

**THE CORPORATION
OF THE
TOWNSHIP OF RYERSON**

2018

MUNICIPAL ELECTION - VOTE BY MAIL

POLICY

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INTRODUCTION

The 2018 Municipal Election is governed by the Municipal Elections Act, 1996 and all amendments and regulations.

Ryerson Township Council enacted By-law 11-17 February 21, 2017 to authorize Vote by Mail for the 2018 Municipal Election.

The Municipal Elections Act, 1996 Section 42 (3) requires that the Clerk establish procedures and forms for the use of any alternate voting method and provide a copy of the procedures and forms to each candidate. This document is the general policy for Vote by Mail, refer also to the more detailed Vote by Mail Procedures document.

In the event of a postal strike on or about Nomination Day Friday July 27, 2018, the Clerk shall declare an emergency and may make such arrangements for voting that the Clerk considers advisable and are consistent with the principles of the Act.

The Municipal Elections Act, 1996, Section 12 confers the power to the Clerk to provide for any matter or procedure that is not otherwise provided for in an Act or regulation and in the Clerk's opinion, is necessary or desirable for conducting the election; the power to establish forms and require their use; and to require proof of a person's identity or qualifications including citizenship or residency or of any other matter.

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.

Attachment:

By-law 11-17

CORPORATION OF THE TOWNSHIP OF RYERSON

BY-LAW # 11-17



BEING A BY-LAW TO AUTHORIZE VOTE BY MAIL FOR MUNICIPAL ELECTIONS

WHEREAS Section 42 of the Municipal Elections Act, S.O. 1996 provides that a municipal Council may pass a by-law authorizing electors to use an alternate voting method that does not require electors to attend at a voting place in order to vote.

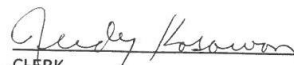
AND WHEREAS Council deems it appropriate and in the public interest to conduct municipal elections using vote by mail.

NOW THEREFORE the Council of the Corporation of the Township of Ryerson hereby enacts a by-law as follows:

1. The alternate voting method of 'Vote by Mail' is hereby authorized for municipal elections in the Township of Ryerson.
2. A Ballot Return Station shall be established at the Municipal Office on the dates and times to be designated in the procedures and rules for the vote by mail municipal election.
3. Ballot Returning Station means a voting place under the supervision of a Deputy Returning Officer where electors who prefer to deliver or have delivered their completed ballots, may deposit their ballots directly into the care of the Municipal Clerk rather than forwarding their ballots by mail.
4. Every elector has the responsibility of completing the ballots in accordance with the Municipal Elections Act 1996, and the procedures authorized by this By-Law and returning the completed ballots to the Municipal Clerk by mail or by deposit at the Ballot Return Station on or before 8:00 p.m. on Voting Day.
5. No proxy voting provisions or advance voting provisions other than the Ballot Return Station are applicable at the Municipal Elections conducted in accordance with this by-Law.
6. The Municipal Clerk shall prepare procedures and rules for the vote by mail municipal election and provide these procedures and rules to each candidate when their nomination is filed.
7. Any person, corporation or trade union guilty of corrupt practices or contravening the provisions of the Municipal Elections Act 1996 of the procedures and rules established in paragraph 6 of this by-law may be prosecuted pursuant to the provisions of the Municipal Elections Act 1996, Sections 89 to 94, inclusive.
8. This By-Law shall take effect on the date of passing thereof.

Read a First, Second, and Third time,
Signed, and the Seal of the Corporation
affixed thereto and finally passed in open
Council this 21st day of February, 2017.


REEVE


CLERK

VOTE BY MAIL POLICY

Candidates or their Scrutineers may observe the Vote by Mail Process as set out in the Policy

In accordance with an agreement with DataFix, Voter Kits will be mailed during the week of September 24, 2018 to every eligible voter whose name and address appears on the Voters List for the Township of Ryerson.

The Voter Kit will include the following:

Voting Instructions & Voter Declaration Form

Ballot

One (1) yellow, postage paid reply envelope, and

One (1) white secrecy envelope.

On receipt of the voter kit, each elector should follow the instructions provided in the kit **exactly**. These instructions require the elector to:

- i. Complete the ballot
- ii. Insert the ballot into the white ballot secrecy envelope
- iii. Seal the white ballot secrecy envelope
- iv. Insert the sealed, white ballot secrecy envelope into the yellow election return envelope
- v. **Sign**, and detach the declaration form
- vi. Insert the **signed declaration form** into the yellow election return envelope, with **Ryerson Township address showing in the window** of the yellow election return envelope
- vii. Seal the yellow election return envelope and
- viii. Mail the yellow election return envelope, **as soon as possible**, or deliver it by some other means to the municipality no later than 8:00 p.m. on Voting Day, **Monday, October 22, 2018**.

Undelivered voter kits returned to the Municipal Office will be handled in the same manner as additions to the voters list, if a forwarding address is available.

October 11, 2018 is the final day to mail a ballot package to ensure delivery by Canada Post. Electors who have failed to mail their ballot package by October 11, 2018 are encouraged to take steps for alternate delivery of ballot packages to the Ryerson Township Municipal Office at 28 Midlothian Road, Burk's Falls by 8:00 p.m. on Voting Day, **Monday, October 22, 2018**.

If an elector on, or added to the voters' list, does not receive a voter kit, or if the kit is lost or destroyed, a replacement kit may be issued. The elector or his agent may attend at the municipal office to obtain a replacement kit. The Clerk or designate will confirm that the elector is qualified, have the elector or agent sign a statement, issue the replacement voters' kit and note on the Voters' List, next to the elector's name, that a replacement kit was issued and the number of the kit issued.

An agent will be allowed to represent 1 (one) eligible voter except in accordance with Section 44 (3) of the Municipal Elections Act.

Blank Voter Kits will be stored in a secure place at the municipal office.

Attachment:

Form Request for Replacement Voter Kit, Statement of Qualified Elector or Agent

VOTING PLACE / BALLOT RETURN STATION

The following location shall be the “VOTING PLACE / BALLOT RETURN STATION” for the 2018 Municipal Election in the Township of Ryerson Vote by Mail:

RYERSON TOWNSHIP MUNICIPAL OFFICE BUILDING
28 MIDLOTHIAN ROAD
BURK’S FALLS, ONTARIO P0A 1C0

Under Section 48(3), Municipal Election Act, the **whole** of the property at 28 Midlothian Road is hereby designated as part of the “Voting Place/Ballot Return Station” and the posting of signs or any type of **campaign material is strictly prohibited**. This policy also applies to the Armour, Ryerson and Burks Falls Community Centre/Arena located at 220 Centre Street in Burks Falls, while the Karl Crozier Room is used for municipal election purposes, as the Ballot Counting Centre.

No use of personal electronic recording devices (including, but not limited to, cell phones or cameras) are permitted in the area of the Voting Place/Ballot Return Station behind the voting privacy screen, or in the Ballot Counting Centre.

A “Ballot Return Station” will be set up and available at the Municipal Office during regular office hours, 8:30 a.m. to 4:00 p.m., Monday to Friday (closed for public holidays), commencing on a date to be set during the week of September 24, 2018 up to and including Monday, October 22, 2018, Voting Day. Hours for the “Ballot Return Station” will be extended on Voting Day from 8:30 a.m. to 8:00 p.m. (By-law # 54-17)

A Ballot Counting Centre will be established in the Karl Crozier Room at the Armour, Ryerson and Burks Falls Community Centre/Arena, located at 220 Centre Street in Burks Falls, on Voting Day, Monday October 22, 2018, for the counting of the ballots.

After 8 p.m. on Voting Day, the municipal office entrance and a corner of the public works garage will be open to the public. The Municipal Office and Council Room, and upstairs offices, and the Museum located at 112 Midlothian Road, will be reserved as an alternate location for counting and closed to everyone except election staff as designated, candidates or their scrutineers.

PROCEDURE ON RECEIPT OF MAIL IN VOTER KITS

Voter Kits which are received at the Municipal Office will be stored in a ballot box in a secure place. The ballot box at the Voting Place/Ballot Return Station, will be placed in the main office at the start of each work day commencing at 8:30 a.m. on a date to be set during the week of September 24, 2018, under the supervision of Election Officials, until the close of each day.

The opening of Voter Kits between a date to be set during the week of September 24, 2018 and October 22nd, 2018 is for the purpose of processing voter declaration forms and placing sealed ballot envelopes into ballot boxes.

Electors attending in person at the Voting Place/Ballot Return Station between a date to be set during the week of September 24, 2018 up to and including October 22, 2018, from 8:30 a.m. until 8:00 p.m., to exercise their right to vote, shall complete their vote in accordance with the instructions contained in the Voter Kit, deliver the sealed Voter Kit to an Election Official and leave the Voting Place/Ballot Return Station. There will be an area designated at the Voting Place/Ballot Return Station for electors to complete their vote in privacy.

OPENING OF VOTER KITS PRIOR TO COUNTING

At 10:00 a.m. on Wednesday October 3rd 2018, Wednesday October 10th 2018, Monday October 15th 2018, Wednesday October 17th 2018, and at 10:00 a.m. and 5:15 p.m. on October 22nd, 2018, the Assistant Returning Officer or a Deputy Returning Officer and an Election Official (or if needed, two Election Officials) will pick up returned Voter Kits from the Burk's Falls Post Office and bring them to the Ryerson Township Municipal Office. Upon return to the Municipal Office, the Assistant Returning Officer or Deputy Returning Officer and one or two Election Officials (or if needed, up to three Election Officials) shall open the Voter Kits which have been received from the Post Office and also process the ballot box at the Municipal Office, if necessary.

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 or scrutineers at any time during regular office working hours and on October 22, 2018 up to 8:00 p.m.

A Candidate OR their designated scrutineer may attend at the "Ballot Return Station" during the hours mentioned above to observe the process of receiving "Vote by Mail Kits" that are mailed in or hand delivered. A Scrutineer must have a signed "Appointment of Scrutineer by Candidate" form and will be required to sign an "Oath of Secrecy" form. A Candidate OR scrutineer may also observe the sealing of the ballot box at the end of the day and initial the seal; and observe the opening of the ballot box at the beginning of the day. The ballot box used at the Ballot Return Station on Monday October 22, 2018 will be opened for the final time

at 8:00 p.m., the contents processed as above and then will be transported to the Ballot Counting Centre. Candidates OR scrutineers may be present and may initial the seals. IF A CANDIDATE ENTERS THE MUNICIPAL BUILDING DURING THIS TIME PERIOD AND THEIR SCRUTINEER IS IN THE BUILDING, ONE MUST LEAVE IMMEDIATELY. CANDIDATES, PLEASE KNOW WHEN YOUR SCRUTINEER WILL BE IN ATTENDANCE.

ATTACHMENTS:

Appointment of Scrutineer by Candidate

APPOINTMENT OF SCRUTINEER

BY CANDIDATE

Municipal Elections Act, 1996

NO USE OF PERSONAL ELECTRONIC RECORDING DEVICES (INCLUDING, BUT NOT LIMITED TO, CELL PHONES OR CAMERAS) ARE PERMITTED IN THE VOTING PLACE OR THE BALLOT COUNTING CENTRE

TAKE NOTICE that I, _____ a candidate for the office of
(Name of Candidate)

_____ hereby appoint _____
(Office to which election is being sought)

to attend at the Voting Place of the Corporation of the Township of Ryerson to represent me in the Voting Place or Ballot Counting Centre during the times specified in the Policies and Procedure Manual and at the counting of votes under the Municipal Elections Act, 1996.

Date

Signature of Candidate

CONDUCT OF CANDIDATES/SCRUTINEERS

Note: Scrutineers Must Sign an Oral Oath of Secrecy

1. Candidates or their Scrutineers will be permitted to attend the “Ballot Return Station/Voting Place” to observe the process of receiving “Vote by Mail Kits”. Ballots that are hand delivered will be deposited in the ballot box and scrutineers may observe the process for sealing of the ballot box at the end of the day and initial the seal; and the opening of the ballot box at the beginning of the day, (as set out in the Policies and Procedure). The ballot box at the Ballot Return Station will be opened at 10:00 a.m. on October 3, October 10, October 15, October 17, October 22, and at 5:15 p.m. and 8:00 p.m. on October 22, 2018. Candidates or their Scrutineers may be present and may initial the seals.
2. Candidates or their Scrutineers may examine the Voters List to determine who has voted or to count how many Electors have voted.
3. It is no longer mandatory that a scrutineer be 16 years of age or older to work at the election, however, ANYONE who is creating a disturbance at the Voting Place/Ballot Counting Centre will be removed by an Election Official.
4. Before being admitted to the Voting Place/Ballot Counting Centre, a person Appointed as scrutineer shall produce and show her/his Appointment, on the designated form, to Election staff for the Voting Place/Ballot Counting Centre, and take the oral Oath of Secrecy from the Election staff before being permitted to remain in the Voting Place/Ballot Counting Centre.
5. The Clerk, the Clerk’s Designate or DRO, is responsible for the conduct of the Voting Place/Ballot Counting Centre and no candidate or scrutineer has the right to interfere with the discharge of their duties.
6. Only one scrutineer per candidate is allowed at any given time at the Voting Place. The candidate and their scrutineer ARE NOT permitted to be present at the Voting Place at the same time. If a candidate or scrutineer wishes to have a discussion with another scrutineer or candidate, they must leave the Voting Place and carry on their discussion outside the Voting Place.
7. No campaign material or literature of any nature whatsoever shall be displayed within the Voting Place/Ballot Counting Centre. The boundaries of the Voting Place/Ballot Counting Centre are the boundaries of the property where the Voting Place/Ballot Counting Centre is located and INCLUDES the parking lot. Candidates, supporters and scrutineers are NOT permitted to wear campaign material, handout campaign material, or park a vehicle displaying campaign material in the parking lot of the Voting

Place/Ballot Counting Centre. Anyone breaking these rules will be asked to remove the campaign material immediately.

8. Please note that the tables for counting ballots are provided for election staff only. Sitting AT the table provided for election staff is not permitted. Therefore candidates or their scrutineers are reminded to bring a clipboard/binder to provide themselves with a surface to write on.
9. Candidates/Scrutineers will be permitted to attend the “Ballot Counting Centre”, in the Karl Crozier Room at the Armour, Ryerson and Burks Falls Arena, for the opening of the “Ballot Kits” by Election Officials at 8:00 pm on October 22, 2018. Candidates will be required to wear a name tag. Scrutineers will require a name tag with their name & Candidate’s name that they are representing. (Blank name tags will be available at the Ballot Counting Centre).
10. Candidates/Scrutineers wishing to observe the count MUST be at the Ballot Counting Centre prior to 8:00 pm. No one will be admitted to the Ballot Counting Centre after 8:00 pm.
11. Only one scrutineer per candidate is allowed at any given time at each Counting Station in the Counting Centre. The candidate and their scrutineer ARE NOT permitted to be present at any one of the three Counting Stations at the same time.
12. After the close of the Voting Place and during the counting of the votes, candidates/scrutineers may examine all ballots but SHALL NOT handle them. Candidates/scrutineers may object to the counting of a ballot and any objection will be noted on the back of the ballot. A list of objections will be maintained; each objection will be numbered on the list; and the number marked on the back of the ballot objected to. The final decision as to whether a vote should be counted is the sole responsibility of the Deputy Returning Officer. Candidates/scrutineers shall not, in any way, impede the progress of the counting of the votes.
13. The total of votes cast for each candidate as counted by the Election Officials is final. They are not required to do a second count.

COUNTING OF BALLOTS

The Karl Crozier Room at the Armour, Ryerson, Burks Falls Community Centre/Arena located at 220 Centre Street in Burks Falls will be established as the Ballot Counting Centre. Only the Clerk, Treasurer, Deputy Clerk (Assistant Returning Officer), Returning Officer, Deputy Returning Officers, appointed Election Officials, certified Candidates and authorized Scrutineers will be permitted to remain in the Ballot Counting Centre.

Prior to 8:00 p.m., on October 22, 2018, all of the necessary election materials and ballot boxes, except the Ballot Return Station box, will be transported by at least two Election Officials to the Karl Crozier Room (second level accessed by stairs or elevator) at the Armour, Ryerson, Burks Falls Memorial Community Centre/Arena located at 220 Centre Street in Burks Falls. After 8:00 p.m. the ballot box at the Ballot Return Station will be processed at the office then transported to the Ballot Counting Centre at the Karl Crozier Room at the Armour, Ryerson, Burks Falls Community Centre/Arena by at least three Election Officials.

Opening of Secrecy Envelopes prior to counting of ballots: Starting at 7:30 p.m. the ballot boxes will be opened, the secrecy envelopes removed, counted and reconciled. The secrecy envelopes will then be opened, and the ballots removed. The ballots will remain folded and placed in bundles of not more than twenty-five (25) and returned to the ballot box which will be closed but remain unlocked in the presence of the election staff until counting begins at 8:00 p.m.

If a ballot is cut during the opening of the secrecy envelop, it can be repaired and will be counted.

The doors to the Ballot Counting Centre will be closed at 8:00 p.m. on Monday October 22, 2018 and only Election Officials as noted above will be allowed to enter thereafter. Candidates and Scrutineers leaving the Centre after 8:00 p.m. will not be permitted to return.

Scrutineers must have a signed "Appointment of Scrutineer by Candidate" form, and will be required to sign an "Oath of Secrecy" form. Candidates will be required to wear a name tag. Scrutineers will be required to wear a name tag with their name and the name of the candidate they are representing. One Candidate or Scrutineer will be able to observe one of each of the three counting stations. Candidates/Scrutineers will be provided with a table at the "Ballot Counting Centre" for their use. Use of cell phones, recording devices or other electronic equipment will not be permitted in the Ballot Counting Centre other than for Assistant Returning Officer (ARO) and the Deputy Returning Officer (DRO). Candidates/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 the Election Official.

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

Sealed Ballot Secrecy Envelopes received at the Municipal Office prior to the close of voting on Monday, October 22, 2018 will be processed then will be delivered to the Ballot Counting Centre as soon as possible after the close of voting. Candidates/Scrutineers will be allowed to view the sealing of the ballot boxes prior to the transfer.

Candidates Please Note: If you or your scrutineer attends at the Voting Place at the close of vote, you (or your scrutineer) will not be allowed access to the Ballot Counting Centre after 8:00 p.m. Please ensure you have enough scrutineers to cover both locations.

At the Ballot Counting Centre, after 8:00 p.m. on Monday, October 22, 2018, the sealed Ballot Secrecy Envelopes will be opened, counted and the statement of results undertaken. Ballot boxes will be opened at a central table, Ballot Secrecy Envelopes will be grouped into bundles of up to twenty-five (25). The number of ballot envelopes will be counted and reconciled. IF THERE IS ANY DISCREPANCY, THE ARO/DRO WILL BE NOTIFIED IMMEDIATELY AND PROPER STEPS TAKEN TO RECONCILE.

Counting will be done first for the office of Reeve, then for the positions on Council and then for School Boards.

After the count, as per Section 55 (1) of the Municipal Elections Act, a statement, shall be prepared showing the results of the election. The Assistant Returning Officer will immediately phone the results to the Clerk at the municipal office. The ballots, all other materials and documents relating to the election, except the original statement of results will be placed in the ballot boxes. The ballot boxes will be sealed and initialed by the ARO or DRO or Election Officials and transported to the Clerk, at the Municipal Office, where they will be stored in a secure place.

SECURITY OF THE BALLOTS

Security of the Ballot Prior to Voting:

Ballots will be printed under the supervision of DataFix and the number of ballots printed will be forwarded to the Clerk.

Canada Post will mail a ballot to each person identified in the Revised Voters' List as of a date to be determined during the week of September 24, 2018 and this number of ballots used will be forwarded to the Clerk.

In addition to the ballots mailed, the Clerk will receive approximately 300 ballots. Once received, the ballots will be counted and the number recorded.

The number of ballots distributed by the Clerk to persons qualifying to be voters after a date to be determined during the week of September 24, 2018 will be recorded.

If the Clerk runs out of ballots printed by DataFix, he/she may photocopy as many voter's kits as he/she deems necessary and place his/her initials upon the back of such ballots and declarations in the kit. The number of kits copied will be recorded.

Security of the Ballot During/After the Vote

Upon receiving the 2018 Return Voting Envelopes (prepaid yellow return envelope) by mail or from the Ballot Return Station at the municipal office, they will be stored in sealed Ballot Boxes.

On October 22, 2018 the sealed ballot boxes, will be transported to the Ballot Counting Centre and the boxes opened and the ballots counted.

After the count, each bundle of ballots, along with the duplicate original 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 Election Official prior to transfer by the ARO/DRO to a secure place under the control of the Clerk.

ANNOUNCEMENT OF RESULTS

Results will be given to the Assistant Returning Officer and/or Deputy Returning Officer at the Ballot Counting Centre and the results will be phoned to the Returning Officer /Assistant Returning Officer at the Township of Ryerson Municipal Office.

Unofficial Results of the counting will be posted in the Municipal Office.

Official results will be posted in the Municipal Office by 4:00 p.m. on Tuesday October 23, 2018.

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 arrangements he/she deems necessary for the conduct of the election.

ACCESSIBLE ELECTION

The Township of Ryerson 2018 Municipal Election process shall have regard to the needs of electors and candidates with disabilities. The Township of Ryerson provides Accessible Customer Service, as per the current Accessibility Plan. An election accessibility policy will be established, and copies will be available. Copies of the Accessibility Plan are available on request.

AMENDMENT TO THIS DOCUMENT

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

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

Dated at the Township of Ryerson this 28 day of December, 2017

Judy Kosowan, Clerk/Returning Officer