

AGENDA / ORDRE DU JOUR

- A) Declaration of Pecuniary Interest / Déclaration d'intérêts pécuniaires
- B) Addendum (if applicable) and Agenda / Addenda (si nécessaire) et Ordre du jour
- B-1 Resolution to approve the Addendum
- B-2 Resolution to adopt the Agenda
- C) Delegations / Petitions / Délégations / Pétitions **NIL**

COMMITTEE OF THE WHOLE MEETING / COMITÉ PLÉNIER

- D-1) General Government / gouvernement général
- D-1 (a) Memo re: Proposed Amendments to the Procedural By-Law re: Privileges
- D-1 (b) 2018 Municipal Election – Policies and Procedures
- D-2) Planning / Planification **NIL**
- D-3) Emergency Measures and Public Safety / Mesures d'urgence et sécurité publique ... **NIL**
- D-4) Economic Development / Développement économique **NIL**
- D-5) Social Services and Health / Services sociaux et santé **NIL**
- D-6) Public Works / Travaux publics **NIL**
- D-7) Community Services / Services communautaires
- D-7 (a) Possibility of partnership re : Summer Day Camp
- D-8) Sewer and Water / Les égouts et l'eau **NIL**
- D-9) Environmental / L'environnement
- D-9 (a) Spring Clean-Up Week

REGULAR COUNCIL MEETING / RÉUNION RÉGULIÈRE

- E) Planning / Planification..... **NIL**

- F) Correspondence and Accounts / Comptes et courier **NIL**
- G) Unfinished Business / Affaires en marche **NIL**
- H) New Business / Affaires nouvelles **NIL**
- I) Addendum / Addenda
- J) Notice of Motion / Avis de motion
- K) Information & Questions / Information et questions
K-1 Mayor's Report
- L) Closed Meeting / Réunion à huis clos **NIL**
- M) Adjournment / Ajournement
M-1 Resolution to adopt By-law **2018/22** confirming proceedings of meeting
M-2 Resolution to adjourn the meeting

MEMORANDUM

TO: Mayor and Council
FROM: Melanie Ducharme, Municipal Clerk/Planner
DATE: March 13, 2018
RE: **PROCEDURAL BY-LAW REVISION #7 – POINTS OF PRIVILEGE**

At the meeting of March 6, 2018, the matter of including a section dealing with “Point of Privilege” was raised. The following is a short summary of information concerning points of privilege;

Definition of question of privilege:

A question that concerns the rights or privileges of a legislative body or of any of its members.

OR:

A term of parliamentary law and procedure which refers to an urgent motion made at a meeting which seeks an immediate ruling on an alleged violation of the rights or privileges of members as a whole, or in regards to a negative personal remark.

The Canadian House of Commons Practice and Procedures, Second Edition, 2009 states:

Any claim that privilege has been infringed or a contempt committed is raised in the House by means of a “question of privilege”.

“The purpose of raising matters of “privilege” in either House of Parliament is to maintain the respect and credibility due to and required of each House in respect of these privileges, to uphold its powers, and to enforce the enjoyment of the privileges of its Members. A genuine question of privilege is therefore a serious matter not to be reckoned with lightly and accordingly ought to be rare, and thus rarely raised in the House of Commons.”

In *Robert's Rules of Order Newly Revised (RONR)*, questions of privilege affecting the members as a whole may include matters of personal comfort or safety. For example, it may be difficult to hear the speaker due to outside noises. In this case, a question of privilege could be raised by a member to close the window or door or for the speaker to speak louder. Similarly, a person may raise a question of privilege if the room is too warm/cold. Such questions have precedence over questions of personal privilege should they conflict.

When a question of privilege affects only a single member it is called a question of personal privilege. Such a question may include a need for assistance, to be excused for illness or personal emergency, or the need to immediately answer or raise a charge of misconduct made by another member. In such a

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case, the member would rise without waiting to be recognized state, "Mr. or Madam. Chairperson, I raise on a question of personal privilege," or similar words. If the member has interrupted a speaker, the chair must determine if the matter is of such urgency as demands immediate attention; otherwise, the member will have the floor immediately after the current speaker is finished. According to RONR, questions of personal privilege "seldom arise in ordinary societies and even more rarely justify interruption of pending business".

Should Council wish to include such a provision in its Procedural By-Law, the following wording is suggested:

DEFINITION: "Question of Privilege" means a statement by a Member calling attention to a matter where the personal comfort or integrity of an individual or the entire Council or Committee is perceived to be in question;

QUESTION OF PRIVILEGE

A member may raise a Question of Privilege where such Member feels that the personal comfort, health, safety, rights or integrity of his/her own person or anyone present at the meeting has been called into question.

- a) Upon hearing such Question of Privilege, the Chair decides and states his/her ruling on the matter by either requesting that the matter be rectified (i.e. raising or lowering temperature or decreasing or increasing speaker volume) or demanding an apology from the offending Member.
- b) Upon demanding an apology, the offending Member shall either apologize, vacate the meeting, or appeal the Chair's ruling.
- c) If the offending Member intends to challenge the ruling of the Chair, the offending Member must do so immediately following the ruling. The Member has the right to state his/her case, and the Chair has the right to reply. Upon being challenged, the Chair shall immediately put the question "That the decision of the Chair be sustained" to a vote of Council. The decision of the Majority shall be final.

MEMORANDUM

TO: Mayor and Council

FROM: Melanie Ducharme, Municipal Clerk/Planner

DATE: March 13, 2018

RE: **MUNICIPAL ELECTION 2018 – POLICIES AND PROCEDURES, MEA. S.12(1) & 43(3)**

The *Municipal Elections Act, 1996, as amended*, (the “Act”) requires the Municipal Clerk, as Returning Officer, to establish procedures and forms for voting and vote counting equipment within their municipality (Section 42(3)(a)). The Act further grants the Clerk authority to provide for any matter or procedure that is not otherwise provided for in the Act, and in the Clerk’s opinion, is necessary or desirable for conducting the election (Section 12(1)).

The attached document contains a step-by-step procedure as to how the 2018 election will be carried out using the vote-by-mail system with electronic tabulators, as previously agreed to by Council. The document sets out exactly how the ballots will be handled from the date they are mailed out to the date they are counted and everything in between.

This document will also serve as a guideline for candidates to know what the important dates are, the forms they need to file as well as a step-by-step guide to completing the voter kit, which can be shared with constituents.

Once adopted by Council, the Policies and Procedures will be posted on the West Nipissing Website along with the required forms, for the 2018 Municipal Election.

Thank you,

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THE CORPORATION OF THE MUNICIPALITY OF WEST NIPISSING

POLICIES AND PROCEDURES

2018 MUNICIPAL ELECTION

VOTE-BY-MAIL AND CENTRALIZED SCANNER / TABULATORS

BY-LAW 2018/

Powers of the Clerk – s. 12 (1) *Municipal Elections Act, 1996*

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

DECLARATION

In accordance with Sections 12(1) and 42(3) of the *Municipal Elections Act, 1996, as amended*, I hereby certify that the attached procedures shall be followed in conducting the 2018 Municipal Elections in the Municipality of West Nipissing.

DATED at the Municipality of West Nipissing, in the District of Nipissing this day of , 2018.

Melanie Ducharme,
Municipal Clerk / Returning Officer
Corporation of the Municipality of West Nipissing

OVERVIEW

The *Municipal Elections Act, 1996, as amended*, (the “Act”) requires the Municipal Clerk, as Returning Officer, to establish procedures and forms for voting within their municipality (Section 42(3)(a)). The Act further grants the Clerk authority to provide for any matter or procedure that is not otherwise provided for in the Act, and in the Clerk’s opinion, is necessary or desirable for conducting the election (Section 12(1)).

On April 18th, 2017 the Council of the Corporation of the Municipality of West Nipissing enacted By-law Number 2017/40, being a by-law to authorize the use of vote-by-mail as an alternative voting method and the use of optical scanning vote tabulators.

The following procedures detail the process to be followed as directed by the Clerk for the 2018 Municipal Election in the Municipality of West Nipissing.

It is anticipated that these procedures will be amended specifically with respect to certain dates (e.g. mailing of ballots, receipt of ballots, etc.). Pursuant to Section 19 of these procedures, the Clerk has the authority to amend these procedures at any time and for any reason.

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1. ELECTION PERSONNEL

- 1.1 The Clerk may appoint, in writing, Deputy Returning Officers (DROs), Election Assistants and such other officials as required to assist in the administration, management, security and control of the election.
- 1.2 Written appointments and delegation of duties to DRO's and Election Officials shall include the authority to require any person to furnish proof of identity or qualifications pursuant to the *Municipal Elections Act, 1996*, as amended.

2. NOTICES

- 2.1 All advertisements and notices shall be published in the local paper (i.e. Tribune) that, in the opinion of the Clerk, is of sufficiently general circulation to notify the voters of the municipality as well as on the municipality's website: www.westnipissingouest.ca
- 2.2 Notice of Nomination is to be published and posted by Nomination Day. The Nomination period runs from **Tuesday, May 1, 2018 to Friday, July 27, 2018 at 2:00 p.m.** as determined by the Clerk's clock.
- 2.3 Notice of Revision of the Voters' List is to be published and posted before **September 4, 2018**. The revision period runs from **September 4, 2018** to the close of voting on **October 22, 2018 at 8:00 p.m.**
- 2.4 Notice of Vote is to be published and posted after **September 21, 2018**.
- 2.5 The Clerk reserves the right to publish additional advertisements and notices, as deemed appropriate.

3. NOMINATIONS

- 3.1 A prescribed nomination form, which must be endorsed by at least 25 persons who are eligible electors within the municipality, must be signed by the candidate or his/her agent, in person, on or before Nomination Day, Friday, July 27, 2018 at 2:00 p.m. Nominations may be filed from Tuesday, May 1, 2018 to Thursday, July 26, 2018 during regular business hours, Monday through Friday, 8:30 a.m. until 4:30 p.m. On Nomination Day, Friday July 27, 2018, nominations may only be filed between the hours of 9:00 a.m. and 2:00 p.m.
- 3.2 Electronic nomination forms are not permitted, original signatures are required.
- 3.3 The prescribed nomination filing fee must accompany each nomination form:
- for the Office of Mayor\$200.00
 - for all other candidates.....\$100.00
- Payment shall be made by cash, certified cheque, money order or debit payable to the Municipality of West Nipissing.

- 3.4 A candidate must satisfy all of the following qualifications at the time of registering a nomination for a Council position:
- a Canadian citizen;
 - at least 18 years of age;
 - a resident of the Municipality of West Nipissing;
 - the owner or lessee of property in the Municipality of West Nipissing or spouse thereof;
 - not legally prohibited from voting; and
 - not disqualified by any legislation from holding municipal office.
- 3.5 At the time of registration of the Nomination Papers, the Clerk or designate, will ensure the following:
- the Nomination form is complete and a copy is provided to the candidate;
 - the candidate is aware of how his/her name will appear on the ballot;
 - the prescribed nomination fee is received and a receipt is given to the candidate and a copy retained for the file;
 - the Declaration of Qualifications has been completed and signed and a copy is provided to the candidate;
 - the Certificate of Maximum Expenses, at filing, has been completed and given to the candidate and a copy retained for the file;
 - the Personal Information Release Form has been completed and a copy is provided to the candidate;
 - the Candidates Guide has been given to each candidate;
 - the Candidate's name is added to the Municipality's website together with any personal information permitted by the Candidate. Names will be added in the order that nominations are received and by office.
- 3.6 The onus is on the candidate to file a bona fide nomination paper, ensuring that at least 25 endorsement signatures are from eligible electors, which will be accepted on face value. The declaration may be sworn before any commissioner / notary but the Clerk may refuse to administer any oath if he/she does not believe the information given is true.
- 3.7 The onus is also on the certified candidate to ensure that he/she is included on the Voters' List for the Municipality of West Nipissing and that the information shown thereon is complete and accurate. If an addition or correction is required, the candidate must request an 'Application to Amend the Voters' List Form (EL15)'. The Voters' List will be made available to the candidates on **September 4, 2018**, upon submission of the Voters' List Request Form. One electronic copy and one paper copy of the Voters' List will be provided, at no cost, to each certified candidate.
- 3.8 Once the Nomination Paper has been filed with the Clerk, it will remain in the possession of the Clerk but shall be open for inspection by any person during normal office hours (Monday to Friday, 8:30 a.m. to 4:30 p.m.).
- 3.9 The Clerk may, at any time prior to certifying the nomination papers, review any nominations received. If the Clerk has knowledge that the information presented on the Nomination Paper has been determined to be untrue, the Clerk may advise the candidate that the nomination is rejected, the nomination fee will be refunded and the candidate's name will be removed from

the website.

- 3.10 A Member of Council shall maintain their qualifications throughout the entire term of office or their seat will become vacant.
- 3.11 Candidates may withdraw their nominations by submitting the Withdrawal of Nomination form (EL19) to the Clerk on or before 2:00 p.m. on Nomination Day (Friday, July 27, 2018). If the withdrawal is submitted by anyone other than the candidate, the Clerk will ensure that the withdrawal is valid and was submitted with the candidate's permission. The candidate will be required to submit a Financial Statement (Form 4) covering all financial transactions up to the time of the withdrawal. This statement is due no later than **March 29, 2019**.
- 3.12 If a candidate wishes to file a subsequent nomination for another position, the original nomination is deemed to be "withdrawn" and a new form must be submitted. The 25 endorsements on the original nomination will carry over to the nomination for the new position and are not required to be supplied again.
- 3.13 In the event that there is an insufficient number of certified candidates to fill all positions available, nominations will be re-opened for the vacant positions, only on **Wednesday, August 1, 2018**, between the hours of 9:00 a.m. to 2:00 p.m. Such additional nominations, if required, shall be filed in the Office of the Clerk as set out above.
- 3.14 In the event that there are insufficient nominations received for any office after nominations are re-opened, the Clerk shall hold a by-election, unless the number of candidates declared elected (acclaimed) forms a quorum.

In this instance, the vacancy may be filled by appointment, which will not be determined until the new Council gives direction.

4. FORMS

Prescribed Forms

- 4.1 The following list includes all prescribed forms used in the conduct of the 2018 Municipal Election. (*Regulation 101/97, as amended*)

FORM #	TITLE	DESCRIPTION
FORM 1	Nomination Form	Filed by all candidates seeking office. (included in Candidate's Information Package and available on the Municipality's Municipal Website.)
FORM 2	Ballot	Composite Ballot to be provided to every eligible voter as included on the Voters' List. There shall appear on the ballot to the right of each candidate's name a space suitable for the marking of the ballot.

FORM #	TITLE	DESCRIPTION
FORM 4	Financial Statement – Auditor’s Report	All candidates must file Form 4. Candidates who receive contributions or incur expenses in excess of \$10,000 must also attach an Auditor’s Report. All surplus funds shall be paid to the Municipal Clerk. <i>(included in Candidate’s Information Package and available on the Municipality’s Municipal Website.)</i>
FORM 5	Financial Statement – Subsequent Expenses	To be filed if a candidate has incurred costs related to a recount, compliance audit, or supplementary filing period has passed and who has applied for the return of their surplus funds to defray those costs.
FORM 6	Notice of Extension of Campaign Period	To be completed and filed by candidates or registrants requesting an extension of the campaign period due to a deficit.
FORM 9	Declaration of Identity	To be completed by persons who do not present the prescribed proof of identity and residence. This form must be completed at the voting place.

Other Election Forms

- 4.2 In addition to the aforementioned prescribed forms, the forms listed below may be used in the conduct of the 2018 Municipal Elections:

Application for Removal of Another’s Name from the Voters’ List	EL16
Application to Amend Voter’s List	EL15
Appointment and Oath of a DRO	EL10
Appointment and Oath of an Election Official	EL11
Appointment of a Scrutineer by Candidate	EL12A
Certificate of Election Results - Municipal Council & English Public School Trustee	EL08
Certificate of Election Results - English Separate School Electors	EL08A
Certificate of Election Results - French Separate School Electors	EL08B
Certificate of Election Results - French Public School Electors	EL08C
Certificate of Election Results - Regional Chair	EL08D
Certificate of Maximum Campaign Expenses	EL37
Certificate of the Voters’ List	EL22
Declaration of Acclamation to Office	EL20
Declaration of Qualifications – Council	EL18A
Declaration of Qualifications – School Trustee	EL18B
Declaration of Election Candidates – Election Results	EL32
Declaration of Recount Results	EL41
Disclaimer to Right to Office	EL36
Freedom of Information Release	LC02
List of Certified Candidates – Municipal Offices	EL07A
List of Certified Candidates – School Trustee: English Public School Electors	EL07B
List of Persons Issued Vote-by-Mail Kits at the Municipal Office	
Notice of Death or Ineligibility of Candidate	EL21
Notice of Default	EL43
Notice of Nomination for Office	EL17

Notice of Recount	EL39
Notice to Candidate of Filing Requirements	EL42
Oral Oath of Friend or Interpreter	EL27
Oral Oath of Secrecy	EL12B
Recount Results	EL40
Scan Batch Control Sheet	
Statement by Qualified Elector or Agent to Obtain a Voter Kit From the Clerk	
Statement of Election Results - Optical Scan	EL31B
Voter's List Request Form	EL14
Withdrawal of Nomination	EL19
Witness Statements as to Destruction of Ballots	EL38

- 4.3 The Clerk reserves the right to use additional forms or amend the above noted forms as may be necessary for the conduct of the election.

5. FORM OF BALLOT

- 5.1 The form of ballot will be a "Composite Ballot".
- 5.2 Only the names of certified candidates shall appear on the ballot.
- 5.3 The candidates' names shall appear on the ballot, in the format of first name then last name (e.g. John Doe), in alphabetical order, based on their surnames and in the case of identical surnames, their forenames. Middle initials shall not be used on the ballot unless it is deemed necessary by the Clerk.
- 5.4 If the candidate wishes and the Clerk agrees, another name that the candidate also uses may appear on the ballot instead of or in addition to his or her legal name (e.g. Bill instead of William).
- 5.5 No reference to a candidate's occupation, degree, title, honour or decoration shall appear on the ballot.
- 5.6 if the surnames of two or more candidates for an office are identical or in the Clerk's opinion so similar to cause possible confusion, every candidate's qualifying address shall appear under his or her name.
- 5.7 A space for marking the ballot shall appear to the right of each candidate's name.

6. VOTERS' LIST

- 6.1 The Municipal Property Assessment Corporation (MPAC) is responsible for supplying the Municipality of West Nipissing with the Preliminary List of Electors Voters' List (PLE) for the municipal election. (MEA S.19(1))

- 6.2 The Voters' List will be maintained electronically, to reflect deletions, amendments and additions made by the Clerk or designate. Voter participation in the election will also be indicated as the Vote-by-Mail Kits are returned, and bar codes on the Voter Declaration Forms are scanned at the Ballot Return Station.
- 6.3 On or before **September 4, 2018**, the Clerk shall have the Voters' List reproduced. Electors may contact or attend the Municipal Office, 225 Holditch Street, Sturgeon Falls and Verner Satellite Office, to confirm whether they are on the Voters' List and entitled to vote in the **October 22, 2018** Municipal Election in the Municipality of West Nipissing, during regular office hours (8:30 a.m. to 4:30 p.m.) commencing **Tuesday, September 4, 2018**. (MEA S.23(2)a))
- 6.4 If an individual is qualified to vote and their name has been omitted from the Voters' List, or the information is incorrectly shown, that person must file an 'Application to Amend the Voters' List (EL15). This Application must be filed with the Clerk, or designated Election Official, at the Municipal Office, 225 Holditch Street, Sturgeon Falls, during the period commencing **Tuesday, September 4, 2018** and running through to **Friday, October 19, 2018**, during regular business hours Monday through Friday 8:30 a.m. to 4:30 p.m. and on **October 22, 2018** (Voting Day) from 8:30 a.m. until the close of voting at 8:00 p.m. (MEA S.24). Applications for amendments to the Voters' List may be filed by emailing a completed EL15 form to election2018@westnipissing.ca prior to **September 17, 2018** in accordance with section 6.6.
- 6.5 Electors added to the Voters' List on or before **September 14, 2018** will receive their Vote-by-Mail Kit in the mail.
- 6.6 Electors added to the Voters' List after **September 27, 2018** through and until the close of voting on **October 22, 2018** must attend at the Municipal Office to be provided with a Vote-by-Mail Kit at the time of filing their 'Application to Amend the Voters' List form (EL15) (Sec. .

These electors will have the option of:

- 1) immediately completing the voter declaration form and ballot at the Municipality of West Nipissing Municipal Office in a designated 'secure area' and depositing the completed ballot envelope into a Ballot Return Box under the supervision of the Clerk or designated Election Official;

- or -
 - 2) sending the completed Vote-by-Mail Kit in the yellow business reply envelope by regular mail on or before **October 12, 2018**;

- or -
 - 3) hand-delivering the completed Vote-by-Mail Kit in the yellow business reply envelope to the Ballot Return Station at a later time, prior to 8:00 p.m. on Voting Day, **October 22, 2018**.
- 6.7 The Voters' List containing deletions, amendments and additions, as well as a record of those persons who have participated to date and those persons who have been issued Vote-by-Mail Kits by the municipality will be maintained on the 'List of Persons Issued Vote-by-Mail Kits' at the Municipal Office.

7. PROXY VOTING

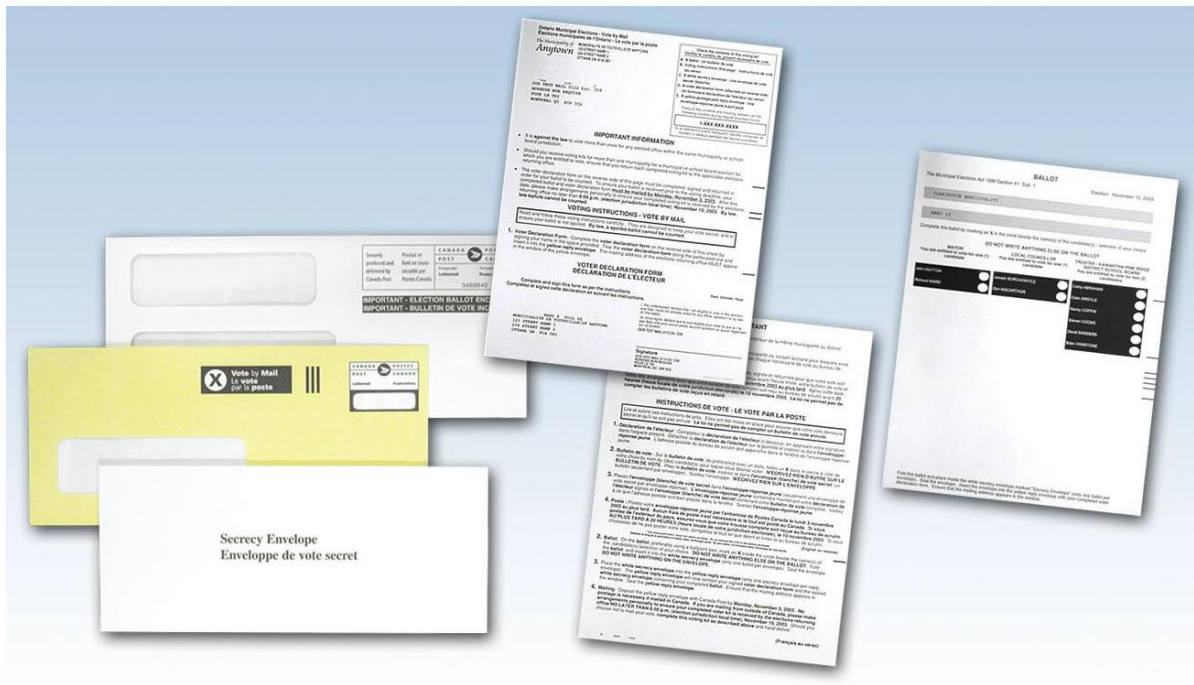
- 7.1 As the Municipality of West Nipissing is conducting the 2018 Municipal Election using a Vote-by-Mail process, in accordance with section 42(5) of the *Municipal Elections Act, 1996, as amended* and authorized by By-law Number 2017/40, there is no requirement for and no opportunity to vote by proxy.

8. VOTE BY MAIL PROCEDURE

- 8.1 The Municipality, in conjunction with DataFix, will provide a Vote-by-Mail Kit to every person who qualifies to be an elector until the close of voting on **October 22, 2018, at 8:00 p.m.**



8.2 The Vote-by-Mail Kit shall consist of:



- Voting Instruction Sheet
- One Composite Ballot
- One Ballot Secrecy Envelope black and white)
- One Voter Declaration Form
- Yellow Return Voting Envelope with prepaid postage
- Such other material as the Clerk or designated Election Official determines

8.3 The Voters' List changes will be finalized with DataFix on **September 17, 2018** in preparation for the mail-out of Voting Kits.

8.4 The Clerk or designated Election Official, by **September 26, 2018**, shall mail to every elector, who had qualified to be on the Voters' List by **September 17, 2018**, a Vote-by-Mail Kit. The Vote-by-Mail Kit shall be mailed to the elector's address as shown on the Voters' List.

8.5 The Clerk or designated Election Official, will mail a Vote-by-Mail Kit to every person qualified to be on the Voters' List and who has been added to the Voters' List between **September 18, 2018** and **September 26, 2018**.

8.6 Electors added to the Voters' List between **September 27, 2018** and **October 22, 2018 at 8:00 p.m.** will be provided a Vote-by-Mail Kit at the time they are added to the List.

8.7 If a qualified elector does not receive their Vote-by-Mail Kit or if the Vote-by-Mail Kit is lost or destroyed, or if the elector marks the ballot incorrectly, a new Vote-by-Mail Kit may be issued by attending the Municipality of West Nipissing Municipal Office, 225 Holditch Street, Sturgeon Falls, on or after **October 5, 2018**. The Clerk or designated Election Official will confirm that the elector is qualified and require the elector or agent to complete the 'Statement by

Qualified Elector or Agent to Obtain a Voter Kit and a new Vote-by-Mail Kit will be issued. The 'Statement by Qualified Elector or Agent to Obtain a Voter Kit' form shall be retained for the prescribed statutory retention period.

- 8.8 If a qualified elector requires a new ballot because the original ballot they received was marked incorrectly (in their exclusive judgement) or ruined and the elector attends with the subject ballot, the Clerk or designated Election Official shall dispose of the subject ballot without review, in a secure manner for shredding and issue a new ballot to the elector.
- 8.9 Upon receipt of the Vote-by-Mail Kit, the voter shall complete the ballot, only place it in the inner black and white Ballot Secrecy Envelope and **seal** the envelope. The voter shall complete the 'Voter Declaration Form' and place it, along with the **sealed** Ballot Secrecy Envelope, in the yellow prepaid Return Voting Envelope. If the Voter is unable to make a signature or mark on the Voter Declaration Form, an oral oath or affirmation of the Voter's eligibility may be given for which the witness will sign in the signature area of the 'Voter Declaration Form' and state the words "oral oath given". The yellow Return Voting Envelope when mailed in Canada is prepaid.
- 8.10 In addition to using the regular mail system, a Ballot Return Station will be established for those electors wishing to deposit or have deposited their yellow Return Voting Envelope directly to the Clerk or designated Election Official. The Ballot Return Station will be located at the Municipality of West Nipissing Municipal Office, 225 Holditch Street, Sturgeon Falls, Ontario, on the following dates and times:
- From Monday, October 1, 2018 to Friday, October 19, 2018** during regular business hours, Monday through Friday, 8:30 a.m. to 4:30 p.m. and on **October 22, 2018 (Voting Day)** from 8:30 a.m. until the close of voting at 8:00 p.m.
- 8.11 The final day to deposit the yellow Return Voting Envelope in the mail to ensure delivery to the Clerk or designated Election Official is **October 12, 2018**. Following this date, voters are required to deposit their Return Voting Envelope at the Ballot Return Station in the Municipality of West Nipissing Municipal Office, 225 Holditch Street, Sturgeon Falls.
- 8.12 Yellow Return Voting Envelopes deposited in the mail slot located at the front entrance to the Municipality of West Nipissing Municipal Office at 225 Holditch Street, Sturgeon Falls, until **October 22, 2018 at 8:00 p.m.** will be considered as having been mailed.
- 8.13 A separate Mail-in-Voting Kit will be provided to each individual elector. When the Clerk or Election Official receives a completed Yellow Return Voting Envelope, they will Accept or Reject the Yellow Return Voting Envelope subject to the provisions of Section 10 hereof.
- 8.14 Each day, starting on **October 1, 2018**, as the yellow Return Voting Envelopes are received at the Ballot Return Station, the Clerk or designated Election Official will separate the sealed Ballot Secrecy Envelope and the Voter Declaration Form from the yellow Return Voting Envelope and using the identifying bar code printed **only** on the Voter Declaration Form, indicate the elector's participation on the electronic Voters' List.
- 8.15 If, upon opening the yellow Return Voting Envelope, the Ballot Secrecy Envelope has not been sealed or in the event the Ballot Secrecy Envelope has been sliced open as a result of opening

the yellow Return Voting Envelope, the Clerk or designated Election Official may re-seal or tape the envelope without examining the ballot.

- 8.16 Sealed Ballot Secrecy Envelopes will be placed in ballot boxes which, when full, will be sealed and placed in a secure location under the control of the Clerk or designated Election Official. On **October 22, 2018**, the sealed Ballot Secrecy Envelopes will be transported to the Counting Centre located in the Municipality of West Nipissing Municipal Office, as designated by the Clerk.
- 8.17 Ballots received by the Clerk or designated Election Official after 8:00 p.m. on Voting Day **will not be included in the tabulated results**, but will be date-stamped with the time of receipt and retained for the statutory document retention period.
- 8.18 Notwithstanding the sections above, in the event of a Canada Post strike or any other emergency where Vote-by-Mail kits cannot be delivered, Vote-by-Mail kits will be available for pick up at the Municipal Office, 225 Holditch Street, Sturgeon Falls on or after **October 5, 2018**.

9. ACCESSIBLE ELECTION POLICIES AND PROCEDURES

- 9.1 Pursuant to the Act as well as the *Ontarians with Disabilities Act, 2001* and the *Accessibility for Ontarians with Disabilities Act, 2005*, the Clerk is authorized to establish procedures and provide appropriate measures to ensure that persons with disabilities have equal opportunity to participate fully in the 2018 Municipal Election. Accordingly, the 2018 Municipal Election in the Municipality of West Nipissing will be conducted in such a manner as to ensure that:
- Candidates and electors with disabilities have full and equal access to all election information and services; and
 - Persons with disabilities have full access to all Ballot Return Stations.

Assistance to Electors with Disabilities

- 9.2 Through the use of a mail-in voting system, the Municipality of West Nipissing is able to facilitate the opportunity for electors to cast their ballot by various means and for extended periods of time during the voting period. Should an elector choose to mark their ballot at the Municipality of West Nipissing Municipal Office, or simply to personally return their completed Voting Kit, rather than through the regular mail, the Municipality will endeavor to ensure that the process is accessible to those persons with a disability.

Access to Ballot Return Station

- 9.3 The Municipal Office is fully barrier-free with an accessible entrance for persons who have mobility impairments. There are three (3), clearly marked, barrier free parking spaces in the municipal parking lot on Holditch Street directly across from the Municipal Office (225 Holditch Street), with adequate curb cuts allowing access to the main floor entrance to the building. The entry area is equipped with marked automatic door openers and the doors are wide enough to accommodate wheelchair and/or scooter traffic. The Ballot Return Station is located on the main floor. The corridors are kept clear and floors are even hard surfaced, and doormats or carpeting shall be level with the floor. A designated barrier free private area with adequate lighting and seating and a suitably low writing surface will be made available, should

a person with a disability choose to mark their ballot at the Municipal Office.

Voting Assistance

9.4 Support Persons

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

9.5 Service Animals

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

9.6 Assistive Devices

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

9.7 Alternative Formats

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

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

Election information does not include the Voting Kit.

10. REJECTION OF BALLOTS

10.1 In addition to rejecting cast ballots for violations of the *Municipal Elections Act*, 1996, as amended, the following conditions will also cause a ballot to be considered rejected at the ballot return Station

- (a) upon opening the Return Envelope there is no Voter Declaration Form;
- (b) upon opening the Return Envelope the Declaration Form is not signed and an election official cannot get the voter to come to the Municipal Office to sign the Declaration Form before the closing time on election day; reasonable efforts will be made to contact electors.
- (c) upon opening the Return Envelope there is a different number of Ballot Secrecy

Envelopes than Voter Declaration Forms;

- (d) upon opening the Return Envelope the ballot is not contained within the Ballot Secrecy Envelope; and
- (e) upon opening the sealed Ballot Secrecy Envelope at the Ballot Count Centre, the envelope contains more than one ballot; and
- (f) has identifiable marks on the sealed ballot secrecy envelope or on the ballot.

- 10.2 Ballots rejected at the Ballot Return Station shall be securely stored and shall not be forwarded to the Ballot Count Centre on Voting Day. Rejected ballots from the Ballot Count Centre will be securely stored

11. SECURITY OF ELECTION RECORDS

Security of the Ballot Prior to Voting

- 11.1 Ballots will be printed to required specifications and under the supervision of Dominion Voting Systems and DataFix. The number of ballots printed will be forwarded to the Clerk or designated Election Official.
- 11.2 A Vote-by-Mail Kit including a ballot will be mailed to each person identified on the Voters' List as of **September 14, 2018** and a record of the number of mailed ballots will be forwarded to the Clerk or designated Election Official.
- 11.3 In addition to the ballots mailed, the Clerk, or designated Election Official, will receive approximately 250 ballots of different ballot faces which will be issued to qualified electors and used for the logic and accuracy testing of the optical scanning vote tabulators.
- 11.4 In the event that there are insufficient ballots provided by DataFix, upon the authorization of the Clerk, or designated Election Official and with the assistance of Dominion Voting Systems, additional ballots may be printed.

Security of the Ballot During and After the Vote

- 11.5 Upon receiving the yellow prepaid Return Voting Envelopes by mail or from the Ballot Return Station, the outer envelope will be opened and upon being verified, the sealed Ballot Secrecy Envelope will be stored in sealed ballot boxes. At the end of each day, the number of yellow Return Voting Envelopes received that day shall be reconciled with the:
- Number of electors marked as having voted on the Voters' List
 - Number of rejected ballots
 - Number of Ballot Secrecy Envelopes deposited into the ballot box
 - Number of Voter Declaration Forms

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

- 11.6 As each ballot box is filled and at the end of each day, the Clerk or designated Election Official shall affix a seal to the ballot boxes, initial the seal, and place the sealed ballot boxes in a

secure location under the control of the Clerk or designate. Each morning the Clerk, or designated Election Official, shall retrieve any sealed but not full ballot boxes, inspect the seals to ensure they are intact and break the seals in the presence of another staff member to access the slots for use during the day.

- 11.7 At 2:00 p.m. on **October 22, 2018** (Voting Day), the sealed ballot boxes will be transported by the Clerk or designated Election Official from the secure storage location to the Ballot Counting Centre. A ballot box will be maintained at the Ballot Return Station on Voting Day during the specified hours. At various intervals and at the close of voting at 8:00 p.m., the ballot box(es) maintained at the Ballot Return Station on Voting Day shall be sealed and transported to the Ballot Counting Centre.
- 11.8 When the count is complete, the ballots will be placed in ballot boxes which will be sealed when full and initialed by the Clerk or designated Election Official, prior to transfer to a secure storage location under the control of the Clerk or designated Election Official for the statutory retention period.

Disposition of Election Records

- 11.9 When the 120-day period after the declaration of results has elapsed (**February 21, 2019** if results are declared on October 23, 2018), the Clerk or designated Election Official shall destroy the ballots and may also destroy any other documents or materials related to the 2018 Municipal Election, pursuant to Section 88 of the Act.
- 11.10 Notwithstanding section 11.9 above,
- If a recount has been initiated, the records must be retained until the disposition of the recount.
 - Records shall not be destroyed if a court orders that they be retained.
 - Nomination papers and Financial Statements filed by any candidate will be retained until the members of the Council or local board elected in the next regular election take office i.e. after November 15, 2022).

12. BALLOT COUNTING CENTRE – GENERAL

- 12.1 The Ballot Counting Centre will be established at the Municipality of West Nipissing Municipal Office, 225 Holditch Street, Sturgeon Falls, as designated by the Clerk.
- 12.2 The doors to the Ballot Counting Centre will be locked at 8:00 p.m. on **October 22, 2018**. Only the Clerk, Deputy Returning Officers, designated Election Officials, certified Candidates and authorized Scrutineers will be permitted to remain in the Ballot Counting Centre after 8:00 p.m. and only designated Election Officials will be allowed to enter thereafter. Candidates and Scrutineers leaving the Ballot Counting Centre after 8:00 p.m. **will not be permitted to return.**

The Council Chambers at the Municipal Office will remain open after 8:00 p.m. to allow the media, candidates, and members of the public to watch the unofficial cumulative results

- 12.3 Cell phones and/or other electronic equipment, inclusive of audio and photographic recording equipment, **will not be permitted** at the Ballot Return Stations or in the Ballot Counting Centre other than for designated Election Officials. Scrutineers and candidates will not interfere with the vote count in any manner. Should they do so, they will be required to leave the facility when requested by the Clerk or designated Election Official.
- 12.4 No campaign material will be allowed within or upon the entire property occupied by the Municipality of West Nipissing Municipal Office (see also 'Placement of Election Signs' information sheet).
- 12.5 The procedures for the proper handling of ballots shall be enforced to ensure that each ballot is tracked, stored, and subjected to quality control to confirm that:
- Each ballot is scanned only once;
 - Each scan can be successfully processed for intent; and
 - Spoiled ballots are removed and managed before entering the database.
- 12.6 The Ballot Counting Centre shall have the following stations:

STATION	DETAILS
Ballot Extraction Station	<p>a) A letter opener is used to open the Secrecy Envelopes. The envelopes are bundled and delivered by the runner to the Ballot Extraction Station for removal of the ballot.</p> <p>b) Election Officials manually extract the ballot from the Secrecy Envelope, unfold the ballot, and place in a pile for delivery to the Tabulator Station.</p> <p>c) Ballots that are ripped, torn, or otherwise unable to be scanned shall be delivered to the "Repair Station" at the Ballot Count Centre.</p>
Repair Station	<p>a) Ballots that are unable to be scanned because of a physical or technical defect are duplicated at the Repair Station. The duplicated ballot is then scanned as per normal procedures.</p>
Tabulator Station	<p>a) The ballots are scanned in batches and the image processor reads each image to determine voter intent.</p> <p>b) Batches of scanned ballots are electronically transferred to the results tally and reporting software to generate totals reports.</p> <p>c) Scanned ballots are placed in ballot boxes.</p> <p>d) As each ballot box is filled, it is sealed and will be transferred to a secure storage facility in accordance with the <i>Municipal Elections Act, 1996</i>, as amended.</p>

13. BALLOT COUNTING CENTRE - OPERATIONAL PROCEDURES

- 13.1 At 2:00 p.m. on Voting Day, the sealed ballot boxes will be transported by the Clerk or designated Election Official to the Ballot Counting Centre. At that time, designated Election Officials will be sequestered in order to commence the ballot processing procedures identified in Sections 13.2 through to and including 13.17, below.

A Ballot box(es) shall be made available in order to receive yellow Return Voting Envelopes at the Voting Day Ballot Return Station until 8:00 p.m. At various intervals, and at the close of voting at 8:00 p.m. the ballot box(es) situated at the Ballot Return Station shall be sealed and delivered immediately to the Ballot Extraction Station.

- 13.2 The following steps are repeated until all ballots cast have been processed.
- 13.3 The sealed ballot box(es) will be unsealed and the Ballot Secrecy Envelopes will be opened through the use of a letter opener. The opened envelopes are set aside in bundles of approximately 50.
- 13.4 A designated Election Official will deliver the opened secrecy envelopes, in bundles of approximately 50, to each election official at the Ballot Extraction Station.
- 13.5 Each Election Official, upon receipt of the opened bundle of Ballot Secrecy Envelopes, will manually extract the ballot from each Secrecy Envelope, unfold and flatten the ballot, uniformly place the 50 ballots face down in a pile for pick-up by the Runner and complete the relevant portion of the Scan Batch Control Sheet. The empty secrecy envelopes will be set aside in a separate pile.
- If the Ballot Secrecy Envelope contains more than one ballot, a signed Voter Declaration Form, or a ballot from another municipality, the Election Official will re-insert the contents back into the envelope and set it aside for the Runner to deliver to the Repair Station (see also sections 10.1(c) and 10.1(d)). At the Defective Ballot Processing Station, the Election Official shall confirm the reason for rejection, assign a serial number (i.e. Rejected #1, Rejected #2, etc.), place the ballot in an envelope marked "Rejected Ballots", and record the ballot on the 'Rejected Ballot Log'.
- 13.6 In the event a ballot is accidentally slit by the envelope opener, or in the event that a ballot extracted from a Ballot Secrecy Envelope is damaged in such a manner that it obviously cannot be scanned (e.g. torn, ripped, or crumpled), the Election Official will re-insert the ballot back into the envelope and set it aside for the Runner to deliver to the Repair Station (see also section 13.10).
- 13.7 The Runner will regularly attend each Election Official at the Ballot Extraction Station to collect the flattened ballots that have been secured in bundles of 50, deliver them to the Tabulator Station and will also collect any damaged ballots and deliver them to the Repair Station.

Scanning Procedures

- 13.8 Upon receiving a batch of approximately 50 ballots to be scanned, the Election Official at the Tabulator Station will, using the Scan Batch Control Sheet clipped to the bundle, record the tabulator number and the batch number as automatically generated by the software system.
- 13.9 The Election Official will scan the batch of ballots and the image processor reads each image to determine voter intent. If there are no misreads or ambiguous marks detected, the tabulator counter will be compared to the processor counter to ensure that each scanned image has been read correctly. The details of the scan for the batch are recorded by the Election Official on the Scan Batch Control Sheet.
- 13.10 In the case of a damaged or defective ballot, the image processor will report a misread, cease scanning and report the location of the ballot for removal. The damaged / defective ballot will be isolated for action by the Clerk or designated Election Official (either a second attempt at scanning or delivered to the Repair Station by the Runner). In the case of a ballot that is technically defective Dominion Voting Systems has calibrated the tabulator to identify marks that are under the threshold value but within a defined range of pixels as an ambiguous mark. The Clerk shall verify the suitability of this calibration through the Logic and Accuracy testing (see also sections 14.3 and 14.4)
- 13.11 Once the batch is successfully scanned and the Election Official has completed the Scan Batch Control Sheet, the Election Official shall place the batch within an envelope labeled "Tabulator #__, Batch #__" with the original copy of the Scan Batch Control Sheet and place same in the next available ballot box. The Batch will be stored without paperclips or elastics. The copy of the Scan Batch Control Sheet will be retained numerically in a separate folder, under control of the Clerk or designated Election Official.
- 13.12 When a ballot is reported as a misread by the image processor and it is determined by the Election Official that the ballot was rejected due to a technical defect, that ballot will be delivered to the Repair Station by the Runner.
- 13.13 Upon receipt of the technically defective ballot, the Election Official shall, using a new unused ballot, prepare a replacement ballot by marking the new ballot with the same marks contained in the designated voting spaces on the technically defective ballot. The replacement ballot shall be clearly labeled "replacement" and given a serial number which shall also be recorded on the defective ballot. (i.e. Replacement #1 / Defective #1, Replacement #2 / Defective #2, etc.). The serial numbers must be recorded only on the bottom edge of the back of the ballot.
- The replication of technically defective ballots shall commence after the close of voting at 8:00pm.
- 13.14 Technically defective ballots that contain identifiable marks shall not be remarked and will be assigned a serial number (i.e. Rejected 1, Rejected 2, etc.), placed in an envelope marked "Rejected Ballots" and recorded on the 'Rejected Ballot Log'.
- 13.15 Replacement ballots will be delivered by the Runner to the Tabulator Station in batches of 25 with a Scan Batch Control Sheet for scanning or may be added to any other batch for scanning.

- 13.16 The defective ballot is placed in a “Defective Ballots” envelope.
- 13.17 If a ballot is rejected by the vote scanner / tabulator because it is not a Municipality of West Nipissing ballot, or for a reason other than described in section 13.10, the ballot will not be scanned and the rejected ballot will be assigned a serial number (i.e. Rejected 1, Rejected 2, etc.), placed in an envelope marked “Rejected Ballots” and recorded on the ‘Rejected Ballot Log’.
- 13.18 The Runner shall regularly collect the empty Ballot Secrecy Envelopes and discard them into the designated waste receptacles.

Tabulation Procedures

- 13.19 As soon as possible after 8:00 p.m., each scanned ballot shall be electronically tabulated at the batch level, validated, and published by the Clerk or designated Election Official. By publishing the batch, the batch level results are then added to the cumulative unofficial results and released to the internet.
- 13.20 The unofficial cumulative results will be displayed in the Council Chambers and added to the Municipality’s website: www.westnipissingouest.ca.

14. ALTERNATIVE VOTING EQUIPMENT

Scanning / Tabulating Equipment

- 14.1 Dominion Voting Systems will supply the scanning / tabulating hardware required to scan and tabulate the ballots for the 2018 Municipal Election. Two (2) centralized Optical Scan Ballot Tabulators (scanner/tabulators) will be used to scan the ballots and a PC attached to each scanner / tabulator will accumulate the data. In the event that one of the PC’s affixed to the scanner fails, the remaining scanner and PC shall be used exclusively to scan the ballots.
- 14.2 Dominion Voting Systems will supply the software package required to design ballots, scan ballots, tabulate results, audit ballot tabulation, display results and produce election results reports.

Programming of the Hardware and Software

- 14.3 The scanner / tabulator hardware and software will be programmed so that:
- a printed record of the number of votes cast for each candidate is provided;
 - an appropriate threshold value will constitute a valid vote based on calibration;
 - a ballot that contains a mark under the threshold value but within a defined range of pixels in the designated area beside a candidate’s name will not be processed by the scanner / tabulator, will be returned to the Election Official with the message “Ambiguous Mark”;
 - a ballot that is damaged or defective or has been marked in such a way that it cannot be

properly processed by the scanner/tabulator, will be returned to the Election Official with the message "Misread Ballot";

- the scanner/tabulator will stop when it hits a damaged or defective ballot or a ballot with an ambiguous mark;
- an over-voted race (i.e. where more votes are marked on a ballot than are allowed) will not be counted. The remaining races that have been properly voted on that same composite ballot will be counted;
- an under-voted race (i.e. where fewer votes are marked on the ballot than are allowed) will be counted; and
- a blank ballot (i.e. no votes indicated in any race on the composite ballot) will be counted as a declined ballot.

Testing of Hardware & Software

- 14.4 Prior to Voting Day, the Clerk or designated Election Official, in the presence of an additional Election Official, will have the scanner / tabulators tested to ensure that they will accurately count the votes for all candidates that are marked with a pen / pencil and with a valid mark in the designated area. This test shall be known as the Logic and Accuracy Test.
- 14.5 Adequate safeguards will be taken to ensure that the system or any part of it that is used for scanning, processing, and tabulating votes is isolated from all other applications or programs and that no remote devices are capable of gaining access to the system.
- 14.6 After programming the software and the scanner / tabulators, the testing shall be conducted as follows:
- scan and tabulate a pre-audited group of ballots marked with a variety of marking tools, including ballots that fall into each of the following categories:
 - ballots on which are recorded a pre-determined number of votes for each candidate;
 - ballots that have over-voted races for each candidate;
 - ballots that have under-voted races for each candidate;
 - ballots that have no votes recorded.
 - compare the output of the tabulation with the pre-audited results.
- 14.7 If the Clerk, or designated Election Official, detects any error in the test, the cause of the error will be ascertained and corrected and the test shall be repeated until an errorless count is made and certified by the Clerk, or designated Election Official.
- 14.8 The Clerk shall, at the completion of the test, retain the programs, test materials, and ballots in a sealed envelope with the remaining election materials and records in accordance with the Act.

Scanner / Tabulator Failure

- 14.9 If the scanner / tabulator fails, the batch that is currently being scanned will be rejected and set aside until such time as the scanner/tabulator is operational. In the event that a scanner / tabulator malfunctions during the counting process, it may be necessary for an adjustment on the scanner / tabulator. Paper jams, multi-feeds and other minor interruptions will not be

considered malfunctions and will not require that the system be re-tested.

- 14.10 Upon the scanner / tabulator becoming operational again, the following procedure is to be followed to verify that the problem has been rectified on the repaired scanner / tabulator and that the equipment is scanning and reading correctly:
- a) The Clerk will have prepared, prior to the commencement of the scanning a pre-audited group of ballots similar to the pre-audited group of ballots as provided above.
 - b) The test deck of ballots will be fed through the scanner / tabulator.
 - c) The Clerk or designate will review the digital image of each ballot and verify that the scanner / tabulator is reading the ballots properly.
 - d) The test batch is then scanned as a test to verify that the system is scanning correctly. This process will be done using a replica of the database that will reside on a separate computer which is not connected to the actual election database, so that the results of the testing are not in any way combined with the actual election results.
 - e) If the results indicate that the scanner is now performing correctly, the test results are removed from the replica data base and the test ballots are sealed in an envelope and labeled as "test deck ballots" and the time of the test.
 - f) The scanner / tabulator will now be ready to resume production.

Auditing and Transparency

- 14.11 Dominion Voting's patented system stores a complete image of every ballot processed, together with an audit trail for that ballot which is visually affixed to the image. This trail shows how the scanner / tabulator interpreted the ballot and by viewing this image it can be easily verified that the tabulator has correctly interpreted the voter marks on the ballot. This ballot audit trail image can be used as:
- A method to test machine integrity prior to the election; and
 - A method of obtaining confidence that the equipment is functioning properly.

15. SCRUTINEERS AND CANDIDATES

- 15.1 Candidates may appoint Scrutineers to represent them, by completing the 'Appointment of Scrutineer by Candidate (EL12A)' form.

Rights of Scrutineers and Candidates

- 15.2 As the Municipality uses alternate voting processes, specifically Vote-by-Mail and Automated Vote Scanning and Tabulation, the procedures with respect to the scrutinizing of the election process are impacted. Candidates and their Scrutineers are advised to be aware of the opportunities for scrutinizing the election as established by the Municipal Clerk pursuant to Section 42 of the Act.

Rules of Conduct for Scrutineers and Candidates

- 15.3 (1) Election Stations: Ballot Return Station and the Ballot Counting Centre.
- (2) The Clerk, or other designated Election Official, is responsible for the conduct of the Ballot Return Station, Ballot Secrecy Envelope Opening Station and the Ballot Counting Centre. **No Candidate or Scrutineer has any right to interfere** with the Clerk, or designated Election Official, in the discharge of his or her duties.
- (3) Prior to entering any of the Election Stations, as listed in (1) above, every person appointed as a Scrutineer shall produce and show his/her 'Appointment of Scrutineer by Candidate (EL12A)' form to the Clerk or designated Election Official and take the Oral Oath of Secrecy listed at the bottom of the form.
- (4) Upon being approved to enter any of the Election Stations, as listed in (1) above, every Candidate and Scrutineer shall, at all times while in any of the Election Stations, wear the assigned Identification Card in such a manner that it can be easily seen by the Election Officials.
- (5) **Only one Scrutineer for each certified Candidate or the Candidate themselves** may be present within any of the Election Stations as listed in (1), at any time. If the Candidate or another of his/her Scrutineers enters the Station, the other Scrutineer shall leave.
- (6) Scrutineers and candidates wishing to observe the count **shall** be at the Ballot Counting Centre prior to 8:00 p.m. on Voting Day. No one other than Election Officials will be admitted to the Ballot Counting Centre after 8:00 p.m. on Voting Day.
- (7) Scrutineers are reminded to provide a clipboard for their own use, as Candidates and Scrutineers shall be required to sit in the designated areas.
- (8) Scrutineers must not attempt to directly or indirectly influence how an elector votes.
- (9) Scrutineers shall not display any campaign material or literature anywhere within the Election Stations as listed in (1) above or the boundaries of the property where the Election is located and includes the parking lot. Candidates, supporters and scrutineers are **not** permitted to wear campaign material, handout campaign material or park a vehicle displaying campaign material in the parking lot of the Ballot Return Station. Anyone breaking these rules will be asked to remove the campaign material immediately.
- (10) Scrutineers and Candidates shall **not**, at any time, apply their seals or signatures to any boxes or envelopes used for the secure storage of sealed Ballot Secrecy Envelopes, completed Voter Declaration Forms and Rejected Voter Kits.
- (11) Scrutineers and Candidates shall **not** touch any election equipment, materials, and/or documents including but not limited to: scanning / tabulator equipment, computers, envelope openers, ballots, Ballot Secrecy Envelopes, Voter Declaration Forms and Ballot Return Envelopes. They are simply there to observe.
- (12) The total of votes cast for each Candidate as counted by the scanner / tabulator

equipment and as accepted by the Clerk or designated Election Official is final and the **ballots will not be recounted**. The unofficial election results will be displayed on the Municipality's website: www.westnipissingouest.ca for viewing or printing by the Candidate or Scrutineer. The Clerk will not provide a report of the unofficial election results to each Candidate or Scrutineer individually.

- (13) Cell phones and/or other electronic communication or recording devices are **not** permitted in any Election Stations, as listed in (1) above.

16. ANNOUNCEMENT OF RESULTS

- 16.1 Unofficial results of the counting will be posted at the Municipality of West Nipissing Council Chambers and the Municipality's website: www.westnipissingouest.ca.
- 16.2 Once the cumulative results have been certified by the Clerk, or designated Election Official, they will become the official results.
- 16.3 The official results will be posted in the Municipality of West Nipissing Municipal Office as soon as possible after Voting Day.

17. RECOUNTS

- 17.1 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 of results of the election.
- 17.2 In the event of a recount of the ballots cast for an office(s), pursuant to sections 56, 57, or 58 of the Act, the recount shall be conducted in the same manner as the original count (i.e. vote-counting equipment) unless ordered otherwise by an order of the Superior Court of Justice.
- 17.3 Pursuant to section 42(4), paragraph 3(ii) of the Act, those persons entitled to attend a recount as identified in subsection 61(5) of the Act are **not** entitled to examine each ballot as the votes are being counted by the Clerk, or designated Election Official.

18. EMERGENCIES

- 18.1 In the event of an emergency situation or any circumstance that will undermine the integrity of the election, the Clerk has the discretion to declare an emergency and make any arrangements he/she deems necessary for the proper conduct of the election.

19. AMENDMENT TO THESE PROCEDURES AND RULES

- 19.1 The Clerk, at any time, has the right to amend this document to facilitate the vote, count,

tabulation of the votes and security or any other matter at the sole discretion of the Clerk.

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

MEMORANDUM

TO: Mayor and Council

FROM: Renée-Anne Paquette, Coordinator of Community Services

DATE: March 9, 2018

RE: **SUMMER DAY CAMP IN WEST NIPISSING**

At the February 6, 2018 Committee of the Whole, the Director of Community Services provided information to Council concerning the discontinuance of the summer day-camp program and the challenges the Municipality has faced in running this program. Council asked the Director to explore options to replace the day camp program.

There are several other summer programs that already operate in West Nipissing. West Nipissing Soccer, Celine's Dance Academy, and the West Nipissing Community Health Centre all offer single week camps for children aged 6-12 years. West Nipissing Child Care Corporation offers full and part time day care all summer for all ages.

Staff reached out to the YMCA of Northeastern Ontario to discuss potential opportunities and partnerships. The YMCA is actively engaged in community outreach, through youth, in the North Bay to Sudbury corridor. They are interested in providing a 9 week summer camp experience, in West Nipissing.

The YMCA is requesting use of municipal facilities. The Sports Hall of Fame has been suggested as a viable venue. The program would be based out of this facility, with use of the fields and grounds around the Complex, and with use of the pool during our current open swim time. The YMCA would provide a fee to the Municipality for use of its facilities. Currently, the Sports Hall of Fame is not booked through out this period and is typically not utilized. The fields are also not utilized during the day by any user groups. In other shared facility arrangements, the YMCA has been responsible for clean up of the facility.

The YMCA would assume responsibility for all aspects of the day camp. They provide qualified supervisors to be on site and a senior management team that is well experienced. Students will still be hired, by the YMCA. The students undergo an extensive training program, prior to day camp start up. Registration will be handled by the YMCA. The YMCA is able to accept on-line registrations for the summer camps that it currently operates. Additionally, they would be amenable to set up specific on-site registration dates. With a history of operating summer camps, the YMCA has established programming that includes recreational activities, active programming, and leadership development. Though not yet established, it is anticipated that registration costs will be higher than the fees that the Municipality has charged in the past. It is expected that the fees will be comparable to other full time

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day care/day camp programs. However, the YMCA is able to offer subsidies to families in need; a resource that the Municipality did not have.

Through discussions with staff, the YMCA is very cognizant of community partnerships that have been developed by the Municipality over the years that it has run a day camp (i.e. trips to Leisure Farms or the fire hall) and will consider these in developing its specific programming. The YMCA is also willing to explore future opportunities within the Municipality to assist in bridging gaps in services and programs such as PD programs or March Break camps.

The YMCA is seeking a fee proposal for the use of the municipal facilities. They have entered into a similar agreement in a neighbouring community that included a \$75.00 per day fee for use of the facilities. As the Sports Hall of Fame is not currently booked, the YMCA has agreed to use the pool facility at a time that it is already staffed, and that clean up could be included with the YMCA's responsibility, there appears to be little cost to the Municipality. Staff is recommending that a \$75.00 per day fee would be appropriate for our facility.

The YMCA is launching its other summer camps next week. In order to take on West Nipissing as another site, the YMCA would like to receive the fee proposal and if agreeable, formalize an agreement in the very near future. Staff is seeking Council's direction on pursuing this opportunity with the YMCA.

MEMORANDUM

TO: Mayor and Council
AND TO: Jay Barbeau, CAO
FROM: Shawn Remillard, C. Tech. Manager, Public Works
DATE: March 5, 2018
RE: **2018 SPRING CLEAN UP**

The Public Works Department would like to discuss ongoing concerns with the current spring clean up policy/procedure.

REOCCURRING CONCERNS IDENTIFIED BY STAFF:

- Timing of Spring Clean Up corresponds with pot hole patching, flooding season.
- Level of service to roads and sidewalks is significantly impacted during spring clean up
- Spring clean up service varies within our own Municipality
- Staff often picking up from homes with vehicles and trailers
- Staff often picking up at home where clearly “persons not needy”
- Staff often required to return to areas as people forgot to take their items out on the given dates (or say they didn’t know)
- Staff often pick up where residents have not even called in
- Public Works operating costs are estimated at \$25,000.00 (includes: employees, dump trucks, pick up trucks, loaders and backhoe for a total of 9 days.)
- Out of 6 communities contacted only 2 are still offering spring clean up curb side pick up.

RECOMMENDATION:

- Implement policy similar to Temiskaming Shores (had a curb side pick up and opted out in 2011 for a 2-week free tipping fee option with certain restrictions)
- Revise eligibility description and administer

Shawn Remillard, C.Tech
Manager, Public Works

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