



The Corporation of the Township of Scugog

Municipal Election 2022

Alternative Voting Method Procedures

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

12 (1) A clerk who is responsible for conducting an election may provide for any matter or procedure that,

- (a) is not otherwise provided for in an Act or regulation; and
 - (b) in the clerk's opinion, is necessary or desirable for conducting the election.
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Declaration

In accordance with Sections 12(1) and 42(3) of the *Municipal Elections Act, 1996, as amended*, I hereby certify that the attached procedures shall be followed in conducting the 2022 Municipal Elections in the Township of Scugog.

These are the certified Rules and Procedures for the use of Internet Voting in the 2022 Municipal Election for the Township of Scugog.

Original signed on the 2nd day of May, 2022

Amendment 1 dated at the Township of Scugog, in the Regional Municipality of Durham the 3rd day of October, 2022.

Becky Jamieson
Director or Corporate Services/Municipal Clerk
Returning Officer
Corporation of the Township of Scugog

This document is available in alternate formats upon request.
Please contact the Clerk's Department at 905.985.7346.

Document Change Tracker

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1. Overview

The *Municipal Elections Act, 1996, as amended*, (the “Act”) in subsection 42(3) requires that the Municipal Clerk establish procedures for any voting and vote-counting equipment authorized by by-law. The Council of the Corporation of the Township of Scugog enacted By-law 31-21, authorizing for the use of an alternative voting method and the use of vote-counting equipment such as optical scanning vote tabulators, as well as internet voting for the October 24, 2022 Municipal Election.

Section 12 of the *Act* also gives the Clerk, as the Returning Officer, the authority to provide for any matter or procedure for which there is otherwise no provision in a statute or regulation, but which is, in the Clerk’s opinion, necessary or desirable for conducting the municipal election.

The two methods of voting in the 2022 Municipal Elections are traditional paper ballots cast in-person at a voting location, or internet voting from anywhere, anytime. An Advanced Voting Period will take place from October 17, 2022 to October 23, 2022. Voting day will occur on October 24, 2022.

Traditional In-Person Paper Ballot Voting will be available at certain locations during the Advanced Voting Period only. Dates and times will be specified at a later date.

Internet voting will be continuously available during the Advanced Voting Period and on Voting Day. Internet voting is a complement to traditional paper ballots and voters will have the ability to cast their ballots online from anywhere during the voting period from their personal smart phone, computer, or tablet.

The following procedures detail the process to be followed as directed by the Clerk for the use of Internet Voting for the 2022 Municipal Election in the Township of Scugog.

2. Application of Procedures

- 2.1 These procedures apply to the October 24, 2022, Municipal Election in accordance with subsection 42(3) of the Act.
- 2.2 These principles are generally recognized to include the following:
 - a) the secrecy and confidentiality of the individual votes is paramount;
 - b) the election should be fair and non-biased;

- c) the election should be accessible to the voters;
 - d) the integrity of the process should be maintained throughout the election;
 - e) there is to be certainty that the results of the election reflect the votes cast; and
 - f) voters and candidates are to be treated fairly and consistently.
- 2.3 The Clerk has the right to amend these procedures at any time and for any reason. Any amendments to these procedures shall be signed by the Returning Officer and a copy of the revised procedures shall be provided to all certified candidates via email and posted on the Township's website at www.scugog.ca/election.
- 2.4 These procedures are subject to change in the case of an emergency as prescribed in Section 53 of the Act.
- 2.5 The Returning Officer shall appoint Election Officials for the purposes of implementing these procedures and may designate their titles and duties. Such appointments will be in writing.

3. Definitions

For the purposes of these procedures, the following definitions and abbreviations shall apply:

“**Act**” means the *Municipal Elections Act, 1996*, S.O., 1996, c. 32.

“**Ambiguous Mark**” means a situation when the Vote Tabulator detects a Mark in a Designated Voting Space that does not meet the Mark Threshold. Ambiguous Mark also includes any Ballot that the Vote Tabulator returns with the Invalid Mark or Undefined Mark.

“**Auxiliary Compartment**” means the front compartment of the Tabulator Stand where Marked Ballots are temporarily stored in the event a Vote Tabulator fails to operate.

“**Ballot**” means a Ballot prepared under Subsections 41(2) and 41(6) of the Act.

“**Ballot Box**” means the secure container in which voted Ballots are deposited.

“Ballot Transfer Container” means a sealed box that is used to transfer marked ballots that have been processed by the Vote Tabulator to the location and person designated by the Returning Officer.

“Blank Ballot” means a Ballot that could not be read by the Vote Tabulator because the Ballot was completely blank or the marks on the Ballot were in an area where the marks could not be read by the Vote Tabulator.

“Cancelled Ballot” means a Ballot that has been returned to the Election Official by the Eligible Voter and was replaced by a new Ballot.

“Captcha Challenge” is a type of challenge-response test used to ensure that the response is not generated by a computer.

“Certified Candidate” is a person whose nomination has been certified under Section 35 of the Act.

“Damaged/Defective Ballot” means a Ballot that the Vote Tabulator is not able to read and process.

“Declaration of Qualification and Acknowledgment of Offenses Statement” refers to the declaration eligible electors must take prior to voting via the internet; it confirms they are eligible to vote in Scugog and advises them of the penalties prescribed by the Act.

“Declined Ballot” means a Ballot that is returned to the Election Official by the Eligible Elector because they have decided not to cast a Ballot and is not processed by the Vote Tabulator.

“Designated Voting Location” is a specific, physical location designated by the Returning Officer in accordance with Section 45 of the Act for in-person, paper ballot voting.

“Designated Voting Space” means the circular space appearing to the right of a Certified Candidate’s name on a Ballot.

“Disruption of Service” refers to an unlikely disconnection that an eligible voter may encounter during the online voting process. If a disruption of service occurs, the eligible voter must log back into the system and restart the voting process.

“Early Voting Period” and **“Advanced Voting Period”** refers to the period between 10:00 AM EDT (Eastern Daylight Time) on Monday, October 17, 2022 and 9:59 AM EDT on Monday, October 22, 2022, during which time an Eligible Voter may cast a ballot via the internet in Scugog’s 2022 Municipal Election or an in-person paper ballot at a Designated Voting Location during specified dates and times.

“Election Management Team” refers to the Returning Officer and designates in charge of ensuring the integrity of the configuration and the voting results, as well as guaranteeing the secrecy of the votes.

“Election Official” refers to a person designated by the Returning Officer to assist in the conduct of Township of Scugog’s 2022 Municipal Election.

“Eligible Voter / Eligible Elector” is a person who, as of voting day, is: a) a resident of the Township or the owner or tenant of land in the Township, or the spouse of such owner or tenant; and, b) is a Canadian citizen; and, c) is at least 18 years old; and, d) is not otherwise prohibited from voting.

“Encrypt” refers to the act of ciphering data using a secret code so as to be unintelligible to unauthorized parties.

“Internet Voting” refers to the process by which an eligible voter casts their ballot via the internet. To vote online, an eligible voter must access the official election website using the required security credentials.

“Internet Voting Provider” refers to the vendor retained by the Township to provide internet voting services.

“Mark” and **“Marked”** and **“Marks”** means any mark made in the designated voting space on a Ballot.

“Memory Card” means a card that is removable, battery-sustained memory where all tabulated vote totals are stored for each Vote Tabulator.

“Office” refers to the race in which a candidate is registered to run as governed by the *Act* (i.e. Mayor, Regional Councillor, Ward Councillor, Regional Chair and School Board Trustee).

“Over-Vote” refers to the process by which a registered internet voter selects more candidates than permitted for a particular Office. The Township’s internet voting system does not provide for over-votes.

“Over-Voted” refers to a situation where a Ballot has been Marked for more than the number of Candidates allowed for in a Designated Voting Space.

“Over-Voted Race” is the message provided by the Vote Tabulator indicating a situation where a Ballot has been Over-Voted.

“Results Tape” means a paper record produced by each Vote Tabulator at the close of voting to show unofficial results for each Candidate.

“Returning Officer” means the person appointed under the Act to preside over the 2022 Municipal Election for the Township of Scugog.

“Scrutineer” means a person appointed by a Certified Candidate in accordance with Section 16 of the Act.

“Secrecy Folder” means an apparatus in which a Ballot can be placed so as to conceal the names of the certified candidates and the marks made by the Eligible Voter upon the face of the Ballot but exposes the initials of the Election Official(s).

“Tabulator Stand” means the device in which Ballots are securely deposited at Designated Voting Location during the Advanced Voting Period.

“Test Ballots” refers to a pre-audited group of Ballots on which are recorded a predetermined number of votes; at least one (1) Over-Voted and one (1) Blank Ballot are included in this group of Ballots.

“Township” refers to the Corporation of the Township of Scugog.

“Under-votes” refers to the process by which an eligible voter selects less than the permitted number of candidates for a particular Office. The Township’s internet voting system does allow for under-votes.

“Voter Assistance Centre” means a physical location where eligible electors may attend in person to cast their ballot via the internet.

“Voter Information Package (VIP)” refers to the package of information containing election information sent by the Returning Officer to all eligible electors in the Township.

“Voting Day” means Monday, October 24, 2022.

“Vote Tabulator” means a machine that optically scans a Designated voting space on a Ballot to read vote(s), store information and tabulate results.

“Voters’ List” refers to the list of all eligible electors in the Township prepared by the Municipal Property Assessment Corporation (MPAC) and revised by the Returning Officer for use in the 2022 Municipal Election.

“Voters’ list management provider” refers to the vendor retained by the Township to train the Voters’ List.

“Voting Day” refers to the day on which the final vote is to be taken in the 2022 Municipal Election (October 24, 2022).

“**Voting Period**” refers to the days on which votes can be cast in the 2022 Municipal Election (October 17-24, 2022).

“**Voting Pin**” refers to the personal alphanumeric code randomly generated by the Township’s Internet Voting Provider. This code is used by an eligible voter during the voting period.

“**Voting Provider**” refers to the vendor retained by the Township to assist with the delivery of the Township of Scugog 2022 Municipal Election.

“**Voting Screen**” means a physical barrier designed to provide privacy to an Eligible Voter while they mark the Ballot.

“**Zero Totals Tape**” refers to a paper record produced by each Vote Tabulator prior to the opening of a Designated Voting Location demonstrating that no votes have been cast for a Certified Candidate.

4. Notice of Election

4.1 The Township Clerk of the Township of Scugog shall notify electors of the following through the use of newspaper advertisements, social media, the Township website (www.scugog.ca), direct mail-outs, any combination of the aforementioned methods, or any other method deemed appropriate by the Township Clerk:

- That a Municipal Election is being held in the Township of Scugog and that the municipality has adopted an alternative voting method, being Internet Voting and Traditional In-Person Paper Ballots using optical scanning vote tabulators;
- The times and dates of the voting period, as well as the times and dates of the Designated Voting Locations and Voter Assistance Centres;
- Who is eligible to vote in the Municipal Election;
- Information regarding how eligible electors can check to see if their name is on the Voters’ List or if their information is correct;
- The offices for which persons may be nominated and the nomination procedure; and
- The opportunity to register as a Third Party Advertiser and the registration procedure.

- 4.2 The Clerk shall determine the date(s) of all advertisements including the newspaper(s) and the notices that are to appear in order to comply with all requirements of the Act.
- 4.3 Each person on the Voters' List shall be mailed a sealed Voter Information Package by standard addressed letter mail containing, at a minimum:
- Their Voting Pin, as well as the designated internet address (URL) to cast their vote;
 - Instructions on how to vote via internet or in-person at a Voter Assistance Centre or Designated Voting Location;
 - Dates and hours of voting; and
 - Any other information as deemed necessary by the Clerk.
- 4.4 Where possible, and if desirable, cooperative advertising with other municipalities may take place.
- 4.5 The Clerk reserves the right to publish additional advertisements and notices, as deemed appropriate.

5. Nominations

- 5.1 A prescribed nomination form, which must be endorsed by at least 25 persons who are eligible electors within the municipality, must be signed by the candidate or his/her agent, in person, on or before Nomination Day, Friday, August 19, 2022, at 2 p.m. Nominations may be filed from Monday, May 2, 2022, to Thursday, August 18, 2022, during regular business hours, Monday through Friday, 8:30 a.m. until 4:30 p.m. On Nomination Day, Friday, August 19, 2022, nominations may only be filed between the hours of 9 a.m. and 2 p.m.
- 5.2 Electronic and faxed nomination forms will not be accepted.
- 5.3 The prescribed nomination filing fee of \$200.00 must accompany the nomination form for the Office of Mayor and the nomination filing fee of \$100.00 must accompany the nomination form for all other candidates. Payment shall be made by cash, certified cheque, money order or debit payable to the Township of Scugog. **A personal cheque or credit card is NOT acceptable.**
- 5.4 A candidate must satisfy all of the following qualifications at the time of registering a nomination for a Council position:

- A Canadian citizen;
- At least 18 years of age;
- A resident of the Township of Scugog;
- The owner or lessee of property in the Township of Scugog or spouse thereof;
- Not legally prohibited from voting; and
- Not disqualified by any legislation from holding municipal office.

5.5 At the time of filing the Nomination Paper – Form 1 and the Endorsement of Nomination – Form 2, the Clerk or designate, will ensure the following:

- The Nomination Paper – Form 1 is complete, the Declaration of Qualification is signed and a copy is provided to the candidate;
- The Endorsement of Nomination – Form 2 is complete, it has at least 25 endorsement signatures and a copy is provided to the candidate (not required for school board trustee candidates);
- The candidate is aware of how his/her name will appear on the ballot;
- The prescribed nomination fee is received and a receipt is given to the candidate and a copy retained for the file;
- The Preliminary Certificate of Maximum Expenses, at filing, has been completed and given to the candidate and a copy retained for the file;
- The Preliminary Certificate of Maximum Self Contribution Limit, at filing, has been completed and given to the candidate and a copy retained for the file;
- The Personal Information Release Form has been completed and a copy is provided to the candidate (optional);
- The Voters' List request form has been completed and a copy is provided to the candidate (optional);
- The Candidates Handbook and Guide has been given to each candidate;
- The Candidate has provided the \$250.00 election sign permit fee and a receipt is given to the candidate and a copy retained for the file; and
- The Candidate's name is added to the Township's website together with any personal information permitted by the Candidate. Names will be added in the order that nominations are received and by office.

- 5.6 The onus is on the candidate to file a bona fide Nomination Paper – Form 1 and Endorsement of Nomination – Form 2, ensuring that at least 25 endorsement signatures are from eligible electors, which will be accepted on face value. Township Staff are not permitted to endorse a Candidate during office hours.

If an agent is filing the Nomination Paper – Form 1 on behalf of a candidate, the declaration of qualifications must be signed prior to the agent filing with the Clerk. If the declaration is not signed, the Clerk **shall not** accept the Nomination Paper.

- 5.7 The onus is also on the certified candidate to ensure that he/she is included on the Voters' List for the Township of Scugog and that the information shown thereon is complete and accurate. If an addition or correction is required, the candidate must request an Application to Amend the Voters' List Form (EL15). The Voters' List will be made available to the candidates on **September 1, 2022**, upon submission of the Voters' List Request Form. One electronic copy of the Voters' List will be provided to each certified candidate. Paper copies shall be available to the candidate at a cost of \$25.00.
- 5.8 Once the Nomination Paper and all related documents have been filed with the Clerk, they will remain in the possession of the Clerk but shall be open for inspection by any person during normal office hours (Monday to Friday, 8:30 a.m. to 4:30 p.m.).
- 5.9 The Clerk may, at any time prior to certifying the Nomination Paper, review any nominations received. If the Clerk has knowledge that the information presented on the Nomination Paper has been determined to be untrue, he may advise the candidate that the nomination is rejected, the nomination fee will be refunded, and the candidate's name will be removed from the website.
- 5.10 Candidates may withdraw their nominations by submitting the Withdrawal of Nomination form to the Clerk on or before 2 p.m. on Nomination Day (Friday, August 19, 2022). If the withdrawal is submitted by anyone other than the candidate, the Clerk will ensure that the withdrawal is valid and was submitted with the candidate's permission. The candidate will be required to submit a Financial Statement (Form 4) covering all financial transactions up to the time of the withdrawal. This statement is due no later than **March 31, 2023 at 2:00 p.m.**

- 5.11 If a candidate wishes to file a subsequent nomination for another position, the original nomination is deemed to be “withdrawn” and a new form must be submitted. The 25 endorsements on the original nomination will carry over to the nomination for the new position and are not required to be supplied again.
- 5.12 In the event that there is an insufficient number of certified candidates to fill all positions available, nominations will be re-opened for the vacant positions, only on **Wednesday, August 24, 2022**, between the hours of 9 a.m. to 2 p.m. Such additional nominations, if required, shall be filed in the Office of the Clerk as set out above.
- 5.13 In the event that there are insufficient nominations received for any office after nominations are re-opened, the Clerk shall hold a by-election, unless the number of candidates declared elected (acclaimed) forms a quorum. In this instance, the vacancy may be filled by appointment, which will not be determined until the new Council gives direction.

6. Forms

Prescribed Forms

- 6.1 The following list includes all prescribed forms used in the conduct of the 2022 Municipal Election. (*Regulation 101/97, as amended.*)

Form 1 – Nomination Paper

Form 2 – Endorsement of Nomination

Form 4 – Financial Statement – Auditor’s Report - Candidate

Form 5 – Financial Statement – Subsequent Expenses

Form 6 – Notice of Extension of Campaign Period

Form 7 – Notice of Registration – Third Party

Form 8 – Financial Statement – Auditor’s Report – Third Party

Form 9 – Declaration of Identity

Other Election Forms

6.2 In addition to the aforementioned prescribed forms, the forms listed below may be used in the conduct of the 2022 Municipal Election:

- Application for Removal of Another's Name from the Voters' List (EL16)
- Application to Amend Voters' List (EL15)
- Appointment and Oath of a DRO (EL10)
- Appointment and Oath of an Election Official (EL11)
- Appointment of a Scrutineer by Candidate (EL12A)
- Certificate of Election Results - Municipal Council & English Public School Trustee (EL08)
- Certificate of Election Results - English Separate School Electors (EL08A)
- Certificate of Election Results - French Separate School Electors (EL08B)
- Certificate of Election Results - French Public School Electors (EL08C)
- Certificate of Election Results - Regional Chair (EL08D)
- Certificate of Maximum Campaign Expenses (EL37)
- Certificate of the Voters' List (EL22)
- Declaration of Acclamation to Office (EL20)
- Declaration of Election Candidates – Election Results (EL32)
- Declaration of Recount Results (EL41)
- Disclaimer to Right to Office (EL36)
- Personal Information Release
- List of Certified Candidates – Municipal Offices (EL07A)
- List of Certified Candidates – School Trustee: English Public School Electors (EL07B)
- Notice of Death or Ineligibility of Candidate (EL21)
- Notice of Default (EL43)
- Notice of Nomination for Office (EL17)
- Notice of Recount (EL39)
- Notice to Candidate of Filing Requirements (EL42)
- Oral Oath of Friend or Interpreter (EL27)
- Oral Oath of Secrecy (EL12B)
- Recount Results (EL40)

- Voter's List Request Form (EL14)
- Withdrawal of Nomination (EL19)
- Witness Statements as to Destruction of Ballots (EL38)

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

7. Ballot

- 7.1 The candidates' names shall appear on the ballot, in the format of first name then **LAST NAME** (e.g. John **DOE**), in alphabetical order, based on their surnames and in the case of identical surnames, their forenames. Middle initials shall not be used on the ballot unless authorized by the Clerk.
- 7.2 If the candidate wishes and the Clerk agrees, another name that the candidate also uses may appear on the ballot instead of or in addition to his or her legal name (e.g. Bill instead of William).
- 7.3 No reference to a candidate's occupation, degree, title, honour or decoration shall appear on the ballot.
- 7.4 If the surnames of two or more candidates for an office are identical or in the Clerk's opinion so similar to cause possible confusion, every candidate's qualifying address shall appear under his or her name.
- 7.5 A designated voting space for marking the ballot shall appear to the right of each candidate's name.
- 7.6 For Paper Ballots for In-Person Voting the following shall apply:
- 7.6.1 There shall appear on the Ballot an area where the Election Official shall enter their initials.
- 7.6.2 There shall appear on the Ballot timing marks that will be interpreted by the Vote Tabulator to verify that the document being processed is a valid Ballot for the purpose of tabulation.
- 7.6.3 There shall appear on the Ballot instructions and symbols to ensure that the Eligible Voter properly Marks the Ballot by: fully filling in the Designated Voting Space for the Candidate(s) of their choice.

8. Voters' List

- 8.1 The Municipal Property Assessment Corporation (MPAC) is responsible for supplying the Township of Scugog with the Preliminary List of Electors (Voters' List) for the municipal election. (MEA S.19(1)) by July 31, 2022, or such date as to be agreed upon by the Clerk and MPAC. The list shall be reviewed by the Clerk of the Township of Scugog and obvious errors shall be corrected as permitted under Section 22 of the Act, and the list shall be approved for use as the Voters' List on or before September 1, 2022.
- 8.2 In accordance with Section 23(4) of the Municipal Elections Act, 1996, a certified candidate will receive an electronic copy of the part of the Voters' List that contains the names of the electors who are entitled to vote for the office for which the candidate is nominated. The Candidate shall submit a completed Voters' List Request Form and the Clerk's office shall provide the requested list. Paper copies of the list shall be available to candidates at a cost of \$25.00.
- 8.3 The Voters' list will be web-based and hosted by Township's Voters' List Management Provider.
- 8.4 All certified candidates shall receive login IDs and passwords allowing them to view the Voters' List in the system, for the purpose of viewing which electors have voted during the Voting Period. All candidates will be encouraged to attend a training and review the training materials on the use of the System which will be made available in September.
- 8.5 The voters' list shall be accessible by authorized Election Officials, who will use the system to facilitate additions and changes during the revision period and perform other functions as required subject to the security permissions assigned to each Official.
- 8.6 During the Revision Period commencing on Thursday, September 1, 2022 and running up to and including Voting Day (**October 24, 2022**), electors may make application to be added to, or amend, their information on the Voters' List. Electors can make application via one of the following options:
- A) Elector's can utilize the OVS Registration Portal found on www.scugog.ca/election and submit identification that shows name and qualifying address.

- B) Elector's can complete an online Application to Amend the Voters' List (Form EL-15) which can be electronically submitted to the Clerk along with any combination of identification that shows name and qualifying address.
- C) Electors may also make application to amend the Voter's List by attending the Municipal Office, 181 Perry Street, Port Perry, during regular or extended hours, and on Voting Day, **October 24, 2022** (Voting Day) up until the close of voting at 8 p.m. The Clerk or designated election official will require proof of identification.
- 8.7 In accordance with Section 27(1) of the Act, the Clerk shall produce the Interim List of Changes reflecting changes made up until September 15, 2022, using the Voterview System, and make available electronically additions, corrections and deletions to those who are entitled to copies of the Voters' List under the Act.
- 8.8 The Voters' List, as corrected by the Clerk pursuant to Section 22 of the Act, shall be provided to our Voting Provider in a computer format at a time to be determined by the Clerk, in order that the Voting Provider may print the Voter Information Package in time for delivery.
- 8.9 Voter Information Packages will be mailed to all eligible electors appearing on the voters' list and shall be sent by standard letter mail no later than October 7, 2022. Eligible electors who do not receive a Voter Information Package by October 11, 2022 may attend the Municipal Office, 181 Perry Street, Port Perry during regular hours, or a Voter Assistance Centre to obtain a Voter Information Package (VIP).
- 8.10 When an eligible voter casts a ballot via the internet, their voter status is automatically noted on the voters' list as having cast a ballot. A voter status is also automatically noted on the voters' list as having cast a ballot if the voter casts a ballot via the internet at a Voter Assistance Centre.
- 8.11 When an eligible voter casts a ballot in-person at a designated voting location, the Election Official updates the voter status of the Voters' List and denotes them as having cast a ballot.
- 8.12 The system used by the voters' list management provider will automatically note when a ballot has been cast by an eligible elector via the internet or in-person. An eligible voter who has already voted via the internet, will not be able to attend a designated voting location to cast a second ballot without detection. Likewise, an eligible voter who decides to cast a ballot in-person at a Designated Voting location will not be able

to cast a ballot via the internet. Eligible electors will only be able to cast a ballot once using internet voting or attending in-person, but not using both methods.

- 8.13 At the end of each Voting Day, the Returning Officer will prepare a list of the names of eligible electors who have voted. The Returning Officer will provide a copy of this list via email to all Certified Candidates in accordance with the Act by 9:00 a.m. the following morning.

9. Proxy Voting

- 9.1 As the Township of Scugog is conducting the 2022 Municipal Election using an alternative method of voting, in accordance with section 42(5) of the *Municipal Elections Act, 1996, as amended* and authorized by By-law Number **31-21** there is no requirement for and no opportunity to vote by proxy.

10. Voting Methods

- 10.1 The two methods of voting will be available in the Township of Scugog for eligible electors:
- a) traditional paper ballots cast in-person at a designated voting location using vote tabulators, or
 - b) internet voting from anywhere, anytime.
- 10.2 An Eligible Elector may only vote once in the Township regardless of the number of properties they may own and/or lease. Eligible Voters who own more than one (1) property and reside in the Township are only entitled to vote for the Certified Candidates for the Ward in which they reside.
- 10.3 An Advanced Voting Period will take place from October 17, 2022 to October 23, 2022. Voting day will occur on October 24, 2022.
- 10.4 Traditional In-Person Paper Ballot Voting using vote tabulators will be available at certain designated locations during the Advanced Voting Period only. Dates and times are specified within.
- 10.5 Internet voting will be continuously available during the Advanced Voting Period starting at 10:00 a.m. on Monday, October 17, 2022 until the close of voting at 8:00 p.m. on Election Day Monday, October 24, 2022). Internet voting is a complement to traditional paper ballots and voters will have the ability to cast their ballots online from anywhere during the voting period from their personal smart phone, computer, or tablet.

- 10.5 The procedures for both traditional in-person paper ballot voting using vote tabulators and internet voting as contained within this policy will be followed.

11. Procedures of the Use of Vote Tabulators

These are the specific rules and procedures for the use of Vote Tabulators for In-Person Paper Ballots in the 2022 Municipal Election for the Township of Scugog.

11.1 Secrecy and Interference

- 11.1.1 The Returning Officer and the Township's Voting Provider shall maintain and aid in maintaining the secrecy of voting.
- 11.1.2 No person shall interfere or attempt to interfere with an eligible voter while in the process of voting.
- 11.1.3 No person shall obtain or attempt to obtain information about how an eligible voter intends to vote or has voted. Any election official requested by an eligible voter to assist them with voting is required to maintain the secrecy of the vote(s) cast by the eligible voter and shall vote according to the instructions and wishes of the eligible voter.

11.2 Vote Tabulators

- 11.2.1 The Clerk will provide one (1) or more Voter Tabulator(s) at each Designated Voting Location during the Advanced Voting Period.
- 11.2.2 The Vote Tabulator shall be programmed so that a printed record of the number of votes cast for each Candidate can be produced.
- 11.2.3 Every Vote Tabulator shall be programmed so that the Ballot immediately returns to the Election Official when one of the following Ballot conditions has been detected by the Vote Tabulator:
- a) A Blank Ballot;
 - b) An Over-Voted Ballot;
 - c) A Ballot with an Ambiguous Mark; and
 - d) A Damaged/Defective Ballot.

11.2 Logic and Accuracy Testing of Vote Tabulators

- 11.2.1 Prior to use in the Election, the Clerk shall conduct logic and accuracy testing of all Vote Tabulators to be used in the election, including replacement Vote Tabulators, to ensure that they will accurately count the votes cast for all Candidates and operate as programmed.
- 11.2.2 The Clerk shall give notice of the date, time and location of the vote tabulator testing to all certified Candidates.
- 11.2.3 The tabulator test shall be conducted by:
- a) powering up the Vote Tabulator;
 - b) loading the Memory Card into the Vote Tabulator;
 - c) printing a Zero Totals Tape;
 - d) tabulating a pre-audited group of test Ballots including:
 - i. Ballots that fall into each of the categories of ballots described in section 11.2.3;
 - ii. Ballots on which are recorded a pre-determined number of votes for each Candidate; and,
 - e) printing the results from the Vote Tabulators;
 - f) reading the Memory Cards, and testing the tally and reporting application;
 - g) comparing the output of the tabulation against the pre-audited results.
- 11.2.4 If the Clerk detects any error in the test, the cause of the error shall be ascertained and corrected, and the test repeated until an errorless test is achieved and certified by the Clerk.
- 11.2.5 The Clerk shall, at the completion of the test, clear the vote totals from the test ballots in the Memory Cards and seal the Memory Card inside the Vote Tabulator.
- 11.2.6 The Clerk shall retain and have access to the Test Ballots referenced above and results tapes that were produced during the test and other materials used in the programming of the Vote Tabulators.

11.2.7 The Clerk shall not alter or make changes to the materials referred to in subsection 11.2.6 of these procedures

11.3 Vote Tabulator Set Up

11.3.1 Prior to the opening of the first Designated Voting Location, during the Advanced Voting Period, the Election Official(s) shall, in the presence of all Scrutineers present at the time:

- a) confirm that there are no Ballots in the Tabulator Stand;
- b) install the Vote Tabulator on the Tabulator Stand; and,
- c) cause the Vote Tabulator to print a copy of the Zero Total Tape, confirming zero totals for each certified candidate.

11.3.2 If the totals on the Zero Totals Tape are zero for all Certified Candidates, the Election Official shall:

- a) sign the Zero Totals Tape, which may also be signed by any Candidates; and
- b) ensure that the Zero Totals Tape remains affixed to the Vote Tabulator until the results are printed by the Vote Tabulator after the close of voting on Voting Day.

11.3.3 If the totals on the Zero Totals Tape are not zero for all Certified Candidate the Election Official shall:

- a) shall immediately notify the Clerk, who shall either:
 - i. provide technical support required to cause the Vote Tabulator to print a correct Zero Totals Tape showing zero totals; or
 - ii. provide a replacement Vote Tabulator.
- b) If the Clerk provides a replacement Vote Tabulator, the Election Official shall carry out the requirements of subsection 11.3.1.
- c) If the Vote Tabulator is not operational prior to the opening of the Designated Voting Location, the Election Official shall conduct the election using the Auxiliary Compartment procedures as outlined in clause 11.4.11 of these procedures.

11.4 Voting Procedure at Designated Voting Locations

- 11.4.1 The Clerk shall delegate to an Election Official the authority to initial a Ballot and issue the Ballot to an Eligible Voter.
- 11.4.2 The Election Official shall, at the same time as the Ballot is delivered, provide a secrecy folder to the Eligible Voter.
- 11.4.3 Upon receiving the Ballot and Secrecy Folder, the Eligible Voter shall:
- (a) proceed to an empty voting screen; and,
 - (b) vote by marking the designated voting space(s).
- 11.4.4 After marking the Ballot, the Eligible Voter shall:
- a) insert the Ballot into the Secrecy Folder so as to conceal his or her Marks in the Designated Voting Space and expose the initials of the Election Official;
 - b) leave the Voting Screen without delay;
 - c) deliver the Secrecy Folder containing the Ballot to the Election Official; and
 - d) before leaving the Voting Location, wait until the Election Official enters the Ballot into the Vote Tabulator and the Ballot has been accepted.
- 11.4.4 In the presence of the voter and in a discreet manner which keeps concealed the voter's votes, the Election Official will verify the initials of the Election Official who issued the ballot, and:
- a) If a Vote Tabulator is operational at the Voting Location, slowly slides the ballot initials-side down from the Secrecy Folder into the ballot entry slot until it is accepted by the Vote Tabulator; or
 - b) Where a Vote Tabulator fails to operate, the Election Official:
 - i. slowly slides the ballot initials-side down from the Secrecy Folder into the Auxiliary Compartment;
 - ii. processes any Ballots stored in Auxiliary Compartment through the Vote Tabulator only after the close of voting; and,
 - iii. seals the Auxiliary Compartment when not in use.

11.4.5 **Blank Ballot**

- a) If a Blank Ballot is returned by the Vote Tabulator and the Eligible Voter who delivered the Ballot is still present, the Election Official shall:
 - i. privately advise the Eligible Voter that the Vote Tabulator does not detect any votes in any of the Designated Voting Spaces;
 - ii. return the Ballot to the Eligible Voter; and
 - iii. instruct the Eligible Voter to Mark the Ballot in accordance with the instructions on the Ballot.
- b) If the Eligible Voter is not present or declines the opportunity to re-Mark the Ballot, the Election Official shall, using the Vote Tabulator “Override” procedure, cause the Vote Tabulator to accept the Ballot.

11.4.6 **Over-Voted Ballot**

- a) If an Over-Voted Ballot is returned by the Vote Tabulator and the Eligible Voter who delivered the Ballot is still present, the Election Official shall:
 - i. privately advise the Eligible Voter that the Vote Tabulator detects more votes for an office than the Voter is entitled to vote for;
 - ii. ask the Eligible Voter if he or she wishes another Ballot and, if so, fold the Ballot, write “Cancelled” the reverse side of the Ballot and direct the Eligible Voter to obtain a replacement Ballot from the Election Official who issued the cancelled Ballot;
 - iii. ask the Election Official who originally delivered the cancelled Ballot to provide the Eligible Voter with a replacement Ballot, and place the cancelled Ballot in the “Cancelled Ballot” envelope; and
 - iv. instruct the Eligible Voter to Mark the Ballot in accordance with the instructions on the Ballot.
- b) If the Eligible Voter is not present or declines the opportunity to Mark another Ballot, the Election Official shall, using the Vote Tabulator “Override” procedure, cause the Vote Tabulator to

accept the Ballot and record any valid votes that may appear on the Ballot.

11.4.8 **Ambiguous Mark**

- a) If a Ballot with an Ambiguous Mark is returned by the Vote Tabulator and the Eligible Voter who delivered the Ballot is still present, the Election Official shall:
 - i. privately advise the Eligible Voter that in at least one of the Designated Voting Spaces on the Ballot, the Mark which has been made is not sufficiently dark or complete to allow the Vote Tabulator to determine with certainty that the Mark reflects the Eligible Voter's intention; and,
 - ii. provide the Eligible Voter the opportunity to either re-mark the Ballot or obtain a replacement Ballot.
- b) If the Eligible Voter chooses to re-mark the Ballot, the Election Official shall return the Ballot to the Eligible Voter in the Secrecy Folder, and instruct the Eligible Voter to Mark the Ballot in accordance with the instructions on the Ballot.
- c) If the Eligible Voter chooses to obtain a replacement Ballot, the Election Official shall:
 - i. fold the Ballot and write "Cancelled" on the reverse side of the Ballot and direct the Eligible Voter to obtain a replacement Ballot from the Election Official who issued the cancelled Ballot;
 - ii. ask the Election Official who originally delivered the cancelled Ballot to provide the Eligible Voter with a replacement Ballot, and place the cancelled Ballot in the "Cancelled Ballot" envelope; and
 - iii. instruct the Eligible Voter to Mark the Ballot in accordance with the instructions on the Ballot.
- d) If the Eligible Voter declines the opportunity to re-mark the Ballot, or obtain a replacement Ballot, the Election Official shall fold the Ballot and write "Declined" on the reverse side of the Ballot and place it in the "Declined Ballot" envelope.
- e) If a Ballot is returned by the Vote Tabulator with an Ambiguous Mark and the Eligible Voter who delivered the ballot is not

present, the Election shall follow the requirements of subsection 11.4.11 of these procedures.

11.4.9 **Damaged/Defective Ballots**

- a) If a Damaged/Defective Ballot is returned by the Vote Tabulator and the Eligible Voter who delivered the Ballot is still present, the Election Official shall re-insert the Ballot into the feed area of the Vote Tabulator. If the Vote Tabulator again rejects the Ballot, the Election Official shall:
 - i. privately advise the Eligible Voter that the Ballot cannot be processed by the Vote Tabulator;
 - ii. ask the Eligible Voter if he or she wishes another Ballot and, if so, fold the Ballot, write "Cancelled" the reverse side of the Ballot and direct the Eligible Voter to obtain a replacement Ballot from the Election Official who issued the cancelled Ballot;
 - iii. ask the Election Official who originally delivered the cancelled Ballot to provide the Eligible Voter with a replacement Ballot, and place the cancelled Ballot in the "Cancelled Ballot" envelope; and
 - iv. Instruct the Eligible Voter to Mark the Ballot in accordance with the instructions on the Ballot.
- b) If the Eligible Voter declines the opportunity to Mark another Ballot, the Election Official shall fold the Ballot and write "Declined" on the reverse side of the Ballot and place it in the "Declined Ballot" envelope.
- c) If a Damaged/Defective Ballot is returned by the Vote Tabulator and the voter who delivered the ballot is not present, the Election Official shall follow the procedures as outlined in subsection 11.4.11 of these procedures.

11.4.10 **Paper Jams:** If a Ballot jams in a Vote Tabulator, the Election Official shall verify the message on the Vote Tabulator LCD screen and:

- a) If the message on the Vote Tabulator LCD Screen is "has been counted", the Election Official Shall:
 - i. privately advise the Eligible Voter that the ballot has been counted;

- ii. slide the Tabulator Stand out two or three inches from the Vote Tabulator;
 - iii. remove the Ballot from the Vote Tabulator, while at all times securing the secrecy of the Marks, and deposit it into the Tabulator Stand; and
 - iv. return the Vote Tabulator to its original position on the Tabulator Stand.
- b) If the message on the Vote Tabulator LCD Screen is “not been counted”, the Election Official shall:
- i. privately advise the Eligible Voter that the ballot has not been counted and is jammed in the Vote Tabulator.
 - ii. slide the Tabulator Stand out two or three inches from the Vote Tabulator;
 - iii. remove the Ballot from the Vote Tabulator while at all times securing the secrecy of the Marks;
 - iv. insert the ballot in the Secrecy Folder;
 - v. return the vote tabulator to its original position on the Tabulator Stand; and
 - vi. re-insert the ballot into the Vote Tabulator.

11.4.11 If a Damaged/Defective Ballot or a Ballot with an Ambiguous Mark is returned by the Vote Tabulator and the Eligible Voter who delivered the Ballot is not present, the Election Official shall place the Ballot Damaged/Defective Ballot in the Auxiliary Compartment until the close of voting, and will then undertake the following steps after the close of voting each day:

- a) Where there are Marks in the Designated Voting Space(s) but the Vote Tabulator cannot process the Ballot:
- b) Write "cancelled – replaced" on the Ballot, give the "cancelled – replaced" Ballot a number, and request a replacement Ballot from an Election Official;
- c) Prepare a replacement Ballot in full view of any Candidates and/or Scrutineers present by marking a new Ballot with the same Marks contained in the Designated Voting Space(s) on the “cancelled – replaced” Ballot.

- d) The replacement Ballot shall be clearly labelled "replacement" and given a serial number which shall also be recorded on the "cancelled – replaced" Ballot;
- e) Substitute the replacement Ballot for the "cancelled – replaced" Ballot and feed the replacement Ballot into the Vote Tabulator. If the Vote Tabulator will not process the replacement Ballot (i.e. the original Marks made by the Eligible Voter in the Designated Voting Space(s) and duplicated by the Election Official are incapable of being processed by the Vote Tabulator), mark replacement Ballot "cancelled"; and
- f) Place both the "cancelled – replaced" and replacement Ballots in the "Cancelled Ballot" envelope of the Election Official that provided the Ballot. If the Vote Tabulator was not able to process the replacement Ballot, this fact shall be recorded on both the "cancelled – replaced" and replacement Ballots.

11.5 Opening and Closing of the Designated Voting Locations during the Advanced Voting Period

- 11.5.1 The process contained in this Section will be followed by the Election Official in the same manner as section 11.3 of these Procedures when opening the Designated Voting Locations processing eligible voters.
- 11.5.2 The Election Official shall, after the close of voting on each day during the Advanced Voting Period, check the Auxiliary Compartment for Ballot to ensure all Ballots have been processed, and shall immediately:
 - a) take note of the number of Ballots cast as displayed on the Vote Tabulator and record it accordingly;
 - b) turn the unit off;
 - c) close the lid of the Vote Tabulator case and lock with the key and place it in the carrying case provided;
 - d) close the ballot box and affix a seal to the ballot box and initial the seal.
 - e) personally deliver the Voter Tabulator and Ballot Box with the marked Ballots and other election supplies to the Municipal Office where they will be stored in a secure location under the control of the Clerk, or designated Election Official.

- 11.5.3 At the start of each subsequent day of voting during the Advanced Voting Period, the Election Official shall attend the Municipal Office to retrieve the Vote Tabulator and a new ballot box then drive to the Designated Voting Location. Upon arriving at the Designated Voting Location, the Election Official shall:
- a) unlock the Vote Tabulator lid and lift the screen to activate;
 - b) when prompted, press “Don’t Close – Keep Voting” to continue the next day;
 - c) take note of the number of ballots cast as displayed on the Vote Tabulator and record it accordingly; and
 - d) begin processing Ballots.
- 11.5.4 On the final day of voting during the Advanced Voting Period, the Election Official:
- a) take note of the number of Ballots cast as displayed on the Vote Tabulator and record it accordingly;
 - b) turn the unit off;
 - c) close the lid of the Vote Tabulator case and lock with the key and place it in the carrying case provided;
 - d) close the ballot box and affix a seal to the ballot box and initial the seal.
 - e) Deliver the Vote Tabulator, Ballot Box and all other election supplies to supplies to the Municipal Office where they will be stored in a secure location under the control of the Clerk, or designated Election Official until Voting Day.

11.6 Advanced Voting Period Results

- 11.6.1 The total of the votes from each Designated Voting Location will not be made available until after 8:00 P.M. on Voting Day.
- 11.6.2 The Clerk or another designated Election Official will retrieve the vote tabulators from the secure location and unlock them. Once unlocked the Clerk or designate will close the poll on the tabulator and will authorize the results to be transmitted to the server.

- 11.6.3 Once the results have been transmitted, the Clerk or designated Election Official will print two (2) copies of the Results Tape. The first copy will be placed in statement envelope with the Zero Totals Tape and the second will be displayed for any Candidate or Scrutineer to view.
- 11.6.4 The Clerk shall give candidates notice of the location designated by the Clerk for this purpose.
- 11.6.5 The Clerk shall, at the completion of the count on Voting Day, retain the programs, memory cards, test materials and Ballot in the same manner as is provided for in accordance with the Act.

12. Procedures for the Use of Internet Voting

These are the specific rules and procedures for the use of Internet Voting in the 2022 Municipal Election for the Township of Scugog.

12.1 Secrecy and Interference

- 12.1.1 The Returning Officer and the Township's Internet Voting Provider shall maintain and aid in maintaining the secrecy of voting.
- 12.1.2 No person shall interfere or attempt to interfere with an eligible voter while in the process of accessing the internet voting service or attempt to interfere in the voting process while using the internet voting service unless expressly requested and authorized by the eligible voter.
- 12.1.3 No person shall obtain or attempt to obtain information about how an eligible voter intends to vote or has voted. Any election official requested by an eligible voter to assist them with internet voting is required to maintain the secrecy of the vote(s) cast by the eligible voter and shall vote according to the instructions and wishes of the eligible voter.

12.2 Security and Integrity

- 12.2.1 A predefined security protocol is adhered to during the entire 2022 Municipal Election period; this protocol ensures access control to the status of the election is only available to the Returning Officer and/or designate, and/or persons so authorized by the Returning Officer.
- 12.2.2 The Township's Internet Voting Provider implements a unique and patented cryptographic protocol, which combined with physical and logical security measures, provides an electronic voting platform that meets the Township's predefined security protocols and supports the principles of the Act.
- 12.2.3 Access to the voting system application is monitored and controlled through a series of system features and services both internally and through data centre services provided by the Township's Online Voting Provider.
- 12.2.4 Should a denial-of-service attack occur at any point during the election process, the Township's Internet Voting Provider will open an investigation to determine if it is an attack and take the required measures to mitigate the attack to ensure there is no disruption of service.
- 12.2.5 The Township's Internet Voting Provider offers no single point of failure. All servers are replicated and networking appliances, database and any component is duplicated to ensure there is no disruption of service.

12.3 Voter Information Package (VIP)

- 12.3.1 The Township's Voters' List Management Provider will generate a data file containing the names of eligible electors for the Returning Officer to use in the preparation of the VIP to be sent to all eligible electors.
- 12.3.2 The VIP will include the Township's election website address and a Voting Pin for use by an eligible voter to access the internet voting program hosted by the Township's Internet Voting Provider.
- 12.3.3 The Returning Officer will send a VIP via Canada Post to each eligible voter whose name appears on the Voters' List no later than October 7, 2022.
- 12.3.4 Any undeliverable VIPs will be returned to the Returning Officer's attention by Canada Post and will be stored within a secure area as determined by the Clerk.

- 12.3.5 Where an Eligible Voter notifies an Election Official concerning a lost VIP, or a VIP that was never received, the Election Official shall determine whether a VIP was mailed to the Eligible Voter.
- 12.3.6 Where a VIP was mailed to the Eligible Voter but was not received or was received but subsequently lost:
- 12.3.7 The Election Official shall confirm the qualifying and mailing address of the Eligible Voter;
- 12.3.8 The Eligible Voter shall satisfy the Election Official that they did not receive a VIP or did receive it and subsequently lost it; and,
- 12.3.9 The Election Official shall disable the Voting Pin that was not received/lost and electronically mark the Voting Pin as not being received/lost by the Eligible Voter.
- 12.3.10 Where an Eligible Voter's date of birth is missing, they will have the option of calling an Election Official. If the Election Official is satisfied by the eligible voter's identity, their date of birth will be updated to allow the eligible voter to vote online.
- 12.3.11 Pursuant to these procedures the eligible voter may be required to answer questions to the satisfaction of the election official prior to the issue of a new VIP.
- 12.3.12 After successfully answering the questions from the Election Official, a new VIP will be issued to the Eligible Voter.

12.4 Internet Voting Process

- 12.4.1 Eligible electors will be able to cast their ballot via the internet in the 2022 Municipal Election during the Voting Period.
- 12.4.2 The voting site is hosted by the Township's Internet Voting Provider and is accessible through the link provided in the VIP.
- 12.4.3 The Eligible electors will enter the site of the Township's Internet Voting Provider and will be required to:
 - a) enter their Voting ID;
 - b) Enter their Voting Pin;
 - c) enter their Date of Birth;

- d) complete the verification text;
 - e) read and accept the mandatory Oath of Qualification and Acknowledgement of Offences Statement;
 - f) complete their Ballot by following the instructions provided; and,
 - g) once completed, Eligible electors will be able to review their votes and/or change their selections for each Office as many times as required before casting their ballot.
- 12.4.4 An Eligible Voter will not be able to Over-vote any Office but is able to Under-Vote or choose not to vote in a particular Office.
- 12.4.5 An Eligible Voter may have the option of completing an internet voting survey once they have submitted their ballot.
- 12.4.6 Candidates may access the Township's Voters List Management's website to confirm who has voted over the internet during the Voting Period.
- 12.5 Disruption of Internet Voting**
- 12.5.1 Eligible electors will be able to cast their ballot via the internet in the 2022 Municipal Election during the Voting Period
- 12.5.2 If at anytime during the Internet Voting Process there is a disruption of service or the system times out, an eligible voter must log back into the system and restart the voting process.
- 12.5.3 If an eligible voter is unsure if their vote was cast, an Election Official will review the status of the eligible voter to determine if a vote was cast or not:
- a) if cast, the Election Official will confirm with the voter that their ballot was accepted; or,
 - b) if the status is 'not voted', the voter will be advised that the vote was not cast and that the eligible voter should be able to re-enter the system and restart the internet voting process.
 - c) Once an eligible voter has cast a ballot, they are not able to re-enter the system.

12.6 Testing and Auditing of the Internet Voting System

12.6.1 During the months of August – October, of voting, the Returning Officer conduct comprehensive testing of the internet voting platform.

12.6.2 The test(s) shall include:

- a) checking the wording of the script;
- b) attempting to use a Internet Voting ID and Voting Pin more than once;
- c) balancing a predetermined number of votes with those cast;
- d) matching voting pins to names and addresses;
- e) checking the system which is used for activating voting pins throughout the revision process;
- f) deliberately entering the wrong information; and,
- g) any other functions as determined appropriate by the Returning Officer.

12.6.3 The Clerk will notify all candidates of the date and time of the opportunities to view a demonstration of the internet voting platform.

12.7 Storage of Early Voting Period Results

12.7.1 Results from the Voting Period will be securely stored off-line by the Township's Internet Voting Provider until release by the Election Management Team after 8 PM on Voting Day (October 24, 2022).

12.8 Data Destruction

12.8.1 All data related to internet voting will be secured off-line for the required 120 days by the Township's Internet Voting Provider and shall be deleted following the rules and regulations as set out in the Act after that date has passed.

13. Scrutineers

A candidate may appoint, in writing, any necessary number of persons to act as scrutineer, as provided for in Section 16 of the Act.

The following rules and conditions apply for scrutineers:

- 13.1 One (1) appointed scrutineer presenting his or her appointment to an Election Official or the Candidate will be entitled to attend each of the following:
- a) Council Chambers located on the second floor of Municipal Office, 181 Perry Street, Port Perry from 9:00 a.m. to 10:00 a.m. on Monday, October 17, 2022 prior to the activation of the Internet Voting System and Vote Tabulators to verify and ensure that totals votes cast are at “0” zero;
 - b) A Voter Assistance Centre offered between October 17 and October 24, 2022 during the hours of operation to observe the process; and
 - c) Municipal Office, located at 181 Perry Street, Port Perry, on Monday, October 24, 2022 at the close of voting to observe the results.
 - d) A Designated Voting Location offered between October 17 and October 22, 2022 during the hours of operation. Please note that one (1) scrutineer is permitted for each piece of vote counting equipment in a Designated Voting Place during the hours of operation.
- 13.2 Prior to entering any of the above locations, as listed in (13.1) above, every person appointed as a Scrutineer shall produce and show his/her ‘Appointment of Scrutineer by Candidate (EL12A) form to the Clerk or designated Election Official and take the Oral Oath of Secrecy listed at the bottom of the form.
- 13.3 While in any of the locations, as listed in (13.1) above, a Candidate is deemed to be a Scrutineer unless he or she is in the Voting Location to vote as an Eligible Elector.
- 13.4 Upon being approved to enter any of the locations, as listed in (13.1) above, every Candidate and Scrutineer shall, at all times while in any of the Election Stations, wear the assigned Identification Card in such a manner that it can be easily seen by the Election Officials.
- 13.5 To protect the secrecy of the vote, Scrutineers at a Designated Voting Location will not be permitted to:
- a) Monitor the process of casting votes through the Vote Tabulator; or
 - b) Monitor, or listen to, or participate in any conversation or communication between the Eligible Voter and the Election Official responsible for the Vote Tabulator; or,

- c) View or be apprised of any messages that appears on the screen on the Vote Tabulator.
- 13.6 Despite subsection (13.5), scrutineers may from time-to-time request to be advised of the number of ballots processed by the Vote Tabulator.
- 13.7 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 polling place immediately, their appointment will be revoked and they will not be permitted to re-attend a location of during the announcement of the results. Scrutineers may also have their appointment revoked if they contravene the rules and guidelines established by the Clerk as provided to the candidates.
- 13.8 Scrutineers shall not display any campaign material or literature anywhere within the locations as listed in (13.1) above or the boundaries of the property where the Election is located and includes the parking lot. Candidates, supporters and scrutineers are **not** permitted to wear campaign material, handout campaign material or park a vehicle displaying campaign material in the parking lot of the locations as listed in (13.1). Anyone breaking these rules will be asked to remove the campaign material immediately.
- 13.9 Use of mobile communication devices or recording devices are **not** permitted in any location, as listed in (13.1) above.
- 13.10 Scrutineers shall comply with any additional rules or policies implemented by the Clerk.

14. Voter Assistance Centres & Designated Voting Locations

- 14.1 Voter Assistance Centres where eligible voters can seek assistance and cast their ballot via the internet will be available at the following locations during the specified dates and times:
 - Municipal Office: 181 Perry Street, Port Perry
 - October 17, 18, 19, 20 & 21 between 8:30 a.m. – 4:30 p.m.
 - October 24, 2022 from 10:00 a.m. until 8:00 p.m.
 - Scugog Community Recreation Complex: 1655 Reach Street, Port Perry
 - Tuesday, October 18, 2022 from 9:00 a.m. – 3:00 p.m.
 - Saturday, October 22, 2022 from 10:00 a.m. – 7:00 p.m.
 - Scugog Island Hall, 2710 Demara Road, Port Perry
 - Monday, October 17, 2022 from 1:00 p.m. – 7:00 p.m.
 - Blackstock Recreation Complex, 3440 Church Street, Blackstock

- Wednesday, October 19, 2022 from 1:00 p.m. – 7:00 p.m.
- Greenbank Centennial Hall, 19965 Highway 12, Greenbank
 - Thursday, October 20, 2022 from 1:00 p.m. – 7:00 p.m.

14.2 Designated Voting Locations for in-person paper ballots will be available at the following locations during the specified dates and times:

- Scugog Community Recreation Complex: 1655 Reach Street, Port Perry
 - Tuesday, October 18, 2022 from 9:00 a.m. – 3:00 p.m.
 - Saturday, October 22, 2022 from 10:00 a.m. – 7:00 p.m.
- Scugog Island Hall, 2710 Demara Road, Port Perry
 - Monday, October 17, 2022 from 1:00 p.m. – 7:00 p.m.
- Blackstock Recreation Complex, 3440 Church Street, Blackstock
 - Wednesday, October 19, 2022 from 1:00 p.m. – 7:00 p.m.
- Greenbank Centennial Hall, 19965 Highway 12, Greenbank
 - Thursday, October 20, 2022 from 1:00 p.m. – 7:00 p.m.

15. Display of Election Results

- 15.1 The total of the votes from the early voting period (internet and in-person voting), will not be made available until after the close of voting (8:00 PM) on Voting Day (October 24, 2022).
- 15.2 Results from Internet Voting will be amalgamated with the results from in-person voting and displayed as unofficial results in Council Chambers of the Municipal Office located at 181 Perry Street and on the Township's website.

16. Recounts

- 16.1 In accordance with the Act, if a recount is held, the votes shall be counted in the same manner as the votes were originally counted.
- 16.2 In accordance with the Act, a recount of ballots cast via the internet shall be conducted in the same manner outlined in these procedures for internet voting.
- 16.3 In accordance with the Act, a recount of ballots cast via in-person using optical scanning vote tabulators, the recount will be conducted in the same manner outlined in these procedures for ballots cast in-person using optical scanning vote tabulators, subject to necessary modifications acknowledging that the tabulation of votes will occur at a single place and in the absence of voters.

- 16.3.1 Vote Tabulators will be tested before the record in the manner described in these procedures.
- 16.3.2 If a Vote Tabulator is used for a recount, the recount is limited to the Ballots tabulated by a Voting Tabulator during the Advanced Voting Period.
- 16.3.3 If a Vote Tabulator is used for a recount, any certified candidate or court applicant or their lawyer(s) or scrutineer(s), will not be permitted to examine the Ballots or to dispute the validity of a Ballot or the counting of votes in a Ballot as the Ballots are being fed into the Vote Tabulators by the Election Official(s).

17. Accessibility

- 17.1 The Township of Scugog 2022 Accessible Election Plan – 2022 Municipal Election outlines what highlight measures that the Township of Scugog will be implementing to ensure equal opportunity for all electors and candidates the 2022 Municipal Election.
- 17.2 The Township's Internet Voting Provider conforms to the WCAG 2.0 standard which meets the current requirements for the *Accessibility for Ontarians with Disabilities Act*.

18. Offences and Penalties

- 18.1 In accordance with the Act, a person is guilty of an offence and liable, upon conviction, to a financial penalty if they:
 - (a) vote via the internet without being entitled to do so;
 - (b) vote more than once in the Township;
 - (c) induce or procures a person to vote via the internet when that person is not entitled to do so;
 - (e) provide false or misleading information to a person whom this Act authorizes to obtain information;
 - (g) without authority, supplies their internet voting information to anyone for the purpose of allowing them to vote;
 - (h) take, open or otherwise deal with internet voting information without having authority to do so;

- (i) directly or indirectly;
- (ii) offers, gives, lends, or promises or agrees to give or lend any valuable consideration, in connection with the exercise or non-exercise of an eligible voter's vote;
- (iii) advances, pays or causes to be paid money intending that it be used to commit an offence referred to in clause (i) (i), or knowing that it will be used to repay money used in that way;
- (iv) gives, procures or promises or agrees to procure an office or employment in connection with the exercise or non-exercise of an eligible voter's vote;
- (iv) applies for, accepts or agrees to accept any valuable consideration or office or employment in connection with the exercise or non-exercise of an eligible voter's vote;
- (v) attempts to do any of the above.

19. Mail Tampering – Criminal Offence and Prosecution

- 19.1 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.
- 19.2 In order to ensure the integrity and confidence of the internet voting process, the Returning Officer will investigate or cause to be investigated all complaints about possible mail tampering as it relates to election-related documents provided to Eligible electors by the Returning Officer.

20. Emergency

- 20.1 In accordance with Section 53 of the Act, the Clerk may declare an emergency if they are of the opinion that circumstances have arisen that are likely to prevent the election being conducted in accordance with the principles of the Act.
- 20.2 Upon declaring an emergency, the Clerk is authorized to make any arrangements they consider advisable for the conduct of the election.

- 20.3 The arrangements made by the Clerk, if they are consistent with the principles of the Act, prevail over anything in the Act and the regulations made under it.
- 20.4 If made in good faith, the Clerk's declaration of emergency and arrangements shall not be reviewed or set aside on account of unreasonableness or supposed unreasonableness.
- 20.5 The emergency continues until the Clerk declares that it has ended.