



The Township of Laurentian Valley

ELECTION POLICIES and PROCEDURES
Including Telephone/Internet/Traditional Voting

for the

2014 MUNICIPAL ELECTION

Approved by the
CAO/Clerk & Returning Officer of the
Township of Laurentian Valley
this 30th day of May, 2014

Contents

These Policies and Procedures have been prepared for the purposes of convenience ONLY. For accurate reference, please refer to the *Municipal Elections Act, 1996*, as amended and the *Good Government Act, 2009*.

1. AUTHORITY

On March 18th, 2014, the Council of The Township of Laurentian Valley adopted By-law Number 2014-03-012 authorizing the use of an alternative voting method, that being the Telephone/Internet Voting method.

The Municipal Elections Act, 1996, more specifically Subsection 42(1b)(2a)(3), states as follows:

42.1 The council of a local municipality may pass by-laws,

(b) authorizing electors to use an alternative voting method, such as voting by mail or by telephone, that does not require electors to attend at a voting place in order to vote.

42.2 A by-law passed under subsection (1) or under a predecessor of it,

(a) applies to a regular election if the by-law is passed on or before June 1 in the year of the election; and

42.3 The clerk shall,

(a) establish procedures and forms for the use of,

(i) any voting and vote-counting equipment authorized by by-law, and

(ii) any alternative voting method authorized by by-law; and

(b) provide a copy of the procedures and forms to each candidate.

In addition, the Council of The Township of Laurentian Valley has adopted By-law Number 2014-03-013 on May 18th, 2014, being a by-law to enter into an agreement with Dominion Voting Systems Corporation for Telephone/Internet Voting service for the 2014 Municipal Election.

Section 11 Subsection(2) of the Municipal Elections Act, 1996, states that the clerk of a local municipality is responsible for conducting elections within that municipality and for

- i) preparing for the election;
- ii) preparing for and conducting a recount in the election; and
- iii) maintaining peace and order in connection with the election.

With respect to the duties and authority of a municipal clerk, the Municipal Elections Act further states as follows:

Section 12

- (1) A clerk who is responsible for conducting an election may provide for any matter or procedure
 - (a) that is not otherwise provided for in an Act or regulation; and
 - (b) in the clerk's opinion, is necessary or desirable for conducting the election.
- (2) The power conferred by subsection (1) includes power to establish forms, including forms of oaths and statutory declarations, and power to require their use.
- (3) The power conferred by subsection (1) includes power to require a person, as a condition of doing anything or having an election official do anything under this Act, to furnish proof that is satisfactory to the election official of the person's identity or qualifications including citizenship or residency, or of any other matter.

Section 13

- (1) Any notice or other information that this Act requires the clerk to give shall be given in a form and manner and at a time that the clerk considers adequate to give reasonable notice or to convey the information, as the case may be.
- (2) The clerk shall provide electors, candidates and persons who are eligible to be electors with information to enable them to exercise their rights under this Act.

Subsection 42(4) also 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.

Subsection 42(5) further states that when a by-law authorizing the use of an alternative voting method is in effect, Sections 43 (advance votes) and 44 (voting proxies) apply only if the by-law so specifies. Since the purpose for the use of the alternative voting, being Telephone/Internet Voting was to eliminate proxies, By-law Number 2014-03-012 of The Township of Laurentian Valley is silent on these issues; it is therefore not applicable. Therefore, with respect to proxies, a person cannot give his or her Voter Information Letter to another eligible elector or other individual for the purpose of voting. Acceptance of a Voter Information Letter including the actual voting thereof will

be considered an illegal and corrupt practice and therefore subject to the penalty provision under the Municipal Elections Act.

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

For the 2014 Municipal Elections, the Township of Laurentian Valley will also be utilizing the traditional ballot method. Traditional Voting Procedure's shall be in accordance with the Municipal Elections Act 1996.

Therefore, as CAO/Clerk of The Township of Laurentian Valley and Returning Officer for the municipal elections, I do hereby certify and approve the following procedures for conducting the 2014 municipal elections and also establish that the attached forms are the forms permitted to be used during this election process.

Signed in the Township of Laurentian Valley in the County of Renfrew this 30th day of May, 2014.

May 30, 2014
Date Approved



Dean Sauriol
CAO/Clerk & Returning Officer

2. DEFINITIONS

- a) Advance Voting.....means alternative voting conducted commencing 8:00 a.m. on Monday, October 20, 2014 and concluding at 10:00 a.m. on Monday, October 27, 2014.
- b) Ballot..... means either an image on a computer screen of a ballot card for an election to be voted for, including all choices available to the electors and containing spaces in which the electors mark their votes; or when voting using a telephone or wireless phone, an audio set of instructions which describe all choices available to the electors and instruction to mark their selection by depressing the numbered touchtone keypad.
- c) Candidate.....means a person who has been nominated under Section 33 of the Municipal Elections Act.
- d) Certified Candidate....means a candidate whose nomination has been certified by the municipal clerk under Section 35 of the Municipal Elections Act.
- e) Clerk.....means the CAO/Clerk of The Township of Laurentian Valley who is responsible for conducting this election under the authority of the Municipal Elections Act, 1996, as amended. *(This legislation provides that the CAO/Clerk of a municipality may provide for any matter that is not otherwise provided for in an Act or regulation and is, in the CAO/Clerk of the municipality's opinion, necessary or desirable. Section 12 of the Municipal Elections Act, 1996)*
- f) Election Official....means the CAO/Clerk or other person(s) appointed in writing by the CAO/Clerk to carry out election duties under the Municipal Elections Act. An Election Official can only carry out the tasks and duties as assigned in writing by the CAO/Clerk, and must take the prescribed oath.
- g) Password.....means an additional access control word assigned by Dominion Voting Systems Corporation to each authorized user to provide additional security for access to the voting system.
- h) Personal Identification Number (PIN).....means a unique multiple digit number assigned by Dominion Voting Systems Corporation to each voter to provide security for access to the voting system.
- i) Preliminary List of Electors.....means a list of electors for The Township of

Laurentian Valley compiled by the Municipal Property Assessment Corporation (MPAC) and provided to The Township of Laurentian Valley by July 31, 2014.

- j) Revision Centre.....means a location designated by the CAO/Clerk of The Township of Laurentian Valley to make additions, deletions and corrections to the Preliminary List of Electors.
- k) Satisfactory Identification.....means one or more pieces of identification or personal information, which would verify the identity of an individual to the satisfaction of an Election Official.
- l) Scrutineer.....means an individual, appointed in writing by a certified candidate, to represent him or her during the voting process.
- m) Support Person.....means a person who has been requested by an elector to assist him or her in the voting process.
- n) Voter Help Centre....means a location provided by the Township of Laurentian Valley to assist electors with the Telephone/Internet Voting process or other general election inquiries. The Help Centre is located at the Township of Laurentian Valley Municipal Office, 460 Witt Road, Pembroke Ontario.
- o) Voters' List....means the Preliminary List of Electors, as corrected by the CAO/Clerk, under the provisions of Section 22 of the Municipal Elections Act, 1996.
- p) Voting Day.....means the final day on which the vote is to be taken in an election and shall be Monday, October 27, 2014 from 10:00 a.m. until 8:00 p.m. at the Township of Laurentian Valley Municipal Office, 460 Witt Road, Pembroke Ontario.
- q) Voter Information Letter.....means a sealed envelope containing a Personal Identification Number (PIN) for each person on the Voters' List or who have completed an application, duly approved by an Election Official, for inclusion on the Voters' List, a telephone access number and internet address for voting, a Help Centre number for assistance and a list of candidates for office. These envelopes shall be mailed individually to every person on the Voters' List.

3. APPLICATION

1. This procedure has been developed under the authority of Subsection 42(4) pursuant to Subsection 42(3) (a) (ii) of the Municipal Elections Act, 1996, and applies to the Telephone/Internet Voting being conducted by The Township of Laurentian Valley between Monday, October 20, 2014 starting at 8:00 a.m. until Monday, October 27, 2014 ending at 8:00 p.m.
2. The procedures and forms established by this document prevail over anything in the Act and its regulations, as per Subsection 42(4) of the Municipal Elections Act, 1996.
3. Where these procedures do not provide for any matter, the election shall be conducted as far as is consistent and practical within the principles of the Municipal Elections Act, 1996 with the same being determined and established by the CAO/Clerk.
4. These procedures may be amended, as necessary and deemed appropriate, by the CAO/Clerk of The Township of Laurentian Valley. Any amendment to these procedures shall be signed by the CAO/Clerk and a copy of the amendment(s) shall be provided forthwith to all certified candidates for office for The Township of Laurentian Valley and/or school boards.

4. SECRECY

1. The CAO/Clerk shall require all Election Official(s) and/or other persons working in connection with the municipal elections to swear or affirm an oath of secrecy in accordance with Section 49 of the Municipal Elections Act, 1996.
2. No person shall interfere or attempt to interfere with an elector while in the process of accessing the Telephone/Internet Voting service or interfere or attempt to interfere in the voting process while using the Telephone/Internet Voting service unless expressly requested and authorized by an elector for assistance.
3. No person shall obtain or attempt to obtain information about how an elector intends to vote or has voted. Any individual requested by an elector to assist him or her in voting is required to maintain the secrecy of the vote(s) cast by the elector and shall vote

according to the instructions and wishes of the elector. (Forms EL27 and EL27A)

4. No person shall communicate any information that might have been inadvertently obtained about how an elector intends to vote or has voted.
5. No elector shall reveal how he or she intends to vote except when obtaining assistance in voting from either a "support person" or an Election Official.
6. All electors voting at the Help Centre may vote with the assistance of a "support person". However, the "support Person" shall be required to take the appropriate oath prior to providing assistance. (EL27 and EL27A)
7. All complaints regarding any and/or all breaches of secrecy shall be investigated by the proper authorities and shall be prosecuted according to the provisions of "Corrupt Practices and Other Offences - Penalties and Enforcement" under Sections 89 and 90 of the Municipal Elections Act, 1996.

5. PRELIMINARY LIST OF ELECTORS / VOTERS' LIST

1. The Preliminary List of Electors shall be requested from the Municipal Property Assessment Corporation (MPAC) in an electronic format. The list shall be reviewed by the CAO/Clerk of The Township of Laurentian Valley and obvious errors shall be corrected as permitted under Section 22 of the Municipal Elections Act, 1996, and the list shall be approved for use as the Voters' List.
 - a) The list shall then be reproduced in paper or electronic format and distributed to those who are entitled to copies under Subsections 23(3), (4) and (5) of the Act. All certified candidates shall be entitled to two (2) copies or an electronic format and shall sign a statement acknowledging that the Voters' List shall not be used for any commercial purposes. The candidates shall receive login ID(s) and password(s) allowing them to view the List of Electors.

- b) The list shall be available in an electronic format to accommodate the administration in the voting process at the Revision and/or Help Centre.
- c) Additions, corrections and deletions may be made to the list in accordance with the Municipal Elections Act, 1996.
- d) The CAO/Clerk shall produce an electronic list of the additions, corrections and deletions, as stated in paragraph (c) of this document, and make available online these additions, corrections and deletions to those who are entitled to copies of the Voters' List under the Act and the same shall be the final Voters' List. This list, as required under Section 27 of the Municipal Elections Act, shall be available on September 22, 2014 at The Township of Laurentian Valley Municipal Office, at 460 Witt Road, Pembroke Ontario.
- e) The Voters' List, as corrected by the CAO/Clerk pursuant to Section 22 of the Municipal Elections Act, shall be provided to Dominion Voting Systems and Datafix in computer format in order that Dominion Voting Systems Corporation may print the Voter Information Letter.
- f) Voter Information Letters shall be distributed by first class mail to all eligible voters to enable them to use the Telephone/Internet Voting service.
- g) All certified candidates shall be entitled to a copy of the Voters List and shall sign a statement acknowledging that the Voters List shall not be used for any commercial purposes. The candidates shall receive login ID(s) and password(s) allowing them to view the List of Electors.

6. HELP AND REVISION CENTRE

The Help and/or Revision Centre shall be established at The Township of Laurentian Valley Municipal Office, 460 Witt Road, Pembroke, Ontario.

The Electors List shall be made available at the Revision Centre in paper and electronic format to accommodate the voting process.

The Help and/or Revision Centre shall be responsible for the following:

- a) Eligible voters who attend at the Revision Centre and are not on the Voters' List will be able to be added to the list by filling out a declaration form and providing satisfactory identification.
 - (i) Their names will be added to the Voters' List and they will be assigned and receive (or mailed) a Voter Information Letter containing a (PIN); and
 - (ii) they will be able to vote at the Revision Centre if they so wish during the voting period.
- b) Verifying and re-issuing a Voter Information Letter to qualified voters:
 - (i) where a person on the Voters' List has lost his or her Voter Information Letter or did not receive it in the mail, he or she can attend (or prove to the satisfaction of the authorized Election Official that they require a new PIN) at the Help and/or Revision Centre in order to receive a new one. The authorized Election Official will disable the Voter's lost PIN and electronically mark it in the system as having been lost. Upon providing satisfactory identification to an Election Official, an oath shall be taken by the elector and a new Voter Information Letter containing a new Personal Identification Number shall be issued.

The Voter Help Centre shall be responsible for the following:

- a) Verifying and re-issuing a Personal Identification Number to qualified voters:
 - (i) where a person on the Voters' List has lost his or her Voter Information Letter or did not receive it in the mail, he or she can contact or prove to the satisfaction of the authorized Election Official that they require a new PIN, at the Voter Help Centre in order to receive a new one. The authorized Election Official will disable the Voter's lost PIN and electronically mark it in the system as having been lost. Upon providing satisfactory identification or information to a Voter

Help Centre Election Official, as may be defined, a new Personal Identification Number shall be issued.

- (ii) The Voter help center shall answer general questions and provide assistance to voters on request.

7. NOTICES

1. The CAO/Clerk of The Township of Laurentian Valley shall notify voters of the following through the use of municipal website and newspaper advertisements:
 - a) that a municipal election is being held for The Township of Laurentian Valley and that the Municipality has adopted an alternative voting method, being Telephone/Internet Voting;
 - b) the time and date for the holding of the vote including advance voting and the method of voting including the office(s) of the Mayor, Reeve, Councillors, and School Board Trustees;
 - c) who is eligible to vote in the municipal election; and
 - d) the location and hours of the Voter Help Centre, how eligible voters can check to see if their name is on the Voters' List and the procedures by which their name can be added or information corrected on the Voters' List.
2. The CAO/Clerk shall determine the date(s) of all advertisements including the newspaper(s) and the notices that are to appear in order to comply with the requirements and principles of the Municipal Elections Act, 1996.
3. Each person on the Voters' List shall be mailed, by "first-class" mail a sealed Voter Information Letter containing:
 - a) his or her PIN and the telephone number to call to cast his or her vote and the designated internet address (URL) to access to cast his or her vote using the Internet
 - b) instructions on how to vote;
 - c) dates and hours of voting; and

- d) the location and telephone number of the Voter Help Centre.
- 4. As stated in paragraph 1, the CAO/Clerk shall provide notice to all electors, the same to be posted on municipal website and published in local newspaper(s) as determined by the CAO/Clerk, explaining the Telephone/Internet Voting service.
- 5. Where possible, cooperative advertising may take place; costs to be approved and shared by the participating municipalities.

8. VOTING

- 1. A Telephone/Internet Voting method shall be used for the 2014 municipal election in addition to paper ballots.
 - a) Telephone/Internet Voting:
 - (i) Eligible electors shall be required to telephone a designated number or access a designated internet address and cast their vote(s).
 - (ii) Every eligible elector shall be limited to only one vote through the use of a PIN distributed by first class mail in a sealed and personalized Voter Information Letter.
 - (iii) The Dominion Voting system will allow the eligible voter to vote using a telephone or internet.
 - (iv) Following the voter's selection, the voting system response shall identify the voter's choice and provide the voter with the option of changing or confirming their vote.
 - (v) The voting system shall enable the voter to abstain/skip from voting for an office(s) if he/she wishes to do so.
 - (vi) Once the Voter PIN has been used to complete "all" races associated with the election it cannot be used again and further access shall not be granted to the Telephone/Internet Voting service.

- b) Paper ballots will be used on Voting Day only during the hours of 10:00 a.m. to 8:00 p.m. at the Township of Laurentian Valley Municipal Office, 460 Witt Road, Pembroke, Ontario.
 - c) Internet and Telephone Voting will commence on Monday, October 20, 2014 at 8:00 a.m.
2. Prior to the activation of the system by Dominion Voting Systems Corporation being on Monday, October 20, 2014 at 8:00 a.m. Dominion Voting Systems Corporation shall allow access by the CAO/Clerk, the Auditor, or other authorized Election Official, to the voting system by secure ID and password, for the purposes of providing, a list of all of the candidates' names including the sum total of votes cast to ensure that all totals for all candidates indicate "0" (Zero). The system will not be activated until confirmation that all the counts associated with each of the candidate(s) names indicate a zero total.
 3. Candidates or their scrutineer may be present to verify and ensure that all totals of votes cast are at "0" and shall be permitted to sign a document that attests to this fact.
 4. The names of individuals who have voted will be indicated as voted. A list of electors who have voted during this period will be provided or made available to the candidates or their respective scrutineer through the CAO/Clerk's office or by electronic means at the Clerk's discretion.
 5. If so allowed by the CAO/Clerk, Dominion Voting Systems Corporation will make available during the course of the election, IDs and passwords for candidates and/or their scrutineers, who when using this authorization, can then connect into the voting system and review elector list information previously identified by them to discern which electors have participated in the election. This capability does **not** provide the candidate, or their designate, information on how an elector has voted, only if the voter has **participated** in the election.
 6. Candidates or their scrutineer may view this information anytime after the start date of the election.
 7. Where a voter qualifies at more than one location in The Township of Laurentian Valley, the voter may vote only once and the

qualifying address to determine eligibility for voting shall be at the place of residence of the elector. All duplication of names on the preliminary list of electors shall be verified by the CAO/Clerk and/or Election Official(s) and all duplicate names of individuals shall be deleted prior to the final preparation of the Voters' List. However, should an eligible voter receive more than one Voter Information Letter, the eligible elector may only vote once and must return the other Document(s) to the Municipal Administration Office. All voters that vote more than once or who improperly use the Voter Information Letter shall be reported to the Ontario Provincial Police for further investigation as to possible corrupt practices under the Municipal Elections Act, 1996.

8. Voter Information Letters returned to the Municipal Office unopened will be opened and the PIN status will be set so that the PIN cannot participate in the voting process. The opened Voter Information Letters will then be marked "unused" and be maintained in a secure fashion and will be destroyed at the same time as all other municipal election material as provided for under Section 88 of the Municipal Elections Act, 1996.
9. The Election Official will immediately set the PIN status so that the PIN cannot participate in the voting process should a Voter Information Letter be returned to the Municipal Office that has been opened but has not been used for voting purposes. In this circumstance, the Voter Information Letter shall be marked unused and be secured and destroyed as in item 8 above.
10. The CAO/Clerk and the Election Official(s) shall ensure a complete audit trail is maintained of all Voter Information Letters
 - a) that were sent to eligible voters;
 - b) that were returned from the Post Office;
 - c) that were returned by an elector or other individual(s) either opened or unopened but unused for voting purposes;
 - d) that were set to a status that prevented them from being voted:
 - e) that were re-issued to an eligible elector
 - f) that were assigned by Election officials to eligible electors hat have completed a Form EL 15.
11. a) Where an eligible voter has tried his or her PIN and they have determined that it has already been used, the voter can attend at the location determined by the CAO/Clerk with

- satisfactory identification and have an Election Official confirm that the elector's PIN has been used by an impersonator.
- b) Prior to the issuance of a new Voter Information Letter, the elector shall be required to respond and answer all questions of the Election Official prior to considering or authorizing the re-issuance of a Voter Information Letter. The Election Official shall document, to his/her satisfaction, questions and answers of the elector and, if deemed appropriate, the CAO/Clerk shall submit same to the Ontario Provincial Police for further investigation and prosecution.
 - c) If the Election Official believes that all questions have been answered truthfully and to his or her satisfaction, the Election Official may provide the elector with a new PIN or at the discretion of the Election Official the elector will be required to make a declaration as to his or her statement and to take an oath which shall be given by the Election Official. A copy of this declaration shall also be submitted to the Ontario Provincial Police should further questioning of the elector be required in order to ascertain if corrupt practices have occurred. The elector will be required to assist and cooperate in the investigation in determining the individual(s) who has fraudulently used the elector's Personal Identification Number.
 - d) Once the elector has properly answered all questions and, if required, taken the prescribed oath, the elector shall be issued a new Voter Information Letter containing a new PIN.
12. a) Where an eligible voter has received an incorrect Voter PIN in terms of school support, the voter can contact the Voter Help Centre and have the proper category applied to the existing PIN.
- b) The eligible elector shall be able to re-enter the system at any time during the election using the original PIN or the re-categorized PIN until the voting process has been completed.
13. New PIN(s) shall not be given out over the telephone or by mail without the expressed approval of the Clerk/CAO or their designates. A Voter Information Letter containing the PIN shall not

be given to any person at the Revision Centre unless satisfactory identification is provided and the individual has taken the required oath, if required, as administered by the Election Official.

9. VOTER QUALIFICATIONS

1. A person is entitled to be an elector at an election held in a local municipality if, on Voting Day, October 27, he or she:
 - (i) is a Canadian citizen,
 - (ii) is at least 18 years old,
 - (iii) resides in the local municipality, or is the owner or tenant of land there, or the spouse of such a person; and
 - (iv) is not prohibited from voting under subsection 17(3) of the Municipal Elections Act, 1996 or otherwise, by law.

10. VOTING PROCESS

1. Eligible voters may vote by:
 - a) accessing the telephone number provided by using a touch-tone telephone but not a rotary dial telephone. "Diga-pulse" telephones will be able to access the system using their PIN providing the over-ride button on their telephone to a "touch-tone" mode is completed. Should the preceding be incorrectly completed, the interactive response system will provide an error message requesting that the eligible elector obtain assistance from an Election Official,
 - b) or by accessing the internet address provided by using a dial modem access or a high-speed connection.
 - c) Eligible Voters who wish to vote using the traditional Paper Ballot may attend the Polling Station indicated below on Election Day (Monday, October 27, 2014) between the hours of 10:00 a.m. and 8:00 p.m.

The Township of Laurentian Valley Municipal Office
460 Witt Road
Pembroke, ON K8A 6W5

- d)
- (i) Eligible Voters may attend the Voter Help Centre during the following hours:

For Advance Voting, between the hours of 8:30 a.m. to 4:00 p.m. Monday to Friday

For Voting Day, between the hours of 8:30 a.m. until 8:00 p.m.

and use the touch-tone telephone or internet access provided. Any telephone at the Voter Help Centre shall delete any display options on the telephone.

- (ii) Eligible Voters may attend at the following locations:

The Township of Laurentian Valley Municipal Office
460 Witt Road
Pembroke, Ontario K8A 6W5

- e) Attending at the Voter Help Centre during hours identified in paragraph (d) with a support person, taking the appropriate oath(s) and having a support person vote using the touch tone telephone or internet access provided. In the absence of a support person, the voter may request the assistance of the Election Official, who may provide assistance only after the appropriate oath, if required, has been taken.
- f) Attending the Help Centre during hours identified in paragraph (d) with an interpreter, taking the appropriate oral oath(s) and voting using the touch-tone telephone or internet access provided.

11. SCRUTINEERS

1. Scrutineers may be appointed, in writing by the candidate, as stated under Section 16 of the Municipal Elections Act, 1996. If appointed, scrutineers will be entitled to the following:

- a) upon request and after producing the properly signed "Appointment of Scrutineer", and prescribing to the oath(s) of secrecy, they will be provided access to the Intelivote system showing voter sequence number and/or voter name that correspond to the list of voters, allowing them to determine all electors that have voted. Scrutineers may login into the system anytime after the election has started and voters have cast ballots and determine who has voted.
- b) upon request and after producing the properly signed appointment of scrutineer form including prescribing to the oath(s) of secrecy, they may attend at the Voter Help Centre during hours of operation to observe the process. Scrutineers who do not follow the instructions of the Election Official(s) or who attempt to interfere, influence and to determine how an elector is voting will be requested to leave the Voter Help Centre immediately and their appointment will be revoked and will not be permitted to re-attend at the Voter Help Centre.
- c) to be present at the time and place where results are received by the CAO/Clerk including signing the results report indicating the final results and votes cast.

2. Scrutineers and Candidates are prohibited from the following:

- From attempting, directly or indirectly to interfere with how an elector votes, and prohibited from attempting to campaign or persuade an elector vote for a particular candidate.
- Displaying a candidates election campaign material in a voting place or at the Help/Revision centre
- Compromise the secrecy of voting
- Interfere or attempt to interfere with an elector who is voting
- Obtain or attempt to obtain in a voting place any information about how an elector intends to vote or has voted.
- Communicate any information obtained at a voting place about how an elector intends to vote or has voted

Use of a cellular telephone shall NOT BE PERMITTED within the Voter Help Centre by any candidate or scrutineer.

Any person failing to abide by the above shall be directed to leave the Voting Place, Revision/Voter Help Centre or any other facility designated by the Clerk/Returning Officer.

12. SYSTEM

1. The integrity of the voting process shall be the responsibility of the CAO/Clerk of The Township of Laurentian Valley and shall be preserved by:
 - a) ensuring that every eligible elector on the Voters' List is mailed, using first class mail, a sealed Voter Information Letter which contains the voter's unique PIN;
 - b) ensuring that no one except Dominion Voting Systems Corporation, including the CAO/Clerk of The Township of Laurentian Valley, maintains a list of Personal Identification Numbers that matches each voter's name and address; and
 - c) providing an opportunity for eligible electors who do not appear on the Voters' List to be added to the list or to make amendments to the list, up to and including election day, October 27, at 8:00 p.m.

2. The voting system shall be tested on several occasions. The test(s) shall include, but not be limited to the following:
 - a) checking the wording of the script;
 - b) checking the Voter Help Centre and Revision Centre telephones and internet access;
 - c) checking Script and input timing;
 - d) attempting to use a PIN more than once;
 - e) Logic and Accuracy
 - f) balancing a predetermined number of votes with those cast;
 - g) matching PINs to names and addresses;

- h) checking the system which is used for activating PINs through the revision process; and
 - i) deliberately entering the wrong information.
3. All certified candidates are to provide to the CAO/Clerk the proper pronunciation of their name, in English and, in French if applicable, no later than Friday, September 19, 2014 at 2:00 p.m.

13. CORRUPT ELECTION PRACTICES – PROVINCIAL OFFENCE AND PROSECUTION

- 1. Sections 89 and 90 of the Municipal Elections Act provides for penalties and enforcement of corrupt practices and other offences during an election process.
- 2. Although the Township of Laurentian Valley will be using an alternative-voting method, being Telephone/Internet Voting, the principles and the integrity of the election process will remain and is enforceable.
- 3. Section 89 of the Municipal Elections Act continues by stating
 - “A person is guilty of an offence and liable, on conviction, to a fine of not more than \$5,000, if he or she
 - a) votes without being entitled to do so;
 - b) votes more times than this Act allows;
 - c) votes in a voting place in which he or she is not entitled to vote;
 - d) induces or procures a person to vote when that person is not entitled to do so;
 - e) having appointed a voting proxy that remains in force, votes otherwise than by the proxy;
 - f) having been appointed a voting proxy, votes under the authority of the proxy when the elector has cancelled the proxy, is no longer entitled to vote or has died;
 - g) before or during an election, publishes a false statement of a candidates withdrawal;
 - h) furnishes false or misleading information to a person whom this Act authorizes to obtain information;

- i) without authority, supplies a ballot to anyone;
 - j) delivers to the deputy returning officer to be placed in a ballot box a paper other than the ballot the deputy returning officer gave him or her;
 - k) takes a ballot away from the voting place;
 - l) at an election, takes, opens or otherwise deals with a ballot, a ballot box, or a book or package of ballots without having authority to do so;
 - m) attempts to do something described in clauses (a) to (l). 1996, c. 32, Sched., s. 89.”
 - n) furnishes false or misleading information to a person whom this Act authorizes to obtain information;
 - o) without authority, supplies a ballot to anyone;
 - p) delivers to the deputy returning officer to be placed in a ballot box a paper other than the ballot the deputy returning officer gave him or her;
 - q) takes a ballot away from the voting place;
 - r) at an election, takes, opens or otherwise deals with a ballot, a ballot box, or a book or package of ballots without having authority to do so;
 - s) attempts to do something described in clauses (a) to (l). 1996, c. 32, Sched., s. 89.”
4. No person(s) shall solicit a Voter Information Letter from an eligible elector. All valid complaints or knowledge of solicitation shall be reported immediately to the Ontario Provincial Police for investigation of corrupt practices.
5. In addition, under the provisions of Section 90 of the Municipal Elections Act, if a person is convicted of an offence and the offence was committed knowingly, the offence also constitutes a corrupt practice and the person is liable, in addition to any other penalty, for a term or imprisonment not more than six (6) months.
6. Although many provisions of the Municipal Elections Act also deal with voting places, ballots and ballot boxes, etc. the same must be used interchangeably with the “alternative form” of voting since the principle of the Act must be maintained and is therefore enforceable and subject to penalties.
7. As such, the Municipal CAO/Clerk of The Township of Laurentian Valley in this alternative form of voting, has agreed to the following rules and regulations:

- a) THAT all complaints about actions which may contravene the provisions of the Municipal Elections Act, either verbally or written, will be investigated by the CAO/Clerk;
- b) THAT all such valid complaints, once investigated to the extent and knowledge of the CAO/Clerk, will be submitted to the Ontario Provincial Police;
- c) THE Detachment Commander of the Ontario Provincial Police has been advised that all such complaints will be turned over to his or her office for further investigation;
- d) THE Detachment Commander of the Ontario Provincial Police, once the investigation is completed will communicate with the Crown Attorney's Office to determine if an individual(s) will be prosecuted.
- e) THE CAO/Clerk or any Election Official will not attempt to intervene in the prosecution and may be called to give evidence during prosecution.

14. MAIL TAMPERING - CRIMINAL OFFENCE AND PROSECUTION

- 1. The Criminal Code of Canada states that tampering with the mail of an individual is a criminal offence and a person(s) found guilty is liable to a term of imprisonment not exceeding ten (10) years.
- 2. Since the Township of Laurentian Valley will be using an alternative-voting method, that being Telephone/Internet Voting, and the notification of the voting process and how electors can access the voting system in order to exercise their right to vote will be completed through the mail, mail tampering is a criminal offence under the Criminal Code of Canada.
- 3. As such and in order to ensure the integrity and confidence of the voting process for all electors and the candidates, the Municipal CAO/Clerk of The Township of Laurentian Valley in this alternative form of voting have agreed to the following rules and regulations:
 - a) THAT all complaints about actions which may contravene the provisions of the Criminal Code of Canada with respect to

mail tampering, either verbally or written, will be investigated by the CAO/Clerk;

- b) THAT all such valid complaints, once investigated to the extent and knowledge of the CAO/Clerk, will be submitted to the local detachment of the Ontario Provincial Police;
- c) THE Detachment Commander of the Ontario Provincial Police has been advised that all such complaints will be turned over to his or her office for further investigation;
- d) THE Detachment Commander of the Ontario Provincial Police, once the investigation is completed, will communicate with the Crown Attorney's Office to determine if an individual(s) will be prosecuted.
- e) THE CAO/Clerk or any Election Official will not attempt to intervene in the prosecution and may be called to give evidence during prosecution.

15. RESULTS

1. The Township of Laurentian Valley shall keep its public voting access open until 8:00 p.m. Monday, October 27, 2014 and its Voter Help Centre access opened until the CAO/Clerk confirms that all eligible voters in the Voter Help Centre at 8:00 p.m. Monday, October 27, 2014 have completed voting.
2. The CAO/Clerk of the Township of Laurentian Valley, at 8:00 p.m. Monday, October 27, 2014, providing that all eligible electors within the Voter Help Centre have voted, shall request the close and deactivation of the Telephone/Internet Voting service and shall also request the tabulation of the results for each candidate. The final results of each candidate shall be available at after 8:00 p.m. on Monday, October 27, 2014 at the Shady Nook Recreation Centre at 80 Richardson Crescent, Pembroke, Ontario.
3. The CAO/Clerk shall report the "unofficial" results when received from Dominion Voting Systems Corporation and the polling stations as soon as practical after 8:00 p.m. Monday, October 27, 2014 at Election Headquarters located at the Shady Nook Recreation Centre

at 80 Richardson Crescent, Pembroke, Ontario and shall post the "Unofficial Results" on the Municipal Website.

4. Pursuant to Subsection 55(4) and subject to the provisions of Section 56 of the Municipal Elections Act concerning "Recount", the CAO/Clerk shall on Tuesday, October 28, 2014 at The Township of Laurentian Valley Municipal Office at 460 Witt Road, Pembroke, Ontario
 - i) declare the candidate or candidates, as the case may be, who received the highest number of votes to be elected.

16. TIE VOTE - RECOUNT PROCEDURES

1. In the case of a tie vote, as provided under Section 56 of the Municipal Elections Act, the CAO/Clerk of The Township of Laurentian Valley shall request from Dominion Voting Systems Corporation a re-tabulation of the votes cast.
2. Pursuant to Subsection 56(2) of the Municipal Elections Act, the recount shall be held within fifteen (15) days after the CAO/Clerk's declaration of the results of the election.
3. Pursuant to Subsection 61(1) of the Municipal Elections Act, the following persons will be authorized to attend the recount:
 - i) the CAO/Clerk and any other Election Official appointed by the CAO/Clerk for the recount procedure including the Municipal lawyer;
 - ii) every certified candidate for the office;
 - iii) the lawyer for each of the candidate(s); and
 - iv) only one (1) scrutineer for each of the candidate(s).
4. The CAO/Clerk shall re-tabulate the results for the office(s) that are subject to the recount procedure.
5. All Paper ballots shall be recounted as set out in the Municipal Elections Act.
6. Upon receipt of the final results of the recount, the CAO/Clerk shall announce the results of the recount and in the event of a tied vote, Subsection 62(3) of the Municipal Elections Act shall apply, being

as follows:

"If the recount indicates that two or more candidates who cannot both or all be declared elected to an office have received the same number of votes, the clerk shall choose the successful candidate or candidates by lot".

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

9. Once completed, the Municipal lawyer shall remove the remaining contents from the box and provide an opportunity for all persons present to examine these slips of papers including the box.

17. AFTER VOTING DAY

1. At no time after voting day shall any information regarding the voter, PINs and ballots come together to allow anyone to know how an elector has voted.
2. All election materials shall be destroyed in accordance with the principles of Section 88 of the Municipal Election Act, 1996.

18. EMERGENCIES

Pursuant to the Municipal Elections Act, 1996, Section 53 an emergency shall be declared in the event of a flood, fire or power failure in the municipality; acute illness or accident of the CAO/Clerk/Returning Officer or Assistant Returning Officer which prevents her/him from conducting the election pursuant to the Municipal Elections Act.

In the event of an emergency, the CAO/Clerk/Returning Officer shall advertise on radio and television stations if possible, and post notices to the extent possible, that the election has been delayed.

In the event of an emergency, the CAO/Clerk/Returning Officer, shall stop the Dominion Voting Systems from accepting calls via a telephone and connections from the Internet, thus preventing the election from continuing, or starting, as the case may be.

In the event the CAO/Clerk/Returning Officer or Assistant Returning Officer is unable to be present to conduct procedures on voting day, there shall be a substitute qualified person appointed or available to attend to the election details.

19. CANDIDATES – FINANCIAL DISCLOSURE

All nominated candidates, including those not elected, must

disclose and report their contributions and expenses by 2:00 p.m. Friday, March 27, 2015. Contributors, whose total contributions are more than \$100.00, must be listed by name, address and amount of the contribution.

A separate financial statement must be filed for each office he or she was nominated for.

It is the responsibility of the candidate to file a complete and accurate financial statement.

Candidate's financial statements are filed with the CAO/Clerk and are public documents.

20. ATTACHMENTS - FORMS

The following forms and notices have been approved for use by The Township of Laurentian Valley for the election process:

- a) Nomination Paper (Form 1)

Additional forms have been prepared for the 2014 Municipal Elections and will be utilized when necessary or desirable for conducting the election under the direction of the CAO/Clerk, as per Section 12 (1) of the Municipal Elections Act, 1996, S. O. 1996.