



## Township of Georgian Bluffs

Municipal Election 2018

### Internet/Telephone Voting Procedures

#### 1. Definitions

**“Act”** means the *Municipal Elections Act 1996, SO 1996 c.32* as amended.

**“Ballot”** means either an image on a computer screen for offices in an election to be voted for, including all choices available to the voters and containing spaces in which the voters mark their votes; or when voting using a touchtone telephone, an audio set of instructions describing all choices available to the voters and how to make their selection by pressing the numbered touchtone keypad.

**“Candidate”** means a person nominated under s.33 of the Act.

**“Certified Candidate”** means a candidate whose nomination was certified by the Clerk under s.35 of the Act.

**“Clerk”** means the Clerk of the Township of Georgian Bluffs who is responsible for conducting this election under the authority of the Act.

**“Election”** means the 2018 School Board and Municipal elections conducted by the municipality

**“Election Official”** means the Clerk or other person appointed in writing by the Clerk to carry out election duties under the Act. An Election Official can only carry out the tasks and duties as assigned in writing by the Clerk, and must take the prescribed Oath under s.15 of the Act.

**“Friend”** means any person who is requested by an elector to assist him or her in the voting process.

**“Help Centre”** means a location designated by the Clerk where individuals may be added to the Voters’ List and to provide assistance and clarification on the election process, including the access to a telephone and/or internet. The ability to vote at the Help Centre will be limited to hours designated by the Clerk.

**“Municipal Office”** means the Township of Georgian Bluffs administration building located at 177964 Grey Road 18, Georgian Bluffs, Ontario.

**“Nomination Day”** means the deadline to file a nomination for a regular election, which is the fourth Friday in July (July 27, 2018 for the 2018 election).

**“Password”** means an additional access control word assigned by Dominion Voting Systems Inc. to each authorized user to provide additional security for access to the

voting system.

**“Preliminary List of Electors”** or **“PLE”** means a list of electors for the Municipality compiled by the Municipal Property Assessment Corporation (MPAC) and provided to the Municipality by July 31st of an election year under s.19 of the Act.

**“Proof of Identification”** means proof of identity and residence as prescribed in O. Reg. 304/13 of the Act.

**“Regular Office Hours”** means Monday to Friday, 9:00 am to 4:30 pm.

**“Scrutineer”** means an individual, appointed in writing by a certified candidate, to represent him or her during the election.

**“Time/Clock”** means the time as indicated on the National Research Council Canada Web Clock showing official times for the Eastern Time Zone.

**“Voter Credentials”** means unique multiple digit number or numbers assigned to each voter to provide security for access to the voting system.

**“Voter Information Letter”** means a letter mailed individually to every elector containing voting instructions, including a Personal Identification Number (PIN) and other relevant information.

**“Voters’ List”** means the Preliminary List of Electors, as corrected by the Clerk, under the provisions of s.19 and s.22 of the Act.

**“Voting Day”** means the final day on which the vote is to be taken in an election and shall be Monday October 22, 2018 with the close of voting to be at 8:00 pm.

**“Voting Period”** means the period in which an eligible voter may cast their vote, either via internet or telephone and shall span from Friday, October 12 at 10:00 am to Monday October 22, 2018 at 8:00 pm.

**“Website”** means the designated municipal website for election information.

## 2. References in these procedures

References to section numbers in this document (shown sometimes as s.##) refer directly to sections in the *Municipal Elections Act 1996, SO 1996 c.32* as amended. Unless otherwise stated, references to Ontario Regulations (O. Reg) are regulations made pursuant to the *Municipal Elections Act*.

### 3. Authority (s.42)

A by-law authorizing internet/telephone voting must be passed on or before May 1 in the year before the year of the election.

On March 8, 2017, By-law No. 2017-016 (attached) was passed authorizing the use of internet/telephone voting methods for municipal elections.

In keeping with s.42 (5) voting proxies will not be used or permitted with this method of voting. In addition, the Voting Period provides for voting in advance of Voting Day commencing Friday, October 12, 2018, at 10:00 am and concluding on Monday, October 22, 2018 at 8:00 pm.

### 4. Service Provider

The service provider for internet/telephone voting is Dominion Voting Systems Inc. A copy of the contract with Dominion Voting Systems Inc. is available from the Clerk upon request.

### 5. System Integrity

The integrity of the voting process shall be the responsibility of the Clerk and shall be preserved by:

- ensuring that every eligible elector on the Voters' List, as amended, is sent a sealed Voter Information Letter containing the voter's unique PIN, by first class mail;
- ensuring that no one except the Clerk, or designate, can access PINs maintained by Dominion Voting Systems Inc. that match each voter's name and address; and
- providing an opportunity for eligible electors to be added to the Voters' List or to make amendments to the list, up to and including Election Day, October 22, 2018, at 8:00 pm.

### 6. System Checks

Logic and accuracy testing of the voting system will take place in advance of vote at dates to be determined by the Clerk. The logic and accuracy testing session will be open to candidates, who will be notified of the dates/times/places that testing will be conducted.

### 7. Secrecy

All Election Officials shall take an oath of secrecy and be appointed by the Clerk as per the "Appointment and Oath of Election Official" Form EL11.

All complaints regarding any and/or all breaches of secrecy shall be documented by the Election Official as well as questions and answers of the complainant and, the Clerk

take such actions as deemed necessary, including reporting to the police, for further investigation and prosecution.

## **8. Preparation of Voter Information Letters**

The Voter Information Letters will be prepared using the Voters' List as amended.

Voter Information Letters shall be delivered to Canada Post and distributed by first class mail to all eligible electors on or about October 4, 2018 to enable them to use the Telephone / Internet Voting service.

The Voter Information Letter will contain:

- the elector's Voter Credentials, the telephone number to call to cast his or her vote by telephone and the designated internet address (URL) to access to cast his or her vote using the Internet;
- instructions on how to vote;
- dates and hours of voting;
- the location and telephone number of the Help Centres;
- voter eligibility criteria;
- office and candidate information; and
- information on illegal and corrupt practices as specified by the Act.

A person cannot give his/her Voter Information Letter to another eligible elector for the purpose of voting. Acceptance and/or use of another person's Voter Information Letter including the actual voting thereof will be considered an illegal and corrupt practice and therefore subject to the penalty provisions under the Act, specifically s.89 and s.90.

## **9. Public Information Sessions**

Public information sessions will be held for the purpose of explaining the method of voting and responding to questions from the electorate. The sessions will be advertised and noted on the Website.

## **10. Help Centre**

Eligible voters who attend at the Help Centre and are not on the Voters' List will be able to be added to the list by filling out an "Application to Amend Voters' List" Form EL15 and providing proof of identity and residence as prescribed in O. Reg. 304/13. Their names will be added to the Voters' List and they will be assigned and delivered a Voter Information Letter containing Voter Credentials.

Eligible voters who attend at the Help Centre will be able to request a replacement Voter Information Letter under certain circumstances:

- 1) Where a person on the Voters' List has lost or not received his or her Voter Information Letter and the PIN has not been used, he or she can attend the Help Centre and prove to the satisfaction of the authorized Election Official that they require a new PIN. The authorized Election Official will disable the elector's assigned PIN. Upon providing proof of identity and residence as prescribed in O. Reg. 304/13 to an Election Official, an oath on "Application for Re-Issue of a Voter Information Letter (Lost and Unused)" Form EL53 shall be taken by the elector and a new Voter Information Letter containing a new PIN shall be issued.
- 2) Where a person on the Voters' List has attempted to vote and their PIN has already been used, he or she can attend the Help Centre and prove to the satisfaction of the authorized Election Official that they did not vote the PIN and require a new PIN. Prior to issuing a new PIN, the Election Official shall advise the elector that once the new PIN has been assigned, the elector must vote immediately at the Help Centre. Upon providing proof of identity and residence as prescribed in O. Reg. 304/13 to an Election Official, an "Application for Re-Issue of a Voter Information Letter (Used by an Impostor)" Form EL54 shall be taken by the elector and a new Voter Information Letter containing a new PIN shall be issued. The elector will be directed immediately to the Help Centre where telephone/internet access is available to eliminate any further misuse of the PIN.

A candidate or his or her scrutineer is permitted to attend the Help Centre to observe the voting procedure.

## 11. Candidates – Access to "Strike Off" List

During the Voting Period, Candidates that request it will receive an electronic list daily showing the names of those electors that have cast a ballot.

## 12. Voting

Voting will commence on October 12, 2018 at 10:00 am and will continue 24 hours per day through to October 22, 2018 at 8:00 pm.

During the Voting Period, Help Centres will be provided at:

- Township Hall, 177964 Grey Road 18, Georgian Bluffs,
- Shallow Lake Community Centre, 550 Princess Street, Shallow Lake.

Both Help Centres shall have access to a telephone and the internet. Any telephone provided at the Help Centre shall delete any display options on the telephone.

Help Centres shall be open during hours designated by the Clerk.

Prior to the activation of the system by the Clerk, on October 12, 2018 (10:00 am), the Clerk, and/or her designate, and any other authorized Election Officials, and those candidates/scrutineers in attendance shall confirm that all candidates' names are listed

and that no votes have been cast. The system will not be activated until confirmation that all the counts associated with each of the candidates' names indicate a "0" total.

A report will be printed indicating the "0" totals. The Clerk and any other Election Officials present will sign the "0" totals report. Candidates and scrutineers present will be encouraged to sign the "0" totals report.

The voting system will allow the eligible elector to vote using a telephone or the internet. A voter must complete the races utilizing one of the two channel options.

Eligible electors may telephone a designated toll-free number to cast their vote by using a cellular or land line, touch-tone telephone but **not a rotary dial telephone**.

Alternatively, eligible electors will be able to access a designated internet address and cast their vote.

Every eligible elector shall be limited to one ballot for all races and questions for which they are entitled to vote, through the use of voter credentials distributed by first class mail in a sealed and personalized Voter Information Letter.

Prior to voting, electors will be required to confirm that they are an eligible voter, complete a security prompt and key in their voter credentials.

Once a voter has made a selection for each race or question, the voting system shall indicate the voter's choice and shall allow the voter to either confirm their selection, and cast their vote, or return to the race to change their selection. If the selection of a particular race is not marked, a vote is not cast for that race.

Once the voter credentials are used to complete voting and a ballot is cast, the credentials cannot be used again and further access shall not be granted to the voting system.

The names of voters who have voted during the voting period will be provided to the Clerk electronically through the Dominion Voting System. **It is not possible to determine how a voter has voted.**

### 13. Voters Requiring Assistance (s.52(1)4)

The Election Official may permit a voter who needs assistance in voting to have such assistance as the Election Official considers necessary.

### 14. Oral Oath of Voter Requiring Assistance

A voter who requires assistance to vote at a Help Centre may ask the Election Official for assistance. The Election Official shall require the voter making the request to take the Oral Oath of Voter Requiring Assistance on the "Oral Oath of Elector Requiring Assistance, Friend, Interpreter" Form EL27.

## 15. Oral Oath of Friend of Elector

In lieu of the Election Official providing assistance, the voter may request that a friend accompany the voter at a Help Centre and assist the voter. Any friend assisting shall be required to take the Oral Oath of Friend of Elector on the “Oral Oath of Elector Requiring Assistance, Friend, Interpreter” Form EL27. No person shall be allowed to act as a friend of more than one voter at a Help Centre. **Candidates and Scrutineers may not act in the capacity of a friend of elector.**

## 16. Oral Oath of Interpreter

Where a voter requires an interpreter, such interpreter must be provided by the voter, shall take the Oral Oath of Interpreter on the “Oral Oath of Elector Requiring Assistance, Friend, Interpreter” Form EL27, and shall translate the oaths as well as any lawful questions put to the voter.

## 17. Duplicate Voter Information Letters

Should an eligible elector receive more than one Voter Information Letter, the eligible elector may only vote **once** and must return the other Voter Information Letter to the Municipal Office and complete an “Application to Amend the Voters’ List” Form EL15 to remove the duplicate name. Any electors who vote more than once or who improperly use the Voter Information Letter shall be reported to the Police for further investigation as to possible corrupt practices under the Act.

Voter Information Letters returned to the Help Centre shall have the voter credentials immediately disabled in the system so that voter credentials cannot be used in the voting process. The opened Voter Information Letters will then be maintained in a secure fashion and destroyed in the same manner as all other municipal election material as provided for under s.88 of the Act.

The Clerk and the Election Official shall ensure a complete audit trail is maintained of all Voter Information Letters:

- that were sent to eligible electors;
- that were returned from the Post Office;
- that were returned by an elector or other individual either opened or unopened but unused for voting purposes;
- that were set to a status that prevented them from being used to vote;
- that were re-issued to an eligible elector; and
- that were assigned by an Election Official to eligible electors that have completed “Application to Amend the Voters’ List” Form EL15.

## 18. PIN Procedures

Where an eligible voter has tried his/her PIN and has been unsuccessful in accessing the voting system, the Election Official will determine its status, and once verified, shall advise the voter that the PIN is valid and has not been used. The Election Official may suggest the voter try the voter credentials again using an alternate method (telephone vs. internet) or attend the Help Centre to obtain assistance in voting.

Where an eligible voter has received an incorrect Voter PIN in terms of school support, and has not voted in that race, the voter must contact the Help Centre and have the proper category applied to the existing PIN. The elector will be required to provide appropriate confirmation of eligibility and to complete "Application to Amend Voters' List" Form EL15. **For the purposes of voting in 2018, a change for school support cannot be made after the ballot has been cast. In other words, under no circumstances shall a voter be entitled to cast a second ballot.**

New voter credentials shall not be given out over the telephone. The voter must attend the Help Centre with proof of identify and residence as prescribed in O. Reg. 304/13 and complete the appropriate form.

**See also Section 10.**

Exceptions will be considered at the sole discretion of the Clerk when satisfied that extenuating circumstances require special accommodation. Such situations shall be documented by the Clerk with measures to ensure security and privacy of the elector, and integrity of the voting process.

## 19. Retirement Home or Institution

A roving Help Centre may visit institutional buildings during the Voting Period. The Clerk will work with Grey County and seniors organizations to determine the need for a roving Help Centre.

A schedule will be provided to candidates at least one week in advance of implementation of a roving Help Centre.

## 20. Scrutineers

### a) Appointment by Candidate and Qualification

A candidate may appoint scrutineers to represent him/her at the Municipal Office, the testing and opening of the voting system, at the Help Centres during voting periods, and during the receipt of voting results, including during a recount.

The appointment shall be made using the "Appointment of Scrutineer" Form EL12(A). The forms to appoint scrutineers must be signed by the candidate. The candidate shall provide this signed form to their scrutineer.



**b) Conduct**

The candidate is responsible for the conduct of his/her scrutineers. In the event of a complaint regarding the conduct of a scrutineer at a Help Centre or at the opening or closing of the voting system, the scrutineer may be asked to leave by the Election Official, and the candidate will be contacted.

**c) Number per Candidate**

Either the candidates or not more than one (1) scrutineer representing each candidate will be permitted during the closing of the voting system. Only the candidate or his/her appointed scrutineer may be in attendance at a Help Centre at one time. The candidate/scrutineer must take an "Oral Oath of Secrecy" Form EL12(B) at the Help Centre.

**d) Evidence of Appointment**

A person appointed as a scrutineer, before being admitted to the Help Centre, shall show his/her appointment form and provide proof of identity.

## 21. Count Procedure

The Clerk, at 8:00 pm on October 22, 2018, shall arrange for the close of the voting system at the Municipal Office. All eligible voters in process at 8:00 pm, or in attendance to vote at the Help Centre at 8:00 pm, will be permitted to vote prior to closing of the voting system.

Candidates or one scrutineer for each candidate may be in attendance at the Municipal Office for close of voting. Candidates and scrutineers will be required to provide proof of identity prior to entry. Scrutineers will be required to show their appointment letter Form EL12(A). Entry will not be permitted before 7:45 pm. Anyone who is creating a disturbance will be removed as directed by the Clerk.

Upon receiving confirmation that all pending voters have voted, the Clerk shall produce the results report from the voting system. Those present, including the Clerk, Election Officials, candidates (or their scrutineers), shall sign the report indicating the results and votes cast.

## 22. Notice of Results

The unofficial results of each candidate shall be made available by the Clerk no earlier than 8:15 pm on Monday, October 22, 2018 Voting Day, at the Municipal Office, 177964 Grey Road 18, and the Clerk shall post the same **Unofficial Results** on the Municipality's Website.

As soon as possible after Voting Day, the Clerk shall declare the **Official Results** and post the results at the Municipal Office and on the municipal Website.

Notice shall be provided to the County of Grey with regard to the final number of electors and elected persons to the positions of Mayor and Deputy Mayor who will be serving as County Councillors.

Notice of election results for each school board race shall be provided to the responsible Municipal Office for each of the elections.

## 23. Recount

A recount under sections 56, 57, or 58 shall be conducted in the same manner as the original count as per s.60 (1) unless ordered otherwise by a judge under s.60 (3).

A recount is required when:

- there is a tie vote where both or all candidates cannot be declared elected (Automatic);
- by resolution of Council (for Council offices);
- by resolution of local board (for offices on a local board);
- by order of the Minister (for questions submitted by the Minister);
- by order of the Superior Court of Justice.

### a) **Costs of Recount (s.7(3), 7(4))**

The costs incurred by the Clerk to conduct a recount are to be paid by the Municipality. Any expenses incurred by a candidate will be the responsibility of the candidate ie: legal counsel in attendance on behalf of the candidate.

The Clerk shall submit a signed certificate verifying the costs to the appropriate local board, upper tier municipality or Minister who shall in turn be responsible for paying the costs as soon as possible.

### b) **Who Conducts Recount (s.56)**

The Clerk conducts all recounts for elections for which he or she is responsible except recounts conducted by the Superior Court of Justice upon appeal.

### c) **Tied Vote Recount (s.56)**

Where there is a tied vote for the election of a candidate to an office and both or all of the candidates cannot be declared elected, the Clerk must hold a recount **within 15 days after the declaration** required by s.55(4)a)b) of the results of the election.

If required, Dominion Voting Systems Inc. shall provide any documentation to support the integrity, security and accuracy of the electronic voting system.

**d) Council, Local/School Board or Minister Request for Recount (s.57)**

Within 30 days after the Clerk's declaration of the results under s.55(4), a Council, local/school board may pass a resolution or, the Minister may make an order requiring a recount.

The recount is to be held within 15 days **after the resolution is passed or the order is made**. The resolution for a recount must be passed no later than Wednesday November 21, 2018. An order of the Minister must be made within the same time frame. The incoming council or local board is no longer able to make a decision on a recount.

**e) Application to Superior Court of Justice (s.58)**

A person who is entitled to vote in an election and who has reasonable grounds for believing the election results to be in doubt may apply to the Superior Court of Justice for an order directing the Clerk to hold a recount.

The application must be commenced within 30 days after the Clerk's official declaration of the results under s.55(4). The court, if satisfied there are sufficient grounds, shall make an order requiring the Clerk to hold a recount. The recount is to be held within 15 days after the Clerk receives a copy of the order.

**f) Votes for Candidates to be included in a Recount (s.56, 59)**

The votes to be included in the recount are as follows:

- In a recount for a tied vote, the votes cast for candidates who are tied.
- In a recount being conducted under the authority of a council or local board resolution, the votes cast for candidates named in the resolution (all or specified candidates).
- In a recount being conducted under the authority of a court order, the votes cast for candidates named in the order (all or specified candidates).

The Clerk may include the votes for any other candidate for the same office. The practical application of this provision would be for the Clerk to include any candidate whose vote total was, in the Clerk's opinion, close enough to possibly be affected by the recount.

**g) Persons entitled to be Present at a Recount (s.61)**

- the Clerk and any other Election Official appointed for the recount;
- every certified candidate for the office involved;
- the applicant, if any, who applied for the recount under s.58;
- legal counsel for any of the above;
- each certified candidate for the office involved or an applicant may appoint a scrutineer for the recount.

**h) Notification of Recount (s.56, 57, 58 and O. Reg. 101/97)**

The Clerk shall give notice of the recount date, time and place to the following:

- all certified candidates for the office which is the subject of the recount;
- where a resolution is involved, the Council or local/school board which passed the resolution;
- the Minister when an order has been made;
- the applicant in the case of a court order;
- notice of recount will be given by registered mail or personal service.

**i) Process at Recount (s.61, 62)**

Once the recount process has commenced, it must continue to completion. Upon completion of the recount, the Clerk will announce the results of the recount. Persons authorized to be in attendance at the recount may also be at the announcement of the results of the recount.

Unless an application has been made for a judicial recount, the Clerk, on the 16th day after the recount is completed, will declare the successful candidate or candidates elected or will declare the result of the vote.

**j) Continuing Tie Vote – After Recount Procedures**

Pursuant to s.62(3) in a case of a tied vote following the recount, the Clerk shall determine the result by conducting a lot as follows:

The Clerk shall write the name of each candidate on equal-sized pieces of paper. They are then put in a container as determined by the Clerk. The Clerk shall announce prior to the draw that “the candidate to be elected shall be the candidate whose name is written on the first piece of paper I draw out of the container.” The paper is pulled from the container and the candidate elected is announced.

**k) Declaration by Clerk and Notice of Final Certified Results – s.62(4)**

Unless an application has been made for a judicial recount, the Clerk on the 16th day after the recount is completed will declare the successful candidate or candidates elected by posting the “Declaration of Recount Results” Form 32 at the Municipal Office and on the Website. Such Declaration shall be sent to everyone previously given notice of the recount.

# **The Corporation of the Township of Georgian Bluffs**

## **By-law Number 2017-016**

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### **Being a by-law to authorize the use of alternative voting methods (telephone and internet) for the 2018 municipal and school board elections**

**Whereas**, Section 5 (3) of the Municipal Act, S.O. 2001, c. 25 provides that municipal power shall be exercised by by-law; and

**Whereas**, Section 42 of the Municipal Elections Act, S.O. 1996 provides that a municipal council may pass by-laws authorizing the use of voting and vote-counting equipment, and for electors to use an alternative voting method does not require electors to attend a voting place in order to vote; and

**Whereas**, that said Act further provides that such by-laws must be enacted by May 1st in the year preceding an election year; and

**Whereas**, the Council of the Corporation of the Township of Georgian Bluffs deems it expedient and necessary to pass a by-law to authorize the use of electronic (telephone and internet) voting as an alternative voting method for the 2018 municipal and school board elections.

**Therefore, the Council of the Corporation of the Township of Georgian Bluffs enacts the following:**

1. That the use of electronic voting by telephone and internet as alternative voting methods is hereby authorized in respect of the municipal and school board election to be held in 2018.
2. That the Clerk/Returning Officer is authorized to determine the length of the voting period, including advanced voting.
3. That the counting of ballots by electronic methods, in keeping with the voting method is hereby authorized.
4. That the Clerk/Returning Officer is authorized to enter into agreements with selected vendors necessary for the election in keeping with the Purchasing Policy and relevant Council resolutions.
5. That By-law 01-2014 is hereby repealed.

6. That this by-law shall come into force and effect upon being passed by Council.

**Read a first and second time this 8<sup>th</sup> day of March, 2017.**

**Read a third time and finally passed this 8<sup>th</sup> day of March, 2017.**



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Mayor – Alan Barfoot



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Acting Clerk – Rick Winters



# Township of Georgian Bluffs

Municipal Election 2018

## Appointment and Oath of Deputy Returning Officer

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Name of Person Appointed as Deputy Returning Officer:

The person named above is hereby appointed Deputy Returning Officer (DRO), for the Township of Georgian Bluffs, and in addition to the duties and responsibilities of a DRO as provided in the *Municipal Elections Act, 1996*, is hereby delegated the following duties and responsibilities pursuant to the *Municipal Elections Act, 1996*:

- authority to amend the Voter’s List at the Voting Place to add an Elector, remove an Elector’s own name and/or correct erroneous information;
- authority to require a person to furnish proof of identity, qualifications or any other matter;
- authority to administer the Oral Oath of Secrecy and the Oral Oath or Affirmation of Qualification;
- authority to maintain peace and order at the Voting Place by removing anyone who is causing a disturbance.

\_\_\_\_\_  
Wendi Hunter, Clerk

I, the person named above, solemnly swear (or affirm) that I will:

- act faithfully in the capacity set out in my appointment and perform all the duties required by law without partiality, fear or affection,
- maintain and aid in maintaining the secrecy of the voting, and
- not interfere nor attempt to interfere with an Elector when she/he is marking her/his ballot, obtain or communicate any information as to how an elector is about to vote or has voted, or directly or indirectly induce an Elector to show her/his marked ballot to any person.

Declared before me at the Township of Georgian Bluffs, in the County of Grey, this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
Wendi Hunter, Clerk

\_\_\_\_\_  
Deputy Returning Officer



# Township of Georgian Bluffs

Municipal Election 2018

## Appointment and Oath of Election Official

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Name of Person Appointed as Election Official:

The person named above is hereby appointed an Election Official for the Township of Georgian Bluffs, and is hereby delegated the following duties and responsibilities pursuant to the *Municipal Elections Act, 1996*.

- authority to require a person to furnish proof of identity, qualifications or any other matter;
- authority to approve or deny applications for revision to the Voter's List;
- authority to amend the Voter's List to add an Elector, remove an Elector's own name and/or correct erroneous information;
- authority to receive election results as they are reported on Election Day.

\_\_\_\_\_  
Wendi Hunter, Clerk

I, the person named above, solemnly swear (or affirm) that I will:

- act faithfully in the capacity of Election Official and perform all the duties required by law without partiality, fear or affection,
- maintain and aid in maintaining the secrecy of the voting, and
- not interfere nor attempt to interfere with an elector when she/he is marking her/his ballot, obtain or communicate any information as to how an elector is about to vote or has voted, or directly or indirectly induce an elector to show her/his marked ballot to any person.

Declared before me at the Township of Georgian Bluffs, in the County of Grey, this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
Wendi Hunter, Clerk

\_\_\_\_\_  
Election Official





# Township of Georgian Bluffs

Municipal Election 2018

## Appointment of Scrutineer by Candidate

Candidate	
Name of Candidate:	
Candidate for the Office of (select one):	
<input type="checkbox"/> Mayor	<input type="checkbox"/> Public District School Board
<input type="checkbox"/> Deputy Mayor	<input type="checkbox"/> Catholic District School Board
<input type="checkbox"/> Councillor	<input type="checkbox"/> French Public District School Board
	<input type="checkbox"/> French Catholic District School Board
Scrutineer Appointment	
Name of Scrutineer Appointed: _____	
I appoint the individual noted above as a scrutineer to represent me in the Township of Georgian Bluffs 2018 Municipal Election.	
Date	Signature of Candidate
_ _ / _ _ / _ _ _ _ DD MM YYYY	
Instructions to Scrutineer	
<ul style="list-style-type: none"> <li>• Scrutineers arriving at a voting place must show this form and personal identification to the election officials and take an oath of secrecy.</li> <li>• Scrutineers and candidates must abide by the rights and prohibitions as outlined on the following page.</li> </ul>	

## **Rights and Prohibitions**

Scrutineers and Candidates may:

- enter the Voting Place,
- object to an elector if they believe the elector is not qualified.

Scrutineers and Candidates cannot:

- campaign at the voting place,
- attempt, directly or indirectly, to interfere with an elector,
- display a candidate's election material (including buttons, pins, etc.) in a voting place,
- compromise the secrecy of voting,
- obtain or attempt to obtain, in a voting place, any information about how an elector intends to vote or has voted,
- park a vehicle displaying campaign material in the parking lot of the voting place.

Note:

- Only the candidate or one of his or her scrutineers may attend the voting place at one time.
- It is no longer mandatory that scrutineers be 16 years of age or older to work at an election.
- The Deputy Returning Officer (DRO) is responsible for conduct of the Voting Place and no candidate or scrutineer has the right to interfere with the DRO in the discharge of their duties.
- Anyone who is creating a disturbance at a Voting Place will be removed by the DRO.
- Scrutineers or candidates who wish to have a discussion with another candidate or scrutineer must leave the Voting Place to carry out their discussion outside of the Voting Place.
- No campaign material or literature of any nature whatsoever shall be displayed within the Voting Place. The boundaries of the Voting Place are the boundaries of the property where the Voting place is located and includes the parking lot.
- Scrutineers/ candidates wishing to observe the close of the Voting Place must be at the Voting Place prior to the closing at 8:00 p.m. No one will be admitted to the Voting Place after 8:00 p.m.
- Candidates or their Scrutineers wishing to observe close of voting must be at the Township of Georgian Bluffs municipal offices prior to 8:00 p.m. on election day.



# Township of Georgian Bluffs

Municipal Election 2018

## Oral Oath of Secrecy

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I, \_\_\_\_\_, do solemnly swear (or affirm):

That I will maintain and aid in maintaining the secrecy of the voting; and

That I will not, nor attempt to:

- Interfere with an elector when he/she is marking his/her ballot;
- Obtain or communicate any information as to how an elector is about to vote or has voted; or
- Directly or indirectly induce an elector to show his/her marked ballot to any person

**To be declared by any Candidate or Scrutineer wishing to remain in the Voting Place**



# Township of Georgian Bluffs

Municipal Election 2018

## Application to Amend the Voters' List

- Check only one:  add applicant's name to list  
 correct applicant's information on list  
 delete applicant's or family member's name from list ( deceased  moved  other)

Name of Applicant		Date of Birth (yyyy/mm/dd)
Last	First	Middle

Qualifying address on Voting Day		<input type="checkbox"/> commercial property	At qualifying address, applicant is
Street number and name	Apt/unit #		
<b>Georgian Bluffs</b>			date
Municipality	Postal code	Assessment Roll Number	<input type="checkbox"/> unqualified (deleted name only)

Previous qualifying address (if applicable)		At previous qualifying address, applicant was
Street number and name	Apt/unit #	
Municipality	Postal Code	Assessment Roll Number

Owner  
 Tenant  
 Spouse  
 Boarder\*  
\*Boarder includes child of Owner, Tenant or Spouse

Current mailing address of applicant (if different than qualifying address)			
Street number & name	Apt/unit #	Municipality	Postal code

School Support
<input type="checkbox"/> Applicant is Roman Catholic (includes Greek & Ukrainian Catholics) <input type="checkbox"/> Applicant has French Language Education Rights

Applicant wishes to be an elector for the following School Board
<input type="checkbox"/> English-Public (anyone can support English Public) <input type="checkbox"/> English-Separate (applicant must be Roman Catholic) <input type="checkbox"/> French-Public (applicant must have French Language Education Rights) <input type="checkbox"/> French-Separate (applicant must be Roman Catholic and have French Language Education Rights)

**Declaration**

I, the undersigned, hereby declare that I am a Canadian Citizen, that I have attained the age of eighteen (18) on or before Voting Day, and that on Voting Day, I am entitled to be an elector in accordance with the facts or information submitted on this form, and that I understand the effect thereof. I hereby apply to have my name included, or amendments made to the Voters' List in accordance with such facts or information.

Signature of applicant	Date
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Certificate of Approval (to be completed by Clerk or designate)	
<input type="checkbox"/> Approved I hereby certify that the Voters' List in this municipality shall be amended in accordance with the statement of facts or information contained herein.	<input type="checkbox"/> Refused (state reason)
Signature of Clerk or designate	date

Information on this form is collected under the authority of Sections 17, 24 and 25 of the *Municipal Elections Act, 1996*, and Sections 15 and 16 of the *Assessment Act*, and will be used to determine voter eligibility. Questions about collection of this information should be directed to the Township Clerk at 177964 Grey Road 18, Georgian Bluffs, (519) 376-2729.



# Township of Georgian Bluffs

Municipal Election 2018

## Oral Oath of Elector Requiring Assistance, Friend, Interpreter

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### Oral Oath of Elector Requiring Assistance

I, (NAME OF ELECTOR) being an elector entitled to vote in the Township of Georgian Bluffs swear or solemnly affirm I require assistance to mark my ballot.

### Oral Oath of Friend of Elector

I, (NAME OF FRIEND), a friend of (NAME OF ELECTOR), an elector who is unable to vote without assistance, and who is entitled to vote in this municipality declare that I will:

- mark the ballot as directed by the elector; and
- keep secret the manner in which the elector voted.

### Oral Oath of Interpreter

I, (NAME OF INTERPRETER) acting as interpreter for (NAME OF ELECTOR), an elector entitled to vote in this municipality, declare that I will faithfully translate necessary oaths as well as any lawful questions necessarily put to the elector and his/her answers at this voting place.

**Township of Georgian Bluffs**

Municipal Election 2018

**Application for Re-Issue of a Voter Information Letter***(Lost / Unused)*

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Surname:		Given Name(s):	
Qualifying Address (Street Name & No.):		<b>Township of Georgian Bluffs</b>	Postal Code:
Mailing Address (if different):			
Roll Number:			
<p>I, _____, being the above named individual and having provided satisfactory identification to the Election Official, do hereby make the following declaration:</p> <ol style="list-style-type: none"><li>1. That I am an eligible elector for the Township of Georgian Bluffs and that I am on the Voter's list or have made an application to be included on the Voter's List;</li><li>2. <input type="checkbox"/> That I have not received by mail a Voter Information Letter from the Township of Georgian Bluffs, OR <input type="checkbox"/> That I have lost or misplaced the Voter Information Letter provided by the Township of Georgian Bluffs and I am unable to locate the said Voter Information Letter for the purpose of voting by telephone / internet.</li><li>3. That I understand that should the Voter Information Letter be received by mail or found the same shall be immediately returned to an Election Official of the Township of Georgian Bluffs and that I shall not attempt to use or give to someone else, for voting purposes, the Voter Information Letter.</li></ol>			

I, \_\_\_\_\_, solemnly declare that all the statements contained in this application are true and that I have not voted in this election, and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath. I further understand that making a false statement is an offense under the *Municipal Elections Act, 1996* and that I will be subject to persecution.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2018

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Election Official

**For Use By Election Official Only – Procedural Policy For Re-Issuance**

1. Verification of de-activation of Voter Identification No: \_\_\_\_\_  
Signature of Election Official

2. Activation of Voter Identification Number: \_\_\_\_\_  
Signature of Election Official

**Signature of Acknowledgement**

I, the above named individual, hereby acknowledge receipt of a NEW Voter Information Letter provided by the Election Official.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

I, the Election Official, do hereby acknowledge that I have provided a NEW Voter Information Letter to the applicant and have followed the procedures identified above.

\_\_\_\_\_  
Signature of Election Official

\_\_\_\_\_  
Date

Information on this form is collected under the authority of Sections 12, 40 and 42 of the *Municipal Elections Act, 1996*, and will be used to enable voting. Questions about collection of this information should be directed to the Township Clerk at 177964 Grey Road 18, Georgian Bluffs, (519) 376-2729.



# Township of Georgian Bluffs

Municipal Election 2018

## Application for Re-Issue of a Voter Information Letter (Used by an Imposter)

Surname:		Given Name(s):	
Qualifying Address (Street Name & No.):		<b>Township of Georgian Bluffs</b>	Postal Code:
Mailing Address (if different):			
Roll Number:			
<p>I, _____, being the above named individual and having provided satisfactory identification to the Election Official, do hereby make the following declaration:</p> <ol style="list-style-type: none"> <li>1. That I am an eligible elector for the Township of Georgian Bluffs and that I am on the Voter's list or have made an application to be included on the Voter's List; and</li> <li>2. That I believe my Voter Information Letter has been used by an imposter</li> </ol> <p>I, _____, solemnly declare that all the statements contained in this application are true and that I have not voted in this election, and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath. I further understand that making a false statement is an offense under the <i>Municipal Elections Act, 1996</i> and that I will be subject to persecution.</p> <p>Dated this _____ day of _____, 2018</p>			
_____ Signature of Applicant		_____ Signature of Election Official	



**For Use By Election Official Only – Procedural Policy For Re-Issuance**

1. Verification of de-activation of Voter Identification No: \_\_\_\_\_  
Signature of Election Official

2. Activation of Voter Identification Number: \_\_\_\_\_  
Signature of Election Official

**Signature of Acknowledgement**

I, the above named individual, hereby acknowledge receipt of a NEW Voter Information Letter provided by the Election Official.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

I, the Election Official, do hereby acknowledge that I have provided a NEW Voter Information Letter to the applicant and have followed the procedures identified above.

\_\_\_\_\_  
Signature of Election Official

\_\_\_\_\_  
Date

Information on this form is collected under the authority of Sections 12, 40 and 42 of the *Municipal Elections Act, 1996*, and will be used to enable voting. Questions about collection of this information should be directed to the Township Clerk at 177964 Grey Road 18, Georgian Bluffs, (519) 376-2729.