing by the Clerk, and must take the prescribed oath.
- (10) **Elector** - means a person who is entitled to be an elector at an election held in the local municipality, if on Voting Day he or she meets the qualifications outlined in subsection 17(2) and 17(3) of the Act.
- (11) **Friend** - means a person who has been requested by an Elector to assist him or her in the voting process.
- (12) **Municipal Elections** - means the 2018 Municipal and School Board Elections.

- (13) **Password** - means an access control word assigned by the Service Provider to each authorized user to provide additional security for access to the telephone/Internet voting system.
- (14) **Personal Identification Number (“PIN”)** - means a unique multiple digit number assigned by the Service Provider to each Elector to provide security for access to the telephone/Internet voting system.
- (15) **Preliminary List of Electors** - means a list of Electors for the City compiled by the Municipal Property Assessment Corporation (MPAC) and provided to the City between July 31 and September 1, 2018, as agreed upon by MPAC and the Clerk.
- (16) **Satisfactory Identification** - means the identification required under the Act and/or Ontario Regulation 304/13, which would provide proof of identity and residence of an individual to the satisfaction of an Election Official.
- (17) **Script** - means all information flow and system prompts from the telephone/Internet voting system including instructions, informational messages, error messages, and exceptions.
- (18) **Scrutineer** - means an individual, appointed in writing by a Candidate, to represent him or her during the voting process.
- (19) **Service Provider** - means the company the City has contracted to supply a telephone/Internet voting system for the Municipal Elections.
- (20) **Third Party Advertisement** - means an advertisement in any broadcast, print, electronic or other medium that has the purpose of promoting, supporting or opposing,
(a) a Candidate, or
(b) a “yes” or “no” answer to a question referred to in subsection 8 (1), (2) or (3) of the Act,
(c) but does not include an advertisement by or under the direction of a Candidate or an advertisement described in subsection 1(2) or 1(2.1) of the Act.
- (21) **Voter Help Centre** - means a location designated by the Clerk to assist Electors with the voting process or other general election inquiries, and to make additions, deletions and corrections to the Voters’ List.
- (22) **Voter Identification Number** - means a unique number (barcode) generated by the Service Provider and used internally in the system in order to identify each Elector.

- (23) **Voter Information Letter** - means a sealed envelope containing a Personal Identification Number (PIN) and voting procedures to be sent to each person on the Voters' List.
- (24) **Voters' List** - means the Preliminary List of Electors, as corrected by the Clerk, under the provisions of section 22 of the Act.
- (25) **Voting Day** - means the final day on which the vote is to be taken in an election and shall be until 8:00 p.m. on that day. Voting day for the Municipal Elections shall begin at 12:00 a.m. and ends at 8:00 p.m. on October 22, 2018.
- (26) **Voting Period** - means the period including Advance Voting and Voting Day, being the period beginning at 9:00 a.m. on Wednesday, October 17, 2018, and ending on Monday, October 22, 2018, at 8:00 p.m.

3. APPLICATION

- (1) This procedure has been developed under the authority of subsection 42(4) pursuant to subsection 42(3)(a)(ii) of the Act, and applies to the telephone/Internet voting for the Municipal Elections, being conducted by the City between Wednesday, October 17, 2018, and Monday, October 22, 2018.
- (2) The procedures and forms established by this document prevail over anything in the Act and its regulations, as per subsection 42(4) of the Act.
- (3) Where these procedures do not provide for any matter, the Municipal Elections shall be conducted as far as is consistent and practical within the principles of the Act with the same being determined and established by the Clerk.
- (4) At the discretion of the City Clerk, these procedures may be modified at any time. Any amendment to these procedures shall be signed by the Clerk and a copy of the amendment(s) shall be provided forthwith to all Candidates for office for the Municipal Elections.

4. SECRECY

- (1) The Clerk shall require all Election Officials and/or other persons working in connection with the Municipal Elections to swear or affirm an oath of secrecy in accordance with section 49 of the Act.
- (2) No person shall interfere or attempt to interfere with an Elector while in the process of accessing the telephone/Internet voting service or interfere or attempt to interfere in the voting process while using the telephone/Internet voting service unless expressly requested and authorized by an Elector asking for assistance.

- (3) No person shall obtain or attempt to obtain information about how an Elector intends to vote or has voted. Any individual requested by an Elector to assist him or her in voting is required to maintain the secrecy of the vote(s) cast by the Elector and shall vote according to the instructions and wishes of the Elector.
- (4) No persons shall communicate any information that might have been inadvertently obtained about how an Elector intends to vote or has voted.
- (5) No Electors shall reveal how he or she intends to vote except when obtaining assistance in voting from either a Friend person or an Election Official.
- (6) All Electors voting at the Voter Help Centre may vote with the assistance of a Friend. However, the Friend shall be required to take the appropriate oath prior to providing assistance.
- (7) All complaints regarding any and/or all breaches of secrecy shall be investigated by the proper authorities and shall be prosecuted according to the provisions of "Offences, Penalties and Enforcement" under sections 89 and 90 of the Act.

5. ELECTION OFFICIALS

- (1) The Clerk shall appoint a Deputy Returning Officer (DRO) for each Voter Help Centre.
- (2) The Clerk may appoint other Election Officials other than the DRO to fulfill specific tasks.
- (3) The Clerk may delegate to election officials in writing, any of the Clerk's powers and duties, however, the Clerk may continue to exercise the delegated powers and duties, despite delegation.

6. PRELIMINARY LIST OF ELECTORS / VOTERS' LIST

- (1) The Preliminary List of Electors is produced by the Municipal Property Assessment Corporation (MPAC) in an electronic format. The list shall be reviewed by the City Clerk and obvious errors shall be corrected as permitted under section 22 of the Act. This list, as corrected, will constitute the Voters' List.
- (2) On September 4, 2018, the Voters' Lists shall be reproduced in paper format, and distributed to those who are entitled to a copy under subsections 23(3), (4) and (5) of the Act. All Candidates shall be entitled to two (2) paper copies of the Voters' List, and shall sign a statement acknowledging that the Voters'

List shall not be used for any commercial purposes contrary to subsection 88(11) of the Act.

- (a) Additional paper copies of the Voters' List may be provided to Candidates upon request for a fee of \$5.00.
 - (b) A memory stick including an electronic copy of the Voter's List may be provided to Candidates upon request for a fee of \$20.00.
 - (c) In addition, the Candidates may receive, upon request, a login ID and Password allowing him/her to access the Voters' List Module of the Intelivote System, in order to identify and track individual Electors entitled to vote for their office during the course of the Municipal Elections and Voting Period to observe participation.
- (3) The Voters' List shall be accessible by authorized Election Officials and may be reproduced in paper and/or in electronic format by the Clerk to accommodate the administration in the voting process at the Voter Help Centre.
 - (4) Additions, corrections and deletions may be made to the Voters' List in accordance with sections 24 and 25 the Act.
 - (5) The Voters' List shall be updated and reproduced with a computer program called VoterView (Datafix).
 - (6) The Clerk shall produce a list of additions, corrections and deletions, and shall distribute a paper and/or electronic format of these additions, corrections and deletions to those who are entitled to copies of the Voters' List under the Act and the same shall be the final Voters' List. A list of these additions, corrections and deletions in a paper and/or electronic format shall be provided for use by the Voter Help Centre. This list, as required under section 27 of the Act, shall be available between September 15 and September 25, 2018, at the City Hall.
 - (7) The final Voters' List, as corrected by the Clerk pursuant to section 22 of the Act shall be provided to the Service Provider in computer format in order for the Service Provider to manage and print the Voter Information Letters.

7. REVISION OF THE VOTERS' LIST

- (1) Applications to amend the Voter's List will be accepted at the Voter's Help Centre(s) and processed by the City Clerk or the appointed Election Official from September 4, 2018 until 8:00 p.m. on Election Day, October 22, 2018.
- (2) The Voter Help Centre shall be established at City Hall, located at 1560 Laurier Street in Rockland, and shall be open to the public during regular office hours

until Tuesday, October 16, 2018, and on the following dates and times, and at such additional dates and times as determined by the Clerk:

Date	Time
Wednesday, October 17, 2018	9:00 a.m. to 4:30 p.m.
Thursday, October 18, 2018	9:00 a.m. to 4:30 p.m.
Friday, October 19, 2018	9:00 a.m. to 4:30 p.m.
Saturday, October 20, 2018	10:00 a.m. to 2:00 p.m.
Sunday, October 21, 2018	10:00 a.m. to 2:00 p.m.
Monday, October 22, 2018	9:00 a.m. to 8:00 p.m.

- (3) An alternate Voter Help Centre shall be established in the following locations, and shall be open to the public on the following dates and times, and at such additional dates and times as determined by the Clerk:

Location	Date	Time
Council Chambers 415 Lemay Street, Clarence Creek	Wednesday, October 17, 2018	6:00 p.m. to 9:00 p.m.
	Monday, October 22, 2018	4:00 p.m. to 8:00 p.m.
Bourget Community Centre 19 Lavigne Street, Bourget	Thursday, October 18, 2018	6:00 p.m. to 9:00 p.m.

(amended July 6, 2018)

The final Voters' List shall be continually updated by the Voter Help Centre until the closing of the vote on October 22, 2018, at 8:00 p.m.

- (4) The Voter Help Centre shall be responsible for the following:
- (a) Adding Electors to the Voters' List
- (i) Electors who attend the Voter Help Centre and are not on the Voters' List may be added to the list by filling out a declaration form and providing Satisfactory Identification.
 - (ii) When a spouse or occupant does not have any piece of identification confirming their name and address, this person shall be identified by a person who shall take an oath confirming the eligibility of that person to vote, and shall also show his or her own identification document. Failure to prove his or her identity and eligibility may result in being refused to be added on the Voters' List.
 - (iii) Their names will be added to the Voters' List and they will be assigned and receive a Voter Information Letter containing a PIN.
 - (iv) They will be able to vote at the Voter Help Centre if they so wish during the Voting Period.

- (b) Deleting Electors from the Voters' List
 - (i) Electors may have their name deleted from the Voters' List if they are no longer a qualified Elector by filling out a declaration form and providing Satisfactory Identification.
 - (c) Correcting Electors' information on the Voters' List
 - (i) Electors may correct their information by filling out a declaration form and providing Satisfactory Identification.
 - (d) Verifying and re-issuing a Voter Information Letter to Electors
 - (i) Where a person on the Voters' List has lost his or her Voter Information Letter or did not receive it in the mail, he or she can attend the Voter Help Centre in order to receive a new one. The authorized Election Official will disable the Elector's lost PIN and electronically mark it in the system with the appropriate details. Upon providing Satisfactory Identification to an Election Official, an oath shall be taken by the Elector and a new Voter Information Letter containing a new PIN shall be issued.
 - a. If it is during the Voting Period the authorized Election Official shall verify in the system whether that Elector's record shows that the Elector has already voted.
 - (e) Removing another's name from Voters' List
 - (i) Applications for the removal of another Elector from the list may be submitted from Tuesday, September 4, 2018, to Monday, October 22, 2018, at 8:00 p.m. The application is subject of the approval of the Election Official.
- (5) Applications to amend the Voter's List will be accepted online via the Internet Voter Lookup by utilizing the Voter Registration Module during the time it is made available on the City's website and processed by the City Clerk or the appointed Election Official. Approval shall be subject to the verification of satisfactory identification.

8. NOTICES

- (1) The City Clerk shall notify Electors of the following election information through the use of newspaper advertisements, the municipal website or any other method the Clerk deems appropriate:
 - (a) Notice of Election information
 - (i) That municipal elections are being held and that the municipality has adopted an alternative voting method, being vote by telephone and by Internet.
 - (ii) The voting period.
 - (iii) The location, dates, and hours of operation of the Voter Help Centre(s).

- (iv) The procedure for additions or deletion or corrections to the Voters' List.
 - (b) Notice of Nomination day
 - (i) The offices for which a person may be nominated, along with the nomination period.
 - (c) Notice of Penalties
 - (i) Before Voting Day, the Clerk will send each person nominated for an office a notice of penalties related to the election campaign finances.
 - (d) Certified Election Results
 - (i) Certified election results shall be presented by the Clerk as soon as possible after Voting Day.
- (2) The Clerk shall determine the date(s) of all advertisements including in which newspaper(s) the notices are to appear in order to comply with the requirements and principles of the Act.
 - (3) The Clerk reserves the right to publish additional advertisements and notices as deemed appropriate.
 - (4) Each person on the Voters' List shall be mailed, by "first-class" mail a sealed Voter Information Letter containing:
 - (a) a VIN which will appear as a barcode within the window of the envelope, which serves to identify each elector;
 - (b) a PIN which shall remain confidential to each elector, the telephone number to call to cast a vote by telephone, and the designated Internet address (URL) to access to cast a vote by using the Internet;
 - (c) instructions on how to vote;
 - (d) dates and hours of the voting period; and
 - (e) the location and telephone number of the Voter Help Centre
 - (f) the location of any alternative Voter Help Centre.

9. NOMINATIONS

- (1) A person may be nominated for an office by filing a nomination, in the prescribed form, accompanied by a Declaration of qualifications form in the Clerk's Office, in person or by an agent during the nomination period which commences on May 1, 2018 and end on Nomination Day.
- (2) Effective April 1, 2018, the nomination of a person for an office on council must be endorsed by at least 25 persons. The person endorsing a nomination must be eligible to vote in an election for an office within the municipality, if a regular election was held on the day that the person endorses the nomination.

- (3) When the Candidate submits the Nomination Paper and the Declaration of qualifications, the papers must be signed in the presence of a commissioner. The onus is on the person nominated to file a bona fide nomination paper and declaration of qualifications.
 - (a) If a nomination is filed by an agent, the candidate's declaration must be completed and commissioned prior to filing. If the forms are not commissioned upon filing, the Clerk shall not accept the nomination.
- (4) The filing fee must accompany the nomination. The prescribed nomination fee is \$200 for the head of council and \$100 for all other offices. The filing fee is payable by cash, certified cheque, money order, or debit.
- (5) Upon accepting the nomination, the candidate shall receive a Candidate's Information Package and be advised in writing that his/her nomination shall be examined by the Clerk prior to 4:00 p.m. on the Monday following Nomination Day, July 30, 2018.
 - (a) If satisfied that the person is qualified to be nominated and that the nomination complies with the Act, the Clerk shall certify the nomination filed.
 - (b) If not satisfied, the Clerk shall reject the nomination and, as soon as possible, give notice to the person who sought to be nominated and all other candidates for that office.
- (6) Withdrawal of nominations will be accepted by the Clerk no later than 2:00 pm on July 27, 2018 (Nomination Day).**
 - (a) If the candidate is submitting a new nomination for an office in the same election, the previous nomination shall be deemed to have been withdrawn at the time the new nomination is filed.**
 - (i) At the time of a new nomination for any office in the same election, the endorsement requirement, shall be waived as the endorsement filed with the first nomination is satisfactory to the requirements of the *Municipal Elections Act*.**
 - (ii) At the time of a new nomination for the same office in the same election, the nomination fee shall deem to have been paid with the filing of the first nomination.**
 - (iii) At the time of a new nomination for a different office in the same election, the nomination fee for the new office shall be payable at the time of filing and the nomination fee for the withdrawn nomination shall be reimbursed. (*amended July 6, 2018*)**

10. ALTERNATIVE METHOD OF VOTING

- (1) A telephone/Internet voting method shall be used for the Municipal Elections:
 - (a) Telephone/Internet voting

- i. Electors shall be required to telephone a designated number or access a designated Internet address and cast their vote.
- ii. Upon accessing the internet voting site, the Elector shall be required to identify a CAPTCHA which serves to ensure a secure voting process.
- iii. Every Elector shall be required to enter his/her PIN which has been received by first-class mail in a sealed and personalized Voter Information Letter.
- iv. Furthermore, every Elector shall be required to enter his/her date of birth to confirm his/her identity.
- v. Only once the Elector has been successfully identified, will he/her be allowed to vote using the telephone/Internet voting system.
- vi. Following the Elector's vote selection, the telephone/Internet voting system response shall identify the Elector's choice and provide the Elector with the option of changing or confirming their vote.
- vii. The telephone/Internet voting system shall enable the Elector to decline from voting for an office(s) if he/she wishes to do so.
- viii. Every Elector shall be limited to one vote through the use of his/her assigned PIN.
- ix. Every Elector shall be granted further access to the voting system by using their assigned PIN until their vote has been confirmed, after which the PIN will become invalid.

(b) Voting will commence on Wednesday, October 17, 2018, at 9:00 a.m. and conclude on Monday, October 22, 2018, at 8:00 p.m.

- (2) Prior to the activation of the telephone/Internet voting system by the Service Provider on Wednesday, October 17, 2018, the Service Provider shall forward to the Clerk by electronic mail or facsimile transmission, a list of all of the Candidates' names running for office, including the sum total of votes cast to ensure that all totals for all Candidates indicate zero (0). The telephone/Internet voting system will not be activated until it is confirmed that all the counts associated with a Candidate's name have been deleted from the system and an electronic mail or facsimile transmission has been received indicating a zero (0) total for all Candidates.
- (3) Candidates or their Scrutineers may be present to verify and ensure that all totals of votes cast are at zero (0) and may be requested to sign a document that attests to this fact.
- (4) During the Voting Period, the Service Provider will make available online a list to the Clerk of all Electors by order of wards and school districts who have voted. The names of Electors who have voted will be marked as voted. A list of Electors who have voted will be provided or made available to the Candidates or their respective Scrutineer by the Clerk. This list shall be

provided by the Service Provider in real time or as closely as possible to real time, and shall be printed by the Clerk in accordance with the following:

- (a) On October 18, 19, 20, and 21, 2018, this list shall be printed daily and be available at 11:00 a.m. at the Voter Help Centre.
 - (b) On Voting Day, October 22, 2018, the list of Electors who have voted shall be available to Candidates or their Scrutineers on a more regular basis, upon written request by the Candidates.
- (5) The Service Provider will make available during the course of the Municipal Elections, IDs and Passwords for Candidates, who when using this authorization can connect to a candidate module to review Voter's List information previously identified by them to recognize participants in the Municipal Elections. This capability does not provide the Candidate or their designate information on how an Elector has voted, but only if they have voted in the Municipal Elections.
- (6) Where an Elector is associated with multiple properties within the City, the Elector may vote only once, and the qualifying address to determine eligibility for voting shall be the place of residence of the Elector. All duplication of names on the Preliminary List of Electors shall be verified by the Clerk and/or Election Official(s), and all duplicate names of individuals shall be deleted prior to the final preparation of the Voters' List. Should an Elector receive more than one Voter Information Letter, the Elector may only vote once and must return the other Voter Information Letters to the Voter Help Centre. All Electors that vote more than once or who improperly use the Voter Information Letter shall be reported to the Ontario Provincial Police for further investigation as to possible corrupt practices under the Act.
- (7) Should a Voter Information Letter be returned to the City Hall that has been unopened, the Voter Information Letter will remain unopened, the VIN barcode which appears in the window envelope will be scanned, and the PIN status will be disabled by an Election Official. The letter will be marked as "unused" and be maintained in a secure fashion and will be destroyed at the same time as all other municipal election material as provided for under section 88 of the Act.
- (8) Should a Voter Information Letter be returned to City Hall that has been opened but has not been used for voting purposes, the VIN barcode will be scanned and the PIN status will be disabled by an Election Official. In this circumstance, the Voter Information Letter shall be marked as "deleted" and be retained and destroyed at the same time as all other municipal election material as provided for under section 88 of the Act.
- (9) The Clerk and the Election Official(s) shall ensure a complete audit trail is maintained of all Voter Information Letters:

- (a) that were sent to Electors on the Voters' List;
- (b) that were undeliverable and 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 deleted from the system;
- (e) that were re-issued to an Elector; and
- (f) whose PIN on the Voter Information Letters were set to a status that prevented them from being validated in the voting process.

(10) Re-issuance of a new Voter Information Letter:

- (a) Where an Elector has attempted to validate his or her PIN and they have determined that the PIN has already been used, the Elector can attend the Voter Help Centre, bringing Satisfactory Identification and have an Election Official confirm that the PIN has been used by an impersonator.
- (b) Prior to considering or authorizing the re-issuance of a new Voter Information Letter which contains a new PIN, the Elector shall be required to respond and answer any and all questions from the Election Official. The Election Official shall document, to his or her satisfaction, questions and answers of the Elector and, the Clerk shall submit same to the Ontario Provincial Police for further investigation and prosecution.
- (c) If the Election Official believes that all questions have been answered truthfully and to his or her satisfaction, the Election Official may authorize the provision of a new Voter Information Letter which contains a new PIN or, at the discretion of the Election Official the Elector will be required to make a declaration as to his or her statement and to take an oath which shall be given by the Election Official. A copy of this declaration shall also be submitted to the Ontario Provincial Police should further questioning be required in order to ascertain if corrupt practices have occurred. The Elector will be required to assist and cooperate in the investigation in determining the individual(s) who has fraudulently used the Elector's assigned PIN.
- (d) Once the Elector has properly answered all questions, and taken prescribed oath(s), the Elector shall be issued a new Voter Information Letter containing a new PIN. As a condition to re-issuance of a Voter Information Letter, the Elector will be required to vote at the Voter Help Centre. Should the Elector fail to vote at the Voter Help Centre or leave the Voter Help Centre without voting, the Election Official shall forthwith delete from the system the PIN and the Voter Information Letter shall be voided. The Elector shall forfeit his or her right to vote and shall not be entitled to a new Voter Information Letter. The Ontario Provincial Police shall be advised immediately to determine if a corrupt practice has occurred.

- (11) Where an Elector has attempted to validate his or her PIN and it is not valid, the Election Official will ensure that it has been activated.
- (12) Incorrect Voter Information Letter:
- (a) Where an Elector has received an incorrect Voter Information Letter in terms of ward and school district, the Elector can attend the Voter Help Centre in order to receive a correct one provided that the Voter Information Letter has not been used to vote. If the Elector has used the Voter Information Letter to vote and the system indicates that the Elector has used this Voter Identification Number, the Elector shall be deemed to have voted and shall be denied a new Voter Information Letter.
 - (b) The Elector shall return the original unused Voter Information Letter to the Election Official in order to qualify for a new Voter Information Letter. The PIN shall be deleted immediately by the authorized Election Official. Upon receiving Satisfactory Identification and completing a statutory declaration, a new Voter Information Letter shall be issued to the Elector.
- (13) New PIN(s) shall not be given out over the telephone. A Voter Information Letter containing a PIN shall not be given to any person unless Satisfactory Identification is provided and the individual has taken the required oath(s) as administered by an Election Official.

11. ELECTOR QUALIFICATIONS

- (1) As per section 17(2) of the Act, a person is entitled to be an Elector in the Municipal Elections if, on Voting Day, October 22, 2018, he or she:
- (a) is a Canadian citizen;
 - (b) is at least 18 years old; and
 - (c) resides in the local municipality or is the owner or tenant of land in the local municipality, or the spouse of such owner or tenant.
- (2) As per section 17(3) of the Act, the following are prohibited from voting:
- (a) A person who is serving a sentence of imprisonment in a penal or correctional institution.
 - (b) A corporation.
 - (c) A person acting as executor or trustee or in any other representative capacity.
 - (d) A person who was convicted of the corrupt practice described in subsection 90(3), 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.

12. VOTING PROCESS

- (1) Voter Information Letters shall be mailed by the Service by first-class mail to all Electors to enable them to use the telephone/Internet voting service.
- (2) Electors may vote by:
 - (a) Accessing the telephone number provided by using a touch-tone telephone or cellular telephone, but not a rotary dial telephone. “Digi-pulse” telephones will be able to access the system if the telephone override button is set to a “touch-tone” mode. Should the preceding be incorrectly completed, the interactive response system will provide an error message requesting that the Elector obtain assistance through the Voter Help Centre.
 - (b) Accessing the Internet address provided on the Voter Information Letter by using a dial modem access or a high-speed connection;
 - (c) Attending the Voter Help Centre located at 1560 Laurier Street, during the following dates and times. Telephones, computers and/or tablets will be available;

Date	Time
Wednesday, October 17, 2018	9:00 a.m. to 4:30 p.m.
Thursday, October 18, 2018	9:00 a.m. to 4:30 p.m.
Friday, October 19, 2018	9:00 a.m. to 4:30 p.m.
Saturday, October 20, 2018	10:00 a.m. to 2:00 p.m.
Sunday, October 21, 2018	10:00 a.m. to 2:00 p.m.
Monday, October 22, 2018	9:00 a.m. to 8:00 p.m.

- (d) Attending an alternate Voter Help Centre as identified below, during the following dates and times. Telephones, computers and/or tablets will be available;

Location	Date	Time
Council Chambers 415 Lemay Street, Clarence Creek	Wednesday, October 17, 2018	6:00 p.m. to 9:00 p.m.
	Monday, October 22, 2018	4:00 p.m. to 8:00 p.m.
Bourget Community Centre 19 Lavigne Street, Bourget	Thursday, October 18, 2018	6:00 p.m. to 9:00 p.m.

(amended July 6, 2018)

- (e) Attending a Voter Help Centre during hours identified in paragraph (c) and (d) with a Friend, who will have to take the appropriate oath(s) and vote using the telephones, computers and/or tablets provided;
 - (f) Attending a Voter Help Centre during hours identified in paragraph (c) and (d) with an interpreter, who will have to take the appropriate oath(s) and vote using the telephones, computers and/or tablets provided.
- (3) An Election Official will attend the following retirement homes to allow the residents of the retirement homes to vote. Telephones, computers and/or tablets will be provided.

Name of retirement home
Centre d'Accueil Roger Séguin 435 Lemay Street, Clarence Creek
Jardins Bellerive 2950 Laurier, Rockland
Simon Residence 845 St-Jean, Rockland
St-Mathieu Residence 3140 Gendron Rd, Hammond

- (a) Subject to subsections 45(7) and 46(3) of the Act, Dates and times will be confirmed by the Clerk in consultation with the owner or manager of the respective retirement homes or institutions.
- (b) The final schedule will be given to the Candidates. Candidates or their Scrutineers will be authorized to visit the voting place fifteen (15) minutes prior to the beginning of the vote, but will be requested to leave the voting place when voting begins.
- (c) The Clerk does hereby designate the locations identified above as voting places under Act during the date and time identified above. However, these voting places are for the exclusive use of the Electors who are residents of these institutions or retirement homes.

13. CANDIDATES AND SCRUTINEERS

- (1) Scrutineers may be appointed, in writing, by a Candidate, as stated under section 16 of the Act.
- (2) Appointed Scrutineers, have the following rights:
 - (a) Upon request and after producing the properly signed "Appointment/Oath of Scrutineer" and prescribing to the oath(s) of secrecy, they may be provided access to the candidate's module and/or to a copy of the Voters' List.

- (i) Candidate module: Scrutineers may log in to the system any time after the Voting Period has started and Electors have cast ballots, and determine who has voted.
 - (ii) Copy of the Voters' List: Scrutineers will be provided a copy of the Voters' List showing all Electors that have voted and upon request shall provide proof of their appointment to the Election Official at the Voter Help Centre.
 - (b) Upon request and after producing the properly signed "Appointment/Oath of Scrutineer" and prescribing to the oath(s) of secrecy, they may attend the Voter Help Centre during hours of operation to observe the process.
- (3) Candidates and appointed Scrutineers, have the following rights:
- (a) To enter the Voter Help Centre location fifteen (15) minutes prior to the official opening of the voting period in order to; verify that all votes cast are at zero (0) as described in subsection 8(3) of this document, and to sign the reports, however, the actions of the Candidate or Scrutineer shall not in any way delay the opening of the Voter Help Centre.
 - (b) To be present at the Voter Help Center and Alternate Voter Help Centers providing that satisfactory documentation pertaining to their appointment be provided and that the identification piece provided to them is worn.
 - (c) To be present at the time and place where results are received by the Clerk including signing the document that indicates the final results and votes cast.
- (4) Scrutineers and Candidates :
- (a) Shall not attempt to, directly or indirectly, interfere, influence or determine how an Elector is voting or intends to vote.
 - (b) Shall not display a Candidate's Election Campaign Advertisement in any Voter Help Centre or on the property of any Voter Help Centre, including any of the retirement homes listed in subsection 12(3) of this document or their property during time that they are designated as a Voting place.
 - (c) Shall not compromise the secrecy of the voting.
 - (d) Shall not interfere or attempt to interfere with an Elector who is voting.
 - (e) Shall not discuss with Electors as to intimidate other Electors on site.
 - (f) Shall not obtain or attempt to obtain, in the Voter Help Centre, any information about how an Elector intends to vote or has voted, and/or

communicate any information about how an Elector intends to vote or has voted.

- (g) Shall be required to wear an identification piece as issued to them by the Clerk. The identification piece will indicate that they are a Candidate or a Scrutineer. No other identification, badges, buttons or clothing with symbols or writing which may identify a particular Candidate will be permitted in the Voter Help Centre.
- (h) Shall not be allowed outside or inside the retirement homes during the dates and time that the Clerk has designated them as voting places.
- (5) Only one Scrutineer or the Candidate, but not both may be present at the Voter Help Centre. Therefore, when a Candidate arrives at the Voter Help Centre, his/her Scrutineer will be required to leave the location.
- (6) Scrutineers who do not follow the instructions, will be requested to leave the Voter Help Centre immediately. Their appointment will be revoked and they will not be permitted to re-attend the Voter Help Centre.
- (7) Use of a cellular telephone or any other electronic device shall not be permitted within the Voter Help Centre by any Candidate or Scrutineer.

14. SYSTEM INTEGRITY

- (1) The integrity of the voting process shall be the responsibility of the City Clerk and shall be preserved by:
 - (a) Ensuring that every Elector on the Voters' List is mailed, using first-class mail, a sealed confidential Voter Information Letter which may show the VIN in the form of a barcode in the window of the envelope, but shall guarantee the secrecy of every Elector's PIN;
 - (b) Ensuring that no one except the Service Provider, the City Clerk, or Election official, maintains a list of VINs that matches each Elector's name and address;
 - (c) Providing an opportunity for Electors who do not appear on the Voters' List to be added to the list, or to make amendments to the list, up to and including Voting Day on October 22, 2018, at 8:00 p.m.; and
 - (d) Establishing and enforcing proper procedures to ensure that no person is added to the Voters' List unless an Election Official is completely satisfied of the person's identity and qualification as an Elector.

- (2) The telephone/Internet voting system shall be tested at least once prior to the commencement of the Voting Period. The test(s) shall include, but not be limited to, the following:
 - (a) verifying the verbal content and the wording of the Script and text on the website;
 - (b) verifying the Voter Help Centre telephone(s) and Internet access;
 - (c) attempting to use a PIN more than once;
 - (d) balancing a predetermined number of votes with those cast;
 - (e) matching VINs/PINs to names and addresses;
 - (f) checking the system which is used for activating PINs; and
 - (g) deliberately entering the wrong information.
- (3) All Candidates shall provide to the Clerk the proper pronunciation of their name, in English and in French, **upon being required to do so by the Clerk.**
- (4) A demonstration to the Candidates and/or their Scrutineer will be provided with respect to subsection 12(2) of this document. The location, date and time for this demonstration shall be determined by the Clerk and shall be prior to the Voting Period.
- (5) The Clerk may appoint an auditor who will assist the Clerk to help ensure the Municipal Elections is conducted in accordance with the Act.
- (6) If the Clerk appoints an auditor then the Clerk will amend these procedures to provide for the responsibilities and actions to be undertaken by the auditor and shall immediately notify all certified candidates.

15. CAMPAIGN MATERIAL / SIGNS

- (1) Section 12 of the Act prescribes that a Clerk who is responsible for conducting an election may provide for any matters or procedures that are necessary or desirable for conducting the election and that is not otherwise provided for in an Act, or regulation.
- (2) To this effect, the City will enforce the following in regards to Election Campaign Advertisements in addition to the applicable section in the Act:
 - (a) Except along municipal road allowances, Election Campaign Advertisements shall not be erected on a municipal property (both inside and outside). This includes, but are not limited to, the following:
 - (i) parks;
 - (ii) community centres ;
 - (iii) vacant municipal lots;
 - (iv) municipal buildings; and
 - (v) municipal infrastructure.

- (b) Election Campaign Advertisements shall not be erected on the property (both inside and outside) of the retirement homes during the time and date where the said retirement homes are designated as voting places.
- (c) Election Campaign Advertisements on federal, provincial or county properties require the approval of the appropriate authority.
- (d) No permits are required for Election Campaign Advertisements.
- (e) Election Campaign Advertisements purchased by or under the direction of a Candidate shall identify the Candidate.
- (f) No Election Campaign Advertisements shall be erected prior to August 23, 2018.
- (g) All Election Campaign Advertisements shall be removed prior to October 29, 2018.
- (h) The City is not responsible for investigating or prosecuting any acts of vandalism or theft with respect to Election Campaign Advertisements.
- (i) If Election Campaign Advertisements are found to be in contravention of this section or/and the Act, the Candidate will be notified by the City and will be requested to remove the Election Campaign Advertisement. If it is not removed within a reasonable time, then City will proceed to remove them.
- (j) Elections Signs are regulated under the City`s Sign By-law 2015-160, as amended.
- (k) Election Campaign advertisements or comments shall not be posted on the City`s social media, including but not limited to Facebook and Twitter.**

16. THIRD PARTY ADVERTISEMENTS

- (1) Third Party Advertisements are regulated under sections 88.4 to 88.7 of the Act.

17. CORRUPT ELECTION PRACTICES – PROVINCIAL OFFENCE AND PROSECUTION

- (1) Sections 89 and 90 of the Act provides for penalties and enforcement of corrupt practices and other offences during an election process.

- (2) Although the City will be using an alternative voting method, being telephone/Internet voting, the principles and the integrity of the election process will remain and is enforceable.
- (3) No person(s) shall solicit a Voter Information Letter from an Elector. All valid complaints or knowledge of solicitation shall be reported immediately to the Ontario Provincial Police for investigation of corrupt practices.
- (4) In addition, under the provisions of section 90 of the Act, if a person is convicted of an offence and the offence was committed knowingly, the offence also constitutes a corrupt practice and the person is liable, in addition to any other penalty, for a term of imprisonment not more than six (6) months.
- (5) Although many provisions of the Act also deal with voting places, ballots and ballot boxes, etc. the same must be used interchangeably with the “alternative form” of voting since the principle of the Act must be maintained and is therefore enforceable and subject to penalties.
- (6) All Candidates, Scrutineers or/and their election team are prohibited to help or assist an Elector to vote during the Voting Period including, but not limited to, their door-to-door campaign as this can be perceived as an illegal and corrupt election practice.
- (7) As such, the City Clerk in this alternative form of voting, has established to the following regulations:
 - (a) THAT all complaints about actions which may contravene the provisions of the Act, either verbally or written, will be investigated by the Clerk.
 - (b) THAT all such valid complaints, once investigated to the extent and knowledge of the Clerk, will be submitted to the local detachment of the Ontario Provincial Police.
 - (c) THAT the Detachment Commander of the Ontario Provincial Police, once the investigation is completed, may communicate with the Crown Attorney’s Office to determine if an individual(s) will be prosecuted.
 - (d) THAT the Clerk or any Election Official will not attempt to intervene in the prosecution and may be called to give evidence during prosecution.
 - (e) THAT a complaint may be made directly to the Detachment Commander of the Ontario Provincial Police if the complainant so desires.

18. MAIL TAMPERING – CRIMINAL OFFENCE AND PROSECUTION

- (1) The *Criminal Code of Canada* states that tampering with the mail of an individual is a criminal offence and a person(s) found guilty is liable to a term of imprisonment not exceeding ten (10) years.
- (2) Since the City will be using an alternative voting method, that being telephone/Internet voting, and the notification of the voting process and how Electors can access the telephone/Internet voting system in order to exercise their right to vote will be completed through the mail, mail tampering is a criminal offence under the *Criminal Code of Canada*.
- (3) As such and in order to ensure the integrity and confidence of the voting process for all Electors and the Candidates, the City Clerk in this alternative form of voting has agreed to the following regulations:
 - (a) THAT all complaints about actions which may contravene the provisions of the *Criminal Code of Canada* with respect to mail tampering, either verbally or written, will be investigated by the Clerk.
 - (b) THAT all such valid complaints, once investigated to the extent and knowledge of the Clerk, will be submitted to the local detachment of the Ontario Provincial Police.
 - (c) THAT the Detachment Commander of the Ontario Provincial Police, once the investigation is completed, may communicate with the Crown Attorney's Office to determine if an individual(s) will be prosecuted.
 - (d) THAT the Clerk or any Election Official will not attempt to intervene in the prosecution and may be called to give evidence during prosecution.
 - (e) THAT a complaint may be made directly to the Detachment Commander of the Ontario Provincial Police if the complainant so desires.

19. RESULTS

- (1) The Service Provider shall keep its public Internet and telephone voting open until 8:00 p.m. on Monday, October 22, 2018, and its Voter Help Centre open until the City Clerk confirms that all Electors in the Voter Help Centre at 8:00 p.m. on Monday, October 22, 2018, have completed voting. It shall be noted that the Elector who has connected to the telephone/Internet voting system, and entered their valid credentials just prior to 8:00 p.m. will be permitted fifteen (15) minutes (if required) to complete their vote. The voting activity could be completed earlier if no Electors are in the system actively voting prior to the fifteen (15)-minute shutdown.

- (2) The City Clerk, at 8:00 p.m. on Monday, October 22, 2018, shall not permit any person to enter the Help Centre and after all Electors within the Voter Help Centre have voted, shall request the close and deactivation of the telephone/Internet voting service and shall also request the tabulation of the results for each Candidate. The final results of each Candidate by wards and school districts shall be made available by the Service Provider as soon as practicable after 8:00 p.m.
- (3) The Clerk shall report the “unofficial results” when received from the Service Provider as soon as practicable after 8:00 p.m. on Monday, October 22, 2018, on the City’s Website.
- (4) Pursuant to subsection 55(4) and subject to the provisions of section 56 of the Act concerning “Recount”, the Clerk shall on Tuesday, October 23, 2018, at 1:00 p.m. at the City Hall.
 - (a) declare the Candidate or Candidates, as the case may be, who received the highest number of votes to be elected; and
 - (b) declare the result of any vote on a by-law or question.
- (5) The “official results” of each Candidate shall be available at the City Hall, as soon as possible after Voting Day. Also, the Clerk shall post the “official results” results on the City’s website.

20. TIED VOTE – RECOUNT PROCEDURES

- (1) In the case of a tied vote, as provided under section 56 of the Act, the Clerk of the City shall request from the Service Provider a re-tabulation of the votes cast.
- (2) Pursuant to subsection 61(1) of the Act, the following persons will be authorized to attend the recount:
 - (a) the Clerk and any other Election Official appointed by the Clerk for the recount procedure which may include the City’s lawyer;
 - (b) every Candidate for the office or one (1) Scrutineer;
 - (c) the lawyer for each of the Candidates.
- (3) Pursuant to subsection 56(2) of the Act, the recount shall be held within fifteen (15) days after the Clerk’s declaration of the results of the Municipal Elections, and therefore the recount shall occur on or before 10:00 p.m. on Wednesday, November 7, 2018, at the City Hall.
- (4) The Clerk shall request the Service Provider to re-tabulate the results for the office(s) that are subject to the recount. The Service Provider shall send the

results of the recount by facsimile transmission and/or by electronic mail (E-mail) as soon as possible.

- (5) Upon receipt of the final results of the recount, the Clerk shall announce the results of the recount and in the event of a tied vote, subsection 62(3) of the Act shall apply, being as follows:

“If the recount indicates that two or more Candidates who cannot both or all be declared elected to an office have received the same number of votes, the Clerk shall choose the successful Candidate or Candidates by lot”.

- (6) In the event that a tied vote occurs after the statutory recount, the following procedure shall be used and applied:
- (a) The Clerk shall determine the texture and quality of the paper used for this process and each Candidate or the Candidates’ lawyer and/or Scrutineer will have an opportunity to examine the paper to be used to inscribe the names of the Candidates.
 - (b) The Clerk shall inscribe the name of each Candidate on a similar size paper and the Candidates, the Candidates’ lawyer and/or Scrutineer, without touching the paper, examine the same. In addition, all persons present will have an opportunity to examine the box which will be used for conducting the lot.
 - (c) Upon acceptance by all Candidates, the Candidates’ lawyer and/or Scrutineer, the process outlined in paragraphs a) and b) above have been adhered to, the Clerk shall fold the papers bearing each Candidate’s name twice in two (2) equal parts and shall deposit these papers, in full view of all persons present and authorized to attend, in an open-end box that will be acceptable to all persons present. In the event of a conflict or difference of opinion as to the selection of the box, the Clerk shall determine the box to be used for this process.
- (7) Upon completion of this process, the Clerk shall hold the box and, without looking into the box, ensure that the contents have been displaced sufficiently, and request the City’s lawyer or a person appointed by the Clerk to draw only one (1) or the required number for the purpose of determining the successful Candidate(s).
- (8) The City’s lawyer or a person appointed by the Clerk shall hand directly to the Clerk the selected and required number of papers and the Clerk shall read aloud the name of the Candidate or Candidates and proceed to declare this or these individuals elected.

- (9) Once completed, the City's lawyer or a person appointed by the Clerk shall remove the remaining contents from the box and provide an opportunity for all persons present to examine these slips of papers including the box.

21. AFTER VOTING DAY

- (1) All election materials shall be destroyed in accordance with the principles of section 88 of the Act.

22. FINANCIAL STATEMENT

- (1) Candidates and registered third parties shall file a financial statement and auditor's report either electronically or in printed format with the Clerk, as per sections 88.25 and 88.29 of the Act.
- (2) In accordance with section 88.30 of the Act, the filing date for financial statements and auditor's reports is the last Friday in March following the elections, which is March 29, 2019.

23. COMMUNICATING WITH CANDIDATES

- (1) To facilitate the electoral procedures and communications with Candidates, the Clerk will ask each Candidate the method of communication he or she prefers (e-mail, fax, mail), and this method will be used for the whole electoral process unless the format of the document does not permit its uses. In such a situation, the Clerk will contact the Candidates by phone to determine how the document may be delivered. All communications and/or documents will be considered having been delivered to each Candidate at the same moment an e-mail has been sent, upon successful transmission of a fax or the day after a document has been put in regular mail.
- (1) For transparency reasons, any relevant questions asked by Candidates regarding the Municipal Elections will be shared with other Candidates via the City's website.

24. COMPLIANCE AUDIT COMMITTEE

- (1) The Act requires municipalities to establish a Compliance Audit Committee before October 1 of an election year for the purposes of this Act to deal with complaints regarding the election campaign financing.
- (2) Council shall approve the appointment of members by by-law.

25. ACCESSIBILITY

- (1) The Act requires that a Clerk who is responsible for conducting an election shall have regard to the needs of electors and candidates with disabilities.
- (2) The clerk shall prepare a plan regarding the identification, removal and prevention of barriers that affect electors and candidates with disabilities and shall make the plan available to the public before voting day in a regular election.
- (3) Within 90 days after voting day in a regular election, the clerk shall prepare a report about the identification, removal and prevention of barriers that affect electors and candidates with disabilities and shall make the report available to the public.

26. EMERGENCIES

- (1) Pursuant to section 53 of the Act, the Clerk may declare an emergency if he or she is of the opinion that circumstances have arisen that are likely to prevent the Municipal Elections being conducted in accordance with the Act.
- (2) The Clerk may declare an emergency if the Clerk is of the opinion that circumstances have arisen that are likely to prevent the Municipal Elections being conducted in accordance with the Act. This authority relates not only to the conduct of the vote but also to any aspect of the election process.
- (3) In the event of an emergency, the Clerk shall post notices to the extent possible that the Municipal Elections have been delayed, and shall make such arrangements as he/she considers advisable for the conduct of the Municipal Elections.
- (4) In the event of an emergency, the Service Provider under direction from the Clerk shall stop the telephone/Internet voting system from accepting calls via a telephone and connections from the Internet, thus preventing the Municipal Elections from continuing, or starting, as the case may be.
- (5) If required, the Clerk may consider alternate options for the following:
 - (a) reporting result;
 - (b) notification of Electors;
 - (c) Election Officials;
 - (d) Voting Period (delay of Voting Day, extension of voting hours or days(s)); and/or
 - (e) Alternate voting places or alternate facilities.
- (6) If any part of the voting for an office is not completed, the Clerk shall not release the results until the voting for that office is completed.

- (7) The arrangements made by the Clerk, if they are consistent with the principles of the Act, prevail over anything in the Act and the regulations made under it.
- (8) The emergency continues until the Clerk declares that it has ended.
- (9) In the event the Clerk is unable to be present to conduct procedures on Voting Day, there shall be a substitute qualified person appointed or available to attend to the election details.

27. AMENDMENTS TO PROCEDURES

- (1) The Clerk has the right, at any time, up to and including Voting Day, to amend the procedures contained herein. A copy of any amendment shall be made available to each Candidate.

28. ATTACHMENTS – FORMS

- (1) The following forms and notices have been approved for use by the City Clerk in the election process:

PRESCRIBED FORMS	
FORM NUMBER	DESCRIPTION
Form 1	Nomination Paper
Form 2	Endorsement of Nomination
Form 4	Financial Statement – Auditor’s Report - Candidate
Form 5	Financial Statement – Subsequent Expenses
Form 6	Notice of Extension of Campaign Period
Form 7	Notice of Registration – Third Party
Form 8	Financial Statement – Auditor’s – Third Party
Form 9	Declaration of Identity

NON-PRESCRIBED FORMS	
FORM NUMBER	DESCRIPTION
Form CR1	Application to Amend Voters’ List
Form CR2	Application to Re-Issue Voter’s Information Letter Voter (Lost and Unused)
Form CR3	Application to Re-Issue Voter’s Information Letter Voter (Impersonator)
Form CR4	Oral Oath of Incapacity to Vote without Assistance
Form CR5	Oral Oath of Friend / Assistance
Form CR6	Oral Oath of Interpreter / Assistance
Form CR7	Oral Oath of Secrecy
Form CR8	Appointment of Scrutineer by Candidate
Form CR9	Oath of Candidate or Scrutineer
Form CR10	Appointment and Oath - Election Official
Form CR11	Application to remove another’s name to the Voter’s List
Form CR12	Candidate’s Declaration - Proper Use of Voters’ List
Form CR13	Declaration of the owner or tenant for his/her spouse or occupant who does not have any piece of identification (Amendment to the Voters’ List)
Form CR14	Declarations of qualifications – School Trustee
Form CR15	Declaration of qualifications – Municipal Council

Form CR16	Permission and Acknowledgement
Form CR17	Communications – registered candidates

- (2) Additional forms to those identified above may be approved by the City Clerk at any time for use in the Municipal Elections.