Municipality of Morris-Turnberry

Procedure and Rules

For the Voting by

“Vote By Mail”

for the 2014 Municipal Election

amended October 6, 2014
CORPORATION OF THE MUNICIPALITY OF MORRIS-TURNBERRY

MUNICIPAL ELECTION 2014

VOTE BY MAIL

PROCEDURE and RULES

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PART 1 – INTRODUCTION

The regular election in 2014 is being conducted in accordance with the Municipal Elections Act, 1996, as amended. The Municipality of Morris-Turnberry has chosen to use an alternative voting method, which involves the use of a Mail-in-Ballot. Utilization of this method is expected to improve voter access and increase participation in the election. Procedures and forms have been developed for this alternative voting procedure, as required by Section 42(3)(a), and will be revised as necessary.
PART II
KEY DATES FOR 2014 ELECTION

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Election Day
Sequester Election Officials

October 27, 2014
October 27, 2014 @ 5:30 pm

Official Declaration of Votes
Date for Official Declaration
Of Votes

Section 55 (4) a
October 28, 2014

Recount in the event of a tied vote

October 28- November 11, 2014

Vote by Mail (Election Results to Canada Post)

up to December 1, 2014

Term of Office Commences
December 1, 2014

Campaign Period Ends
December 31, 2014

Deadline for filing Financial Statements
March 27, 2015
PART III – DEFINITIONS

Assistant Returning Officer – a person appointed by oath to act in the place of the Returning Officer in respect of administering oaths, Revision of the Voters List, ensuring security, updating the Voter’s List, issuance of Replacement Voting Packages and other duties as may be delegated by the Returning Officer. (i.e. daily processing of Return Envelopes)

Ballot – The form of ballot will be a “Composite Ballot”.

Ballot Box – a sealed box secured at the Municipality of Morris-Turnberry Administration Office, in which ballots are kept in advance of the close of polls at 8:00 p.m. on October 27, 2014.

Close of Polls – shall be 8:00 p.m. Eastern Standard Time on October 27, 2014.

Continuous Drop Box Location – shall be at the Municipality of Morris-Turnberry Administration Office at 41342 Morris Road, RR 4, Brussels, Ontario. A drop box shall be available for the drop off of return envelopes starting on the day after Voter Kits are mailed to electors through to Election Day. The drop box will be available for usage during regular office hours during this period except on Election Day when the office will be open from 9:00 a.m. through to the Close of Polls at 8:00 p.m.

Daily Deputy Returning Officer – a person(s) appointed by oath to oversee the processing of return envelopes on an ‘as required basis’ up until the close of polls at 8:00 p.m. on October 27, 2014.

Daily Drop Box Officer – a person appointed by oath to supervise the drop box at the Continuous Drop Box location.

Daily Poll Clerk – a person(s) appointed by oath to assist with the processing of return envelopes on an as required basis up until the close of polls at 8:00 p.m. on October 27, 2014.

Deputy Returning Officer – a person appointed by oath to carry out the counting of votes in a ballot box and other duties as may be delegated by the Returning Officer.

Drop Box – a sealed box in which Return Envelopes and Secrecy Envelopes are placed by the persons delivering their ballots in person to the continuous drop box location.

Election Assistant – a person appointed by oath for the purposes as set out in the oath and such other duties as may be delegated by the Returning Officer.

Election Day – shall be October 27, 2014
Guarantee Date for Mail Return – shall be the date that Data Fix guarantees return of voting packages deposited in Mail Boxes anywhere in Canada. In 2014, the Guarantee Return Date is October 17, 2014.

Master Voter List – a list showing all eligible electors in the Municipality of Morris-Turnberry, upon which the election personnel have indicated which electors have exercised their voting rights.

Mobile Poll- shall be a poll that travels from place to place at the direction of the Returning Officer with a drop box to collect Return Envelopes (ballots & declarations).

Polling Subdivisions – shall be as defined by the assessment office.

Processing Centre - An office room within the Municipal Office, where prior to and on October 27, 2014, the Voter’s kit is processed for counting; remove the secrecy envelope from the return envelope, process the declaration forms, to record the name of the elector that has voted and place the secrecy envelopes in the Ballot Box.

Replacement Voting Package – means a set of documents, which consists of instructions, a secrecy envelope, a return envelope, a ballot, and a declaration form. The declaration form shall bear the initials of the Returning Officer or the Assistant Returning Officer.

Return Envelope – shall be a pre-paid postage envelope addressed to the Municipality of Morris-Turnberry Administration office that is either returned by mail to the Municipality of Morris-Turnberry Administration office or is dropped off at the continuous Drop Box location. Each return envelope should contain both a voter’s declaration and a secrecy envelope containing one (1) ballot.

Returning Officer – the Municipality of Morris-Turnberry Clerk is the Returning Officer for the election with responsibility for ensuring that the election is conducted fairly in accordance with legislative requirements and established procedures. As Returning Officer, the Clerk is empowered by legislation to conduct the election and may provide for any matter that is not otherwise provided for in an Act or regulation and is, in the Clerk’s opinion, necessary or desirable for conducting the election.

Tabulation Centre – an area outside the Ballot Counting Centre (Council Room) where original statements of results will be tabulated.

Voter Declaration Form – shall be a slip upon which the qualifying address of the elector is indicated as well as a space for the elector’s signature and name. This documentation signifies the voter’s declaration that he/she is the person eligible to vote in the election, and this declaration must accompany every ballot submitted.

Voter Kit shall consist of instructions, a secrecy envelope, a return envelope, a ballot, and a declaration form.
PART IV – ALTERNATIVE VOTING PROCEDURE MAIL IN BALLOTS OVERVIEW

1. Ballot Package:
In this election, electors will receive their personal ballot package (Voter Kit) by mail. It will be sent on or about September 29, 2014 to their mailing address as listed on the Voters List from the Municipal Property Assessment Corporation.

Eelectors who apply to revise the Voter’s List before September 15 will receive their Voter Kit shortly thereafter.

Eelectors who do not receive their personal Voter Kit or electors who receive a Voter kit with incorrect information must revise the Voter’s List in order to receive their own ballot package. Electors may check to see if they are on the Voter’s List, or have another person do so by calling the Municipality of Morris-Turnberry office at (519) 887-6137. After September 15, electors who revise their own information on the Voter’s List will be issued their replacement voting package at the time they revise the Voter’s List. Any person who receives a ballot package addressed to another person should contact the number stated above to receive further information as it is against the law to exercise a vote other than your OWN vote.

Return envelopes will be received daily by mail and also by drop-off at the Municipality of Morris-Turnberry Municipal Office until 8:00 pm on October 27, 2014. A drop box will also be located in the Nursing and Retirement Homes on October 27, 2014 between 2pm and 4 pm.

2. Accessibility:
The Municipality will ensure accessibility for electors and will have regard to the needs of all electors, candidates and election staff. There the Municipality shall conduct the Vote by Mail Election in accordance with the Municipalities Customer Service Policy, which is attached as

C:\Users\Kim\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\0VHVY0WR\Vote by Mail Procedures 2014 amended.doc
PART V - PROCEDURES

1. **ELECTION PERSONNEL**

   a) The Municipal Clerk is responsible for conducting the Municipal Election, establishing the procedures and rules and interpreting the procedures and rules except as varied by a Court.

   b) The Clerk may appoint in writing, Deputy Returning Officers (DROs) and such other officials as required assisting in the administration, management, security and control of the Vote by Mail election system.

   c) Written appointments and delegation of duties of DROs and election officials shall include the authority to require any person to furnish proof of identity or qualifications pursuant to the Municipal Elections Act, S.O. 1996, as amended.
PART V – PROCEDURES cont’d

2. NOTICES

   a) Notice of Revision of Voter’s List is to be published and posted before September 2, 2014. The revision period runs from September 2, 2014 to the close of voting on October 27, 2014 at 8:00 p.m.

   b) Notice of Voter Qualification Period is to be published and posted before September 2, 2014. Qualification period runs from September 2, 2014 to the close of voting on October 27, 2014 at 8:00 p.m.

   c) Notice of Nomination is to be published and posted before Nomination Day. Nomination period runs from January 2, 2014 to September 12, 2014 at 2:00 p.m.
PART V – PROCEDURES cont’d

3. **REVISION OF VOTER’S LIST PROCEDURE**

   a) The period of revisions to the Voter’s List is from **September 2, 2014** until the close of voting on **October 27, 2014**. Persons, upon application in writing on the prescribed form to the Clerk or designated election official, may have their name added, removed or information added or amended on the Voter’s List.

   b) Applications to remove another person’s name from the Voter’s List must be made in writing on the prescribed form to the Clerk or designated election official during the period **September 2, 2014** until **September 12, 2014** at 5:00 p.m.

   c) Revisions to the Voter’s List will be conducted at the Municipality of Morris-Turnberry Office, 41342 Morris Road, Brussels, Ontario during regular office hours Monday to Friday, 9:00 a.m. to 5:00 p.m. except as varied in paragraph a) and b).

   d) Electors added to the Voter’s List up to **September 15, 2014** will receive their Vote by Mail Kit by mail from Data Fix.

   e) Electors added to the Voter’s List after **September 15, 2014** may pick up their Vote by Mail Kit; on or after **September 29, 2014** and up to **October 27, 2014** at 8:00 p.m. at the Municipality of Morris-Turnberry Office, 41342 Morris Road, Brussels, Ontario.

   f) Electors added to the Voter’s List from **September 15, 2014** to the close voting on **October 27, 2014** will be provided with a Vote by Mail Kit. These electors will have the option of returning the ballot at a later time or conducting their vote at a secure location in the Clerk’s Department and leaving the return envelope with the Clerk or designated election official.

4. **Access to Voter’s List**

   a) In addition to those named in the Municipal Elections Act Section 23(3) and (5) as being entitled to receive the Voter’s List, any member of the public may
inspect the Voter’s List at the Municipality of Morris-Turnberry Municipal Office commencing on September 2, 2014.

b) ‘On the List to Vote’: Voter’s may review their information on the preliminary voter’s list by accessing online (www. voterlookup.ca)

Part VI

1. **VOTING PROCEDURE:**

   a) The Municipality, in conjunction with Data Fix, will provide the Vote by Mail Kit to every person who qualifies to be an elector up to the close of voting on October 27, 2014 at 8:00 p.m.

   b) **THE VOTE BY MAIL KIT SHALL CONSIST OF:**

      - Voting Instruction Sheet
      - Composite Ballot
      - Ballot Secrecy Envelope
      - Voter Declaration Form
      - Outer Return Envelope (yellow) with prepaid postage

   c) Data Fix will on September 29, 2014, shall cause to be mailed to every elector who had qualified to be on the Voter’s List by September 15, 2014 a Vote by Mail Kit to the elector’s address as shown on the Voter’s List.

   d) The Clerk or designated election official shall provide for pick up at the Municipality of Morris-Turnberry Office, 41342 Morris Road, Brussels, Ontario, and a Vote by Mail Kit to every person qualified to be on the Voter’s List who has been added from September 15, 2014 to October 27, 2014 at 8:00 p.m.

   e) If a qualified elector does not receive his/her Vote by Mail Kit or if the Vote by Mail Kit is lost or destroyed, a new Vote by Mail Kit may be issued by attending at the Municipality of Morris-Turnberry Office, 41342 Morris Road, Brussels, Ontario after

      The Clerk or designated election official will confirm that the elector is qualified and have the elector or agent sign a written statement and a new Vote by Mail Kit will be issued. It shall be noted on the Voters’ List that the elector/agent was issued a new Vote by Mail Kit.

   f) Upon receipt of the Vote by Mail Kit, the voter shall complete the ballot, place it in the inner 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 business reply mark (i.e. an “X”) on the signature line and have a witness sign in the signature area of the Voter Declaration Form. The yellow prepaid business reply return voting envelope may be mailed or delivered to the “BALLOT RETURN STATION”. Return Voting Envelopes mailed in Canada are prepaid.

g) A “BALLOT RETURN STATION” will be established for those electors wishing to deposit or have deposited their Return Voting Envelope directly to the Clerk or designated election official at the Municipality of Morris-Turnberry.

1. at 41342 Morris Road, Brussels, Ontario on the following dates and times:

   from **Wednesday, October 1, 2014** to Friday, **October 24, 2014**
   from 9:00 a.m. to 5:00 p.m.; and,
   **Monday, October 27, 2014** from 9:00 a.m. to 8:00 p.m.

2. and at the Nursing and Retirement Homes from **Friday October 10th, 2014** to 4 pm on **October 27, 2014**. as amended October 6, 2014

h) The final day to deposit the Return Voting Envelope in the mail to ensure delivery to the Clerk or designated election official is October 17, 2014.
   Following this date, voters are encouraged to deposit their Return Voting Envelope at the designated “BALLOT RETURN STATION” in the Municipality of Morris-Turnberry, 41342 Morris Road, Brussels, Ontario.

i) Return Voting Envelopes deposited in the mail drop box located at the front entrance to the Municipality of Morris-Turnberry Office at 41342 Morris Road, Brussels, Ontario until **October 27, 2014** until 8:00 p.m. will be considered as having been mailed.

j) A separate Return Voting Envelope will be provided to each individual elector. Any Return Voting Envelope which contains more than one Voter Declaration Form or more than one Ballot Secrecy Envelope shall be treated in the following manner:

i) **Envelopes containing equal numbers of Ballot Secrecy Envelopes to Voter Declarations WILL BE COUNTED.**

ii) **Envelopes containing more Ballot Secrecy Envelopes to Voter Declaration Forms or more Voter Declaration Forms to Ballot Secrecy Envelopes WILL NOT BE ACCEPTED.**
k) On a date published by the Returning Officer, at least two election officials will open the drop boxes and remove the sealed Ballot Secrecy Envelope and Voter Declaration Form from the Return Voting Envelope and update the Voter’s List.

l) A master Voter’s List containing deletions, amendments and additions, along with those persons who have voted to date and those persons who have been issued with Vote By Mail Kits by the municipality will be maintained by the Clerk or designated election official. This list may be inspected at any time during regular office working hours and on October 27, 2014 up to 8:00 p.m.

m) If, upon opening the Return Vote Envelope, the Ballot Secrecy Envelope has not been sealed, the Clerk or designated election official may seal the envelope without examining the ballot.

n) Sealed Ballot Secrecy Envelopes will be sorted by Ward and placed in a secure location under the control of the Clerk or designated election official. On October 27, 2014 the sealed Ballot Secrecy Envelopes will be transported to the Counting Centre located at the Municipality of Morris-Turnberry Council Chambers, as designated by the Clerk or designated election official.

o) Ballots received by the Clerk or designated election official after 8:00 p.m. on Voting Day shall not be counted, but shall be date stamped and retained for the statutory document retention period.

p) **Replacement Voting Packages** (see application form)

   i) "Replacement Voting Packages" will only be available at the Municipality of Morris-Turnberry Municipal Office;

   ii) If an elector on the Voter’s List does not receive his/her ballot package, or if the ballot package is lost or destroyed, a replacement package may be issued.

   iii) The elector, or his/her agent must attend at the Municipal Office to obtain a replacement ballot package.

   iv) A form must be signed by the elector prior to the issuance of a Replacement Voting Package.

   v) The Returning Officer will confirm that the elector is qualified, administer the oath, strike the elector's name from the Voter's List and note that a replacement package has been issued, add the elector's name to the bottom of the list and note that the elector has been issued a replacement...
voting package and issue the replacement ballot package identifying it as such by marking the Voter Declaration Form with "RVP" plus the Returning Officer's or Assistant Returning Officer's initials.

Part VII PROCESSING PRIOR TO VOTING DAY

a) At a pre-determined time during the Voting Period, the Returning Officer or the Daily DRO and the Daily Poll Clerk will collect all Voter Return Envelopes that have been received either by mail or deposited at the “Ballot Return Station” in the Municipality of Morris-Turnberry Municipal Office. At no time shall less than two Election Staff have access to the Ballot Return drop-off boxes or to the return envelopes that have been received by mail. All Candidates will be notified of the dates and times.

b) The sealed Inner Ballot Secrecy Envelope and Voter Declaration Form will be removed from the Voter Return Envelope. Using information on the Voter Declaration Form, the Daily DRO(s) will strike the voter’s name from the Voter’s List and identifies the elector’s name on both the Voters’ List and the elector’s Declaration Form with a bar code reader.

c) The Ballot Secrecy Envelopes will be sorted into groups up to a maximum of 50 envelopes, and remain intact until the commencement of the counting.

d) The bundles of approximately 50 envelopes will be placed in the ballot box for the count. The total of the envelopes in each box shall not exceed 500.

e) The Voter Declaration Forms will be retained in a daily file for Candidates or their scrutineers to update their records if they so desire.

f) This procedure will be conducted as set out in S.43 insofar as possible, and Scrutineers are able to be present throughout this procedure. On Voting Day, it will be repeated for those ballots delivered on the previous day and on Voting Day.

g) In cases where the voter has already been struck off the list as having voted, the appropriate election staff will mark the secrecy envelope, and then initial, and record it by polling subdivision [S.52 (1)(2)], securing it with rejected envelopes.

h) Similarly, those secrecy envelopes which are accepted by the Daily DRO(s) but objected to by a Scrutineer will be marked as such, numbered, initialed and recorded by the Election Staff but will be included with those to be counted at 8:00 p.m. on Voting Day (S.54(3)). The total number of secrecy envelopes rejected and objected to pursuant to this paragraph will be recorded.
i) Any ballots received by mail or dropped off after 8:00 p.m. on October 27, 2014 WILL NOT be included in the election count.

j) A master Voters’ List containing deletions, amendments and additions, along with those persons who have voted to date and those persons who have been issued with Voter Kits by the municipality will be maintained by the Clerk. Candidates and scrutineers may inspect this list at any time during regular office working hours and on October 27, 2014 up to 8:00 p.m.

k) If, upon opening the Return Vote Envelope the Ballot Secrecy Envelope has not been sealed, the Clerk may seal the envelope without examining the ballot.

l) Sealed Inner Ballot Secrecy Envelopes will be sorted by Ward and placed in a secure location under the control of the Clerk. On October 27, 2014 the sealed Ballot Secrecy Envelopes will be transported to the Counting Centre located at the Municipal Office as designated by the Clerk.

M) The ballot box or boxes will be sealed at the end of each processing and locked in the Basement vault. The ballot box can be reopened each processing day in the presence of the daily DRO and Poll Clerk, and additional bundles of 50 ballots can be added to the ballot box to a maximum of 500 ballots.

N) On or before Election Day, October 27, 2014, the sealed box containing the Secrecy Envelopes that have been received without Declarations, will be opened. The sealed Secrecy Envelopes will then be slit and the Declarations removed without disturbing the folded ballot. If the Declarations have been properly signed by the elector, the Secrecy Envelope containing the ballot, will be placed in the ballot box for counting on Election Day. The Clerk, Daily DRO and Daily Poll Clerk will be in attendance during this process to ensure that the secrecy of the ballot is maintained.

O) There is no Advance Poll required for the Vote By Mail voting method and therefore there will be no Advance Poll.

P) There is no Proxy Voting required for the Vote by Mail voting method and therefore there is no Proxy Voting.
Part VIII  REJECTION OF BALLOTS

1) Any part of any ballot rejected shall not invalidate the remainder of the ballot except if there are identifying marks, in which case the entire ballot shall be rejected.

2) In addition to rejecting cast ballots for violations of the Municipal Elections Act, 1996 the following conditions will also cause a ballot to be considered rejected, marked as such, and kept separately in a sealed and secured box if:
   i) Upon opening the Return Vote Envelope where there is no Voter Declaration Form, (S.54(2)),
   ii) upon opening the Return Vote Envelope where the Voter Declaration Form is not signed (S.54(2));
   iii) Upon opening the Return Vote Envelope where there is a different number of Ballot Secrecy Envelopes to Voter Declaration Forms;
   iv) Upon opening the Return Vote Envelope where there are identifiable marks on the sealed Ballot Secrecy Envelope;
   v) upon opening the sealed Ballot Secrecy Envelope at the Counting Centre, where the envelope contains more than one ballot; and
   vi) Upon opening the sealed Ballot Secrecy Envelope at the Counting Centre, where the envelope contains a ballot, which has not been marked, it will be counted as a Ballot Used but Unmarked by Elector.

3) Exception- If during the process of opening the return envelope to strike off the voter’s name and separate the secrecy envelope from the Voter Declaration Form, and if it is determined that the voter did not sign the declaration, an attempt will be made to contact the voter, if time remains prior to the close of the voting, and advised that they may sign their declaration form. The ballot envelope must remain with the package. There must be two election officials present when the voter is handed their original package. The voter should be given a new return envelope and then place the new package in the drop box for processing.
Part IX  COUNTING PROCEDURES

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

b) The Municipality of Morris-Turnberry Council Chambers, 41342 Morris Road, Brussels, Ontario will be established as the Ballot Counting Centre. Only the Clerk, Deputy Returning Officers, designated election officials, certified Candidates and authorized Scrutineers will be permitted to be present in the Ballot Counting Centre.

c) At 6:00 p.m. on October 27, 2014, the secured sealed Ballot Secrecy Envelopes received by the Clerk or designated election officials up to that time will be delivered to the Ballot Counting Centre in sealed ballot boxes. Sealed Ballot Secrecy Envelopes received at the Municipality of Morris-Turnberry Clerk’s Office between 6:00 p.m. and the close of voting on October 27, 2014, will be delivered to the Ballot Counting Centre immediately after the close of voting in sealed ballot boxes. Scrutineers will be allowed to view the sealing of the ballot boxes prior to both transfers.

d) At 6:00 p.m., the following persons shall be sequestered at the Ballot Counting Centre, and shall remain sequestered until the close of voting:

- Deputy Returning Officers
- Designated Election Officials
- Certified Candidates, who choose to be present
- Authorized Scrutineers, who choose to be present

e) The following procedures apply to those persons sequestered between 6:00 p.m. and the close of voting on October 27, 2014:

i) The doors of the Municipality of Morris-Turnberry Council Chambers will be locked between 6:00 p.m. and 8:00 p.m. on voting day and only the Returning Officers, Designated Election Officials, Certified Candidates and authorized Scrutineers will be permitted to remain in the Municipality of Morris-Turnberry Ballot Counting Centre.
ii) Any person leaving the Municipality of Morris-Turnberry Ballot Counting Centre between 6:00 p.m. and 8:00 p.m. will not be permitted to return (except for the Clerk, as noted below).

iii) The Clerk shall be the only person permitted to enter, or leave and re-enter the Municipality of Morris-Turnberry Ballot Counting Centre, as necessary between 6:00 p.m. and 8:00 p.m. on Voting Day.

iv) During the sequester period, the sealed Ballot Secrecy Envelopes will be opened, counted and the statement of results undertaken at the Ballot Counting Centre. Ballot Secrecy Envelopes will already have been sorted. Ballot Secrecy Envelopes will be grouped into bundles of fifty (50) and delivered to the appropriate Deputy Returning Officer and designated election official for counting of the ballots. When the initial fifty (50) are counted, a second bundle of fifty (50) will be delivered for counting, and so on until all ballots have been counted.

v) Persons permitted to be present at the Ballot Counting Centre arriving after 6:00 p.m. and before 8:00 p.m. will be permitted to enter, but will be subject to all of the rules herein respecting sequestering.

vi) Blackberrys, Cell phones or other electronic equipment will not be permitted in the Municipality of Morris-Turnberry Ballot Counting Centre, other than for designated election officials.

vii) During the sequester period (between 6:00 p.m. and 8:00 p.m. on election day), only the ballot counting procedure and the completion of statements of results shall be undertaken. Tabulation of results shall commence after 8:00 p.m. in the manner set out below.

viii) Although sequestering for the purposes of counting ballots will occur between 6:00 p.m. and 8:00 p.m. on voting day, VOTING WILL BE PERMITTED AND WILL CONTINUE UNTIL 8:00 P.M. ON VOTING DAY.

f) The doors to the Ballot Counting Centre will be locked at 8:00 p.m. on October 27, 2014 and only designated election officials will be allowed to enter thereafter. Candidates and Scrutineers leaving the Centre after 8:00 p.m. will not be permitted to return.

g) The Ballot Counting Centre will be designed as a “No Smoking Area”.

h) Scrutineers will be provided with an area away from the “Counting Stations” for their use. Cell phones or other equipment will not be permitted in the Ballot Counting Centre other than for designated election officials. Scrutineers shall not interfere with the vote count in any manner either during the sequester period or
during the vote counting procedure after 8:00 p.m. Should they do so, they shall be required to leave the facility when so requested by the designated election official.

i) No campaign material will be allowed within the Municipality of Morris-Turnberry Office Council Chambers on Election Day.

j) After 6:00 p.m. on October 27, 2014, the sealed Ballot Secrecy Envelopes will be opened, counted and the statement of results undertaken at the Ballot Counting Centre. Ballot Secrecy Envelopes will already have been sorted according to Ward. Ballot Secrecy Envelopes will be grouped into bundles of fifty (50) and delivered to the appropriate Deputy Returning Officer and designated election official for counting of the ballots. When the initial fifty (50) ballots are counted, a second bundle of fifty (50) will be delivered by the Deputy Returning Officer, for counting, and so on until all ballots have been counted.

k) In the event a ballot is accidentally cut when the sealed Ballot Secrecy Envelope is opened, the designated election official shall repair the ballot and attach a notice advising that the damage to the ballot was caused by the designated election official.

l) The Deputy Returning Officer and designated election official shall count the ballots in the following order:

MAYOR
COUNCILLOR
ENGLISH LANGUAGE PUBLIC SCHOOL TRUSTEE
ENGLISH LANGUAGE SEPARATE SCHOOL TRUSTEE
FRENCH LANGUAGE PUBLIC SCHOOL TRUSTEE
FRENCH LANGUAGE SEPARATE SCHOOL TRUSTEE

m) Any part of any ballot rejected shall not invalidate the remainder of the ballot except if there are identifying marks, in which case the entire ballot shall be rejected.

n) After the completion of the count of each bundle of fifty (50) ballots, a statement of results for that bundle shall be completed, signed by the Deputy Returning Officer and designated election official and if desired, initialed by any Scrutineer present for the count, and forwarded for tabulation.

o) The original statement of results will be forwarded to the designated Tabulation Centre for tabulation. The duplicate original Statement of Results will remain affixed to the ballots and stored in a secure place under the control of the Clerk or designated election official.
p) Once all ballots have been counted, the ballots will be secured, the ballot boxes sealed and returned to the Clerk or designated election official for secure storage.

q) After the completion of the count of each bundle of fifty (50) ballots, a statement of results for that bundle shall be completed, signed by the Deputy Returning Officer and Election Official and if desired, initialled by any Scrutineer present for the count.

r) The original statement of results will be forwarded to the designated Tabulation Centre (being the Clerk's office) for tabulation. The duplicate original Statement of Results will remain affixed to the ballots and stored in a secure place under the control of the Clerk.

s) Once all ballots have been counted, the ballots will be secured, the ballot boxes sealed and returned to the Clerk for secure storage.

Part X. TABULATION PROCEDURES

a) Tabulation of the Statements of Results will be conducted in the Clerk's office 41342 Morris Road, RR4, Brussels, ON

b) Tabulation of results for each elected position will be calculated and posted in the Main Hall entrance of the Municipal Office, as the information is received from the Ballot Counting Centre.

c) The results forwarded to the Main Hall entrance of the Municipal Office will be unofficial.

d) As the duplicate copies of the Statement of Results from each bundle of votes counted are received, these results will be checked and when certified by the Clerk, will be the official results.
Part XI SECURITY OF THE BALLOT PRIOR TO VOTING

a) Ballots will be printed under the supervision of Data Fix and the number of ballots printed will be forwarded to the Clerk or designated election official.

b) Data Fix will mail a ballot to each person identified on the Revised Voter’s List as of September 29, 2014 and this number of ballots used will be forwarded to the Clerk or designated election official.

c) In addition to the Voter Kits mailed, the Clerk or designated election official will receive approximately 250 replacement voter kits for the whole municipality. Once all ballots are received, the ballots will be processed and the numbers recorded, prior to the counting.

d) The number of ballots distributed by the Clerk or designated election official to persons qualifying to be voters after September 29, 2014 will be recorded.

e) If the Clerk or designated election official runs out of ballots printed by Data Fix, he/she may photocopy as many ballots as he deems necessary and place his/her initials upon the back of such ballots. The number of ballots copied will be recorded.
Part XII  SECURITY OF THE BALLOT DURING/AFTER THE VOTE

a)  Upon receiving the prepaid yellow Outer Return Envelopes by mail or from the Ballot Return Station, the envelope will be opened and upon being verified, the sealed Ballot Secrecy Envelopes will be stored in sealed ballot boxes. The number of Ballot Secrecy Envelopes entered into the ballot boxes each day will be recorded.

b)  At the end of each day the Clerk or designated election official shall affix a seal to each of the boxes, initial the seal and place the sealed ballot boxes in the municipal vault. Each morning the Clerk or designated election official shall retrieve the ballot boxes, inspect the seals to ensure they are intact, and in the presence of another staff member, break the seals to access the slots for use during the day. At 6:00 p.m. on Voting Day, the boxes will be sealed and then transported by the Clerk or designated election official to the Counting Centre. A set of two Ward ballot boxes shall be maintained at the Voting Day Ballot Return Station during the specified hours. At the close of voting at 8:00 p.m. the ballot boxes maintained at the Ballot Return Station shall be sealed.

c)  The ballot boxes, once sealed, will be transported to the Ballot Counting Centre, opened, and the ballots counted.

d)  After the count, each bundle of ballots, along with the duplicate original Statement of Results will be placed back into the ballot boxes. When the count is complete, the ballot boxes will be sealed and initialed by the Clerk or designated election official prior to transfer to a secure place under the control of the Clerk or designated election official.
Part X 111: **FORM OF BALLOT**

a) The form of ballot will be a “Composite Ballot”.

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Part XIV  **SCRUTINEERS**

a) Each Candidate may appoint, in writing, Scrutineers to be present during the voting which may take place at the Municipality of Morris-Turnberry Office, during the opening of the yellow Outer Return Envelopes and, during the counting of ballots at the Counting Centre. At the Counting Centre, a Scrutineer representing a candidate may be present at each counting table and at the ballot opening table to oversee the count, upon the submission of his/her written appointment. Only one Scrutineer per candidate may be present at one time at each of the tables.

b) All Scrutineers must comply with the procedures that are set out on their Appointment Form.

c) Each candidate or their appointed scrutineer may be present to view the ballot processing and counting.

Part XV  **EMERGENCIES**

a) In the event of any condition of an emergency 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 conduct of the election.
Part XVI AMENDMENT TO THIS DOCUMENT
a) The Clerk at any time has the right to amend this document to facilitate the vote, count, tabulation of the votes and security.
b) The Clerk’s ruling on any interpretation of this document is final.

Part XVII DECLARATION OF RESULTS:

a) On October 27, 2014, unofficial results will be published by the Returning Officer as soon as results are tallied, in the front lobby and released to the media. All candidates will be advised of the unofficial results.
b) Official results will be posted on October 28, 2014.

DATED at the Municipality of Morris-Turnberry, in the County of Huron this 20th day of May, 2014.

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Nancy Michie
Appendix A  Mobile Poll

General:  In an effort to provide those residing at Homes for the Aged and Retirement Homes, an option of casting their ballot personally, the Returning Officer may authorize a mobile poll and appointed Election Assistants.

Mobile Poll:

A mobile poll shall consist of a Deputy Returning Officer and a Poll Clerk and a Drop Box. The election personnel may attend at the Homes for the Aged and Retirement Homes, at a time designated by the Returning Officer and ensure that Return envelopes of qualified electors are deposited in a Drop Box for this purpose. Or A drop Box will be located at the Homes for the aged and Retirement Homes and picked up by 4 pm on October 27, 2014

The Drop Box will be returned to the Municipal Office, and be processed in the same manner as Ballots received by mail by the Daily Deputy Returning Officer and Daily Poll Clerk.
Appendix B  Accessibility

Customer Service Standard  passed by Council October 20,2009

Purpose:

The Municipality of Morris-Turnberry is committed to being responsive to the needs of all its residents. To do this, we must recognize the diverse needs of all of our residents and respond by striving to provide services and facilities that are accessible to all. As an employer, and a provider of services, the Municipality of Morris-Turnberry is committed to ensuring its services are provided in an accessible manner.

The Municipality of Morris-Turnberry will promote accessibility through the development of policies, procedures and practices and by ensuring they consider people with disabilities. To do this we must ensure the policies, procedures and practices address integration, independence, dignity and equal opportunity.

Definitions:

1. Disability:
The Accessibility for Ontarians with Disabilities Act, 2005, adopts its definition of disability from the Ontario Human Rights Code. It broadly defines disability to include:
   - Physical disabilities
   - Mental and intellectual disabilities
   - Learning disabilities
   - Injuries or disabilities for which Workplace Safety and Insurance benefits were claimed and received.

2. Barrier:
   - C:\Users\Kim\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\0VHVY0WR\Vote by Mail Procedures 2014 amended.doc
A barrier is anything that prevents people with disabilities from fully participating in all aspects of society. Examples of barriers are:
- Hard to turn doorknobs or heavy doors
- Confusing messages, unfamiliar language
- Small print sizes and hard to read fonts
- Steps and narrow doors
- Voice and messages—may be barriers for people who are deaf, deafened or hard of hearing.

**Principles:**

1.23.1 Reasonable efforts will be made to ensure the following:
   (i) That goods and services be provided in a manner that respects the dignity and independence of persons with disabilities.
   (ii) The provision of goods and services to persons with disabilities, and others, will be integrated unless an alternate measure is necessary, whether temporarily or permanently, to enable a person with a disability to obtain, use or benefit from the goods and services.
   (iii) Persons with disabilities will be given an opportunity—equal to that given to others—to obtain, use and benefit from the goods and services.
   (iv) The Municipality will attempt to remove any barriers for the provision of goods and services.

**Procedures and Practices:**

1.23.2 Procedures and practices will strive to reflect or achieve the following:
   (i) Communication will be considered, in a manner that takes into consideration a person’s disability.
   (ii) Staff will receive appropriate training.
   (iii) Persons with disabilities accompanied by a guide dog or service animal will be permitted in those areas of the premises owned or operated by the Municipality of Morris-Turnberry that are open to the public.
   (iv) Persons with disabilities accompanied by a support person will be permitted to be accompanied by that support person in premises open to the public.
   (v) Admission fees will be waived for a support person who accompanies a person with a disability.
   (vi) Notice will be provided when facilities or services that people with disabilities rely on to access Municipality of Morris-Turnberry services are temporarily disrupted.
   (vii) The Municipality of Morris-Turnberry will establish a feedback process to allow people to provide feedback on how we are providing services to person’s with disabilities.
(viii) The Municipality of Morris-Turnberry will allow persons with disabilities to use their own personal assistive devices to obtain, use or benefit from the services offered by the Municipality of Morris-Turnberry.

**PROCEDURES**

**Support Persons**

1.23.3 Support person means, in relation to a person with a disability, another person who accompanies him or her in order to help with communication, mobility, personal care or medical needs or with access to goods or services.

1.23.4 The Municipality of Morris-Turnberry will allow people with disabilities, who require, to be accompanied by a support person in all Municipality owned and operated public facilities. *The Municipality of Morris-Turnberry reserves the right to request the person with a disability be accompanied by a support person, in the event that it is considered necessary to protect the health and safety of the person with a disability or others on the premises.*

1.23.5 The Municipality of Morris-Turnberry will waive admission fees for support persons who accompany a person with a disability, into facilities where admission is charged.

(a) Member of public should notify a staff member about the presence of the support person.

(b) If there is confidential information to be disclosed, consent must be received from the person with the disability.

**Feedback Process**

1.23.6 To submit a complaint:

Should a member of the public wish to make a complaint regarding the service they have received:

(a) The member of the public with the complaint or concern should have a discussion with the staff person at the Municipality of Morris-Turnberry who is involved in the situation.

(b) Should the discussion not resolve the complaint or the member of the public is uncomfortable discussing the issue with the staff person, the member of the public should fill out a complaint form. The staff person can assist the member of the public with the *complaint form* in a manner that takes into consideration their disability.

(c) The information to be provided by the member of the public should include their personal contact information, the date, a description of the
complaint, and what the member of the public requests to resolve the complaint. This information should be documented on the complaint form.

(d) The complaint should be forwarded to the manager responsible for the department and the appropriate corporate department.

(e) The department manager will attempt to resolve the complaint in a timely manner, with the assistance of the appropriate Municipality department.

(f) The member of the public will be contacted once a resolution has been reached.

1.23.7 To submit a suggestion:

Should a member of the public wish to provide the Municipality of Morris-Turnberry with a suggestion on how to improve our service:

(a) Member of the public will inform staff member of suggestion.

(b) Staff member will assist member of the public in filling out the suggestion form, should they require assistance.

(c) Member of the public will be notified in a timely manner of how the Municipality of Morris-Turnberry will proceed with their suggestion.

(d) Staff response should include: an explanation of how we will implement the suggestion, a response indicating further investigation or an explanation why we are unable to implement the suggestion.

All complaints and suggestions should be recorded on a complaint form, and forwarded to the department head and the appropriate Corporate department.

Service Disruption

1.23.8 If, in order to obtain, use or benefit from a provider’s goods or services, persons with disabilities usually use particular facilities or services of the provider (for example, elevators) and if there is a temporary disruption in those facilities or services in whole or in part, the Municipality of Morris-Turnberry shall give notice of the disruption to the public.

1.23.9 Notice of the disruption must include information about the reason for the disruption, its anticipated duration and a description of alternate facilities or services, if any, that are available.

1.23.10 Notice will be given by posting the information at a conspicuous place on premises owned or operated by the provider of goods or services, as well as by posting it on the Municipality of Morris-Turnberry website.

1.23.11 If the Municipality of Morris-Turnberry Website should expect a temporary service disruption, advance notice where possible, keeping with the conditions of section 1.23.9, shall be provided on the website.
Service Animals

1.23.12 For the purpose of this policy, a ‘service animal’ is defined as either:

(i) A “guide dog,” as defined in section 1 of the Blind Persons Rights’ Act; or 
(ii) A “service animal” for a person with a disability. For the purpose of this policy, an animal is a service animal for a person with a disability, 

(a) if it is readily apparent that the animal is used by the person for the reasons relating to his or her disability; or 
(b) if the person provides a letter from a physician or nurse confirming that the person requires the animal for reasons relating to the disability.

1.23.13 The Municipality of Morris-Turnberry will allow the person and the animal onto all Municipality of Morris-Turnberry owned and operated public facilities that are open to the public, and will ensure that the person is permitted to keep the animal with him or her unless the animal is otherwise excluded by law.

1.23.14 If a service animal is excluded by law from the premises, the provider of goods or services shall ensure that other measures are available to enable the person with a disability to obtain, use or benefit from the provider’s goods or services.

Format of Documents

1.23.15 Should the Municipality of Morris-Turnberry be required to give a copy of a document to a person with a disability, the Municipality of Morris-Turnberry shall give the person the document, or the information contained in the document, in a format that takes into account the person’s disability.

1.23.16 Material printed in-house and publications produced on behalf of the Corporation of the Municipality of Morris-Turnberry should contain a note indicating, “alternate formats are available upon request” and include relevant contact information.

1.23.17 The Municipality of Morris-Turnberry and the person with a disability will try to agree upon the format to be used for the document or information, subject to section 1.23.19 of this policy.

1.23.18 Alternate formats that should be considered by the Municipality of Morris-Turnberry and the person with the disability will include, but are not limited to:

(i) Print Requests:
Requests for alternate formats should be honoured in the most practical manner depending on the media chosen, the size and complexity of the document, the quality and source of the documents, the feasibility of the request (including the cost) and the number of documents to be converted. It should be noted that when request for one of these formats is received and deemed feasible, staff should make every attempt to respond to the request in the most practical manner and to the satisfaction of the requestor. If it is determined that the format requested is not feasible, then other alternate methods of providing the information should be explored that will still meet the needs of the requestor (e.g. Audio CD or explaining the information verbally etc.).

(a) Employee receives request from member of the public for alternate format.
(b) Employee fills out alternative format request form.
(c) Forwards request onto the relevant department and the appropriate corporate department;
(d) The department head and the appropriate corporate department determine feasibility;
(e) Proceeds with alternate format request.
(f) If not feasible; contact individual with feasible solution.

(ii) ASL Interpreter Request:

(a) Employee receives request from public for ASL Interpreter.
(b) Employee fills out alternative format request form.
(c) Forwards request onto the relevant department and the appropriate corporate department.
(d) The department or the Municipal Clerk contacts Canadian Hearing Society to make request.
(e) Once Canadian Hearing Society confirms attendance of ASL Interpreter, the department or the Municipal Clerk contacts individual.
(f) If ASL Interpreter is not available, individual will be contacted with an alternate solution.

1.23.19 Feasibility will be determined based upon cost in relation to size of document and time associated with processing document requests.

The time frame attached to the conversion process varies depending on the media chosen, the size, complexity, quality of source documents and number of documents to be converted. Documents shall be returned in a timely manner depending on the factors previously noted.

Conversion shall be processed in-house wherever possible. When a member of the public requests a piece of Municipal documentation in a multiple format, the
department of origin shall be responsible for the cost of the conversion, materials and distribution, not the public requestor. In-house printing, where possible, should adhere to the CNIB’s Clear Print Standards.

Training

1.23.20 The Municipality of Morris-Turnberry shall ensure that the following persons receive training about the provision of its goods or services to persons with disabilities:

(a) Every person who deals with members of the public or other third parties on behalf of the Municipality, whether the person does so as an employee, agent, volunteer or otherwise.

(b) Every person who participates in developing the Municipality’s policies, practices and procedures governing the provision of goods or services to members of the public or other third parties.

1.23.21 The training will include a review of the purposes of the Act and the requirements of this policy and instruction about the following matters:

(a) How to interact and communicate with persons with various types of disability, as outline in this policy and procedures.

(b) How to interact with persons with disabilities who use an assistive device or require the assistance of a guide dog or other service animal or the assistance of a support person, as outlined in this policy and procedures.

(c) How to use equipment or devices available on the provider’s premises or otherwise provided by the provider that may help with the provision of goods or services to a person with a disability.

(d) What to do if a person with a particular type of disability is having difficulty accessing the provider’s goods or services.

1.23.22 The Municipality of Morris-Turnberry will log and retain records which will record the details of the training provided, as well as the name of the person, location, and date the training was completed.

1.23.23 The Municipality of Morris-Turnberry will customize the training going forward, based on the actual experiences, usage of the persons with disability in Municipality of Morris-Turnberry owned or operated facilities and legislative requirements as they come down from the province.

Assistive Devices
1.23.24 The Municipality of Morris-Turnberry will allow persons with disabilities to use their own personal assistive devices to obtain, use or benefit from the services offered by the Municipality of Morris-Turnberry.

1.23.25 Should a person with a disability be unable to access the Municipality’s services through the use of their own personal assistive device, the Municipality of Morris-Turnberry will ensure the following measures:

(a) Determine if service is inaccessible, based upon individual requirements.
(b) Assess service delivery and potential service options to meet the needs of the individual.
(c) Notify person with disability of alternative service and how they can access the service, temporarily or on a permanent basis.