



CHATSWORTH VOTES 2022 MUNICIPAL ELECTION

CLERK'S PROCEDURES FOR ALTERNATIVE VOTING METHOD VOTE BY MAIL



CHATSWORTH VOTES 2022

The Municipal Act, 1996, Section 42(3) grants the Municipal Clerk authority to establish procedures and forms for voting and vote-counting equipment within their municipality. The Act further grants the Municipal Clerk authority to provide for any matter or procedure that is not provided for in the Act (Section 12).

On December 15, 2021, Council enacted By-law 2021-89, being a by-law to authorize the Municipal Clerk to conduct the municipal elections using the Vote by Mail method of voting, and to enter into service contracts with selected vendors necessary to carry out the election.

This manual sets out the procedures and processes to be followed as directed by the Municipal Clerk for the Township of Chatsworth's 2022 Municipal Election.

**Vote advanced,
Vote anywhere,
Vote anytime,
Vote your choice
In the Township of
Chatsworth**



Declaration of Clerk

In accordance with Sections 12(1) and 42(3) of the Municipal elections Act, 1996, I hereby certify that the following procedures shall be followed in conducting the 2022 Municipal Election for the Township of Chatsworth.

Dated at the Township of Chatsworth in the County of Grey, this 27 day of May 2022.



Patty Sinnamon,
Dipl.M.M. Municipal Clerk and
Returning Officer
Township of Chatsworth

Amended October 14, 2022



Patty Sinnamon,
Dipl.M.M. Municipal Clerk and
Returning Officer
Township of Chatsworth

Corporation of the Township of Chatsworth

**Municipal Election
October 24, 2022**

Procedures for Alternative Voting Method - Vote By Mail

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PART 1 INTRODUCTION AND AUTHORITY

1.1 INTRODUCTION

The 2022 Municipal Election will be held on the fourth Monday in October and, pursuant to the Township of Chatsworth By-law 2021-89 will be conducted using the Vote by Mail process as an alternative voting method for the 2022 Municipal Election.

Section 42(3) of the *Act* requires that the Clerk establish procedures and forms for the use of any alternative voting method; and that a copy of such procedures and forms be provided to each candidate. The purpose of this document is to establish procedures for the use of the Vote by Mail method that are consistent with the principles of the *Municipal Elections Act, 1996*. It is noted that the Clerk, in the role of Returning Officer, may need to vary from these prescribed rules, or develop additional ones, from time to time if necessary.

This alternative voting method is used to ensure that every eligible voter has an opportunity to exercise his/her right to vote. It is anticipated that designated Election Officials, candidates, voters and all other stakeholders will work together to ensure the integrity of the system.

The Clerk may at any time, up to and including Election Day, amend the procedures contained herein. A copy of any amendment will be forwarded to each candidate, time permitting and where practical.

With respect to matters of policy and procedures for alternative voting methods, the Clerk's decision is final.

Information and Notice of Election will be updated and posted on the Municipal Website.

Questions regarding these procedures are welcome. Please contact the Clerk during regular office hours at 519-794-3232, Ext. 124, or by email at patty.sinnamon@chatsworth.ca, if you have any comments or questions.

1.2 AUTHORITY – DUTIES OF THE CLERK

MUNICIPAL ELECTIONS ACT, 1996, as amended.

11. (1) The clerk of a local municipality is responsible for conducting elections within that municipality, subject to the following exceptions:

1. The clerks specified in the regulations made under the *Education Act* are responsible for certain aspects of the elections of members of school boards, as set out in those regulations.
2. The clerks specified in section 11.1 are responsible for certain aspects of the election of members of the council of an upper-tier municipality, as provided for in that section.
3. Repealed: 2002, c. 17, Sched. F, Table.
4. The clerks specified in subsection (5) are responsible for certain aspects of the election with respect to a question an upper-tier municipality submits to its electors under clause 8 (1) (b) or (c).

11. (2) Responsibility for conducting an election includes responsibility 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).

Powers of Clerk

12. (1) A clerk who is responsible for conducting an election may provide for any matter or procedure that,

- (a) 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.

Procedures and Forms

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

Any unforeseen cases not dealt with in these procedures will be recorded, action taken, and reflected in an addendum signed by the Clerk, to these procedures and circulated to all candidates.

PART II – KEY DATES FOR 2022 MUNICIPAL ELECTION

ITEM	MEA REFERENCE	DATE OR TIME PERIOD
<i>Nomination and Campaign Period Begins</i>	S. 33	Monday, May 2, 2022 (8 a.m. to 4 p.m. to Friday, August 19, 2022 (9 a.m. to 2 p.m.)
<i>Preliminary List of Electors delivered to Clerk</i>		August 2 2022
<i>Voter's List Produced</i>	S.23(2)	On or before September 1
<i>Nomination Day</i>	S.31	August 19, 2022 between the hours of 9:00 a.m. to 2:00 p.m.
<i>Nominations (Filing)</i>	S. 31(4)(b)	Between May 2 nd and August 19 (9 a.m. to 2 p.m.)
<i>Nominations (Certification)</i>	S. 35(1.1)	Monday, August 22, 2022
<i>Revisions to the Voters List</i>	S. 24(1)	September 1 st to the close of Voting
<i>Last Date for Changes to Voters List to ensure VBM Kit is mailed by Data Fix on selected drop date</i>		September 20th, 2022
<i>Ballot package dropped at Canada Post</i>		September 28, 2022
<i>Clerk to Sign off Voter Kit</i>		September 21, 2022 or to be determined by DataFix
<i>Last Day Canada Post can guarantee return</i>		Thursday, October 13, 2022
<i>Election Day</i>	S.5	Monday, October 24, 2022
<i>Official Declaration of Votes</i>	S.55(4)	Tuesday, October 25, 2022
<i>Council Term Begins</i>	S.4	4 years beginning Tuesday, November 15
<i>Campaign Period</i>	S.88.24	May 1 to December 31 of the election year.
<i>Financial Filing Deadline</i>	S.88.30	Last Friday in March following election

PART III DEFINITIONS

Ballot Box shall mean a box secured at the Municipal Office, in which ballots are kept in advance of the close of voting.

Ballot Return Station - is the place where ballots may be delivered. The Ballot Return Stations are located at the Township of Chatsworth Municipal Office located at 316837 Highway 6, Township of Chatsworth.

Ballot Count Centre - is where the secrecy envelopes are opened, ballots processed and where the counting of votes will occur on Voting Day. This station is located in the Municipal Office - Council Chambers. This room shall only be open to authorized staff, designated election officials, certified candidates and appointed scrutineers during the counting process.

Clerk- is the Municipal Clerk, or designate, for the Corporation of the Township of Chatsworth who is responsible for conducting this election under the authority of the Municipal Elections Act, 1996, as amended. All references to the Clerk for the purposes of this manual shall mean the Returning Officer (R.O.). All references to the Clerk's delegate shall mean the delegated duties of the R.O.

Close of Voting shall be 8 p.m. Eastern Standard Time on Election Day.

Counting Location shall mean the Municipal Office located at 316837 Highway 6, Township of Chatsworth.

Drop Box shall be a box in which Return Envelopes and Secrecy Envelopes are placed by persons delivering their ballots in person to the Ballot Return Station.

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.

Election Official shall be a person appointed in writing by the Clerk, with responsibility to assist in the administration of the election process and for ensuring that the election is conducted fairly in accordance with legislative requirements and established procedures.

Guaranteed Date for Mail Return shall be the date that Canada Post guarantees the return of voting packages deposited in residents' mailboxes anywhere in Canada.

Mail Box (After Hours) shall mean the after-hours mailbox located at the front door of the Municipal Office building and normally used for mail received after business hours.

Repair Station - is where ballots that are unable to be scanned because of a technical defect or are torn during opening can be duplicated in accordance with the rules and procedures set out herein. The Repair Station is located within the Ballot Count Centre at the Municipal Office. This location is only open to authorized staff, designated election officials, certified candidates and appointed scrutineers.

Return Envelope Processing Station - is where the yellow outer return envelope will be opened and the voter declaration forms will be processed, the electronic voter's list will be updated, and the secrecy envelopes placed in ballot boxes for secure storage. The Return Envelope Station is located within the Municipal Office/.

Replacement Voting Kit shall mean a set of documents which consists of: a Voting Declaration and Instruction Form, a Ballot, an Inner Secrecy Enveloper, an outer Return Envelope with prepaid postage, and such other necessary material as the Clerk or designated Election Official determines.

Voter Declaration Form shall be a document upon which the qualifying address of the voter is indicated as well as a space for the voter's name and signature. This documentation signifies the voter's declaration that he/she is the person eligible to vote in the election, and this declaration must accompany every ballot submitted or the vote will not be counted.

Voting Place - is located at the Township of Chatsworth, 316837 Highway 6, Township of Chatsworth.

PART IV – ALTERNATIVE VOTING - VOTE BY MAIL OVERVIEW

The Township of Chatsworth will once again be utilizing an alternative method of voting - VOTE BY MAIL - for the upcoming Municipal Election.

Voters will receive a Voting Kit in the mail on or about the last week of September. The Voting Kit will contain all of the materials required to place their vote, by mail. The voter simply follows the instructions in their kit, deposits their ballot in the mail using the postage paid response envelope, and Canada Post will deliver the ballots to the Municipal Office for counting by Election Day.

Electors who apply to revise the Voter's List between September 1 and September 16, 2022 will receive their Voting Kit by mail. The Voting Kit will contain a voting instruction sheet and Voter Declaration Form; a ballot; a ballot secrecy envelope; a Voter Declaration Form; and a postage prepaid return envelope in which to return the required materials to the Returning Officer.

Electors who *do not* receive their personal Voting Kit, or who receive a Voting Kit with incorrect information, must have their information revised on the Voter's List in order to receive their Voting Kit. After September 16, electors who revise their information on the Voter's List will be issued their Replacement Voting Kit at the time that they submit such revision. Any person who receives a Voting Kit addressed to another person should contact the Municipal Office to receive further information as **it is against the law to exercise a vote other than your OWN vote.**

Return Envelopes will be received daily by mail and also by drop-off at the Municipal Office. Designated Election Officials will remove the secrecy envelope from the return envelope and update the Voter's Lists to show that the voter identified on the Voter Declaration Form has cast a ballot. The secrecy envelope will then be secured in a ballot box.

Should voters be unable, or choose not to mail their vote, a ballot return station at the Municipal Office will protect their right to vote by allowing them to deliver their ballots in person right up to the close of voting.

Ballot Return Station Location

Drop-off Times

Municipal Office
316837 Highway 6, Chatsworth

Monday to Friday, 8 a.m. to 4 p.m. and
until 8 pm on Election Day.

After-Hours Mailbox

In the after-hours mailbox anytime, 24
hours a day, 7 days a week, until 8 p.m.
on Election Day

Assistance will be available at the Municipal Office. Please drop in during regular office hours or call 519-794-3232 if you have any questions.

PART V – ELECTION PROCEDURES - GENERAL

Procedures and forms have been developed for this alternative voting procedure, as required by S.42(3)(a) and will be revised as necessary at the sole discretion of the Clerk.

1. ELECTION OFFICIALS

- 1.1 The Municipal Clerk is responsible for conducting the Municipal Election, establishing the procedures and rules, and interpreting the procedures and rules, except as varied by a Court.
- 1.2 The Clerk may appoint, in writing, Deputy Returning Officers (DRO's) and such other designated Election Officials as required to assist in the administration of the election process, including but not limited to, revising the Voters' List; management, security and control of the Vote by Mail election system; counting ballots, tabulating results, issuance of notices, printing of materials, and attendance at Ballot Return Stations.
- 1.3 Written appointments of designated Election Officials and delegation of duties shall include the authority to require any person to furnish proof of identity or qualifications pursuant to the Municipal Elections Act, 1996, as amended.

2. ELECTION STAFF

- 2.1 The Clerk shall appoint Deputy Returning Officers and/or designated Election Officials in writing according to the Municipality's Election Workers Policy and they may be required to attend a training session, as required by the Clerk, at a time and place as designated by the Clerk.
- 2.2 To avoid suggestions of conflict and to protect the integrity of the election process, the following are ineligible to be appointed as designated Election Officials by the Clerk:
 - persons under 18 years of age;
 - a candidate;
 - spouse, child of a candidate;
 - scrutineers;
 - candidate's financial officer;
 - campaign manager, spokespersons or worker;
 - persons convicted under the Municipal Elections Act or earlier version thereof;
 - persons barred from being a candidate in the current election; and
 - any other person deemed inappropriate by the Clerk having regard for the public interest or the integrity of the election process.
- 2.3 The Clerk's decisions regarding the appointment or non-appointment of designated Election Officials shall be final and not open for review.

3. SCRUTINEERS

3.1 APPOINTMENT - BY CANDIDATE - QUALIFICATION

Each candidate may appoint a scrutineer to represent him or her during the voting and at the counting of the votes, including during a recount by completing and signing an Appointment of Scrutineer (EL 08). Forms are available at the Clerk's Office.

3.2 ATTENDANCE OF SCRUTINEER

Not more than one scrutineer representing each candidate may be in the Ballot Return Station or Ballot Counting Centre at any time.

3.3 APPOINTMENT - BY ELECTOR - RE: RECOUNT

An elector who applies for a recount may appoint scrutineers. Appointment is limited to not more than one scrutineer for the recount station established by the Clerk/Returning Officer.

3.4 CANDIDATES AND SCRUTINEERS

Candidates or properly approved scrutineers may inspect the election office upon appointment with the Clerk or Deputy Clerk, for the purpose of observing the manner in which ballot packages are being received, processed and stored.

3.5 EVIDENCE OF APPOINTMENT

A person appointed as a scrutineer shall, before being admitted to a ballot return station or Ballot Counting Centre shall show proof of his or her appointment.

3.6 RIGHTS AND PROHIBITIONS

Each Scrutineer shall be responsible for his or her rights and prohibitions as set out on the back of the Appointment of Scrutineer form (EL 08). The rights and prohibitions includes candidates for the purpose of attending at Ballot Return Stations and the Ballot Counting Centre.

- (a) to be present when secure storage containers, ballot boxes or materials related to the hand delivered voting are being delivered to the Clerk/Returning Officer;
- (b) to enter the Ballot Return Station 15 minutes before it opens and to inspect the secure storage containers and any other election documents but not so as to delay the timely opening of the Ballot Return Station;
- (c) to place a seal on a secure storage container before opening of the Ballot Return Station;
- (d) to place a seal on a secure storage container at the conclusion of voting or scanning;
- (e) to object to a ballot or an elector who has voted;
- (f) to place a seal on the secure storage container after the counting of the votes when the Election Official seals the container;
- (g) a scrutineer may object to a voter. The Election Official alone shall decide

all objections. Scrutineers may be present at each recount station established by the Clerk/Returning Officer in respect of recounts for election to office or recounts for by-laws or questions. Section 61 of the Act prescribes the number of scrutineers entitled to be present and their rights respecting the examination and dispute of ballots;

Scrutineers and Candidates are prohibited from the following:

- (a) from attempting, directly or indirectly, to interfere with how an elector votes, and prohibited from attempting to campaign or persuade an elector to vote for a particular candidate;
- (b) displaying a candidate's election campaign material in a Ballot Return Station;
- (c) compromise the secrecy of the voting;
- (d) interfere or attempt to interfere with an elector who is marking a ballot;
- (e) obtain or attempt to obtain, in a Ballot Return Station, any information about how an elector intends to vote or has voted;
- (f) communicate any information obtained at a Ballot Return Station or a counting centre about how an elector intends to vote, has voted or has not voted
- (g) no cell phones, blackberries, palm pilots or other communication devices in a Ballot Return Station, scanning location, or central counting location.

3.7 Any person failing to abide by the above prohibitions shall be directed to leave the Ballot Return Station or Ballot Counting Centre. Asking a scrutineer/candidate to leave a Ballot Return Station, central counting location or scanning location is at the sole discretion of the Clerk/Returning Officer and her decision is final.

4. PRELIMINARY LIST AND VOTERS' LIST

4.1 The Municipal Property Assessment Corporation (MPAC) is responsible for supplying the Township of Chatsworth with the Preliminary List for municipal elections. The Preliminary List shall be delivered to the municipality on August 2, 2022. The Preliminary List, as corrected by the Clerk under Section 22 of the Municipal Elections Act, 1996, shall constitute the Voters' List.

4.2 The preliminary list and the Voters' List are public documents and may be inspected by the public at the Municipal Office during regular office hours from 8 a.m. to 4 p.m., Monday to Friday and on Election Day, through to the Close of Voting at 8 p.m.

4.3 No person shall use information obtained from these lists, except for election purposes. The use and sale of these lists for commercial purposes is

PROHIBITED.

- 4.4 Upon receipt of a written request from a candidate for an office, the Clerk or designated Election Official shall provide him/her with a copy of the part of the Voters' List that contains the names of the voters who are entitled to vote for that office. Candidates will be required to sign a declaration, stating that the Voters' List will be used for election purposes only.

5. VOTERS' QUALIFICATIONS

- 5.1 A voter is entitled to vote once in a municipality where he or she resides even if the voter has more than one qualifying property address, a voter may only have one permanent residence.
- 5.2 A voter may be asked 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. Acceptable Identification is prescribed and attached as Appendix "B".
- 5.3 A person is entitled to be an elector at an election held in a local municipality if on voting date, he or she,
- (a) resides in the local municipality, or is the owner or tenant of land there, or is the spouse or same-sex partner of such owner or tenant;
 - (b) is a Canadian citizen;
 - (c) is at least 18 years old, and
 - (d) is not prohibited from voting under subsection (3) or otherwise by law;
- 5.4 The following persons 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, except as a voting proxy in accordance with section 44; and
 - (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 (5) years after Voting Day in the election in respect of which he or she was convicted.
- 5.5 A voter must complete the Voter Declaration Form provided in the Vote by Mail kit to declare his or her eligibility to vote in the election.

6. NOTICES

When required under the *Act*, notices will be published in a newspaper having general circulation in the Municipality. In addition, at the discretion of the Clerk, notices may also be posted on the Municipal website, in the Owen Sound Sun Times and/or via mass mailing to all residents. All notices will be published/posted in the English language only.

- 6.1 **NOTICE OF ELECTION INFORMATION:** Information regarding the election will contain all relevant information as determined by the Clerk.
- 6.2 **NOTICE OF REVISION OF VOTERS' LIST:** Information regarding the period for revisions to the Voters' List beginning September 1, 2022 to the close of Voting on Voting Day.
- 6.3 **NOTICE OF NOMINATION:** The nomination period is from May 2, 2022 through Nomination Day being August 19, 2022.
- 6.4 **CERTIFIED ELECTION RESULTS:** The certified election results shall be published as soon as possible after Voting Day with preliminary results being published as soon as possible on Voting Day after polls close at 8 pm.

The Clerk reserves the right to publish additional advertisements and notices as deemed appropriate.

7. REVISION TO THE VOTERS' LIST

- 7.1 The period for revisions to the Voters' List begins September 1, 2022 and ends at the close of Voting on Election Day.
- 7.2 Persons, upon application in writing on the prescribed form to the Clerk or designated Election Official, may have their name added, removed, or information added or amended on the Voters' List.
- 7.3 A voter will be asked to provide, to the designated Election Official, the prescribed proof of identity and residence or complete an application in the prescribed form, including a statutory declaration, to prove his/her right to vote. Acceptable Identification is prescribed and attached as Appendix "B".
- 7.4 Applications to remove another person's name from the Voters' List begins on September 1, 2022 until the end of the close of voting on Election Day, October 24, 2022. An application must be made in writing on the prescribed form to the Clerk or designated Election Official.
- 7.5 Revisions to the Voters' List will be conducted at the Municipal Office, on forms available from the Clerk's Department, during regular office hours up to and including Election Day. On Election Day revisions can take place up to the close of voting.

- 7.6 The Clerk may correct any obvious errors in the Preliminary List and may use any information that is in the local municipality's custody or control to do so.
- 7.7 The Clerk or designated Election Official will maintain a list of changes. Applications to revise the Voters' List may be filed in person or by mail by the applicant or in person by an agent. Applications must be filed in accordance with the *Municipal Elections Act, 1996*, Section 24 and Section 25.
- 7.8 Clerk shall certify the Voters' List as revised. Only persons on this Voters' List and those added by revision are entitled to vote.
- 7.9 It must be emphasized that, in a Vote by Mail system, the onus is on ELIGIBLE VOTERS TO ENSURE that their NAMES and RELEVANT INFORMATION are on the Voters' List. Due to time constraints, the Clerk or designated Election Official cannot ensure that Voting Kits mailed out after the guaranteed date for mail return will reach voters in time for them to exercise their right to vote.

8. NOMINATIONS

- 8.1 Nominations are to be filed with the Clerk or designated Election Official, on the prescribed form, at the Municipal Office, in person or through an agent, during normal office hours, on any day on or after May 2nd, in the year of a regular election before Nomination Day, between the hours of 8 a.m. and 4 p.m.. The nomination paper may not be faxed or e- mailed.
- 8.2 On Nomination Day (August 19, 2022), the prescribed filing time is 9 a.m. to 2 p.m. and nominations will be accepted at the Municipal Office only. Nominations will be closed at 2:00 pm sharp and only those persons present in the Clerk's Office at that time will be considered for filing. **Please note that while the Township Office is open at 8 a.m., nominations will not be accepted until 9 a.m. on Nomination Day.**
- 8.3 Nominations must be on the prescribed form and accompanied by the prescribed fee. (Councillor – one hundred dollars, Mayor – two hundred dollars – cash (including debit), money order or certified cheque). Candidates will be required to provide photo-identification when submitting the nomination forms.
- 8.4 All candidates must provide designated Election Officials with proof of identity and qualifying address within the municipality when filing a nomination. If an agent is filing on behalf of a candidate, the agent must provide a copy of the candidate's proof of identity, as well as their own.
- 8.5 Nomination forms received on or before Nomination Day will be reviewed for completeness when filed and will be certified at a later date, on or before 4:00 pm on the Monday following Nomination Day.
- 8.6 Anyone wishing to run for office on Council must submit the signatures of at least 25 voters supporting the nomination, and which persons may endorse

more than one nomination. The individuals providing the signatures will each have to sign a declaration stating that they were eligible to vote in the municipality on the day that they signed the endorsement.

- 8.7 The Nomination Form (Form 1 – Nomination Paper) must be accompanied by:
- (a) the prescribed declaration by each of the persons endorsing the nomination (Form 2 – Nomination Endorsement Form); and
 - (b) the prescribed nomination filing fee.
- 8.8 If a candidate files a nomination, and then changes their mind and decides to run for a different office on the same council, they are not required to submit new signatures.
- 8.9 The requirement to submit 25 nomination signatures does not apply to candidates running for school board trustee positions.
- 8.10 The Nominee's Name as it is to appear on the ballot is subject to approval of the Clerk.
- 8.11 Notice of Offices for which persons may be nominated and nomination procedures shall be given by advertisement in a local newspaper with general circulation prior, to Nomination Day.
- 8.12 An unofficial list of persons who have submitted nomination forms and the office that they are seeking election to, shall be updated as soon as practical after receipt of nomination papers. The list will also be included on the Municipality's Website (www.chatsworth.ca) and will be available for review at the Municipal Office.
- 8.13 An official list shall be posted once nomination forms have been certified and the nomination period has expired.
- 8.14 A candidate is entitled to a refund of the nomination filing fee if the financial statements required under subsection 88.25 (1) are filed on or before 2 pm on the filing date; or they withdraw their nomination before 2:00 pm on Nomination Day.
- 8.15 The Clerk's decision to certify or reject a nomination is final.

9.0 WITHDRAWAL OF NOMINATIONS

- 9.1 A candidate shall appear in person, with identification, in order to withdraw their nomination in the Clerk's Office before 2 pm on Nomination Day.
- 9.2 If the nomination is withdrawn by an agent, then the agent shall appear in person, with identification and a Letter of Authorization to represent the candidate, in order to withdraw the candidate's nomination.

- 9.3 **NOMINATIONS FOR ONE OFFICE ONLY** If a person has been nominated for an office and is nominated for another office, the first nomination shall be deemed to have been withdrawn at the time the second nomination is filed.
- 9.4 The process for receiving a Withdrawal of Nomination shall be as follows:
- 9.4.1 Retrieve the candidate's file and nomination paper.
- 9.4.2 Provide the candidate with a copy of the "Withdrawal of Nomination Form". Ensure that all information is filled out correctly. Fill in 'Clerk or Designate' box.
- 9.4.3 Provide a copy of the form and inform the candidate that the filing fee will be reimbursed by cheque upon receipt of the completed Financial Statement. The original form, copy of the cheque and the Financial Statement shall be placed in the candidate's file.
- 9.4.4 Remove the candidate's name from the 'Unofficial List of Candidates'.

10. MAXIMUM CAMPAIGN EXPENSES

- 10.1 The period begins on the date a candidate files their nomination and ends on December 31, or the day the nomination is withdrawn or rejected by the Clerk.
- 10.2 During the period expenses shall not exceed the amount calculated in accordance with the prescribed formula.
- 10.3 Upon the filing of a person's nomination, the clerk shall calculate the applicable maximum amount of the person's expenses, as of the filing date, whichever is greater using (1) the number determined from the voters' list from the previous regular election, as it existed on September 15 in the year of the previous election; or (2) the number determined from the voters' list for the current election, as it exists on September 26, 2022 in the year of the current election; and shall give the person, or the agent filing the nomination for the person, a certificate of the applicable maximum amount as of the filing date S.33.01(1).
- 10.4 The Clerk will, on or before September 26, 2022, calculate the maximum campaign expenses for each office for which nominations were filed and prepare a Certificate of Maximum Campaign Expenses Form (ELF 04) or each office S.88.20 (13)(a).

Whichever of the above two amounts is higher, it becomes the candidate's official spending limit. The Clerk's calculation of the maximum campaign expenses is final.

11. CANDIDATES ELECTION CAMPAIGN ADVERTISEMENTS

A candidate must include language on their campaign advertisement which clearly identifies the candidate. A candidate shall provide the following information to the broadcaster/publisher in writing: (1) name of the candidate; and (2) the name, business address and telephone number, which the broadcaster must retain for four years.

Third Party Advertising Requirements

- 11.1 Third parties must be registered with the Clerk at the time of advertisement. The notice must be filed on the prescribed form and must include a declaration of qualification signed by the individual or by a representative of the corporation or trade union, as the case may be.
- 11.2 Third party advertisements must contain (1) the name of the registered third party, (2) the municipality where the third party is registered, (3) a telephone number, mailing address or email address at which the third party may be contacted regarding the ad.
- 11.3 Broadcaster/publisher shall retain records of the third-party advertising, copy of the ad/means of reproducing it and the cost, for four years after the date of appearance and permit inspection during normal business hours.
- 11.4 The Clerk's decision to certify or reject a notice of registration is final.
- 11.5 Third party advertisers are responsible for reviewing and complying with the financial reporting rules.
- 11.6 If the municipality is satisfied that there has been a contravention, the municipality may require a person who the municipality reasonably believes contravened the section or caused or permitted the contravention, or the owner or occupier of the land on which the contravention occurred, to remove the advertisement or discontinue the advertising. S.88.7.

12. FINANCIAL REPORTING

- 12.1 All nominated candidates, including those not elected, those who withdrew
- 12.2 their nomination or those whose nomination was rejected by the Clerk, must disclose and report their contributions and expenses no later than the last day of December 2022.
- 12.3 The Clerk will, before Election Day, give to each person nominated for an office, notice of the penalties related to election campaign finances.
- 12.4 The deadline for filing financial statements is the last Friday in March following

the election, on or before 2 p.m. The Clerk will, at least 30 days before the filing date, give notice by mail. The Clerk is not required to give any further or additional notice.

12.5 A candidate may resubmit a financial statement *to correct an error* up until the filing deadline S.88.25(3).

12.6 Electronic filing of financial statements is permitted and must be emailed directly to the Clerk at patty.sinnamon@chatsworth.ca. However, it is the *sole* responsibility of the candidate to ensure that the financial statements have been successfully received by the Clerk by the deadline, as the Municipality will not accept any responsibility for any documents that are lost or not received by the deadline S. 88.25(11).

12.7 Financial statements are available at no charge for viewing by the public. The Clerk shall make available to the public a report setting out all candidates in an election and indicating whether each candidate has filed their financial statements. S.88.23(4). The report shall be available on the website or in another electronic format as soon as possible, but not later than April 30th in the year following the election. Any candidates who are in default of filing their financial statements shall be identified as such, in the public report.

13. CANDIDATE FILING DEFAULT

A candidate is in default of the filing requirements of the Act if:

- he or she fails to file any document as required on the prescribed form and by the relevant date;
- a document filed shows on its face a surplus and the candidate fails to pay the amount required to the Clerk by the relevant date;
- a document filed shows on its face that the candidate has incurred expenses exceeding what is permitted; or
- a document filed shows on its face a surplus and the candidate fails to pay the amount required by that section by the relevant date

In the case of these defaults:

- (a) the candidate forfeits any office to which he or she was elected, and the office is deemed to be vacant; and
- (b) until the next regular election has taken place, the candidate is ineligible to be elected or appointed to any office to which the Act applies.

NOTICE OF DEFAULT

The Clerk is required to notify the candidate in writing of the default and send a notice of the default (ELF 06) to the candidate, by mail, and to the relevant Council or local Board, and make available to the public the name of the candidate and a

description of the nature of the default as per S. 12.7 (above). S.88.23(3).

14. ACCLAMATIONS

If the number of candidates nominated for any office is equal to or less than the number that are required to be elected to that office, the Clerk will, after 4 pm on the Monday following Nomination Day, declare the candidate(s) acclamation and prepare the Declaration of Acclamation.

14.1 The Clerk will post this list on the Municipal Website. The Clerk will also provide a copy of the declaration to the acclaimed candidate(s) and will place a copy of the declaration in the candidate's file.

14.2 If the number of certified candidates still does not exceed the remaining number of vacancies, additional nominations may be filed on the Wednesday following Nomination Day, between 9:00 am and 2:00 pm. The Clerk will certify the additional nominations by 4:00 pm on the Thursday following Nomination Day, and after 4:00 pm, declare the additional candidate or candidates elected by acclamation.

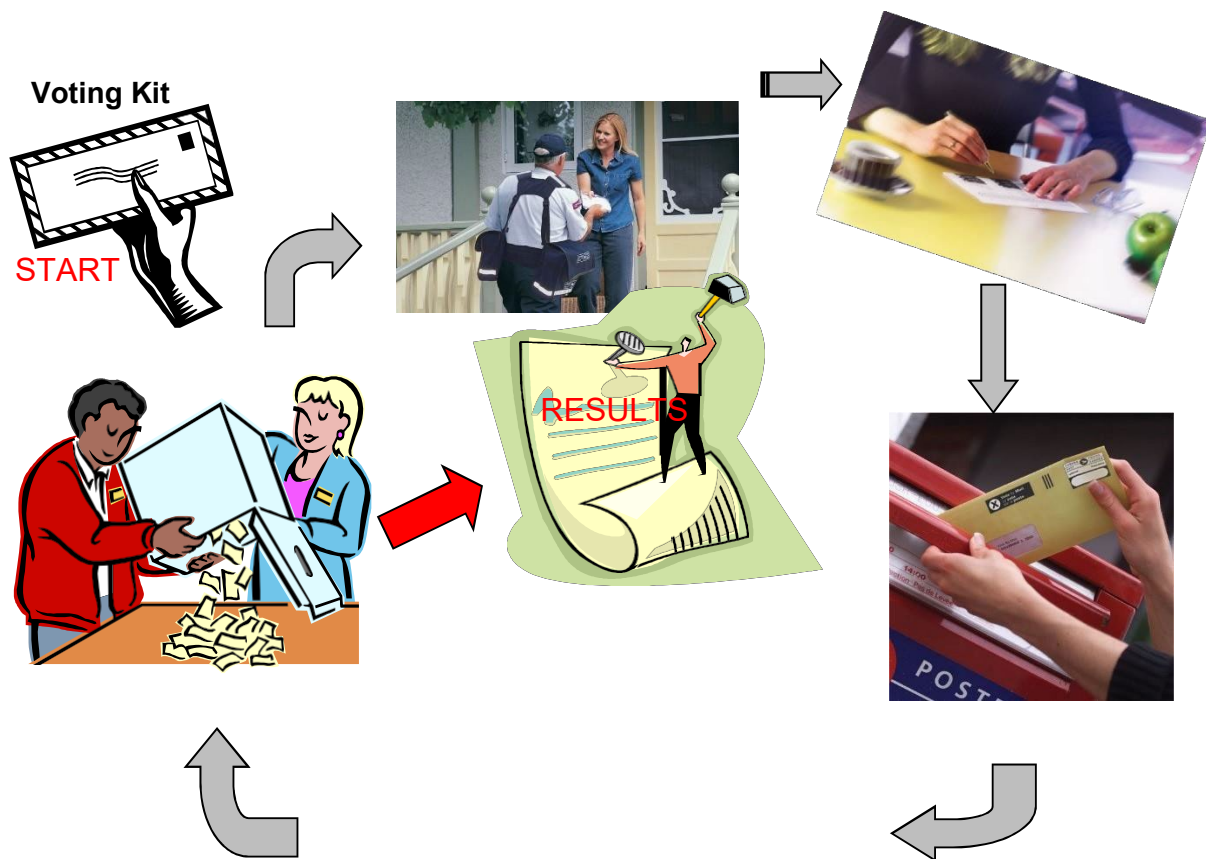
14.3 The Clerk will post this list on the Municipal Website (EL 14). The Clerk will also provide a copy of the declaration to the acclaimed candidate(s) and will place a copy of the declaration in the candidate's file.

PART VI ELECTION PROCEDURES – VOTE BY MAIL

1. VOTE BY MAIL

The procedures for voting are set out in the voting instruction sheet which accompanies the Voting Kit. Voters requiring technical assistance in any manner should either attend or contact staff at the Municipal Office at 519-794-3232 for assistance. The Municipal Office is open during normal office hours from 8 a.m. to 4 p.m., Monday to Friday, up to and including Election Day to the closing of the vote at 8 p.m..

Where an election is required to be held for an Office, the Vote by Mail procedure shall be as follows:



2. FORM OF BALLOT

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

The ballot shall be designed with the names of the candidates in alphabetical order based upon the candidate's last name.

The place for the elector to mark the ballot for each candidate shall be clear and unambiguous.

3. VOTING KITS

3.1 Where an election is required to be held for an Office, the Vote by Mail procedure shall be as follows:

- a. The Municipality, in conjunction with the Vendor, will provide a Vote By Mail Kit to every person who qualifies to be an elector up to the Close of Voting on Election Day.

The mail in voters' kit will be printed and mailed through the Township's contract with Data Fix.

3.2 VOTERS' LIST TO DATAFIX

The Voters' List shall be provided to DataFix no later than **September 20, 2022**, for the purposes of preparing Vote By Mail Kits.

3.3 VOTE BY MAIL KITS

On or about the last week of September, the Clerk shall cause to be mailed to every elector, who had qualified to be on the Voter's List, a Vote By Mail Kit utilizing Canada Post Corporation Business Reply Mail.

The Municipal Clerk shall mail a Vote By Mail Kit to every person qualified to be on the Voters' List who has been added from September 21, 2022, to October 6, 2022. The Vote by Mail Kit will either be provided in person or mailed to the elector's address as shown on the Voters' List.

Electors added to the Voters' List between October 7, 2022 and October 24, 2022, at 8:00 p.m., will be provided a Vote by Mail Kit at the time they are added to the Voters' List when attending at the Municipal Office.

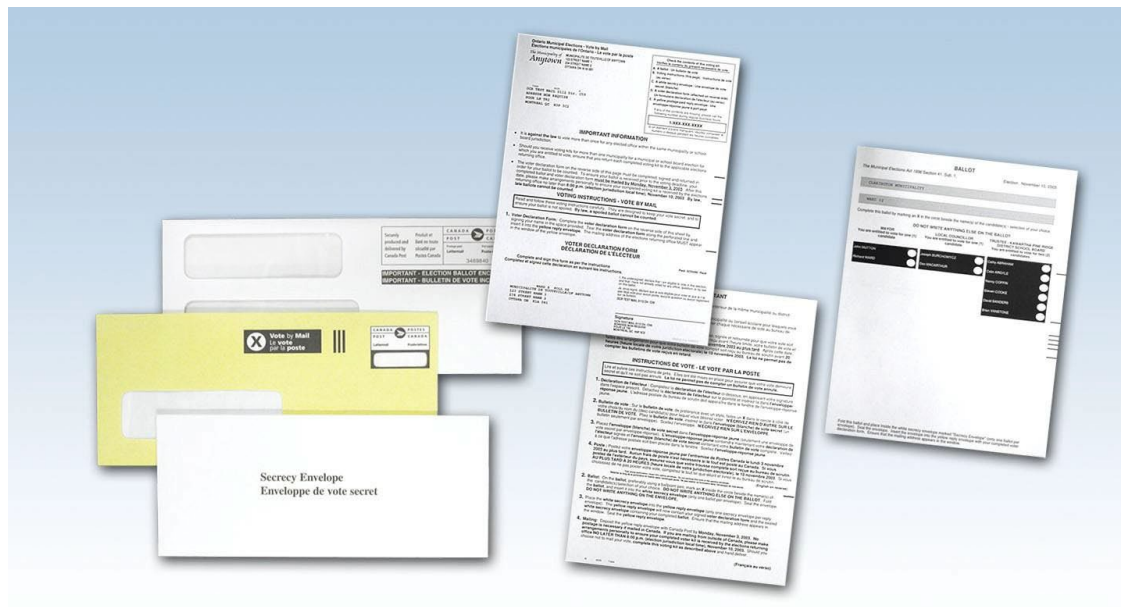
When mailed to an elector, the kit containing all materials required to vote is referred to as a "Vote By Mail Kit". On receipt of the Vote By Mail Kit, each elector should check the contents of this Vote By Mail Kit. If any of the contents listed below are missing, they should call the Clerk's Office during regular business hours Monday to Friday - 8 a.m. to 4 p.m.

A Voting Kit shall consist of:

- a) A Voting Instruction Sheet;
- b) Composite Ballot
- c) A Voter Declaration Form
- d) White Ballot Secrecy Envelope
- e) Outer Return Envelope (Yellow Postage-paid business reply envelope)
- f) Such other necessary material as the Clerk or designated Election Official determines necessary.

Once received by the municipality, a sealed business reply envelope will be referred to as a "ballot package" and a sealed ballot envelope will be referred to as a "ballot envelope".

In addition to the Voting Kits mailed, the Clerk will receive extra blank voting kits. Once received, the voting kits will be counted and the numbers recorded.



- 3.4 The number of voting kits distributed by the Clerk or designated Election Official to persons qualifying to be voters **after September 1st, 2022**, will be recorded.

3.5 INSTRUCTIONS TO VOTER

Upon receipt of the voting kit, each voter should follow the instructions provided in the kit exactly. The instructions require the voter to:

3.5.1 Complete the ballot;

3.5.2 Insert the ballot into the ballot envelope marked Secrecy Envelope;

3.5.3 SEAL the Ballot Secrecy Envelope;

3.5.4 Complete and sign the Voter Declaration Form. If a voter 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;

3.5.5 Place the completed Voter Declaration Form (VDF), along with the SEALED Ballot Secrecy Envelope, into the yellow prepaid business reply envelope (make sure to not enclose the VDF in the secrecy envelope);

3.5.6 Seal the yellow prepaid business reply envelope; and

3.5.7 Mail the yellow prepaid business reply envelope by the guaranteed date return or deliver it by some other means to the Municipal Office no later than 8:00 pm on Election Day.



Note: The postage paid envelope is only applicable for mail originating within Canada.

3.5.8 In addition to using the mail system, a Ballot Return Station will be established for those voters, who prefer to deliver or have delivered their completed ballots, directly into the care of the Clerk or designated Election Official rather than forwarding their ballots by mail.

A Ballot Return Station shall be established at the following location, date and time:

Location	Date and Time
Municipal Office 316837 Highway 10 Chatsworth, ON	During regular business hours and until the close of voting on Election Day. Ballots can also be dropped off in the after-hours mail box at any time.

- 3.6 The final day to deposit the Return Envelope in the mail to ensure delivery to the Clerk or designated Election Official, is the “guaranteed mail return date” – **as determined by Canada Post. For the purposes of the 2022 Election October 13 is the guaranteed mail return date.**
- 3.7 Voters who have failed to mail their Return Envelope by the guaranteed return date are encouraged to take steps to ensure alternate delivery of the Return Envelope to the Municipal Office by the Close of Voting on Election Day.
- 3.8 Return Envelopes deposited in the after-hours Drop Box located at the Municipal Office by the Close of Voting on Election Day will be considered as having been mailed.
- 3.9 The Vendor (DataFix) has a record of all voters on the Voters’ List provided by the Municipal Property Assessment Corporation (MPAC) and has received a list of all voters added to the list up to and including September 1.
- 3.9.1 Voters on or added to the list up to September 1, will receive their Voting Kit by mail.
- 3.9.2 Voters added to the list after September 1 but before the guaranteed mail return date, will receive their Voting Kit by mail, or in person from the Clerk or designated Election Official.
- 3.9.3 After the guaranteed mail return date, it is required that those persons making application to add their names to the list, do so in person or by an agent, at the Municipal Office.

Persons making application to add their names to the list in person, will be asked to provide, to the designated Election Official, the prescribed proof of identity and residency (in accordance with Appendix B) or complete an application in the prescribed form (Declaration of Identity – Form 9), including a statutory declaration, to prove his/her right to vote. Such proof of identity and residency shall include the person’s name, qualifying address, and signature.

Agents acting on behalf of a voter will be asked to provide, to the designated Election Official, the prescribed proof of identity for themselves, and in addition, for the voter that they are agent for, the prescribed proof of identity and residence to prove the voter’s right to vote. Such proof of identity and residence shall include the person’s name, qualifying address, and signature.

In addition, proof of citizenship, such as a birth certificate, Canadian Citizenship certificate or other such documentation may be required for any voter.

If the application is certified by the Clerk or designated Election Official, a Voting Kit will be issued at that time. Those voters will have the option of returning the ballot at a later time or conducting their vote and depositing their Return Envelope with a designated Election Official for placement in the Drop Box in the Municipal Office or depositing the Return Envelope in the Ballot Return Station.

3.9.4 A list of names shall be maintained showing the name and address of each person who has been added to the Voters' List and has been issued a Voting Kit.

3.9.5 It must be emphasized that, in a Vote By Mail system, **the onus is on eligible voters to ensure that their names are on the Voters' List**. Due to time constraints, the Clerk or designated Election Official, cannot ensure that a Voting Kit mailed after the guaranteed mail return date will reach voters in time for them to exercise their right to vote.

Where it is not possible to mail a Voting Kit to a voter, and at the request of the voter, the Clerk or designated Election Official may arrange for a Voting Kit to be delivered to the voter by courier – "collect only".

3.9.6 Ballots received after 8:00 p.m. on Voting Day shall not be counted but shall be dated stamped and retained for the statutory document retention period (90 days).

4. **REPLACEMENT VOTING KITS VOTE BY MAIL KIT NOT RECEIVED, LOST OR DESTROYED BY ELECTOR**

4.1 If a voter on or added to the Voters' List does not receive a Voting Kit, or if the Voting Kit is lost or destroyed, a Replacement Voting Kit may be issued. The voter or their agent **must attend** the Municipal Office to obtain a Replacement Voting Kit. A form must be signed by the elector prior to the issuance of a Replacement Voting Kit. The Clerk or designated Election Official will confirm that the voter is qualified, administer an appropriate oath to the voter or their agent, and issue the Replacement Voting Kit.

- i) If the Voting Kit is a Replacement Kit, the Voter Declaration Form will be marked with "RVK" and initialed by the Clerk or designated Election Official to indicate that the voter has been issued a Replacement Voting Kit.
- ii) A list of names shall be maintained showing the name and address of each person who has received a "Replacement Voting Kit" and the Master Voters' List shall be updated in accordance with the established procedures.
- iii) The designated Election Official shall ensure that a form is filled out for each individual for whom a Replacement Voting Kit is issued.

The elector shall also sign a declaration on this form attesting to the fact

that they are:

1. A qualified elector;
 2. Not in receipt of their Voting Kit; or
 3. They were in receipt of their Voting Kit but it has been either lost or destroyed.
- iv) All "Replacement Voting Kits" will be stored in a secure location under the control of the Clerk or designated Election Official in the Municipal Office.
- v) The completed Replacement Voting Kit declarations/forms shall be kept in the custody of the Returning Officer.
- vi) A designated Election Official shall be responsible for monitoring the inventory. The designated Election Official shall ensure that Replacement Voting Kits issued plus remaining inventories equal totals received at all times by producing a daily balance, as required.
- 4.1 Replacement Vote By Mail Kits will only be issued to the elector who attends in person at the Municipal Office.

If a person attends the Election office and advises they have not received a Vote By Mail Kit by October 24, 2022, a replacement Vote By Mail Kit may be issued. The Returning Officer or Deputy Returning Officer will ensure the person is on the Voters' List. If they are on the voter's list but have the wrong mailing address, the returned kits will be checked. If the kit has been returned, the elector shall complete the prescribed form to change the address and receive the original Vote By Mail Kit if the ballot had been issued. If the elector requires a new ballot, they shall be given it upon completion of the form. This should be clearly marked on the prescribed form. If there is no Vote By Mail kit, a new Vote By Mail Kit shall be issued after the appropriate oath has been administered.

5. BALLOT RETURN STATION

In addition to using Canada Post Mail, a Ballot Return Station under the supervision of the Clerk or his/her designate, will be established for those wishing to deposit or have deposited their completed ballot package rather than forwarding their ballots by mail.

Only sealed ballot packages will be received at Ballot Return Station.

A Ballot Return Station shall be established at the Municipal Office, 316837 Highway 6, Chatsworth on the following dates and times:

- (a) Monday, October 3, 2022, to Friday, October 21, 2022, from 8 a.m. to 4 p.m., excluding Saturdays and Sundays
- (b) Monday, October 24, 2022, from 8 a.m. to 8 p.m.

6.0 STORAGE OF ITEMS REQUIRING SECURITY

The following items shall be secured during the election period: Ballot Boxes

Drop Boxes
Replacement Voting Kits
Master Voters' List
(any other material as deemed necessary by the Clerk)

- 6.1 During the election period beginning on or about the last week of September through to Election Day, all ballot boxes, and Replacement Voting Kits will be kept in the Municipal vault and may only be accessed by either the Returning Officer or a designated Election Official.
- 6.2 Access will be witnessed by an additional individual.
- 6.3 The Master Voters' List will be kept in the Municipal vault and may be removed on a daily basis for updates and revisions. As well, the Master Voters' List will be given to the designated Election Official to strike the names of those who have voted.
- 6.4 The Drop Box located at the Municipal Office, will be kept in view of the main reception counter during regular office hours, and will be returned to the Municipal vault at the close of business each day.

7.0 SECURITY OF THE BALLOTS

7.1 PRIOR TO VOTING

Ballots will be printed under the supervision of the vendor (DataFix), and the number of ballots printed will be forwarded to the Municipal Clerk.

DataFix will mail a ballot to each person identified on the revised Voters' List as of September 15, 2022.

The Municipal Clerk or designate, will receive additional ballots for each ballot face which will be issued to qualified electors. These ballots will be counted, and the number recorded.

In the event that there are insufficient ballots provided by DataFix, upon the authorization of the Municipal Clerk or designate, and with the assistance the Clerk or designated Election Official may photocopy as many ballots as he/she deems necessary and place his/her initials upon the back of such ballots. The number of ballots copied will be recorded.

7.2 DURING AND AFTER THE VOTE

Upon receipt by mail or from the Ballot Return Station, the yellow Outer

Return Envelopes will be opened, and upon being verified, the sealed Ballot Secrecy Envelopes will be stored in sealed ballot boxes. The number of yellow Outer Envelopes processed shall be reconciled with the:

- Number of electors marked as having voted on the Voters' List
- Number of rejected ballots
- Number of secrecy envelopes deposited into the ballot box
- Number of Voter Declaration Forms

The reconciliation shall be recorded on the Daily Batch Reconciliation Form.

As each ballot box is filled, and at the end of each day, the Municipal Clerk, or designate, shall affix a seal to the ballot boxes, initial the seal and place the sealed ballot boxes in the secured storage vault designated by the Municipal Clerk. Each morning the Municipal Clerk or designate shall retrieve any sealed, but not full ballot boxes, inspect the seals to ensure they are intact, and, in the presence of another election staff member, break the seals to access the slots for use during the Return Envelope Processing Station.

At 8 p.m. on October 24, 2022 (Voting Day), the sealed ballot boxes will be transported by the Municipal Clerk or designate from the secure storage location to the Ballot Count Centre designated at the Municipal Office. Ballot boxes shall be maintained at the Voting Place during the specified hours. At various intervals, and at the close of voting at 8 p.m., ballot boxes maintained at the Voting Place shall be sealed and transported to the Return Envelope Processing Station and then transported to the Ballot Count Centre by the Municipal Clerk or designate for processing.

When the count is complete, the ballot boxes will be sealed and initialed by the Municipal Clerk or designate, prior to transfer to a secure place under the control of the Municipal Clerk or designate for the statutory retention period.

8.0 PROCEDURE FOR RECEIPT OF BALLOT RETURN ENVELOPES

8.1 MAILED BALLOT RETURN ENVELOPES

8.1.1 Ballot Return Envelopes will be received, on a regular basis, by designated Election Officials as they are delivered to the Township Office by Canada Post. The Clerk or a designated Election Official, shall in plain view, sort the Return Envelopes for processing and place them in a "Return Envelopes" Ballot Box. These "Return Envelopes" Ballot Box will be placed in the Secured Room for safekeeping until the designated time for the Return Envelopes to be opened in accordance with the procedures set forth.

8.1.2 Access to the secure location will be restricted commencing at the time of receipt of the first Return Envelope until the Close of Voting on Election

Day.

- 8.1.3 The opening of Return Envelopes upon their return to the Municipal Office is for the purpose of processing Voter Declaration Forms, updating the Voters' List, and placing sealed Ballot Secrecy Envelopes into the Ballot Boxes.

8.2 DROPPED OFF RETURN ENVELOPES

- 8.2.1 Voters attending in person at the Municipal Office to exercise their right to vote shall complete their vote in accordance with the instructions contained in the Voting Kit and may deliver the Return Envelope to a designated Election Official. There will be an area designated at the Municipal Office for voters to complete their vote in privacy.
- 8.2.2 Return Envelopes will be deposited immediately in a secure receptacle (Return Envelopes Box) located in the main reception counter area. The receptacle shall be clearly marked as a "Drop Box" for return ballots in their Return Envelopes containing the ballot secrecy envelope and the Voter Declaration Form.
- 8.2.3 Designated Election Officials shall monitor the use of the Drop Box and request placement of its contents in the Secured Room as often as necessary. The contents of the Drop Box may be processed daily or as needed, with the mailed Return Envelopes. Designated Election Officials shall ensure that the Drop Box is placed in the Secured Room at the end of every business day.
- 8.2.4 The Municipal Office is open Monday to Friday and including Election Day, between the hours of 8 a.m. and 4 p.m., as required and on Election Day between the hours of 8:00 a.m. and 8 p.m. Return Envelopes will be opened by designated Election Officials and dealt with as outlined above. Only **sealed ballot** packages will be received at the Ballot Return Station.

8.3 ELECTION OFFICIALS

The Clerk shall appoint election officials, as necessary, to receive ballot packages at Ballot Return Stations.

The Clerk will supply election officials with secure storage containers and seals, at each designated location to accept hand delivered ballot packages, Ballot packages which are received at the ballot return station will be stored in a secure transfer box. A minimum of two election officials shall ensure the transfer box is empty and the appropriate declaration made by completing a Declaration of Election Official - Secure Storage Container Empty (EL 27). At the end of each day, the transfer box shall be delivered to the Clerk's Office where it shall be placed in a locked room designated by the Clerk.

9.0 PROCEDURES FOR PROCESSING BALLOT PACKAGES

Two election officials shall receive the ballot packages daily at the municipal office and count the returned ballot packages. The two election officials shall initial the seal and the secure storage container shall be dated and numbered "x" of "total received and packed on the day". The election official shall complete the Daily Summary of Ballots Returned (EL29).

All sealed secure storage containers shall be stored in a secure location designated by the Clerk until processed in accordance with the procedures set out for Opening of Ballot Packages and Scanning of Voter Declaration Forms.

Election Officials shall secure any returned ballot package that is returned unsealed or where the secrecy envelope is attached to the exterior of the ballot package. If there is any question as to the validity of any part of the ballot package or its contents, it shall be placed in another yellow return envelope and sealed and placed in the box for processing in accordance with the procedures set out for Opening of Ballot Packages and Scanning of Voter Declaration Forms.

If, in examining a returned ballot package, it is obvious the voter has returned both the secrecy envelope containing the ballot and return envelope containing Voter Declaration Form in the white envelope originally sent to the voter, the envelope shall be opened and both the Voter Declaration Form and secrecy envelope shall be placed in a new yellow return envelope.

Any Return Envelope which contains more than one Voter Declaration Form, or more than one Ballot Secrecy Envelope shall be treated in the following manner:

- a) Envelopes containing equal numbers of Ballot Secrecy Envelopes to Voter Declarations WILL BE ACCEPTED.
- b) Envelopes containing more Ballot Secrecy Envelopes than Voter Declaration Forms or more Voter Declaration Forms than Ballot Secrecy Envelopes WILL BE REJECTED.

Any undelivered or returned voting package shall be sorted in alphabetical order and stored in secure location designated by the Clerk. If, in examining returned mail, the ballot package is visible, the return envelope shall immediately be opened and examined to see if the voter has returned the secrecy envelope and voter declaration form in this envelope in error. If this is the case, it shall be dealt with as noted under procedures for picking up election mail.

After October 24, 2022, election staff will review the returned mail, count the number returned, remove the instruction sheet and declaration form and mark down any information as to why it was returned so that the information can be provided to MPAC to update the Voters' List. The balance of the material may be used for election purposes, including blank ballots, return envelopes and secrecy envelopes.

The returned mail will be stored and destroyed with election material as per the election regulations.

10. OPENING OF BALLOT PACKAGES-BALLOT RETURN STATION

10.1 OPENING BALLOT PACKAGES

Commencing Friday, Thursday, October 6, 2022, in the presence of at least two election officials, ballot packages will be opened, and the voter declaration form will be scanned.

The process, which will be ongoing throughout the time period noted above, is as follows:

- a) Ballot packages are opened by election officials using manual letter openers.

If, upon opening the Return Envelope, the Ballot Secrecy Envelope has not been sealed, or in the event the Ballot Secrecy Envelope has been sliced open as a result of opening the Return Envelope, the Municipal Clerk, or designate shall seal or tape the envelope without examining the ballot.

- b) Ballot packages will be placed on a central table, where Election Officials will empty the envelopes by:
 - i) Removing Voter Declaration Form and Application to Amend Voters' List (EL 15) and Secrecy envelope. Some ballot packages will contain both a Voter Declaration and Form EL 15. Some electors are just making amendments to the list so their Voter Declaration Form will be used for scanning and the Form EL 15 placed in the proper container.
- c) Signed Voter Declaration Form accompanied by a ballot contained in a secrecy envelope will be scanned and placed in a container. As the individual's name is scanned, the computerized program will cross the names off the list of electors.

Voter Declaration Forms not accompanied by a ballot will not be scanned but will be placed in a separate container. They shall not be shown to any candidate or scrutineer.

- d) Checking Voter Declaration Form or Form EL 15 for signatures. Only those Voter Declaration Forms or Form EL 15's that are signed and accompanying a sealed secrecy envelope are valid. All unsigned voter Declaration Forms will be stapled with their accompanying secrecy envelope by such means that the elector's name remains confidential.

10.2 VOTER DECLARATION FORMS AND UPDATING VOTERS' LIST

The Voters' List will be updated by electronically striking through the name of the elector, showing the individual has voted and the declaration form will be stored in a secure location. This is similar to an advanced vote. The ballot, still sealed in the

secrecy envelope, is placed in a secure ballot box completely removing contact with the name on the declaration form, so there can be no association with the voter and the ballot. This ensures complete secrecy of the voter's ballot. At the end of each day, or when a secure storage container is filled, the secure storage container is sealed until it is opened on Voting Day, thus maintaining the secrecy of the ballot. Secure storage containers are stored in a locked room with access only by a limited number of authorized Election Officials. On Voting Day, the secure storage containers are opened, and the ballots are removed from the secrecy envelopes.

After the process of opening ballot packages and scanning declaration forms has been completed, a listing of those who have voted will be printed and will be available from the Clerk's Office no earlier than 11 a.m. of the following +business day after the scanning was completed. The listing will be provided to the candidate.

The opening of ballot packages and scanning of voter declaration forms will continue from October 17th to October 22nd from 10 a.m. to 8: p.m. if required. Should it appear that additional hours will be needed to process the ballot packages, candidates will be notified of the change in hours.

At the end of each day, the Voters' List will be backed up and the original disk and the backup disk will be stored off site in the care and custody of the Returning Officer or Deputy Returning Officer

11.0 REJECTION OF BALLOTS

In addition to rejecting cast ballots for violations of the Municipal Elections Act, 1996 as amended, the following conditions will also cause a ballot to be considered rejected at the Return Envelope Processing Station and will not be counted:

- No Voter Declaration Form is enclosed
- Voter Declaration Form is not signed, and an election official cannot get the voter to come to the Municipal Office to sign the Declaration Form before the closing time on election day; reasonable efforts will be made to contact electors;
- Upon opening the Return Envelope there is a different number of Ballot Secrecy Envelopes than Voter Declaration Forms
- ballots not placed in a secrecy envelope;
- Upon opening the sealed Ballot Secrecy Envelope at the Ballot Count Centre, the envelope contains more than one ballot; and/or
- Ballot has unauthorized marks or comments
- Ballot has identifiable marks on the sealed ballot secrecy envelope or the ballot.

Rejected ballots from the Ballot Return Centre shall be securely stored and shall not be forwarded to the Ballot Count Centre on Voting Day. Rejected ballots from

the Ballot Count Centre will be given to the Clerk and securely stored.

11.1 ELECTION DAY- OCTOBER 24, 2022

On October 24, 2022, ballot packages will only be received at the Ballot Return Station. Electors shall complete their mail-in Vote By Mail Kit in accordance with the instructions contained in the Vote By Mail Kit, deliver the ballot package to an election official and leave the Ballot Return Station.

11.2 LATE BALLOTS

Ballot packages received after 8:00 p.m. on voting date will be date stamped, will not be counted and will be placed in a secure location and retained for the statutory document retention period.

12.0 BALLOT COUNT CENTRE

12.1 BALLOT COUNT CENTRE - GENERAL

No votes shall be counted prior to 8:00 p.m. on October 24, 2022.

The Ballot Count Centre will be set up at the Municipal Office. Only the Municipal Clerk, designated election officials, certified candidates and appointed scrutineers will be permitted to remain in the Ballot Count Centre.

Shortly after 8:00 p.m. on October 24, 2022 (Voting Day), the sealed ballot boxes stored at the Municipal Office which were received and processed shall be delivered by the Municipal Clerk or designate, to the Ballot Count Centre (Municipal Office) for processing and counting until all ballots cast have been processed.

At the Ballot Count Centre, Election Officials shall open the sealed ballot box(es) and the secrecy envelopes shall be opened through the use of a letter opener.

The opened envelopes are set aside in bundles to be picked up by the Runner for delivery to the Ballot Extraction Station.

The Runner shall deliver the opened secrecy envelopes, in bundles of approximately 50, to each election official at the Ballot Extraction Station.

The Election Official, upon receipt of the opened ballot secrecy envelopes, will manually extract the ballot from the secrecy envelope, unfold and flatten the ballot and place the ballot in a pile for pick up by the Runner. The envelope is set aside in a separate pile.

In the event a ballot is accidentally ripped or torn by the envelope opener, the Election Official shall re-insert the ballot back into the envelope and set it aside for the Runner to deliver the envelope to the Repair Station.

The Runner shall regularly attend each Election Official at the Ballot Extraction Station to collect the flattened ballots and deliver them to the Counting Station and shall collect any damaged ballots and deliver them to the Repair Station.

The Ballot Return Centre and Voting Place, also known as the Municipal Office, will be closed at 8:00 p.m. on October 24, 2022, and only designated election officials will be allowed to enter thereafter.

Candidates and scrutineers will be permitted in designated areas only. Cell phones and/or other electronic equipment **will not be permitted** other than for designated election officials. Candidates and scrutineers shall not interfere with the vote count in any manner. Should they do so, they shall be required to leave the facility when requested to do so by an election official.

No campaign material will be allowed within or upon the property occupied by the Municipal Office, also known as the Voting Place.

Proper handling of ballot procedures shall be enforced to ensure that each ballot is tracked, stored, and subjected to quality control to ensure that the integrity of the election is upheld at all times.

The following stations are set up in the Ballot Count Centre:

Station	Details
Ballot Extraction Station	<ul style="list-style-type: none"> a) A letter opener is used to open the Secrecy Envelopes. The envelopes are bundled and delivered by the runner to the Open Secrecy Ballot Station for removal of the ballot. b) Election Officials manually extract the ballot from the Secrecy envelope, unfolded the ballot and place in bundles of approximately 50 for delivery to the Counting Station. c) Ballots that are ripped, torn, or otherwise unable to be scanned shall be delivered to the "Repair Station" at the Ballot Count Centre
Ballot Count Station	Ballots are delivered to the counting station where ballots are counted and tabulated on the Election Tabulation Form provided.

The Clerk shall make available at the Ballot Counting Centre accommodation for

each candidate who intends to view the counting of votes and who, at least seven clear days before the election, notifies the Clerk in writing of that intention.

Where notice has been given, the Clerk shall permit a candidate's scrutineer, in the absence of the candidate, to attend at the Ballot Counting Centre to view the counting of votes.

The sealed secure storage containers containing the ballots will be delivered by the Clerk/Returning Officer to the Ballot Counting Centre for the tabulation of the votes.

Secrecy envelopes shall be opened, and the ballots counted and recorded on the ballot tabulation sheet.

Proceedings at a Ballot Counting Centre are under the direction of the Clerk, or persons designated by the Clerk and no other person shall touch any ballot or interfere in the proceedings in any way.

13. FINAL TABULATION PROCEDURES

Each Table will count ballots in bundles of 50. A Tally Sheet is included in each bundle. When the tally is complete, two election officials will initial the sheet and set the bundle on the corner of the table for the Returning Officer to Pick up.

The Returning Officer will deliver the bundle to the Deputy Treasurer for entering into the Final Tally Sheet. The Returning Officer will be present with the Deputy Treasurer and together will confirm the final tally.

The counted ballots will be placed in a secure storage container with the tally sheet wrapped around the bundle.

14. ANNOUNCEMENT OF RESULTS

Unofficial results of the counting will be posted on the municipality's website at www.chatsworth.ca.

Once the results have been certified by the Clerk or Returning Officer, they will become the official results.

The Official results will then be published on the website.

15. RECOUNTS

15.1 In the event of a recount of the ballots cast for an office(s), pursuant to Sections 56, 57 or 58 of the Act, the recount shall be conducted in the same manner as the original count, unless ordered otherwise by an order of the Superior Court of Justice.

15.2 Pursuant to section 42(4), paragraph 3 of the Act, those persons entitled to attend at a recount as identified in section 61(5) of the Act are NOT entitled to

examine each ballot as the votes are being counted by the Clerk or designate.

16. AMENDMENTS TO THE PROCEDURES AND RULES

16.1 The Clerk, at any time, has the right to amend this document to facilitate the vote, count, tabulation of the votes and security or any other matter at the sole discretion of the Clerk.

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

PART VII ACCESSIBLE ELECTION PROCEDURES

- 1. Pursuant to the *Municipal Elections Act 1996*, as well as the *Ontarians with Disabilities Act, 2001*, and the *Accessibility for Ontarians with Disabilities Act, 2005*, the Clerk is authorized to establish procedures and provide appropriate measures to ensure that persons with disabilities have equal opportunity to participate in the 2022 Municipal Election,**

Accordingly, the 2022 Municipal Election in the Township of Chatsworth will be conducted in such a manner as to ensure that:

- Candidates and electors with disabilities have full and equal access to all election information and services; and
- Persons with disabilities have full access to the Ballot Return Station

The Township of Chatsworth is compliant with all regulations of the *Accessibility or Ontarians with Disabilities Act, 2005*. All required documentation is available upon request.

2. Assistance to Electors with Disabilities

Through the use of a mail-in-voting system, the Township of Chatsworth is able to facilitate the opportunity for electors to cast their ballot at various locations for extended periods of time during the voting period. Should an elector choose to mark their ballot at the Municipal Office (Ballot Return Centre), or simply wish to personally return their completed Voting Kit, rather than through the regular mail, the Township will ensure that the process is accessible to those persons with a disability.

3. Access to Ballot Return Station (Municipal Office)

The Municipal Office has clearly marked accessible parking spaces close to the front entrance to the building, with accessible access to the front entrance. The front entrance doors are equipped with automatic door openers and the doors are wide enough to accommodate wheelchair or scooter traffic. The Ballot Return Centre for the 2022 municipal election is located on the main floor. An accessible writing counter is available to those persons attending in a wheelchair and wishing to complete their ballot

while at the municipal office.

4. Voting Assistance

4.1 Support Persons

Persons with disabilities may be accompanied by a support person inside the Ballot Return Station who may mark the ballot for said person or read the ballot aloud. There are no prescribed oaths to be taken by support persons. In addition, the Clerk or designated Election Official can also assist a voter in marking their ballot. In this instance, prior to entering the designated area, the person with the disability and the Clerk or designated Election Official will determine the extent to which assistance is needed and the best way it may be provided. This may include marking the ballot as directed by the elector, if requested. All Election Officials are required to swear an Oath of Secrecy to the elector.

4.2 Service Animals

Electors requiring service animals will be permitted to have them present while in the Ballot Return Station. They will be permitted to accompany the elector in all areas where public access is allowed.

4.3 Assistive Devices

Magnifying sheets will be made available and pads of paper and pens to assist any elector, as required.

4.4 Alternative Forms

Election information will be made available through a range of channels in diverse formats if requested, including:

- Information available in large print (upon request) and on the municipal website in downloadable format; and
- Material in plain/clear language for electors, service providers and others who may be providing assistance.

Election information does not include the Voting Kit.

17. FORMS

The following is a listing of the forms that may be used during the 2022 municipal election. These forms are included in the manual for illustration purposes and the Clerk reserves the right to amend, add or remove forms as required during the municipal election process.

FORM NO.	NAME
Prescribed forms	
Form 1	Nomination Paper
Form 2	Nomination Endorsement Form
Form 4	Campaign 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 Report – Third Party
EL 01	Oath of Returning Officer
EL 02	Appointment and Oath of Deputy Returning Officer
EL 03	Appointment and Oath of Election Official
EL 04	Candidate’s Consent to Release of Personal Information
EL 05	Notice of Nomination for Office (Advertisement)
EL 06	Unofficial List of Candidates
EL 07	List of Certified Candidates
EL 08	Appointment of Scrutineer by Candidate

EL 09	Oral Oath of Secrecy By Scrutineer
EL 10	Additional Nominations
EL 11	Notice of Additional Nominations
EL 12	Notice of Rejection of Nomination
EL 13	Withdrawal of Nomination
EL 14	Declaration of Acclamation to Office
EL 15	Application to Amend Voters' List
EL 16	Application for Removal of Another's Name from the Voters' List
EL 17	Notice of Election Information (Advertisement)
EL 18	Candidate's Declaration - Proper Use of Voters' List
EL 19	Oath of Qualification – Electors
EL 20	Certification of Voters' List
EL 21	Affidavit of Qualification and Receipt of Voter Kit
EL 22	Oral Oath of Friend or Interpreter
EL 23	Appointment and Oath of Election Constable
EL 24	Notice of Death/Ineligibility of Candidate
EL 25	Notice of Corrupt Practice
EL 26	<i>Not in Use</i>
EL 27	Declaration of Election Official – Secure Storage Container Empty
EL 28	Oath of Secrecy - Opening of Ballot Packages - Ballot Return
EL29 A	Daily Summary of Ballots Received
EL 29	Daily Summary Sheet – Ballot Return Station
EL 30	Certificate as to Ballot Return Stations
EL 31	Oath of Secrecy – Attendance at Voting Return Station
EL 32	List of Objections to Vote Count – Manual Count
EL 33	Statement of Election Results (Not Certified)
EL 34	Certificate of Election Results
EL 35	Certificate of Election Results – School Board
EL 36	Notice of Recount
EL 37	Declaration of Recount Results
EL 38	Witness Statement as to Destruction of Ballots
Third Party	
EL 39	Official List of Registered Third Parties
EL 40	Estimated Maximum Expenses Third Party Expenses
EL 41	Certificate of Maximum Third-Party Expenses
EL 42	Notice to Third Party of Filing Requirements
EL 43	Notice of Default – Registered Third Party
EL 44	Notice of Penalties – Registered Third Party
EL 45	Broadcaster/Publisher Information Sheet – Third Party
Campaign	
ELF 01	Notice to Candidate of Filing Requirements
ELF 02	Estimate of Maximum Campaign Expenses - Preliminary
ELF 03	Certificate of Maximum Campaign Expenses - Final
ELF 04	Certificate of Maximum Contributions Own Campaign – Preliminary

ELF 05	Certificate of Maximum Amount of Expenses for parties, etc. –
ELF 06	Certificate of Maximum Contributions Own Campaign - Final
ELF 07	Notice of Default
ELF 08	Notice of Offence/Notice of Corrupt Practice