



Internet & Telephone Voting Election Policies and Procedures for
the 2022 Ontario Municipal Council and School Board Elections

Municipality of West Perth

Approved on May 16, 2022, by the Clerk / Returning Officer of Municipality of West Perth

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1.0 Authority

1. The *Municipal Elections Act, 1996*, as amended (the “Act”) in subsection 42(3) requires that the Clerk establish procedures for Alternative Voting methods authorized by by-law.
2. The Council of the Municipality of West Perth adopted By-law 69-2021 authorizing the use of an Alternative Voting method, that being the Internet/Telephone Voting method.
 - a. In addition, the Council of the Municipality of West Perth has by Resolution 34-2022 awarded a contract to Voatz for Internet/Telephone Voting service for the 2022 Municipal and School Board Elections.
3. Subsection 11(2) of the Act states that the Clerk of a local municipality has responsibility for conducting elections within that municipality and responsibility for,
 - a. preparing for the election;
 - b. preparing for and conducting a recount in the election;
 - c. maintaining peace and order in connection with the election; and
 - d. in a regular election, preparing and submitting the report described in subsection 12.1 (2). 1996, c. 32, Sched., s. 11 (2); 2009, c. 33, Sched. 21, s. 8 (7).
4. Section 12 of the Act also gives the Clerk as Returning Officer the authority to provide for any matter or procedure for which there is otherwise no provision in an Act or regulation, but which is, in the Clerk’s opinion, necessary or desirable for conducting the Municipal Election. The Act further states as follows:
 - a. 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.
 - b. 12(2) The power conferred by subsection (1) includes power to establish forms, including forms of oaths and statutory declarations, and power to require their use.
 - c. 12(3) The power conferred by subsection (1) includes power to require a person, as a condition of doing anything or having an Election Official do anything under this Act, to furnish proof that is satisfactory to the Election Official of the person’s identity or qualifications, including citizenship or residency, or of any other matter.
 - d. 13(1) Any notice or other information that this Act requires the Clerk to give shall be given in a form and manner and at a time that the Clerk considers adequate to give reasonable notice or to convey the information.
 - e. 13(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.
5. These procedures apply to the 2022 Municipal Council and School Board Election per subsection 42(3) of the Act.
6. Where these procedures do not provide for any matter related to the election to which these procedures apply, the matter will be conducted per the principles of the Act. These principles are generally recognized to include the following:
 - a. The secrecy and confidentiality of individual votes are 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 a certainty that the results of the election reflect the votes cast;
 - f. Voters and Candidates should be treated fairly and consistently; and,
 - g. The proper majority vote governs by ensuring that valid votes be counted, and invalid votes are rejected so far as is reasonably possible.
7. Subsection 42(4), states that:
- a. The Clerk shall provide the procedures and forms on or before June 1 in the year of the election (in case of regular election).
 - b. The procedures and forms established 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.
8. The Act, more specifically Section 53, also provides that the Clerk may declare an emergency if they believe that circumstances have arisen that are likely to prevent the election from being conducted per 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 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.
- a. The most up-to-date version of these procedures will be available on the Municipality's website.

Therefore, as Clerk of the Municipality of West Perth and Returning Officer for the 2022 Municipal Council and School Board Elections, I do hereby certify and approve the following procedures for conducting the 2022 Municipal Council and School Board Elections and establish that the attached forms are the forms permitted to be used during this election process.

Date Approved

Daniel Hobson
Clerk/Returning Officer

2.0 Definitions

- a) **Act** means the *Municipal Elections Act*, S.O., 1996, c.32, as amended from time to time.
- b) **Alternative Voting** means voting by telephone or via the internet and includes a combination of telephone and internet voting.
- c) **Advance Voting** means voting conducted between the hours of 8:00 am beginning on October 17, 2022, and ending on October 24 at 8:00pm.
- d) **Ballot** means either a paper Ballot or an image on a computer screen, or any web-enabled device, 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.
- e) **Ballot Box** means a computer database in the system where cast internet Ballots and telephone Ballots are put, or a physical storage space utilized for the safekeeping of cast Ballots.
- f) **Candidate** means a person who has been officially nominated under Section 33 of the Act.
- g) **Certified Candidate** means a Candidate whose nomination has been certified by the municipal Clerk under Section 35 of the Act.
- h) **Clerk** means the Clerk of Municipality of West Perth who is the Deputy Returning Officer responsible for conducting this election under the authority of the Act.
- i) **Computing Device** means an electronic device that may access the internet, including, but not limited to: a computer, laptop, tablet, or mobile device.
- j) **Election Official** means the Clerk or other person(s) appointed in writing by the Clerk to carry out election duties under the Act. An Election Official can only carry out the tasks and duties as assigned in writing by the Clerk, and must take the prescribed oath.
- k) **Eligible Elector** means a person who is entitled to be an elector at an election held in the local municipality, if on Voting Day they meet the qualifications outlined in Section 17(2) and 17(3) of the Act.
- l) **In-Person Voting** means a Voter Assistance Centre established by the Municipality of West Perth, which uses Municipality of West Perth controlled Computing Devices. At the sole discretion of the Clerk, paper Ballots may be provided, only on Voting Day.
- m) **Internet and Telephone Voting System** means the technology and software that records, processes, stores, and counts the Ballots cast. "Internet Voting System", "Telephone Voting System", and "Internet or Telephone Voting System" shall have the same meaning.
- n) **Internet and Telephone Voting System Provider** means the vendor chosen by the Municipality of West Perth, Voatz, to provide the technology and software that records, processes, stores, and counts the Ballots cast.
- o) **Normal Business Hours** means the time between 8:30 am and 4:30 pm Monday through to and including Friday, and excludes statutory holidays.
- p) **Personal Identification Number (PIN)** means a unique multiple digit number assigned by the Voatz System to each voter to provide security for access to the voting system.

- q) **Preliminary List of Electors** means a list of electors for the Municipality of West Perth compiled by the Municipal Property Assessment Corporation (MPAC) and provided to the Municipality of West Perth between July 31 and September 1 of an election year as agreed upon by MPAC and the Clerk.
- r) **Satisfactory Identification** means one or more pieces of identification or personal information which would verify the identity of an individual to the satisfaction of the Election Official and meets the identification required under the Act (Ontario Regulation 304/13) which would provide proof of identity and residence of an individual to the satisfaction of an Election Official. See Appendix A for a list of acceptable identification, which must be an original, certificate or notarial copy and shall show the person's name and qualifying address.
- s) **Script** means all information flow and system prompts from the Voatz System including instructions, informational messages, error messages, and exceptions.
- t) **Scrutineer** means an individual, appointed in writing by a Certified Candidate, to represent him or her during the voting process.
- u) **Support Person** means a person who has been requested by an elector to assist them in the voting process.
- v) **Voter Assistance Centre** means a location provided by the Municipality of West Perth to assist electors with In-Person Voting or other general election inquiries, including revisions to the Voter's List. The Voter Assistance Centre is located at 160 Wellington Street, Mitchell Ontario N0K 1N0 and may travel to other facilities as required by the Act.
- w) **Voters' List** means the Preliminary List of Electors, as corrected by the Clerk, under the provisions of Section 22 of the Act.
- x) **Voting Day** means the final day on which the vote is to be taken in an election and shall be until 8:00 p.m. on that day. Voting Day in a regular election is the fourth Monday in October – October 24, 2022.
- y) **Voting Period** means the time between the first day for Eligible Voters to cast their Ballot and 8:00 pm on October 24, 2022.
- z) **Voter Information Letter** means a document addressed to an Eligible Voter that contains a Personal Identification Number (PIN) and other information such as a telephone number and a URL for voting, a list of Voter Assistance Centre locations and hours of operation, and a list of Candidates. These letters shall be mailed individually, or hand delivered as required, to every person on the voters' list.

3.0 Application

1. This procedure has been developed under the authority of Subsection 42(4) pursuant to Subsection 42(3) (a) (ii) of the Act and applies to the Alternative Voting and In-Person Voting being conducted by the Municipality of West Perth between October 17, 2022, and October 24, 2022.
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 Act.
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 Act with the same being determined and established by the Clerk.

4. These procedures may be amended, as necessary and deemed appropriate, by the Clerk. Any amendment to these procedures shall be signed by the Clerk and a copy of the amendment(s) shall be provided forthwith by the method deemed appropriate by the Clerk, to all Certified Candidates.

4.0 Secrecy

1. The Clerk shall require all Election Official(s) and/or other persons working in connection with the Municipal Council and School Board Election to swear or affirm an oath of secrecy per Section 49 of the Act.
2. No person shall interfere or attempt to interfere with an elector while 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 asking 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 Support Person or an Election Official.
6. All electors voting at the Voter Assistance Centre(s) may vote with the assistance of a Support Person; however, the Support Person shall be required to take the appropriate oath before assisting.
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 through 94 of the Act.

5.0 Candidate Nominations

1. Filing nomination papers:
 - a. Nomination Papers may be filed for the following offices at the Municipality of West Perth Clerk’s Office from May 02, 2022, during Normal Business Hours, and between 9:00 am and 2:00 pm on Friday, August 19, 2022, (i.e., Nomination Day), for the following offices:
 - i. Mayor – 1 to be elected;
 - ii. Deputy Mayor – 1 to be elected;
 - iii. Office of Council Fullerton Ward – 2 to be elected;
 - iv. Office of Council Hibbert Ward – 2 to be elected;
 - v. Office of Council Logan Ward – 2 to be elected;
 - vi. Office of Council Mitchell Ward – 3 to be elected;
 - vii. English Public School Board Trustee – 1 to be elected;
 - viii. English Separate School Board Trustee – 1 to be elected.

2. Municipal Freedom of Information and Protection of Privacy Act:
 - a. Upon filing, nomination papers become part of the public record and shall be disclosed to members of the public upon request.
 - b. Upon receiving nomination papers, Candidate information is posted on the Municipality of West Perth's website.
3. The Clerk shall retain Candidate financial statements, third party advertiser financial statements, and auditor's report as required by the Act.
4. Certification of Candidate Nomination Papers
 - a. On Friday, August 19, 2022, Nomination Day, after 2:00 pm the Clerk shall examine each nomination paper filed with the Municipality of West Perth Clerk and, if satisfied the person is qualified to be nominated and that the nomination complies with the Act, the Clerk shall certify the nomination paper. If not satisfied, the Clerk shall reject the nomination and shall notify the person who sought to be nominated and all other Candidates for that office.
 - b. The Clerk's decision to certify or reject a nomination is final.

6.0 Third-Party Advertiser Registrations

1. Per section 88.6 of the Act, eligible third-party advertisers may file a notice of registration with the Clerk in the prescribed form and with a declaration of qualification.
2. Registrations can be filed starting with the opening of the nomination period on May 02, 2022, until the Friday before Voting Day, during Normal Business Hours, which is Friday, October 21, 2022, until 4:30 pm.

7.0 Voter Qualifications

1. A person is entitled to be an elector at an election held in a local municipality if, on Voting Day, October 24, 2022, he/she/they:
 - a. is a Canadian citizen,
 - b. is at least 18 years old,
 - c. 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
 - d. is not prohibited from voting under subsection 17(3) of the Act, 1996 or otherwise, by law.

8.0 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 West Perth 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.

- 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.
 - b. 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.
 - c. The list shall be available in an electronic format to accommodate the administration of the voting process at the Voter Assistance Centre(s).
 - d. Additions, corrections, and deletions may be made to the list per the Act.
 - e. The Clerk and/or the Voatz System shall produce an electronic list of the additions, corrections, and deletions, 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 final list, as required under Section 27 of the Act, shall be available on September 15, 2022, at 160 Wellington Street, Mitchell Ontario N0K 1N0.
 - f. The voters' list, as corrected by the Clerk pursuant to Section 22 of the Act, 1996 shall be provided to the Internet/Telephone Voting System Provider, Voatz, in computer format for the Voatz System to manage the Voter Information Letter.
 - g. Voter Information Letters shall be distributed by first class mail or hand-delivered as required, to all Eligible Electors to enable them to use the Telephone/Internet Voting or In-Person Voting service.
2. The Voter Assistance Centre shall be responsible for the following:
- a. Providing Eligible Electors to access In-Person Voting.
 - b. Eligible Electors who attend the Voter Assistance Centre and are not on the voters' list will be able to be added to the list by filling out a declaration form and providing Satisfactory Identification.
 - i. Their names will be added to the voters' list and they will be assigned and receive (or mailed) a Voter Information Letter containing a (PIN); and
 - ii. they will be able to vote at the Voter Assistance Centre if they so wish during the Voting Period.
 - c. Verifying and re-issuing a Voter Information Letter to qualified voters:
 - i. where a person on the Voters' List has their Voter Information Letter or did not receive it in the mail, or does not have access to it, they can attend (or prove to the satisfaction of the authorized Election Official that they require a new PIN) at a Voter Assistance Centre to receive a new one. The authorized Election Official will disable the voter's lost Personal Identification Number (PIN) and electronically mark it in the system (as having been lost) with the appropriate details. Upon providing Satisfactory Identification to an Election Official, an oath shall be taken by the voter and a new Voter Information Letter containing a new Personal Identification Number (PIN) shall be issued.

- d. Verifying and re-issuing a Personal Identification Number (PIN) to qualified voters:
 - i. where a person on the voters' list has lost their Personal Identification Number (PIN), did not receive it in the mail, or does not have access to it, they can attend a Voter Assistance Centre to receive a new one. The authorized Election Official will disable the voter's previous PIN and electronically mark it in the system with the appropriate details. Upon providing Satisfactory Identification or information to a Voter Assistance Centre Election Official, as may be defined, a new Personal Identification Number (PIN) shall be issued.

9.0 Notices

1. The Clerk of the Municipality of West Perth shall notify voters of the following election information using advertisements:
 - a. that municipal council and school board elections are being held for the Municipality of West Perth and that the Municipality has adopted an Alternative Voting method and how electors may use the Alternative Voting method being Telephone/Internet Voting;
 - b. the date(s), time(s) and location(s) for the holding of the vote including Advance Voting, and the methods of voting for each;
 - c. the office(s) of the council and/or school boards;
 - d. that voting proxies are not permitted;
 - e. who is eligible to vote in the municipal & school board elections;
 - f. in addition to the "Voting Period" being from 8:00 am on October 17, 2022, to 8:00 pm on October 24, 2022, additional hours beyond the regular office hours will be offered for qualified electors to add or correct the voters' list, these dates are:
 - i. October 17, 2022 – 8:30 am to 6:00 pm;
 - ii. October 18, 2022 – 8:30 am to 8:00 pm;
 - iii. October 19, 2022 – 8:30 am to 6:00 pm;
 - iv. October 20, 2022 – 8:30 am to 8:00 pm;
 - v. October 21, 2022 – 8:30 am to 6:00 pm;
 - vi. October 24, 2022 – 8:00 am and 8:00 pm.
 - g. the location(s) and dates, and hours of operation of the Voter Assistance Centre(s), how persons 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. At the Clerk's discretion, notices will be published in the local newspapers and/or posted on the Municipality's website. All notices shall be made available in English only.

The following essential notices shall be issued:

- a. Notice of Election Information.
- b. Notice of Revision of Voters' List.
- c. Notice of Nomination.
- d. Certified Election Results.

The Clerk reserves the right to publish additional advertisements and notices as deemed appropriate.

3. Where possible, cooperative advertising may take place - costs to be approved and shared by the participating municipalities.
4. Each person on the voters' list shall be mailed, by "first-class" mail a sealed Voter Information Letter containing:
 - a. their Personal Identification Number (PIN), the telephone number(s) to call to cast a vote, and the designated internet address (URL) to access to cast a vote using the internet;
 - b. instructions on how to vote;
 - c. dates and hours of voting; and
 - d. the location(s) and telephone number(s) of the Voter Assistance Centre(s).
5. All Voter Information Letters shall be made available in English only.

10.0 Scrutineers

1. Scrutineers may be appointed in writing by the Candidate, as stated under Section 16 of the Act. If appointed, scrutineers will be entitled to the following:
 - a. Upon request and after producing the properly signed appointment of Scrutineer form and prescribing the oath(s) of secrecy, they may attend a Voter Assistance Centre(s) during hours of operation to observe the process. Scrutineers who do not follow the instructions of the Clerk or Election Official, or who attempt to interfere, influence, or determine how an elector is voting, will be requested to leave the Voter Assistance Centre immediately. Their appointment will be revoked, and they will not be permitted to re-attend a Voter Assistance Centre(s).
 - b. 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.
2. Use of a cellular telephone or any other electronic device shall NOT BE PERMITTED within a Voter Assistance Centre by any Candidate or Scrutineer.

11.0 Voting

1. An Internet/Telephone Voting method shall be used for the 2022 Municipal and School Board Elections.
 - a. Telephone/Internet Voting:
 - i. Eligible voters shall be required to telephone a designated number or access a designated internet address and cast their vote.
 - ii. Every Eligible Elector shall be limited to only one vote using a PIN distributed by first class mail, or hand delivered as required, in a sealed and personalized Voter Information Letter.
 - iii. The Voatz system will allow the eligible voter to vote using a telephone or the 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 decline from voting if he/she/they wishes to do so.
 - vi. Once the PIN has been used to complete all assigned races associated with the election it cannot be used again, and further access shall not be granted to the Telephone/Internet Voting service to vote again.
 - b. Voting will commence on October 17, 2022, at 8:00 am and run continuously until October 24, 2022, at 8:00 pm.
2. Before the Voatz system activation, being on October 17, 2022, at 8:00 am, the auditor or other authorized Election Official will, through the Voatz System by secure ID and password, generate the confirmation report that contains all Candidate names running for an office. The report displays in real-time the total of votes cast for each Candidate running for an office. The timing of this reported activity ensures that all totals for all Candidates, confirm zero (0) votes before the electronic election begins.

The Voatz system will be activated unless any of the counts associated with the Candidate names do not indicate a zero total, and unless directed otherwise by an Election Official.

3. Candidates or their Scrutineer may be present to verify and ensure that all totals of votes cast are at zero (0) and shall be permitted to sign a document that attests to this fact.
4. Voatz System will make available online through DataFix's VoterView System a list to the Clerk and any other appropriate individuals of the Municipality of West Perth, of all voters' list individuals by order of polling subdivisions and wards, who have voted during the Voting Period if such an event has taken place. The names of individuals who have voted will be marked as voted. A list of voters who have voted will be provided or made available to the Candidates or their respective Scrutineer through the Clerk's office or by electronic means by the DataFix's VoterView System at the Clerk's discretion. This list shall be provided by the Voatz System in real-time or as close as possible to real-time.
5. If allowed by the Clerk, the DataFix's VoterView System will make available during the election, IDs and passwords for Candidates and their scrutineers, who when using this authorization can connect to a Candidate module to review Voter's List information previously identified by them to recognize participants in the election. This capability does not provide the Candidate or their designate information on how a voter has voted, only if they have voted in the election. A voter who has voted for at least one race during an election is considered a participant.
6. Candidates or their scrutineers may view this information any time after the start time of the election.
7. Where a voter is associated with multiple properties within the Municipality of West Perth, the voter may vote only once, and the qualifying address to determine eligibility for voting shall be the place of residence of the voter. 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 before the final preparation of the voters' list. Should a voter receive more than one Voter Information Letter, the voter 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 Act.

8. Should a Voter Information Letter be returned to the Municipal Administration Office unopened, the PIN status will be disabled by an Election Official in a manner that prevents the PIN from being successfully validated in the voting process. The Voter Information Letters will then be marked “unused” and be retained in a secure means and subsequently destroyed at the same time as all other Municipal Council and School Board Election material as provided for under Section 88(2) of the Act.
9. Should a Voter Information Letter be returned to the Municipal Administration Office that has been opened but has not been used for voting purposes, the PIN status will be disabled by an Election Official in a manner that prevents the PIN from being successfully validated in the voting process. In this circumstance, the Voter Information Letter shall be marked unused and be retained 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 voters on the voters’ list;
 - b. that were undeliverable and returned from the Post Office;
 - c. that were returned by a voter or other individual(s) either opened or unopened but unused for voting purposes;
 - d. that were re-issued to an Eligible Elector;
 - e. whose PIN on the Letters were set to a status that prevented them from being validated in the voting process.
11. PIN validation:
 - a. Where an eligible voter has attempted to validate his or her PIN and they have determined that the PIN has already been used, the voter can attend the location determined by the Clerk, bringing Satisfactory Identification and have an Election Official confirm that the PIN has been used by an impersonator.
 - b. Before authorizing the re-issuance of a new Voter Information Letter, which contains a new PIN, the voter shall be required to respond and answer any questions from the Election Official. The Election Official shall document, to his or her satisfaction, questions, and answers of the voter and, if deemed appropriate, the Clerk shall submit the same to the Ontario Provincial Police for further investigation and prosecution.
 - c. If the Election Official believes that all questions have been answered truthfully and to his or her satisfaction, the Election Official may authorize the provision of a new Voter Information Letter which contains 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 take an oath which shall be given by the Election Official. A copy of this declaration shall also be submitted to the Ontario Provincial Police should further questioning be required 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 voter’s assigned PIN.
 - d. Once the voter has properly answered all questions and if required, taken the prescribed oath, a new Voter Information Letter containing a new PIN can be issued.

12. Incorrect PIN:
 - a. Where an eligible voter has received an incorrect Voter PIN in terms of the ward and school support association, the voter can contact a Voter Assistance Centre(s) and have the proper information applied to the existing PIN. The voter may re-access the system and vote for all races not yet completed.
 - b. The eligible voter shall be able to re-enter the system at any time during
 - c. the election using the existing PIN or the re-categorized PIN until voting for all races has been completed.
13. New PIN(s) shall not be given out over the telephone or by mail without the expressed approval of the Clerk or their designate. A Voter Information Letter containing a PIN shall not be given to any person at the Voter Assistance Centre(s) unless Satisfactory Identification is provided and the individual has taken the oath if required, as administered by an Election Official.

12.0 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. “Digi-pulse” telephones will be able to access the system if the telephone over-ride button is set to a “touch-tone” mode. Should the preceding not be done correctly, the interactive response system will provide an error message requesting that the Eligible Elector obtain assistance; or
 - b. by accessing the internet address provided by using a dial modem access or a high-speed connection.
 - c. Eligible voters may also vote by:
 - i. Attending the Voter Assistance Centre located at 160 Wellington, Mitchell Ontario, N0K 1N0 during the following hours for Advance Voting:
 1. October 17, 2022 – 8:30am to 6:00pm;
 2. October 18, 2022 – 8:30am to 8:00pm;
 3. October 19, 2022 – 8:30am to 6:00pm;
 4. October 20, 2022 – 8:30am to 8:00pm;
 5. October 21, 2022 – 8:30am to 6:00pm.
 - ii. Attending the Voter Assistance Centre on Voting Day, between the hours of 8:00am and 8:00 pm on October 24, 2022, and using the touch-tone telephone or internet access provided. Any telephone provided at the Voter Assistance Centre shall delete any display options on the telephone. On Voting Day paper Ballots may be available at the sole discretion of the Clerk.
 - iii. Only residents of the following institutions or retirement homes may access the Voter Assistance Centres on October 21, 2022, at the locations listed below:
 1. Ritz Lutheran Villa - Road 164, 4118A R.R.#5, Mitchell, 10:00am -12:00pm;

2. Ritz Manor Apartments - 15 Frances St E, Mitchell, 4:00pm – 6:00pm;
 3. Mitchell Nursing Home - 184 Napier St., SS1, Mitchell, 1:30pm -3:30pm.
- d. Attending a Voter Assistance Centre during hours identified in paragraph (c) with a Support Person, taking the appropriate oath(s), and having a Support Person vote using a touch-tone telephone or the internet access provided. In the absence of a Support Person, the voter may request the assistance of an Election Official, who may assist only after the appropriate oath, if required, has been taken.
 - e. Attending a Voter Assistance Centre during hours identified in paragraph (c) with an interpreter, taking the appropriate oral oath(s), and voting using a touch-tone telephone or the internet access provided.
 - f. With the assistance of an Election Official(s) that will be present at the institutions and/or retirement homes on the agreed date(s).

13.0 Security

1. An Eligible Voter may only vote once in the Municipality of West Perth during the 2022 Municipal Council and School Board Election, regardless of the number of properties he/she/they may own and/or lease or the number of voting methods available to them.
2. A predefined security protocol is adhered to during the entire Municipal Council and School Board Election period. This protocol ensures access control to the status of the election is only available to the Clerk and persons authorized by the Clerk.
3. The Internet and Telephone Voting System is subject to strict logic and accuracy testing using a predefined set of Ballots, which are cast with a known outcome. This is then compared to the actual vote counts to ensure complete confidence in the accuracy of the voting system. The thorough logic and accuracy phase allows Election Officials to review the full voting process before the opening of the voting.
4. After the logic and accuracy testing, the entire voting system is locked down before the start of the Voting Period. No system, code or configuration changes can occur during the lockdown or once voting has started.
5. The voting system is hosted by the Internet and Telephone Voting System Provider within their own data centers' environment, which undergoes continuous and rigorous penetration prevention testing.
6. The Internet and Telephone Voting System prevents the casting of multiple Ballots via the internet or telephone. Once a PIN is used to cast a Ballot, it is flagged by the system and the voter is immediately struck off a real-time electronic Voters' List. This ensures that an Eligible Voter cannot obtain another Ballot online or by telephone or by attending a Voter Assistance Centre.
7. At the time a Ballot is cast, the Internet and Telephone Voting System records the action in their database, and an audit record of the Ballot is created. The system will also capture unique identifiers, such as internet protocol (IP) addresses, which are never connected to personally identifiable information and are used for the sole purpose of monitoring suspicious activities.

14.0 System

1. The integrity of the voting process shall be the responsibility of the Clerk of the Municipality of West Perth and shall be preserved by:
 - a. ensuring that every Eligible Elector on the voters' list is mailed, using first class mail or hand delivered as required, a sealed Voter Information Letter which contains the voter's unique PIN;
 - b. ensuring that no one except the Voatz System, the Clerk of the Municipality of West Perth, or designate, maintains a list of Personal Identification Numbers that match each voter's name and address; and
 - c. providing an opportunity for Eligible Electors who do not appear on the voters' list to be added to the list, or to make amendments to the list, up to and including election day, October 24, 2022, 8:00pm.
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 Assistance 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; 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 no later than August 19, 2022, at 2:00pm.

15.0 Corrupt Election Practices - Provincial Offence and Prosecution

1. Sections 89 and 90 of the Act provide for penalties and enforcement of corrupt practices and other offences during an election process.
2. Although the Municipality of West Perth 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 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/she/they:

 - 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/she/they 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 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 of imprisonment of not more than six (6) months.
 6. Although many provisions of the Act also deal with voting places, Ballots and Ballot boxes, etc. the same must be used interchangeably with the “alternative form” of voting since the principle of the Act must be maintained and is therefore enforceable and subject to penalties.
 7. As such, the Municipal Clerk of the Municipality of West Perth 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 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 or prosecution;
 - d. The Clerk or any Election Official may be called to give evidence during an investigation or prosecution.

16.0 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 West Perth 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 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 to ensure the integrity and confidence of the voting process for all electors and the Candidates, the Municipal Clerk of the Municipality of West Perth 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 Criminal Code of Canada for 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 or prosecution;
 - d. The Clerk or any Election Official may be called to give evidence during an investigation or prosecution.

17.0 Results

1. The Municipality of West Perth shall keep its public telephone voting open until October 24, 2022, at 8:00 pm and its Voter Assistance Centre(s) and internet voting shall remain open until the Clerk confirms that all eligible voters in the Voter Assistance Centre(s) at 8:00 pm on October 24, 2022, have completed voting.
2. The Clerk of the Municipality of West Perth at 8:00 pm on October 24, 2022, providing that all Eligible Electors within the Voter Assistance Centre(s) have voted, shall request the close and deactivation of the Internet Voting service and shall also request the tabulation of the results for each Candidate. The final results of each Candidate by ward and school support, and polling subdivisions shall be available following the close and tabulation of the results at the Municipal Administration Office located at 160 Wellington Street, Mitchell Ontario N0K 1N0.
3. The Clerk shall report the “unofficial” results when received from the Voatz System as soon as practicable after 8:00 pm on October 24, 2022, at Election Headquarters located at the Municipal Administration Office located at 160 Wellington Street, Mitchell Ontario N0K 1N0.
4. According to Subsection 55(4) and subject to the provisions of Section 56 of the Act, concerning “Recount”, the Clerk shall on October 25, 2022, at 10:00 am at the Municipal Administration Office located at 160 Wellington Street, Mitchell Ontario N0K 1N0;
 - a. declare the Candidate or Candidates who received the highest number of votes to be elected.
5. The “Official Results” of each Candidate by ward, shall be available at the Municipal Administration Office located at 160 Wellington Street, Mitchell Ontario N0K as soon as possible after Voting Day. Also, the Clerk shall post the “Official” results on the Municipality’s website.

18.0 Tie Vote - Recount Procedures

1. In the case of a tie vote, as provided under Section 56 of the Act, the Clerk of the Municipality of West Perth shall request from the Voatz System a re-tabulation of the votes cast.
2. According to Subsection 56(2) of the Act, the recount shall be held within fifteen (15) days after the Clerk declares the results of the election, and therefore the recount shall occur on or before November 08, 2022, at 10:00am at the Municipal Administration Office located at 160 Wellington Street, Mitchell Ontario N0K 1N0.
3. According to Subsection 61(1) of the Act, the following persons will be authorized to attend the recount:
 - a. the Clerk and any other Election Official appointed by the Clerk for the recount procedure including the Municipal lawyer;
 - b. every Certified Candidate for the office;
 - c. the lawyer for each of the Candidate(s); and
 - d. only one (1) Scrutineer for each of the Candidate(s).
4. Within 15 days after the declaration of the election results, the Clerk shall request the Voatz System to re-tabulate the results for the office(s) that are subject to the recount procedure and that the results be segregated by ward and polling subdivisions. The Voatz system 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. The Clerk shall announce the results of the recount and in the event of a tied vote, Subsection 62(3) of the 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. If 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 Candidates’ lawyer and/or Scrutineer will have an opportunity to examine the paper to be used to inscribe the names of the Candidates.
 - b. The Clerk shall inscribe the name of each Candidate on an equivalent size paper and the Candidates, the Candidates’ lawyer and/or Scrutineer, without touching the paper, examine the same. In addition, all persons present will have an opportunity to examine the box which will be used for conducting the lot;
 - c. Upon acceptance by all Candidates, the Candidates’ lawyer and/or Scrutineer, that the processes 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 have been displaced sufficiently, and draw only one (1) or the required number to determine the successful Candidate(s).

8. The Clerk shall read aloud the name of the Candidate or Candidates and proceed to declare this, or these individuals elected. Once completed, the Clerk 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.

19.0 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 retained and, after the appropriate retention period, destroyed per the principles of section 88 of the Act.
3. Election materials shall not be destroyed by the Internet and Telephone Voting System Provider before receiving written confirmation from the Clerk.

20.0 Emergencies

1. Per section 53 of the Act, the Clerk may declare an emergency if they believe that circumstances have arisen that are likely to prevent the election from being conducted per the Act.
2. In the event of an emergency, the Clerk shall advertise on radio and television stations if possible, and post notices to the extent possible, that the election has been delayed.
3. In the event of an emergency, the Voatz System under direction from the Clerk, shall stop collecting Ballots, and stop the Voatz 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.
4. In the event the Clerk 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.

21.0 Accessibility

1. The Internet Voting System is compliant with WCAG 2.0 Level AA guidelines, which meet the requirements of the *Accessibility for Ontarians with Disabilities Act (AODA)*.
2. The Clerk shall have regard for the needs of Candidates and electors with disabilities. The Clerk shall ensure the Voter Assistance Centre(s) is accessible to Candidates and electors with disabilities.
3. The Clerk shall prepare a report to be submitted to the Council 90 days after Voting Day about the identification, removal, and prevention of barriers that affect voters and Candidates with disabilities.
4. Election Officials will be available for assistance during the Voting Period and on Voting Day.
5. The Municipality of West Perth has an Accessibility Policy. The Municipal Election for Municipality of West Perth will be conducted per the policies as established.

22.0 Amendments to Procedures

The Clerk has the right, at any time, up to and including Voting Day, to amend the procedures contained herein. A copy of any amendment will be forwarded to each Candidate.

Appendix A: Acceptable Identification

Acceptable Identification includes the following:

1. An Ontario driver's licence
2. An Ontario Health Card (photo card)
3. An Ontario Photo Card
4. An Ontario motor vehicle permit (vehicle portion)
5. A cancelled personalized cheque.
6. A mortgage statement, lease or rental agreement related to property in Ontario.
7. An insurance policy or insurance statement
8. A loan agreement or other financial agreement with a financial institution
9. A document issued or certified by a court in Ontario.
10. Any other document from the government of Canada, Ontario, or a municipality in Ontario or from an agency of such a government.
11. Any document from a Band Council in Ontario established under the Indian Act
12. An income tax assessment notice.
13. A Child Tax Benefit Statement.
14. A Statement of Employment Insurance Benefits Paid T4E
15. A Statement of Old Age Security T4A (OAS)
16. A Statement of Canada Pension Plan Benefits T4A (P)
17. A Canada Pension Plan Statement of Contributions
18. A Statement of Direct Deposit for Ontario Works.
19. A Statement of Direct Deposit for Ontario Disability Support Program.
20. A Workplace Safety and Insurance Board Statement of Benefits T5007.
21. A property tax assessment.
22. A credit card statement, bank account statement or RRSP, RRIF, RHOSP or T5 statement.
23. A CNIB card or a card from another registered charitable organization that provides services to persons with disabilities.
24. A hospital card or record.
25. A document showing campus residents, issued by the office or officials responsible for student residence at a post-secondary institution.
26. A document showing residents at a long-term care home under the Long Term Care Homes Act, 2007, issued by the Administrator of the home.
27. A utility bill for hydro, water, gas, telephone or cable TV or a bill from a public utilities commission.
28. A cheque stub, T4 statement or pay receipt issued by an employer.
29. A transcript or report card from a post-secondary school.