

# THE CORPORATION OF THE MUNICIPALITY OF GREENSTONE

## BY-LAW 14-32

Being a by-law to authorize Voting by Telephone/Internet for the 2014 Municipal Election

**WHEREAS** Section 42 (1) of the *Municipal Elections Act, 1996* provides that a municipal council may pass a by-law authorizing an alternative voting method that does not require electors to attend a voting place in order to vote;

**AND WHEREAS** Council of the Municipality of Greenstone deems it appropriate and in the best public interest to conduct the 2014 Municipal Election using the alternative method of voting by telephone/internet;

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE MUNICIPALITY OF GREENSTONE ENACTS AS FOLLOWS:**

1. **THAT** the alternative voting method of "Voting by Telephone/Internet" is hereby authorized for the Municipal Election to be held in 2014.
2. **THAT** a Voter Information Letter be provided to every person who qualifies to be an elector. The Letter will be mailed "first class" or will be directly provided to each qualified elector.

The Voter Information Letter shall consist of:

- A sealed envelope containing a Personal Identification Number (PIN)
  - A telephone access number and internet address for voting
  - A Greenstone Voter Help Line number for assistance
  - Locations of Greenstone Voter Help Centers
  - A list of candidates for office
  - Such other necessary material as the Clerk/Returning Officer determines.
3. **THAT** Voter Help Centers be established at locations throughout Greenstone designated by the Clerk to assist electors with the Voting by Telephone/Internet process, to make additions, deletions and corrections to the Voters' List and to assist with other general election inquiries.

**AND THAT Voter Help Centers be established and located as follows:**

Greenstone Administration Office / Geraldton Ward Office

1800 Main Street, Geraldton, ON

- Advance Voting Monday October 20, 2014 to Friday October 24, 2014  
9:00 a.m. to 12:00 noon and 1:00 p.m. to 4:30 p.m.
- Voting Day Monday October 27, 2014 10:00 a.m. – 8:00 p.m.

Beardmore Ward Office

100 Main Street, Beardmore, ON

- Advance Voting Monday October 20, 2014 to Friday October 24, 2014  
9:00 a.m. to 12:00 noon and 1:00 p.m. to 4:30 p.m.
- Voting Day Monday October 27, 2014 10:00 a.m. – 8:00 p.m.

Longlac Ward Office

105 Hamel Avenue, Longlac, ON

- Advance Voting Monday October 20, 2014 to Friday October 24, 2014  
9:00 a.m. to 12:00 noon and 1:00 p.m. to 4:30 p.m.
- Voting Day Monday October 27, 2014 10:00 a.m. – 8:00 p.m.

Nakina Ward Office

200 Center Avenue, Nakina, ON

- Advance Voting Monday October 20, 2014 to Friday October 24, 2014  
9:00 a.m. to 12:00 noon and 1:00 p.m. to 4:30 p.m.
- Voting Day Monday October 27, 2014 10:00 a.m. – 8:00 p.m.

Superior Greenstone Association for Community Living

- Advance Voting Saturday October 25, 2014  
9:00 a.m. to 12:00 noon

Geraldton District Hospital

- Advance Voting Saturday October 25, 2014  
1:00 p.m. to 4:00 p.m.

4. **THAT** every elector has the responsibility of completing the ballots in accordance with the *Municipal Elections Act, 1996*, and the procedures authorized by this By-law before 8:00 p.m. on Voting Day.
5. **THAT** this By-law applies to Section 43 (advance votes) of the *Municipal Elections Act, 1996*.
6. **THAT** this By-law does not apply to Section 44 (voting proxies) of the *Municipal Elections Act, 1996*.
7. **THAT** the Clerk/Returning Officer shall prepare rules and procedures for the Voting by Telephone/Internet municipal election which shall be attached to and form part of this By-law as Schedule 'A'.
8. **THAT** the Clerk/Returning Officer shall provide a copy of this By-law to each Candidate, to each School Board and to each resident upon request.
9. **THAT** any person, corporation or trade union guilty of corrupt practices or contravening the provisions of the *Municipal Elections Act, 1996* or the rules and procedures as established in this By-law may be prosecuted pursuant to the provisions of the *Municipal Elections Act, 1996*.
10. **THAT** the Clerk/Returning Officer shall give the electors notice of the passage of this By-law and the manner in which electors may use this alternative voting method.
11. **THAT** Voting by Telephone/Internet shall apply to all voting in the 2014 municipal election in the Municipality of Greenstone.

**PASSED** and **ENACTED** this 28th day of April 2014.

*Original signed by J. Jantunen*  
*Resolution 14-102*

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Jane Jantunen, Deputy-Mayor

*Original signed by E. Slomke*  
*April 28, 2014*

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Elizabeth Slomke, Clerk

# **MUNICIPALITY OF GREENSTONE**

TELEPHONE/INTERNET VOTING  
ELECTION POLICIES and PROCEDURES

for the

2014 MUNICIPAL ELECTIONS

Approved by the  
Clerk / Returning Officer of the  
Municipality of Greenstone  
this 28th day of April, 2014

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## **1. AUTHORITY**

On April 28, 2014, the Council of The Municipality of Greenstone adopted By-law Number 14-XX authorizing the use of an alternative voting method, that being the Telephone/Internet Voting method.

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

*"At least 30 days before voting day the clerk shall establish procedures and forms for the use of any alternative voting method authorized by by-law and provide a copy of the procedures and forms to each candidate."*

In addition, the Council of The Municipality of Greenstone has adopted By-law Number 14-13 on the March 10, 2014, being a by-law to enter into an agreement with Intelivote Systems Inc. for Telephone/Internet Voting service for the 2014 Municipal Elections.

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

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

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

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

The power conferred by subsection (1) includes power to establish forms, including forms of oaths and statutory declarations, and power to require their use.

The power conferred by subsection (1) includes power to require a person, as a condition of doing anything or having an election official do anything under this Act, to furnish

proof that is satisfactory to the election official of the person's identity or qualifications or of any other matter.

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

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

Subsection 42(5) further states that when a by-law authorizing the use of an alternative voting method is in effect, Sections 43 (advance votes) and 44 (voting proxies) apply only if the by-law so specifies. Since the purpose for the use of the alternative voting, being Telephone/Internet Voting was to eliminate proxies, By-law Number 14-13 of The Municipality of Greenstone is silent on these issues, and it is therefore not applicable. Therefore, with respect to proxies, a person cannot give his or her Voter Information Letter to another eligible elector or other individual for the purpose of voting. Acceptance of a Voter Information Letter including the actual voting thereof will be considered an illegal and corrupt practice and therefore subject to the penalty provision under the Municipal Elections Act.

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

## **2. DEFINITIONS**

- a) Advance Voting.....means voting conducted between the hours of 9:00am beginning on Monday October 20, 2014 and the start of Voting Day on Monday October 27, 2014.

- b) Auditor.....means a third party or an individual assigned by the Municipality to conduct audit processes that have been agreed to by the Municipality and ISI and who will be responsible to render an official opinion as to the validity of the total voting process as conducted by ISI and the Election Officials.
- c) Ballot..... means either an image on a computer screen of a ballot card for an election to be voted for, including all choices available to the electors and containing spaces in which the electors mark their votes; or when voting using a telephone or wireless phone, an audio set of instructions which describe all choices available to the electors and instruction to mark their selection by depressing the numbered touchtone keypad.
- d) Candidate.....means a person who has been nominated under Section 33 of the Municipal Elections Act.
- e) Certified Candidate....means a candidate whose nomination has been certified by the municipal clerk under Section 35 of the Municipal Elections Act.
- f) Clerk.....means the Clerk of The Municipality of Greenstone who is responsible for conducting this election under the authority of the Municipal Elections Act, 1996, as amended. *(This legislation provides that the clerk of a municipality may provide for any matter that is not otherwise provided for in an Act or regulation and is, in the clerk of the municipality's opinion, necessary or desirable. Section 12 of the Municipal Elections Act, 1996)*
- g) Password.....means an additional access control word assigned by Intelivote Systems Inc. to each authorized user to provide additional security for access to the voting system.
- h) Election Official....means the Deputy Returning Officer or other person(s) appointed in writing by the Clerk to carry out election duties under the Municipal Elections Act. An Election Official/Deputy Returning Officer can only carry out the tasks and duties as assigned in writing by the Clerk, and must take the prescribed oath (MOG1 or MOG2).
- i) Friend.....means a person who has been requested by an elector to assist him or her in the voting process.
- j) Voter Help Centres.....means locations provided by The Municipality of Greenstone to assist electors with the Telephone/Internet Voting

process, to make additions, deletions and corrections to the Preliminary List of Electors (PLE), Voters List or other general election inquiries. The Voter Help Centres are located at:

Greenstone Administration Office / Geraldton Ward Office

1800 Main Street, Geraldton, ON (Phone 854-1100)

Beardmore Ward Office

100 Main Street, Beardmore, ON (Phone 875-2639)

Longlac Ward Office

105 Hamel Avenue, Longlac, ON (Phone 876-2316)

Nakina Ward Office

200 Center Avenue, Nakina, ON (Phone 329-5361)

- k) Personal Identification Number (PIN).....means a unique multiple digit number assigned by Intelivote Systems Inc. to each voter to provide security for access to the voting system.
- l) Preliminary List of Electors (PLE).....means a list of electors for The Municipality of Greenstone compiled by the Municipal Property Assessment Corporation (MPAC) and provided to The Municipality of Greenstone by July 31 of an election year.
- m) Satisfactory Identification.....means one or more pieces of identification or personal information, which would verify the identity of an individual to the satisfaction of an Election Official.
- n) Scrutineer.....means an individual, appointed in writing by a certified candidate, to represent him or her during the voting process.
- o) Telephone Access number.... means a toll free 800 number that is North American wide. There are no toll fees charged to the Municipality or to the voter. The toll fees are included in the per voter fee.
- p) Voters' List....means the Preliminary List of Electors, as corrected by the Clerk, under the provisions of Section 22 of the Municipal Elections Act, 1996.
- q) Voting Day.....means the final day on which the vote is to be taken in an election and shall be from 10:00 a.m. to 8:00 p.m. on



Monday October 27, 2014.

- r) Voting Period... means the time from 9:00 a.m. on Monday October 20, 2014 to the close of voting on Voting Day, Monday October 27, 2014.
- s) Voter Information Letter.....means a sealed envelope containing a Personal Identification Number (PIN) for each person on the Voters' List or who have completed an application, duly approved by an Election Official, for inclusion on the Voters' List, a telephone access number and internet address for voting, a Voter Help Centre number for assistance and a list of candidates for office. These envelopes shall be mailed individually to every person on the Voters' List.

### **3. APPLICATION**

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

### **4. SECRECY**

- 1. The Clerk shall require all Election Official(s) and/or other persons working in connection with the municipal elections to swear or

affirm an oath of secrecy in accordance with Section 49 of the Municipal Elections Act, 1996.

2. No person shall interfere or attempt to interfere with an elector while in the process of accessing the Telephone/Internet Voting service or interfere or attempt to interfere in the voting process while using the Telephone/Internet Voting service unless expressly requested and authorized by an elector for assistance.
3. No person shall obtain or attempt to obtain information about how an elector intends to vote or has voted. Any individual requested by an elector to assist him or her in voting is required to maintain the secrecy of the vote(s) cast by the elector and shall vote according to the instructions and wishes of the elector.
4. No person shall communicate any information that might have been inadvertently obtained about how an elector intends to vote or has voted.
5. No elector shall reveal how he or she intends to vote except when obtaining assistance in voting from either a "friend" or an Election Official.
6. All electors voting at the Voter Help Centre may vote with the assistance of a "friend". However, the "friend" shall be required to take the appropriate oath prior to providing assistance. (MOG3)
7. All complaints regarding any and/or all breaches of secrecy shall be investigated by the proper authorities and shall be prosecuted according to the provisions of "Corrupt Practices and Other Offences - Penalties and Enforcement" under Sections 89 and 90 of the Municipal Elections Act, 1996.

## **5. PRELIMINARY LIST OF ELECTORS / VOTERS' LIST**

1. The Preliminary List of Electors shall be requested from the Municipal Property Assessment Corporation (MPAC) in an electronic format. The list shall be reviewed by the Clerk of The Municipality of Greenstone and obvious errors shall be corrected as permitted under Section 22 of the Municipal Elections Act, 1996, and the list shall be approved for use as the Voters' List.
  - a) The list shall then be reproduced in paper or electronic format and distributed to those who are entitled to copies

under Subsections 23(3), (4) and (5) of the Act. All certified candidates shall be entitled to two (2) copies or an electronic format and shall sign a statement acknowledging that the Voters' List shall not be used for any commercial purposes. (MOG4) Candidates can request to receive login ID(s) and password(s) allowing them to view the List of Electors and in addition, identify those individual electors, through a series of actions using the Intelivote Systems, they may want to identify and track during the course of the election campaign and voting period.

- b) The list shall be available in an electronic format to accommodate the administration in the voting process at the Voter Help Centres.
- c) Additions, corrections and deletions may be made to the list in accordance with the Municipal Elections Act, 1996 by completing the Application to Amend Voters List (MOG5a) or Application for Removal of Another's Name from the Voters List (MOG5b).
- d) The Clerk and/or Intelivote Systems Inc. shall produce an electronic list of the additions, corrections and deletions, as stated in paragraph (c) of this document, and make available online these additions, corrections and deletions to those who are entitled to copies of the Voters' List under the Act and the same shall be the final Voters' List. This list, as required under Section 27 of the Municipal Elections Act, shall be available by September 22, 2014.
- e) The Voters' List, as corrected by the Clerk pursuant to Section 22 of the Municipal Elections Act, shall be provided to Intelivote Systems Inc. in computer format in order that Intelivote Systems Inc. may print the Voter Information Letter.

Voter Information Letters shall be distributed by first class mail to all eligible voters to enable them to use the Telephone/Internet Voting service.

2. The Voter Help Centres shall be established at the following locations/dates/times:

Greenstone Administration Office / Geraldton Ward Office

1800 Main Street, Geraldton, ON (Phone 854-1100)

- Advance Voting Monday October 20, 2014 to Friday October 24, 2014  
9:00 a.m. to 12:00 noon and 1:00 p.m. to 4:30 p.m.
- Voting Day Monday October 27, 2014 10:00 a.m. – 8:00 p.m.

Beardmore Ward Office

100 Main Street, Beardmore, ON (Phone 875-2639)

- Advance Voting Monday October 20, 2014 to Friday October 24, 2014  
9:00 a.m. to 12:00 noon and 1:00 p.m. to 4:30 p.m.
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Longlac Ward Office

105 Hamel Avenue, Longlac, ON (Phone 876-2316)

- Advance Voting Monday October 20, 2014 to Friday October 24, 2014  
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- Voting Day Monday October 27, 2014 10:00 a.m. – 8:00 p.m.

Nakina Ward Office

200 Center Avenue, Nakina, ON (Phone 329-5361)

- Advance Voting Monday October 20, 2014 to Friday October 24, 2014  
9:00 a.m. to 12:00 noon and 1:00 p.m. to 4:30 p.m.
- Voting Day Monday October 27, 2014 10:00 a.m. – 8:00 p.m.

Superior Greenstone Association for Community Living

- Advance Voting Saturday October 25, 2014 9:00 a.m. to 12:00 noon

Geraldton District Hospital

- Advance Voting Saturday October 25, 2014 1:00 p.m. to 4:00 p.m.

3. The Voter Help Centres shall be responsible for the following:
  - a) Eligible voters who attend at the Voter Help Centres and are not on the Voters' List will be able to be added to the list by filling out an Application to Amend the Voters List (MOG5a) and providing satisfactory identification as outlined in Regulation 304/13 or by completing Form 9 – Declaration of Identity (MOG6 EN or MOG6 FR).
    - (i) Their names will be added to the Voters' List and they will be assigned and receive (or mailed) a Voter Information Letter containing a (PIN); and
    - (ii) they will be able to vote at the Voter Help Centre if they so wish during the voting period.

- b) Verifying and re-issuing a Voter Information Letter to qualified voters:
  - (i) where a person on the Voters' List has lost his or her Voter Information Letter or did not receive it in the mail, he or she can attend (or prove to the satisfaction of the authorized Election Official that they require a new PIN) at the Voter Help Centre in order to receive a new one. The authorized Election Official will disable the Voter's lost PIN and electronically mark it in the system as having been lost. Upon providing satisfactory identification to an Election Official, an oath (MOG7) shall be taken by the elector and a new Voter Information Letter containing a new Personal Identification Number shall be issued.
  
- c) Correcting/Adding voter information on the Voters' List:
  - (i) where a person on the Voters' List has received an incorrect Voter PIN in terms of ward and/or school support, the voter can attend a Voter Help Centre to complete an Application to Amend Voters' List (MOG5a) and have the proper category applied to the existing PIN. If the voter has used the PIN to vote, the system will indicate what races the elector has already voted for and shall have the category changed to the proper one required and the voter shall re-access the system and vote all races not already completed.
  
- d) Verifying and re-issuing a Personal Identification Number to qualified voters:
  - (i) where a person on the Voters' List has lost his or her Voter Information Letter or did not receive it in the mail, he or she can contact or prove to the satisfaction of the authorized Election Official that they require a new PIN, at the Voter Help Centre in order to receive a new one. The authorized Election Official will disable the Voter's lost PIN and electronically mark it in the system as having been lost. Upon providing satisfactory identification or

information to a Voter Help Centre Election Official, as may be defined, an oath (MOG7) shall be taken by the elector and a new Personal Identification Number shall be issued.

## **6. NOTICES**

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

electors, the same to be published in local newspaper(s) as determined by the Clerk, explaining the Telephone/Internet Voting service.

## **7. VOTING**

1. A Telephone/Internet Voting method shall be used for the 2014 Municipal Elections.
  - a) Telephone/Internet Voting:
    - (i) Eligible electors shall be required to telephone a designated number or access a designated internet address and cast their vote(s).
    - (ii) Every eligible elector shall be limited to only one vote through the use of a PIN distributed by first class mail in a sealed and personalized Voter Information Letter.
    - (iii) The Intelivote system, will allow the eligible voter to vote using a telephone or internet.
    - (iv) Following the voter's selection, the voting system response shall identify the voter's choice and provide the voter with the option of changing or confirming their vote.
    - (v) The voting system shall enable the voter to abstain/skip from voting for an office(s) if he/she wishes to do so.
    - (vi) Once the Voter PIN has been used to complete "all" races associated with the election it cannot be used again and further access shall not be granted to the Telephone/Internet Voting service.
2. Prior to the activation of the system by Intelivote Systems Inc., being on Monday October 20 at 9:00 a.m., Intelivote Systems Inc. shall allow access by the Clerk, the Auditor, or other authorized Election Officials, to the voting system by secure ID and password, for the purposes of providing, a list of all of the candidates' names including the sum total of votes cast to ensure that all totals for all candidates indicate "0" (Zero). The system will not be activated

until confirmation that all the counts associated with each of the candidate(s) names indicate a zero total.

3. Candidates or their scrutineer may be present to verify and ensure that all totals of votes cast are at "0" and shall be permitted to sign a document that attests to this fact. (MOG8)
4. Intelivote Systems Inc. will make available online, a list to the Clerk and any other appropriate individuals of The Municipality of Greenstone of all corresponding names of individuals, wards if applicable, who have voted during the advance voting, if such an event has taken place. The names of individuals who have voted will be indicated as voted. A list of electors who have voted during this period will be provided or made available to the candidates or their respective scrutineer through the Clerk's office or by electronic means by Intelivote Systems Inc at the Clerks discretion. This list shall be provided by Intelivote Systems Inc. in "real time" or as closely as possible to real time.
5. If so allowed by the Clerk, Intelivote Systems Inc. will make available during the course of the election, IDs and passwords for candidates and/or their scrutineers, who when using this authorization, can then connect into the voting system and review elector list information previously identified by them to discern which electors have participated in the election. This capability does **not** provide the candidate, or their designate, information on how a elector has voter, only if the voter has **participated** in the election.
6. Candidates or their scrutineer may view this information anytime after the start date of the election.
7. Where a voter qualifies at more than one location in The Municipality of Greenstone, the voter may vote only once and the qualifying address to determine eligibility for voting shall be at the place of residence of the elector. All duplication of names on the preliminary list of electors shall be verified by the Clerk and/or Election Official(s) and all duplicate names of individuals shall be deleted prior to the final preparation of the Voters' List. However, should an eligible voter receive more than one Voter Information Letter, the eligible elector may only vote once and must return the other Document(s) to the Municipal Administration Office. All voters that vote more than once or who improperly use the Voter Information Letter shall be reported to the Ontario Provincial Police for further investigation as to possible corrupt practices under the



Municipal Elections Act, 1996.

8. Voter Information Letters returned to the Municipal Office unopened will be opened and the PIN status will be set so that the PIN cannot participate in the voting process. The opened Voter Information Letters will then be marked "unused" and be maintained in a secure fashion and will be destroyed at the same time as all other Municipal Election material as provided for under Section 88 of the Municipal Elections Act, 1996.
9. The Election Official will immediately set the PIN status so that the PIN cannot participate in the voting process should a Voter Information Letter be returned to the Municipal Office that has been opened but has not been used for voting purposes. In this circumstance, the Voter Information Letter shall be marked unused and be secured and destroyed as in item 8 above.
10. The Clerk and the Election Official(s) shall ensure a complete audit trail is maintained of all Voter Information Letters
  - a) that were sent to eligible voters;
  - b) that were returned from the Post Office;
  - c) that were returned by an elector or other individual(s) either opened or unopened but unused for voting purposes;
  - d) that were set to a status that prevented them from being voted;
  - e) that were re-issued to an eligible elector.
11.
  - a) Where an eligible voter has tried his or her PIN and they have determined that it has already been used, the voter can attend at the location determined by the Clerk with satisfactory identification and have an Election Official confirm that the elector's PIN has been used by an impersonator.
  - b) Prior to the issuance of a new Voter Information Letter, the elector shall be required to respond and answer all questions of the Election Official prior to considering or authorizing the re-issuance of a Voter Information Letter. The Election Official shall document, to his/her satisfaction, questions and answers of the elector and, if deemed appropriate, the Clerk shall submit to the Ontario Provincial Police for further investigation and prosecution.

- c) If the Election Official believes that all questions have been answered truthfully and to his or her satisfaction, the Election Official may provide the elector with a new PIN or at the discretion of the Election Official the elector will be required to make a declaration as to his or her statement and to take an oath (MOG7) which shall be given by the Election Official. A copy of this declaration shall also be submitted to the Ontario Provincial Police should further questioning of the elector be required in order to ascertain if corrupt practices have occurred. The elector will be required to assist and cooperate in the investigation in determining the individual(s) who has fraudulently used the elector's Personal Identification Number.
  - d) Once the elector has properly answered all questions and, if required, taken the prescribed oath, the elector shall be issued a new Voter Information Letter containing a new PIN.
- 12.
- a) Where an eligible voter has received an incorrect Voter PIN in terms of ward, if applicable, and/or school support, the voter can contact the Voter Help Centre and have the proper category applied to the existing PIN. If the voter has used the PIN to vote, the system will indicate what races the elector has already voted and shall have the category changed to the proper one required and the voter shall re-access the system and vote all races not yet completed.
  - b) The eligible elector shall be able to re-enter the system at any time during the election using the original PIN or the re-categorized PIN until all races have been completed.
13. New PIN(s) shall not be given out over the telephone or by mail without the expressed approval of the Clerk. A Voter Information Letter containing the PIN shall not be given to any person at the Voter Help Centre unless satisfactory identification is provided and the individual has taken the required oath (MOG7), if required, as administered by the Election Official.

## **8. VOTER QUALIFICATIONS**

1. A person is entitled to be an elector at an election held in a local municipality if, on Voting Day, Monday October 27, 2014, he or she:
  - (i) is a Canadian citizen,
  - (ii) is at least 18 years old,
  - (iii) resides in the local municipality, or is the owner or tenant of land in the local municipality, or the spouse, or same-sex partner of such a person; and
  - (iv) is not prohibited from voting under subsection 17(3) of the Municipal Elections Act, 1996 or otherwise, by law.

## **9. VOTING PROCESS**

1. Eligible voters may vote by:
  - a) accessing the telephone number provided by using a touch-tone telephone but not a rotary dial telephone. "Diga-pulse" telephones will be able to access the system using their PIN providing the over-ride button on their telephone to a "touch-tone" mode is completed. Should the preceding be incorrectly completed, the interactive response system will provide an error message requesting that the eligible elector obtain assistance from an Election Official at their local Voter Help Centre,
  - b) or by accessing the internet address provided by using a dial modem access or a high-speed connection.
  - c) Eligible Voters may attend the Voter Help Centre during the following hours/dates:

Greenstone Administration Office / Geraldton Ward Office

1800 Main Street, Geraldton, ON (Phone 854-1100)

- Advance Voting Monday October 20, 2014 to Friday October 24, 2014  
9:00 a.m. to 12:00 noon and 1:00 p.m. to 4:30 p.m.
- Voting Day Monday October 27, 2014 10:00 a.m. – 8:00 p.m.

Beardmore Ward Office

100 Main Street, Beardmore, ON (Phone 875-2639)

- Advance Voting Monday October 20, 2014 to Friday October 24, 2014  
9:00 a.m. to 12:00 noon and 1:00 p.m. to 4:30 p.m.
- Voting Day Monday October 27, 2014 10:00 a.m. – 8:00 p.m.

Longlac Ward Office

105 Hamel Avenue, Longlac, ON (Phone 876-2316)

- Advance Voting Monday October 20, 2014 to Friday October 24, 2014  
9:00 a.m. to 12:00 noon and 1:00 p.m. to 4:30 p.m.
- Voting Day Monday October 27, 2014 10:00 a.m. – 8:00 p.m.

Nakina Ward Office

200 Center Avenue, Nakina, ON (Phone 329-5361)

- Advance Voting Monday October 20, 2014 to Friday October 24, 2014  
9:00 a.m. to 12:00 noon and 1:00 p.m. to 4:30 p.m.
- Voting Day Monday October 27, 2014 10:00 a.m. – 8:00 p.m.

Superior Greenstone Association for Community Living

- Advance Voting Saturday October 25, 2014 9:00 a.m. to 12:00 noon

Geraldton District Hospital

- Advance Voting Saturday October 25, 2014 1:00 p.m. to 4:00 p.m.

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

- d) Attending at the Voter Help Centre during hours identified in paragraph (c) with a friend, taking the appropriate oath(s) (MOG3) and having a friend vote using the touch tone telephone or internet access provided. In the absence of a friend, the voter may request the assistance of the Election Official, who may provide assistance only after the appropriate oath, if required, has been taken.
- e) Attending the Help Centre during hours identified in paragraph (c) with an interpreter, taking the appropriate oral oath(s) and voting using the touch-tone telephone or internet access provided.

## **10. SCRUTINEERS**

- 1) Scrutineers may be appointed, in writing by the candidate (MOG9), as stated under Section 16 of the Municipal Elections Act, 1996. If appointed, scrutineers will be entitled to the following:
  - a) upon request and after producing the properly signed "Appointment of Scrutineer", and prescribing to the oath(s) of secrecy (MOG10), they will be provided access to the Intelivote system showing voter sequence number and/or voter name that correspond to the list of voters, allowing them to determine all electors that have voted. Scrutineers may login to the system anytime after the election has started and voters have cast ballots and determine who has voted.
  - b) upon request and after producing the properly signed appointment of scrutineer form including prescribing to the oath(s) of secrecy, they may attend at the Voter Help Centre during hours of operation to observe the process. **Scrutineers who do not follow the instructions of the Election Official(s) or who attempt to interfere, influence and to determine how an elector is voting will be requested to leave the Voter Help Centre immediately and their appointment will be revoked and they will not be permitted to re-attend at the Voter Help Centre.**
  - c) to be present at the time and place where results are received by the Clerk including signing the results report indicating the final results and votes cast.

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

## **11. SYSTEM**

1. The integrity of the voting process shall be the responsibility of the Clerk of The Municipality of Greenstone and shall be preserved by:
  - a) ensuring that every eligible elector on the Voters' List is mailed, using first class mail, a sealed Voter Information Letter which contains the voter's unique PIN;

- b) ensuring that no one except Intelivote Systems Inc., including the Clerk of The Municipality of Greenstone, maintains a list of Personal Identification Numbers that matches each voter's name and address; and
  - c) providing an opportunity for eligible electors who do not appear on the Voters' List to be added to the list or to make amendments to the list, up to and including election day, Monday October 27<sup>th</sup>, 2014, at 8:00 p.m.
2. The voting system shall be tested on several occasions. The test(s) shall include, but not be limited to the following:
- a) checking the wording of the script;
  - b) checking the Voter Help Centre telephones and internet access;
  - c) checking Script and input timing;
  - d) attempting to use a PIN more than once;
  - e) balancing a predetermined number of votes with those cast;
  - f) matching PINs to names and addresses;
  - g) checking the system which is used for activating PINs through the revision process; and
  - h) deliberately entering the wrong information.
3. All certified candidates are to provide to the Clerk the proper pronunciation of their name, in English and, in French if applicable, no later than Thursday October 2, 2014.

## **12. CORRUPT ELECTION PRACTICES - PROVINCIAL OFFENCE AND PROSECUTION**

- 1. Sections 89 and 90 of the Municipal Elections Act provides for penalties and enforcement of corrupt practices and other offences during an election process.
- 2. Although The Municipality of Greenstone will be using an

alternative-voting method, being Telephone/Internet Voting, the principles and the integrity of the election process will remain and is enforceable.

3. Section 89 of the Municipal Elections Act continues by stating  
“A person is guilty of an offence and liable, on conviction, to a fine of not more than \$5,000, if he or she
  - a) votes without being entitled to do so;
  - b) votes more times than this Act allows;
  - c) votes in a voting place in which he or she is not entitled to vote;
  - d) induces or procures a person to vote when that person is not entitled to do so;
  - e) having appointed a voting proxy that remains in force, votes otherwise than by the proxy;
  - f) having been appointed a voting proxy, votes under the authority of the proxy when the elector has cancelled the proxy, is no longer entitled to vote or has died;
  - g) before or during an election, publishes a false statement of a candidate's withdrawal;
  - h) furnishes false or misleading information to a person whom this Act authorizes to obtain information;
  - i) without authority, supplies a ballot to anyone;
  - j) delivers to the deputy returning officer to be placed in a ballot box a paper other than the ballot the deputy returning officer gave him or her;
  - k) takes a ballot away from the voting place;
  - l) at an election, takes, opens or otherwise deals with a ballot, a ballot box, or a book or package of ballots without having authority to do so;
  - m) attempts to do something described in clauses (a) to (l). 1996, c. 32, Sched., s. 89.”
4. No person(s) shall solicit a Voter Information Letter from an eligible elector. All valid complaints or knowledge of solicitation shall be reported immediately to the Ontario Provincial Police for investigation of corrupt practices.
5. In addition, under the provisions of Section 90 of the Municipal Elections Act, if a person is convicted of an offence and the offence was committed knowingly, the offence also constitutes a corrupt practice and the person is liable, in addition to any other penalty, for a term or imprisonment not more than six (6) months.

6. Although many provisions of the Municipal Elections Act also deals with voting places, ballots and ballot boxes, etc. the same must be used interchangeably with the "alternative form" of voting since the principle of the Act must be maintained and is therefore enforceable and subject to penalties.
7. As such, the Municipal Clerk of The Municipality of Greenstone in this alternative form of voting, has agreed to the following rules and regulations:
  - a) THAT all complaints about actions which may contravene the provisions of the Municipal Elections Act, either verbally or written, will be investigated by the Clerk;
  - b) THAT all such valid complaints, once investigated to the extent and knowledge of the Clerk, will be submitted to the local detachment of the Ontario Provincial Police;
  - c) THE Detachment Commander of the Ontario Provincial Police has been advised that all such complaints will be turned over to his or her office for further investigation;
  - d) THE Detachment Commander of the Ontario Provincial Police, once the investigation is completed will communicate with the Crown Attorney's Office to determine if an individual(s) will be prosecuted.
  - e) THE Clerk or any Election Official will not attempt to intervene in the prosecution and may be called to give evidence during prosecution.

**13. MAIL TAMPERING - CRIMINAL OFFENCE AND PROSECUTION**

1. The Criminal Code of Canada states that tampering with the mail of an individual is a criminal offence and a person(s) found guilty is liable to a term of imprisonment not exceeding ten (10) years.
2. Since the Municipality of Greenstone will be using an alternative-voting method, that being Telephone/Internet Voting, and the notification of the voting process and how electors can access the voting system in order to exercise their right to vote will be completed through the mail, mail tampering is a criminal offence under the Criminal Code of Canada.



3. As such and in order to ensure the integrity and confidence of the voting process for all electors and the candidates, the Municipal Clerk of The Municipality of Greenstone in this alternative form of voting have agreed to the following rules and regulations:
  - a) THAT all complaints about actions which may contravene the provisions of the Criminal Code of Canada with respect to mail tampering, either verbally or written, will be investigated by the Clerk;
  - b) THAT all such valid complaints, once investigated to the extent and knowledge of the Clerk, will be submitted to the local detachment of the Ontario Provincial Police;
  - c) THE Detachment Commander of the Ontario Provincial Police has been advised that all such complaints will be turned over to his or her office for further investigation;
  - d) THE Detachment Commander of the Ontario Provincial Police, once the investigation is completed, will communicate with the Crown Attorney's Office to determine if an individual(s) will be prosecuted.
  - e) THE Clerk or any Election Official will not attempt to intervene in the prosecution and may be called to give evidence during prosecution.

#### **14. RESULTS**

1. The Municipality of Greenstone shall keep its public voting access open until 8:00 p.m. on Monday October 27, 2014 and its Voter Help Centre access opened until the Clerk confirms that all eligible voters in the Voter Help Centre at 8:00 p.m. on Monday October 27, 2014 have completed voting.
2. The Clerk of The Municipality of Greenstone, at 8:00 p.m. on Monday October 27, 2014, providing that all eligible electors within the Voter Help Centre have voted, shall request the close and deactivation of the Telephone/Internet Voting service and shall also request the tabulation of the results for each candidate.
3. The Clerk shall report the "unofficial" results when received from Intelivote Systems Inc. after the close of voting.

4. Pursuant to Subsection 55(4) and subject to the provisions of Section 56 of the Municipal Elections Act concerning "Recount", the Clerk shall on Tuesday October 28, 2014 at the Municipal Administration Office located at 1800 Main Street, Geraldton Ward.
  - i) declare the candidate or candidates, as the case may be, who received the highest number of votes to be elected.

## **15. TIE VOTE - RECOUNT PROCEDURES**

1. In the case of a tie vote, as provided under Section 56 of the Municipal Elections Act, the Clerk of The Municipality of Greenstone shall request from Intelivote Systems Inc. a re-tabulation of the votes cast.
2. Pursuant to Subsection 56(2) of the Municipal Elections Act, the recount shall be held within fifteen (15) days after the Clerk's declaration of the results of the election, and therefore the recount shall occur on or before November 12, 2014 at the Municipal Administration Office located at 1800 Main Street, Geraldton Ward.
3. Pursuant to Subsection 61(1) of the Municipal Elections Act, the following persons will be authorized to attend the recount:
  - i) the Clerk and any other Election Official appointed by the Clerk for the recount procedure including the Municipal lawyer;
  - ii) every certified candidate for the office;
  - iii) the lawyer for each of the candidate(s); and
  - iv) only one (1) scrutineer for each of the candidate(s).
4. At the time and date to be determined by the Clerk, the Clerk shall request Intelivote Systems Inc. to re-tabulate the results for the office(s) that are subject to the recount procedure and that the results be segregated by wards, if applicable, and polling subdivisions. Intelivote Systems Inc. shall send the results of the recount by facsimile transmission and/or by electronic mail (E-mail) and these results will be compared to the results tabulated by the Auditor assigned to the election.
5. Upon receipt of the final results of the recount, the Clerk shall announce the results of the recount and in the event of a tied vote, Subsection 62(3) of the Municipal Elections Act shall apply, being as follows:

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

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

**16. AFTER VOTING DAY**

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

**17. EMERGENCIES**

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

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

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

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

**18. CANDIDATES – FINANCIAL DISCLOSURE**

All nominated candidates, including those not elected, must disclose and report their contributions and expenses by March 27, 2015.

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

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

## APPOINTMENT AND OATH OF DEPUTY RETURNING OFFICER

Municipal Elections Act, 1996 (s.15(1))

Ward Name and No.:
Municipality: <b>CORPORATION OF THE MUNICIPALITY OF GREENSTONE</b>
Name of Person Appointed:

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

- authority to assist in the administration, management, security and control of the Vote By Telephone/Internet system,
- authority to amend the Voters' List to add an Elector, remove an Elector's own name and/or correct erroneous information;
- authority to require Electors to provide proof of identity and/or citizenship;
- authority to administer Oral Oaths, Declarations and the Oral Oath or Affirmation of Qualification;
- authority to issue replacement Voter Information Letters;
- authority to maintain peace and order at the Voter Help Centres by removing anyone who is causing a disturbance.

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**Clerk**

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

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

Declared before me at the Municipality of Greenstone, this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

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**Clerk or Commissioner**

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**Deputy Returning Officer**

**APPOINTMENT AND OATH  
OF AN ELECTION OFFICIAL**  
Municipal Elections Act, 1996 (s.15(2))

Ward No. (if applicable):
Municipality: <b>Corporation of the Municipality of Greenstone</b>
Name of Person Appointed as Election Official:

The person named above is hereby appointed an Election Official for the 2014 municipal elections in the Municipality of Greenstone and in addition to the duties and responsibilities of an Election Official as provided in the *Municipal Elections Act, 1996*, is hereby delegated the following duties and responsibilities pursuant to the *Act*:

- authority to assist the Clerk, Deputy Returning Officers, and other Election Officials in the administration, management, security and control of the 'Telephone/Internet Voting' system.

\_\_\_\_\_  
**Clerk**

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

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

Declared before me at Geraldton in the Municipality of Greenstone, this \_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
**Clerk or Commissioner**

\_\_\_\_\_  
**Signature of person appointed**

**The Corporation of the Municipality of Greenstone**

**ORAL OATH OF FRIEND OF ELECTOR**

I, \_\_\_\_\_, a friend of  
\_\_\_\_\_ (name of elector), an  
elector who is unable to vote without assistance, and who is entitled to vote in the  
Municipality of Greenstone declare that I will:

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

Municipality of Greenstone  
**CANDIDATE'S DECLARATION**  
**PROPER USE OF VOTERS' LIST**  
Municipal Elections Act, 1996 (s.23(4); 88(10))

I, \_\_\_\_\_, being a  
candidate for the office of \_\_\_\_\_,  
hereby request the Clerk to provide me with the following information when  
it becomes available:

- a paper copy of the Voters' List (week of Tuesday September 2, 2014).  
**OR**
- an electronic copy of the Voters' List (week of Tuesday September 2, 2014)  
**OR**
- electronic access to Intelivote Systems (Login ID's and Passwords)  
**AND**
- access to an electronic copy of additions, corrections and deletions.

I, the undersigned, do hereby agree:

1. to use the Voters' List for election purposes only and I understand that I am prohibited by the Municipal Elections Act, 1996 from using the Voters' List for commercial purposes;
2. that I will ensure that individuals (i.e. campaign workers, and scrutineers) who access information on the Voters' List on my behalf will use the information for election purposes only and that they understand that they are prohibited by the Municipal Elections Act, 1996 from using the Voters' List for commercial purposes;
3. that I will ensure that the Voters' List returned to the Clerk of the Municipality for disposal on or before the campaign period ends.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Name: \_\_\_\_\_  
(please print)





**APPLICATION FOR REMOVAL OF ANOTHER'S NAME FROM VOTERS' LIST**

*Municipal Elections Act, 1996 (s. 25)*

Municipality: **The Municipality of Greenstone**

Surname of Applicant \_\_\_\_\_ Given Names \_\_\_\_\_

Full Address of Residence \_\_\_\_\_ Apt No. \_\_\_\_\_ Postal Code \_\_\_\_\_

**IN RESPECT OF**

Name as Entered on Voters' List \_\_\_\_\_

Full Address of Residence \_\_\_\_\_ Apt No. \_\_\_\_\_ Postal Code \_\_\_\_\_

**ENTERED ON LIST FOR**

Ward No. (if any) \_\_\_\_\_ Voting Subdivision No. (if any) \_\_\_\_\_ Assessment Roll Number (to be completed by Clerk or designated election official) \_\_\_\_\_

**STATEMENT BY APPLICANT**

I, the undersigned, hereby state:

That I have good reason to believe that the person named above as entered on the Voters' List for the said voting subdivision in this municipality is not entitled to be an elector and to have her/his name entered thereon; and;

That I will personally or by a representative attend a hearing to be held by the Clerk or designate and there establish the validity of my application, the facts in support of which are as follows:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(signature of applicant)

\_\_\_\_\_  
(date signed)

**NOTICE OF HEARING**

TAKE NOTICE that the above application has been filed with me under the authority of section 25 of the *Municipal Elections Act, 1996* alleging that the above named elector has been wrongfully included on the Voters' List prepared for the said voting subdivision in this municipality. Such name may be removed from the Voters' List if you or your representative do not appear at the hearing, to be held as set out below, to oppose this application and to substantiate your right to have your name remain on the list.

Hearing to be held:

Date \_\_\_\_\_ Time \_\_\_\_\_

Place \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_  
**Municipal Clerk or designate**

\_\_\_\_\_  
(date of notice)

**NOTE:** A hearing is not required to delete the name of a deceased person .

\_\_\_\_\_  
(telephone no.)

**OUTCOME OF HEARING:** This application is \_\_\_\_\_  $\Gamma$  approved or  $\Gamma$  refused.

(Clerk shall note reasons for decision).

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
**Municipal Clerk or designate**

**Instructions**

- To be completed by persons who do not present the prescribed proof of identity and residence.
- This application must be completed at the voting place.

---

**Voting Place**

Name of Municipality

Ward name or no. (if any)

---

**Declaration**

I, \_\_\_\_\_, hereby do certify that I am

at

\_\_\_\_\_  
*(name of elector)*\_\_\_\_\_  
*(address)*

as shown on the voters' list, and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

Declared before me

at the \_\_\_\_\_

of \_\_\_\_\_

in the \_\_\_\_\_ of \_\_\_\_\_

this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
Signature of Deputy Returning Officer\_\_\_\_\_  
Date (yyyy/mm/dd)\_\_\_\_\_  
Signature of Person Requesting a Ballot\_\_\_\_\_  
Date (yyyy/mm/dd)

Municipality of Greenstone  
**REQUEST FOR A VOTER  
 INFORMATION LETTER / PERSONAL IDENTIFICATION  
 NUMBER (PIN)**

*Prior to the issuance of a replacement Voter Information Letter (PIN), the Clerk or the Deputy Returning Officer shall verify that the elector is qualified to receive a replacement Voter Information Letter (PIN) and will ensure that the following form is filled out by the individual for whom a replacement Voter Information Letter (PIN) is being issued.*

I, \_\_\_\_\_

**DO SOLEMNLY DECLARE THAT** I am a Canadian citizen, at least 18 years of age and a resident of the Municipality of Greenstone or a non-resident owner or tenant of land in the Municipality of Greenstone, or the spouse or same sex partner of such owner or tenant,

**AND THAT** (*please check one*):

- I did not receive a Voter Information Letter (PIN) in the mail even though I am on the Voters' List.
- I did receive a Voter Information Letter in the mail but it has been either lost/destroyed. (*Clerk/DRO to initial here \_\_\_\_\_ verifying Election Official has disabled Voter's lost PIN*)
- I did receive a Voter Information Letter in the mail but it has been determined that my PIN has been used by an impostor. (*Clerk/DRO to initial here \_\_\_\_\_ verifying that a new PIN has been issued*)
- I was not on the Voters' List. I have made an application in writing on the appropriate form established by the Clerk to have my name added, and the application has been approved by the Clerk or Deputy Returning Officer. (*Clerk/DRO to initial here \_\_\_\_\_ to confirm*)

\_\_\_\_\_  
 (Signature of Elector)

\_\_\_\_\_  
 (Address)

\_\_\_\_\_  
 (Address)

Declared before me at \_\_\_\_\_ in the Municipality of Greenstone,  
 District of Thunder Bay

This \_\_\_\_\_ day of \_\_\_\_\_, 2014 \_\_\_\_\_  
 (Signature of Clerk or Deputy Returning Officer)

The Municipality of Greenstone

**VERIFICATION OF ZERO VOTES CAST  
TO BE DECLARED BY ANY CANDIDATE OR SCRUTINEER PRIOR TO THE  
ACTIVATION OF THE VOTING BY TELEPHONE/INTERNET SYSTEM**

Check here       Candidate  
                          Scrutineer

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

**THAT** I was present on \_\_\_\_\_ at the Greenstone Administration Office and that I was provided access to a list of all the candidates' names and that the sum total of votes cast for all the candidates indicated a zero total.

\_\_\_\_\_  
**Signature of Candidate/Scrutineer**

Declared before me at the Municipality of Greenstone, in the District of Thunder Bay, this \_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
**Clerk or Deputy Returning Officer**

Municipality of Greenstone  
**APPOINTMENT OF SCRUTINEER BY CANDIDATE**  
Municipal Elections Act, 1996

Check here  if appointment applies to all Wards within the Municipality.

Check here  if appointment applies to a particular Ward as indicated below.

**DEFINITIONS**

“Locations” means:

- a) “Voter Help Centers” established by The Municipality of Greenstone to assist electors with the Voting by Telephone/Internet process, to make additions, deletions and corrections to the Preliminary List of Electors, Voters’ List, or other general election inquiries, and
- b) “the Greenstone Administration Office,” Geraldton Ward.

**TAKE NOTICE** that I, \_\_\_\_\_ (*name of candidate*), a candidate for the office of \_\_\_\_\_ (*office to which election is being sought*) hereby appoint \_\_\_\_\_ to attend at locations established for ‘Telephone/Internet Voting’ in the \_\_\_\_\_ Ward in the Municipality of Greenstone to represent me in such locations during the Voting Period, as set out in By-Law 14-32, being a By-law to authorize voting by Telephone/Internet for the 2014 Municipal Election.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Candidate

## CONDUCT OF SCRUTINEERS

- 1) It is no longer mandatory that scrutineers be 16 years of age or older to work at an election, however, ANYONE who is creating a disturbance at a Voter Help Center will be removed by the DRO.
- 2) Before being admitted to a Voter Help Center, a person appointed as scrutineer shall produce and show his/her Appointment (MOG9) to the Deputy Returning Officer (or Election Official) for the Voter Help Center and take the oral Oath of Secrecy (MOG10) from the Deputy Returning Officer (or Election Official) before being permitted to remain in the Voter Help Center.
- 3) The Deputy Returning Officer is responsible for the administration of Telephone/Internet Voting and no candidate or scrutineer has the right to interfere with the Deputy Returning Officer in the discharge of his or her duties.
- 4) Scrutineers will be provided access to the Intelivote system showing the voter sequence number and/or voter name that corresponds to the list of voters, allowing them to determine all electors that have voted. Scrutineers may login to the system anytime after the voting has started to determine who has voted.
- 5) Scrutineers may attend at the Voter Help Center during hours of operation to observe the process. **Scrutineers who do not follow the instructions of the DRO and/or Election Official(s) or who attempt to interfere, influence or to determine how an elector is voting will be requested to leave the Voter Help Center immediately and their appointment will be revoked and will not be permitted to re-attend at the Voter Help Center.**
- 6) Scrutineers may be present at the Greenstone Administration Office when the election results are received by the Clerk after the close of voting, and at the Greenstone Administration Office when the official results are announced by the Clerk the following day.
- 7) No campaign material or literature of any nature whatsoever shall be displayed within a Voter Help Center. The boundaries of the Voter Help Center are the boundaries of the property where the Voter Help Center 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 Municipal parking lots. Anyone breaking these rules will be asked to remove the campaign material immediately.
- 8) Scrutineers are reminded to provide a clipboard for their own use as the use of prescribed municipal election material and forms is not permitted.
- 9) The total of votes cast for each candidate as determined by Intelivote Systems Inc. and approved by the Clerk/Returning Officer is final. They are not required to do a second recount.

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