

**THE CORPORATION OF THE TOWN OF COCHRANE**



**POLICIES AND PROCEDURES  
FOR TELEPHONE/INTERNET VOTING  
AND  
VOTE COUNTING EQUIPMENT  
FOR THE  
2022 MUNICIPAL ELECTIONS**

Approved by the  
Clerk/Returning Officer of  
The Corporation of the Town of Cochrane  
this 30<sup>th</sup> day of May, 2022

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These Policies and Procedures have been prepared for the purposes of convenience ONLY. For accurate reference, please refer to the *Municipal Elections Act, 1996*, as amended.

## 1. **AUTHORITY**

### **Duties of the Clerk**

#### **Section 11 (1)**

The Clerk of a local municipality is responsible for conducting elections within that municipality, subject to the following exceptions:

1. The Clerks specified in the regulations made under the **Education Act** are responsible for certain aspects of the elections of members of school boards, as set out in those regulations.
2. The Clerks specified in Section 11.1 are responsible for certain aspects of the election of members of the council of an upper-tier municipality, as provided for in that Section.
3. Repealed: 2002, c. 17, Schedule F, Table.
4. The Clerks specified in Subsection (5) are responsible for certain aspects of the election with respect to a question an upper-tier municipality submits to its electors under clause 8 (1) (b) or (c).

#### **Section 11 (2)**

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).

### **Powers of Clerk**

#### **Section 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.
- (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.
- (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.

### **Section 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, as the case may be.
- (2) The Clerk shall provide electors, candidates and persons who are eligible to be electors with information to enable them to exercise their rights under this Act.

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

#### **Procedures and forms**

- (3) The Clerk shall,
  - (a) establish procedures and forms for the use of,
    - (i) any voting and vote-counting equipment authorized by by-law, and
    - (ii) any alternative voting method authorized by by-law; and
  - (b) provide a copy of the procedures and forms to each candidate when his or her nomination is filed. 2009, c. 33, Sched. 21, s. 8 (22); 2016, c. 15, s. 31 (3).

Subsection 42(4), states that the Clerk shall provide the procedures and forms on or before June 1 in the year of the election.

Subsection 42(4), states that 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.

Subsection 42(5) states that when a by-law authorizing the use of an alternative voting method is in effect, Sections 43 (advance votes) applies only if the by-law so specifies.

A person cannot give his or her Voter Information Letter to another eligible elector or other individual for the purpose of voting. Acceptance of a Voter Information Letter including the actual voting thereof will be considered an illegal and corrupt practice and therefore subject to the penalty provision under the Act.

The Act, more specifically Section 53, also provides that the Clerk may declare an emergency if he or she is of the opinion that circumstances have arisen that are likely to prevent the election being conducted in accordance with this Act and provides the authority to the Clerk to make arrangements for the proper conduct of the election.

Any arrangements made by the Clerk, if they are consistent with the principles of the 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.

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

May 30<sup>th</sup>, 2022  
Date Approved

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Clerk / Returning Officer

## 2. DEFINITIONS

**Act** means the Municipal Elections Act, 1996, S.O. 1996, C. 32, as amended.

**Advance Voting** means the location, dates, hours for casting a ballot prior to Voting Day, as established by by-law.

**Auditor** means the person appointed by the Clerk who performs the prescribed combination of processes and procedures (audit duties) designed to validate a range of activities and/or functions.

**Ballot** means either an image on a computer screen, or any web enabled device, or 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.

**Candidate** means a person who has been nominated under Section 33 of the Act.

**Certified Candidate** means a candidate whose nomination has been certified by the Clerk under Section 35 of the Act, 1996.

**Clerk** means the Clerk of the municipality who is responsible for conducting this election under the authority of the Act. All references to the Clerk for the purposes of this manual shall mean the Returning Officer (R.O.) for the 2022 Municipal Election. All references to Clerk's designate shall mean the delegated duties of R.O.

**Deputy Returning Officer (DRO)** means a person appointed by the Clerk for each voting place who will be delegated specific duties and powers by the Clerk.

**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.

**Eligible Elector** means a person who is entitled to be an elector at an election held in the local municipality, if on voting day he or she meets the qualifications outlined in Section 17(2) and 17(3) of the Act.

**Password** means an additional access control word assigned by the eVoting Service Provider to each authorized user to provide additional security for access to the voting system.

**Personal Identification Number (PIN)** means a unique multiple digit number assigned by the eVoting Service Provider to each voter to provide security for access to the voting system.

**Preliminary List of Electors** means a list of electors for the Corporation of the Town of Cochrane compiled by the Municipal Property Assessment Corporation (MPAC) and provided to the municipality.

**Proof of Identification** means a proof of identity and residence as prescribed in O. Reg. 304/13 of the Act.

**Script** means all information flow and system prompts from the eVoting system including instructions, informational messages, error messages, and exceptions.

**Scrutineer** means an individual, appointed in writing by a certified candidate, to represent him or her during the voting process.

**Site Supervisor** is an Election Official appointed by the Clerk or designate to assist in the management of voting locations in relation to the conduct of the 2022 Election.

**Support person** means a person who has been requested by an elector to assist him or her in the voting process.

**Tabulator** is the device that ballots are fed into that collects data from a ballot.

**Tabulator Deputy Returning Officer** is an Election Official appointed by the Clerk or designate to assist the Clerk in the performance of his or her duties in relation to the conduct of the 2022 Municipal Election. Primarily responsible for operating the ballot tabulator machine to process completed ballots.

**Voter Help Centre** means a location provided by the Corporation of the Town of Cochrane to assist electors with the Telephone/Internet Voting process or other general election inquiries, including revisions.

**Voter Information Letter** provides information for electors, containing a Personal Identification Number (PIN) for each person on the voters' list or who has completed an application, duly approved by an election official, for inclusion on the voters' list, a telephone access number and internet address for voting, a Voter Help Centre number for assistance and a list of candidates for office. These envelopes shall be mailed individually, or hand-delivered as required, to every person on the voters' list.

**Voters' List** means the Preliminary List of Electors, as corrected by the Clerk, under the provisions of Section 22 of the Act.

**Voting Day** (not to be confused with Voting Period) means the final day on which the vote is to be taken in an election and shall be Monday, October 24, 2022 with the close of voting to be at 8:00 p.m.

**Voting Place** means the physical location for the electors to cast ballots, as established by the Clerk.

**Voting Period** means the period in which an eligible voter may cast their vote, either via telephone/internet or regular ballot.

### **3. APPLICATION**

1. This procedure has been developed under the authority of Subsection 42(4) pursuant to Subsection 42(3) of the Act, and applies to the optical scanning vote tabulators, Telephone and Internet Voting being conducted by the Corporation of the Town of Cochrane.
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 of the Corporation of the Town of Cochrane. Any amendment to these procedures shall be signed by the Clerk and a copy of the amendment(s) shall be provided forthwith to all certified candidates for office for the Corporation of the Town of Cochrane and/or school boards.

#### **4. SECRECY**

1. The Clerk shall require all election official(s) and/or other persons working in connection with the municipal elections to swear or affirm an oath of secrecy in accordance with Section 49 of the Act.
2. No person shall interfere or attempt to interfere with an elector while in the process of casting a ballot or 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 Help Centre(s) may vote with the assistance of a support person; however, the support person shall be required to take the appropriate oath prior to providing assistance.
7. All complaints regarding any and/or all breaches of secrecy shall be investigated by the proper authorities and shall be prosecuted according to the provisions of "Corrupt Practices and Other Offences - Penalties and Enforcement" under Sections 89 and 90 of the Act, 1996.

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

1. The Preliminary List of Electors shall be requested from the Municipal Property Assessment Corporation (MPAC) in an electronic format. The list shall be reviewed by the Clerk of the Corporation of the Town of Cochrane 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. All certified candidates shall be entitled to one (1) copy or an electronic format and shall sign the "Candidate Declaration of Proper Use of the Voters' List", Form EL14, prior to receiving a copy of all or any part of the Voters List.

The candidates shall receive login ID(s) and password(s) allowing them to view the voters' list that contains the names of the electors who are entitled to vote for their office. They can use the module to identify and track individual electors during the course of the election campaign and voting period to observe participation.

b. The list shall be available in an electronic format to accommodate the administration in the voting process at the Voter Help Centre(s).

c. Additions, corrections and deletions may be made to the list in accordance with the Act. Election staff will use a program called Municipal VoterView to update and make changes to the Preliminary List of Electors and the Voter's List. The Municipal VoterView application allows staff to add, change, delete or move voters as required in accordance with provisions of the Act. In addition, the application provides a number of elector related reports to support election planning and can identify potential inaccuracies on the list.

d. The Clerk and/or the eVoting Service Provider shall produce an electronic list of the additions, corrections and deletions, as stated in paragraph (c) of this document, and make available online these additions, corrections and deletions to those who are entitled to copies of the voters' list under the Act and the same shall be the final voters' list. This list, as required under Section 27 of the Act, shall be available on September 15, 2022 at the Municipal Office, 171 Fourth Avenue, Cochrane, Ontario.

e. The voters' list, as corrected by the Clerk pursuant to Section 22 of the Act shall be provided to the eVoting Service Provider in computer format in order for the eVoting Service Provider to manage the Voter Information Letter.

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 service.

2. An eligible elector may make changes to the Voter's List in person between September 1, 2022 until the close of voting on October 24, 2022 at the Clerk's Office during normal business hours or at any physical voting location during voting hours. Whether in person or online, changes are to be made using the prescribed form "Application to Amend Voters' List", Form EL15, and will need to be accompanied by proof of identity and residence.
3. Other names can be removed from the Voters' List in person by using the same form, during the same period, and by making an attestation (Section (1)).
4. Eligible electors who attend the Voter Help Centre(s) and are not on the voters' list will be able to be added to the list by filling out Form EL15 and providing satisfactory identification.
  - a. 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
  - b. they will be able to vote at the Voter Help Centre(s) if they so wish during the voting period.
5. Verifying and re-issuing a Voter Information Letter to qualified voters:
  - a. where a person on the voters' list has lost his or her Voter Information Letter or did not receive it in the mail, or does not have access to it, he or she can attend **a the Voter Help Centre located at the Municipal Office, 171 Fourth Avenue**, in order 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 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. **(Oath provided in the prescribed forms list)**.
6. Verifying and re-issuing a Personal Identification Number (PIN) to qualified voters:
  - a. where a person on the voters' list has lost his or her Personal Identification Number (PIN), did not receive it in the mail, or does not have access to it, he or she can attend **a the Voter Help Centre located at the Municipal Office, 171 Fourth Avenue**, in order 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 Help Centre election official, as may be defined, a new Personal Identification Number (PIN) shall be issued.

## 6. NOTICES

1. The Clerk of the Corporation of the Town of Cochrane shall notify voters of the following election information through the use of advertisements:
  - a. that Municipal and School Board Elections are being held for the Corporation of the Town of Cochrane and that the Municipality has adopted an alternative voting method (and the manner in which 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. who is eligible to vote in the Municipal and School Board Elections; and
  - e. the location(s) and dates, and hours of operation of the Voter Help 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 and French.

The following essential notices shall be issued:

- a. Notice of Election Information. See paragraph 6.1;
- b. Notice of Revision of Voters' List. See paragraph 6.1(f);
- c. Notice of Nomination; and
- d. Certified Election Results.

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

3. Each person on the voters' list shall be mailed, by "first-class" mail a sealed Voter Information Letter containing:
  - a. his or her 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;
    - i. instructions on how to vote;
    - ii. dates and hours of voting; and
    - iii. the location(s) and telephone number(s) of the Voter Help Centre(s).
4. All Voter Information Letters shall be made available in English and French.

## **7. ALTERNATIVE VOTING TECHNOLOGY (TELEPHONE AND INTERNET VOTING AND TABULATORS)**

1. A by-law authorizing Alternate Voting Methods voting must be passed on or before May 1 in the year before the year of the election. On March 22, 2022, By-Law Number 1491-2022 was passed, authorizing the use of Optical Scanning Vote Tabulators for the purpose of counting votes at the 2022 Municipal Election, and the use of Internet and Telephone Voting as an alternative voting method in the Town of Cochrane.
2. The service provider/vendor of record for telephone/internet voting is Intelivote Systems Inc.
3. Telephone/Internet Voting:
  1. Eligible voters shall be required to telephone a designated number or access a designated internet address and cast their vote.
  2. Every eligible elector shall be limited to only one vote through the use of a PIN distributed by first class mail, or hand-delivered as required, in a sealed and personalized Voter Information Letter.
  3. The eVoting Service Provider, will allow the eligible voter to vote using a telephone or the internet.
  4. 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.
  5. The voting system shall enable the voter to decline from voting for an office(s) if he/she wishes to do so.
  6. 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.
  7. Voting will commence on October 11, 2022 at 10:00 a.m.
  8. Prior to the eVote activation, being on October 11, 2022, the auditor or other authorized election official will generate the confirmation report that contains all candidate names running for an office (through the eVoting system by secure ID and password). The report displays in real time the sum total of votes cast for each candidate running for an office. The timing of this report activity ensures that all totals for all candidates, confirms zero (0) votes before the electronic election begins.

The eVote 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.

9. 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.
10. The eVoting Service Provider will make available online a list to the Clerk and any other appropriate individuals of the Corporation of the Town of Cochrane, 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 eVoting Service Provider at the Clerk's discretion. This list shall be provided by the eVoting Service Provider in real time or as closely as possible to real time.
11. If so allowed by the Clerk, the eVoting Service Provider will make available during the course of 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 at least one race during an election is considered a participant.
12. Candidates or their scrutineers may view this information any time after the start time of the election.
13. Where a voter is associated with multiple properties within the Corporation of the Town of Cochrane, 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 prior to 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.

14. 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 Election material as provided for under Section 88(2) of the Act.

15. 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.
16. 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.
17. 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.
18. Prior to 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 and all 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 same to the Ontario Provincial Police for further investigation and prosecution.
19. 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 in order to ascertain if corrupt practices have occurred. The elector will be required to assist and cooperate in the investigation in determining the individual(s) who has fraudulently used the voter's assigned PIN.

20. 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.
21. Where an eligible voter has received an incorrect Voter PIN in terms of school support association, the voter can contact a Voter Help Centre(s) and have the proper information applied to the existing PIN. The voter may re-access the system and vote all races not yet completed.

The eligible voter shall be able to re-enter the system at any time during the election using the existing PIN or the re-categorized PIN until voting for all races has been completed.

22. 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 Help Centre(s) unless satisfactory identification is provided and the individual has taken the required oath, if required, as administered by an Election Official.

#### 4. Vote Tabulators:

1. The Clerk shall assign Tabulator Deputy Returning Officers (TDROs) who shall be responsible for the operation of the vote tabulators including receiving ballots and feeding ballots into the tabulator. They will be responsible to assist with results reporting.
2. The vote tabulator shall be programmed so that there is a printed record of the number of votes cast for each candidate for each contest for each poll, as per the instructions in the Operators Manual.

The vote tabulator shall be programmed so that ballots that are damaged or defective or have been marked in such a way that they cannot be properly processed by a vote tabulator are returned by the machine to the Tabulator Deputy Returning Officer/ designate.

3. Before voting day, the Clerk shall test the vote tabulators to ensure that they will accurately count the votes cast for all candidates. The test shall be conducted, based on the principles of the Logic & Accuracy Testing Procedures provided by the vendor.

The Clerk shall, at the successful completion of the test, seal the blank memory cards to the vote tabulator.

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 count is made or the tabulator will be replaced.

4. The Clerk or designate is responsible for replacing defective vote tabulators. The replacement of the defective vote tabulator shall be undertaken in full view of any scrutineers, and any other election staff assigned. The procedure for replacing a vote tabulator shall be as follows:

If a unit becomes defective the TDRO, the Site Supervisor, or designate, shall:

- 1) Turn off the defective vote tabulator,
  - 2) Break the security seal,
  - 3) Remove the memory card(s) from the defective vote tabulator,
  - 4) Remove the defective vote tabulator and replace with a new vote tabulator,
  - 5) Install memory card(s) into new vote tabulator and affix the security seal,
  - 6) Switch power on to the new vote tabulator,
  - 7) Continue operation of the vote tabulator until the close of the polls.
5. A voter may mark his/her ballot in such a manner that the vote tabulator cannot read it properly and/or a voter may damage his/her ballot. In either case, the vote tabulator will return the ballot.

The TDRO will advise the elector that there is a problem with a ballot and that the elector may:

- 1) Take back his/her ballot and correct any errors.
- 2) Request a new ballot from the DRO (this may be done only once)
- 3) Cast his/her ballot, regardless of warnings.

Should a ballot, at any time, jam against the ballot box when exiting the vote tabulator, the TDRO may move the ballot box back slightly and manually assist the ballot to exit properly. The TDRO will then place the ballot box back into its original position and continue processing ballots. If this happens on a frequent basis, the ballot box may need to be replaced.

## **8. 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 or she:
  - i. is a Canadian citizen,
  - ii. is at least 18 years old,
  - iii. resides in the local municipality, or is the owner or tenant of land in the local municipality, or the spouse, or same-sex partner of such a person; and
  - iv. is not prohibited from voting under subsection 17(3) of the Municipal Elections Act, 1996 or otherwise, by law.

## 9. VOTING PROCESS

Telephone/Internet Voting - eligible voters may vote by:

1. 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,
2. or by accessing the internet address provided by using a dial modem access or a high-speed connection.
3. Eligible voters may vote by:

- a. Attending a Voter Help Centre during the following hours:

**Municipal Office, 171 Fourth Avenue, Cochrane**

October 11 to October 21 from 10AM to 4PM (weekdays)

October 24 from 10AM to 4PM

**Cochrane Public Library, 178 Fourth Avenue, Cochrane**

October 11 to October 21 from 10AM to 5PM (weekdays)

from 10AM to 2PM (Saturdays)

October 24 from 10AM to 5PM

- a. and using a touch-tone telephone or the internet access provided. ~~Any telephone provided at the Voter Help Centre shall delete any display options on the telephone.~~ Note: Only internet access will be provided at the above-mentioned Voter Help Centre.

b.

4. Attending a Voter Help 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 provide assistance only after the appropriate oath, if required, has been taken.
5. Attending a Voter Help 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.
6. With the assistance of an Election Official(s) that will be present at the following institutions and retirement homes on the specified date(s) and hours:

RETIREMENT HOME OR INSTITUTION	DATE	HOURS FOR ASSISTANCE
Cadence Residence	October 17, 2022	10:00 am to 12:00 pm
Villa Minto	October 18, 2022	10:00 am to 12:00 pm

In Person Voting (on Voting Day):

1. Voting Day will be **Monday, October 24, 2022.**

The voting place (Tim Horton Event Centre – Community Hall) is to be open from **10:00 a.m. to 8:00 p.m.**

The DRO and other election officials should arrive early enough to set up the voting place (at least one-half hour prior to opening). The Site Supervisor will ensure that all Election Officials have taken their oath(s) and been appointed as per their “Appointment and Oath”, Form EL10. Oaths ensure Election Officials are aware of the importance of their role and that they keep elector information confidential. All complaints regarding any breaches of secrecy shall be reported to, and documented by, the Site Supervisor as well as questions and answers of the complainant. If deemed appropriate, the Clerk shall submit same to the Police for further investigation and prosecution.

2. Only Election Officials, qualified candidates and scrutineers may remain in the voting place throughout the day. One scrutineer appointed for each certified candidate for each ballot box in use at the voting place may be present - **only the candidate or his/her scrutineer may be present, but not both.** Scrutineers must present their certificates of appointment to the Site Supervisor.

It is the responsibility of the Site Supervisor, together with the DRO, to ensure the smooth operation of the voting place. If, in the DRO’s opinion, individuals present at the voting place are interfering with this process, then the DRO should report the problem to Site Supervisor who shall report the circumstances to the Clerk.

3. Candidates or scrutineers who are present have the opportunity to inspect the ballots, ballot box, and all other materials relating to the voting place. The Tabulator DRO must then demonstrate to anyone present that the ballot box is empty and then seal it in such a way that it cannot be opened without breaking the seal.

This must be done during the fifteen minute period prior to the opening of the voting place, provided this does not interfere with the opening of the voting place.

4. At exactly 10:00 a.m., the doors to the voting place should be opened. At this time election officials should be ready to receive electors.

Use of electronic devices is prohibited in the voting place, except by authorized election staff or under their direction. All devices must be set to vibrate upon entry to the voting place.

5. Any qualified elector whose name appears on the list of electors is entitled to only one ballot for the Town of Cochrane.

If an elector's name inadvertently appears more than once on a voting list, the elector shall not vote more than once and shall vote where he/she resides.

6. All eligible electors will be required to provide proof of identity and residence in order to obtain a ballot. An elector on the Voters' List without identification may complete a Declaration of Identity (Form 9). Acceptable Documents for Voter Identification is attached herewith as Appendix "A".
7. If a candidate or scrutineer challenges the right of a person to vote, the DRO or Election Official must note it for the person's name on the Voters' List maintained by the Election Official "objected to by (the name of the candidate)" or "objected to by (name of scrutineer) on behalf of (name of candidate)". The DRO may also challenge an individual on his/her own initiative if her/she has reason to believe the person is not entitled to vote. In either case, the challenged individual must then take the "Oath of Qualification" (Form EL26).

If he/she refuses, a ballot must be refused and the words "refused to affirm" or "refused to be sworn" must be entered for that person's name on the Voters' List maintained by the Election Official.

8. When an elector arrives to vote, the DRO must be satisfied that the person is entitled to vote. With the assistance of the Election Official, eligible electors may be added to the list. The Election Official must then strike the electors' names off the voting list.
9. Prior to giving a ballot to a qualified elector, the DRO must mark his/her initials on the Ballot so that they are clearly visible. If an elector is unsure of the voting procedure, the DRO or the Election Official must briefly and accurately explain the procedure.

10. As required by Section 52 (1) electors shall provide the prescribed proof of identity and residence as per O. Reg. 304/13 or complete the "Oath of Qualification" (Form EL26).

11. The elector must proceed immediately to the voting booth, mark the ballot with the pen provided, place it in the secrecy folder leaving the DRO's initials exposed and, without delay, take it to the Tabulator DRO without letting anyone see what marks have been made on the face of the ballot. The Tabulator DRO will feed the

ballot into the tabulator.

The voter should stay long enough to make sure the Tabulator DRO deposits the ballot in the ballot box. If the elector has made an error casting his/her ballot (i.e., under voted/ over voted), the elector will need to determine if he/she would like to re-cast the ballot or complete a new one. An elector is only entitled to receive one additional ballot. Once the tabulator has accepted the ballot, then the elector should leave the voting place.

12. A person whose ballot has been placed in the ballot box by the Tabulator DRO is deemed to have voted and is not, under any circumstances, entitled to another ballot.

13. **Overvote:** An **overvote** occurs when one votes for more than the maximum number of selections allowed in a contest. The result is a spoiled vote which is not included in the final tally for that contest.

**Undervote:** An **undervote** occurs when the number of choices selected by a voter in a contest is less than the minimum number allowed for that contest or when no selection is made for a single choice contest.

14. The Corporation of the Town of Cochrane will use a composite ballot to elect candidates in the 2022 Municipal and School Board Election. A composite ballot contains all contests (Mayor, Councillor, and School Board Trustee) that an elector is eligible to vote for on one ballot paper. Overvoting or Undervoting will only affect the selections made for the contest and not the entire ballot. For example, an elector may not wish to vote for any School Board Trustees. Their selections for the Mayor and/or Councillor contests would still be counted, provided they were completed correctly.

15. An accidentally spoiled ballot may be returned to the DRO in exchange for a new one. The DRO must immediately write "cancelled" on the ballot, and place it in the envelope provided for cancelled ballots. The cancelled ballot shall be tracked by the DRO, so as not to lose count of the total number of ballots issued. They do not count toward the total number of votes cast.

16. An elector is no longer entitled to vote if, after receiving a ballot, he/she leaves the voting place without returning the ballot, or declines to vote and returns the ballot. The DRO shall record this on the Voter's List.

17. When an elector declines the right to vote for all offices for which he/she is entitled to vote, the ballot may be marked as "declined" and placed in the envelope provided for declined ballots. The declined ballot shall be recorded on the tally sheet provided and will count toward the total number of votes cast.

18. Where an elector wishes to decline to vote for at least one office, and to vote for at least one office, the elector should be issued a ballot and should mark the ballot except for the office being declined. The marked ballot should be returned to the Tabulator DRO and placed in the tabulator.

Depending on how the elector declined to vote for a particular office, the tabulator will hold the ballot and indicate the elector has over voted or under voted. The elector will then need to confirm that he/she wishes to cast his/her ballot anyway.

## 10. SCRUTINEERS

1. Scrutineers may be appointed, in writing by the candidate, as stated under Section 16 of the Municipal Elections Act, 1996. If appointed, scrutineers will be entitled to the following:
  - a. upon request and after producing the properly signed “Appointment of Scrutineer” (Form EL12(A) and prescribing to the “Oral Oath of Secrecy (Form EL12B), they will be provided access to a Candidate module; showing them a voter sequence number and/or the elector names who are entitled to vote for their designate office, allowing them to identify, observe, and list all electors that have participated. Scrutineers may log in to the system any time after the election has started and voters have cast ballots, and determine who has voted.
  - b. upon request and after producing the properly signed appointment of scrutineer form and prescribing to the oath(s) of secrecy, they may attend a Voter Help 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 Help Centre immediately. Their appointment will be revoked and they will not be permitted to re-attend a Voter Help Centre(s).
  - c. to be present at the time and place where results are received by the Clerk including signing the results report indicating the final results and votes cast.
2. Use of a cellular telephone or any other electronic device shall NOT BE PERMITTED within a Voter Help Centre by any candidate or scrutineer.

## 11. VOTING SYSTEMS

1. The integrity of the voting process shall be the responsibility of the Clerk of the Corporation of the Town of Cochrane 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 eVoting Service Provider, the Clerk of the Corporation of the Town of Cochrane, or designate, maintains a list of Personal Identification Numbers that matches each voter's name and address; and
  - c. providing an opportunity for eligible electors who do not appear on the voters' list to be added to the list, or to make amendments to the list, up to and including election day, October 24, 2022, at 8:00 p.m.
2. The eVoting system shall be tested on several occasions. The test(s) shall include, but not be limited to the following:
  - a. checking the wording of the script;
  - b. checking the Voter Help Centre telephones and internet access;
  - c. checking Script and input timing;
  - d. attempting to use a PIN more than once;
  - e. balancing a predetermined number of votes with those cast;
  - f. matching PINs to names and addresses;
  - g. checking the system which is used for activating PINs; and
  - h. deliberately entering the wrong information.
3. Before voting day, the Clerk shall test the vote tabulators to ensure that they will accurately count the votes cast for all candidates. The test shall be conducted, based on the principles of the Logic & Accuracy Testing Procedures provided by the vendor (Election Systems and Software Canada).

The Clerk shall, at the successful completion of the test, seal the blank memory cards to the vote tabulator.

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 count is made or the tabulator will be replaced.

## 12. CORRUPT ELECTION PRACTICES – PROVINCIAL OFFENCE AND PROSECUTION

1. Sections 89 and 90 of the Act provides for penalties and enforcement of corrupt practices and other offences during an election process.
2. Although the Corporation of the Town of Cochrane 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 or she

  - a. votes without being entitled to do so;
  - b. votes more times than this Act allows;
  - c. votes in a voting place in which he or she is not entitled to vote;
  - d. induces or procures a person to vote when that person is not entitled to do so;
  - e. having appointed a voting proxy that remains in force, votes otherwise than by the proxy;
  - f. having been appointed a voting proxy, votes under the authority of the proxy when the elector has cancelled the proxy, is no longer entitled to vote or has died;
  - g. before or during an election, publishes a false statement of a candidates 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 or imprisonment 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 Clerk of the Corporation of the Town of Cochrane in this alternative form of voting, has agreed to the following rules and regulations:
  - a. THAT all complaints about actions which may contravene the provisions of the Municipal Elections Act, either verbally or written, will be investigated by the Clerk;
  - b. THAT all such valid complaints, once investigated to the extent and knowledge of the Clerk, will be submitted to the local detachment of the Ontario Provincial Police;
  - c. THE Detachment Commander of the Ontario Provincial Police has been advised that all such complaints will be turned over to his or her office for further investigation;
  - d. THE Detachment Commander of the Ontario Provincial Police, once the investigation is completed will communicate with the Crown Attorney’s Office to determine if an individual(s) will be prosecuted.
  - e. THE Clerk or any election official will not attempt to intervene in the prosecution and may be called to give evidence during prosecution.

### **13. MAIL TAMPERING – CRIMINAL OFFENCE AND PROSECUTION**

1. The Criminal Code of Canada states that tampering with the mail of an individual is a criminal offence and a person(s) found guilty is liable to a term of imprisonment not exceeding ten (10) years.
2. Since the Corporation of the Town of Cochrane will be using an alternative voting method, that being Telephone/Internet Voting, and the notification of the voting process and how electors can access the voting system in order to exercise their right to vote will be completed through the mail, mail tampering is a criminal offence under the Criminal Code of Canada.
3. As such and in order to ensure the integrity and confidence of the voting process for all electors and the candidates, the Clerk of the Corporation of the Town of Cochrane 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 with respect to mail tampering, either verbally or written, will be investigated by the Clerk;
  - b. THAT all such valid complaints, once investigated to the extent and knowledge of the Clerk, will be submitted to the local detachment of the Ontario Provincial Police;
  - c. THE Detachment Commander of the Ontario Provincial Police has been advised that all such complaints will be turned over to his or her office for further investigation;
  - d. THE Detachment Commander of the Ontario Provincial Police, once the investigation is completed, will communicate with the Crown Attorney's Office to determine if an individual(s) will be prosecuted.
  - e. THE Clerk or any election official will not attempt to intervene in the prosecution and may be called to give evidence during prosecution.

## 14. RESULTS

1. The Corporation of the Town of Cochrane shall keep its public internet and telephone voting open until 8:00 p.m. on October 24, 2022 and its Voter Help Centre(s) access opened until the Clerk confirms that all eligible voters in the Voter Help Centre(s) and at the Voting Location (Tim Horton Event Centre) at 8:00 p.m. on October 24, 2022 have completed voting.
2. The Clerk of the Corporation of the Town of Cochrane, at 8:00 p.m. on October 24, 2022, providing that all eligible electors within the Voter Help Centre(s) have voted, shall request the close and deactivation of the Telephone/Internet Voting service and shall also request the tabulation of the results for each candidate.

At the Voting Place, the TDRO will “close the poll” on the Vote Tabulator and the results report tapes will be printed. If the Vote Tabulator fails, and the Clerk is of the opinion that it is impracticable to obtain the results of the vote from the vote tabulator, the Clerk may direct that the ballots be counted by a new vote tabulator after the memory card has been switched.

3. The Clerk shall report the “unofficial” results when all results have been received from both the eVoting Service Provider and the Site Supervisor as soon as practicable after 8:00 p.m. on October 24, 2022 at the Election Headquarters located at the Municipal Office, 171 Fourth Avenue, Cochrane, Ontario.

Only the Clerk, appointed Election Officials, certified candidates (an acclaimed candidate or his/her scrutineer is not permitted) and authorized scrutineers will be permitted to remain at the Election Headquarters for the results.

Entrance to the Election Headquarters will not be permitted after 8:00 p.m. on October 24, 2022 and only Site Supervisor and Election Officials will be allowed to enter thereafter. Candidates and scrutineers are to arrive between 7:45 p.m. and 8:00 p.m. Once admitted to the Election Headquarters, no one shall be permitted to leave until the results are received and the Vote Count Summary Report or Statement of Election Report has been signed by all in attendance.

A person appointed as scrutineer shall also produce and show his/her Form EL12(A) to the Clerk. He/she will also be required to take the Oral Oath of Secrecy, Form EL12(B) from the Clerk.

- 1) The Clerk or designate may require candidates, scrutineers and other authorized attendees to show proof of identity as prescribed.
- 2) Anyone who is creating a disturbance at the Election Headquarters will be removed as directed by the Clerk. Cell phones and other equipment shall be turned off upon entering the Headquarters and their use is prohibited, except by Election Officials.

4. The unofficial results for each candidate by office, as applicable, shall be made available by the Clerk after 8:00 p.m. on Monday, October 24, 2022, at the Municipal Office and the Clerk shall post the same **Unofficial Results** on the municipality's website.

As soon as possible after Voting Day, the Clerk shall declare the **Official Results** using the "Declaration of Election Candidates (Form EL32) and the "Certificate of Election Results (Form EL08); and post both results at the Municipal Office and on the municipal website.

## 15. RECOUNT PROCEDURES

The Clerk must conduct a recount where (Section 56-58):

- When there is a tie vote where both or all candidates cannot be declared elected (Automatic)
- When the votes for the affirmative and negative on a by-law are equal (Automatic)
- When the votes for two or more answers to a question are equal (Automatic)
- By resolution of council (for council offices or questions, or by-laws submitted by council)
- By resolution of local board (for offices on a local board or questions or by-laws submitted by a local board)
- By order of the Minister (for questions submitted by the Minister)
- By order of the Superior Court of Justice

Where there is a tied vote for the election of a candidate to an office and both or all of the candidates cannot be declared elected, or where there is a tied vote on a by-law or question, the Clerk must hold a recount of the results of the election within 15 days after the declaration, required by Section 56(2).

A recount shall be conducted in the same manner as the original count, whether manually or by vote counting equipment (Sec. 60 (1)) unless ordered otherwise by a judge. (Section 60 (3)).

The Clerk may also, adopt a policy to define additional circumstances requiring a recount. On July 13, 2021, the Corporation of the Town of Cochrane adopted a Municipal Election Recount Policy.

Pursuant to Subsection 61(1) of the Act, the following persons will be authorized to attend the recount:

- i. the Clerk and any other election official appointed by the Clerk for the recount procedure including the Municipal lawyer;
- ii. every certified candidate for the office;
- iii. the lawyer for each of the candidate(s); and
- iv. only one (1) scrutineer for each of the candidate(s).

In the case of a recount, the Clerk is to conduct the recount in same manner as the original count, whether manually or by vote-counting equipment. For Telephone/Internet voting, the Clerk shall request the eVoting Service Provider to re-tabulate the results for the office(s) that are subject to the recount procedure. The eVoting Service Provider 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.

For in-person voting location, Tabulator tapes shall be re-run from the Tabulator memory cards used on Election Day.

A judge who orders a recount under section 58 may determine that a recount shall be held in a different manner and specify the manner.

2. The Clerk shall announce the results of the recount and in the event of a tied vote, Subsection 62(3) of the Municipal Elections Act shall apply, being as follows:

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

3. In the event that a tied vote occurs after the statutory recount, the following procedure shall be used and applied:
  - a. The Clerk shall determine the texture and quality of the paper used for this process and each candidate or the 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 a similar 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.
4. 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 request the Municipal lawyer to draw only one (1) or the required number for the purpose of determining the successful candidate(s).
5. The Municipal lawyer shall hand directly to the Clerk the selected and required number of papers and the Clerk shall read aloud the name of the candidate or candidates and proceed to declare this or these individuals elected.

6. Once completed, the Municipal lawyer shall remove the remaining contents from the box and provide an opportunity for all persons present to examine these slips of papers including the box.

## **16. AFTER VOTING DAY**

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

## **17. EMERGENCIES**

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

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

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

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

## **18. ACCESSIBILITY**

The Clerk shall have regard for the needs of candidates and electors with disabilities.

The Clerk shall ensure the Voter Help Centre(s) is accessible to candidates and electors with disabilities.

The Clerk shall prepare a Report to be submitted to the Council 90 days after Voting Day about identification, removal, and prevention of barriers that affect voters and candidates with disabilities.

Election Officials will be available for assistance during the Voting Period and on Voting Day.

The Corporation of the Town of Cochrane has an Accessibility Customer Service Standards Policy. The Municipal Election for the Corporation of the Town of Cochrane will be conducted with having regard to the policies as established.

## **19. 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.

**NOTE: That Amendment No. 1 to these policies and procedures was issued September 15<sup>th</sup>, 2022 and that the amendments are included in red to this consolidated copy.**

## 20. ATTACHMENTS – FORMS

The following forms have been approved for use by the Corporation of the Town of Cochrane for the election process:

<b>Form #</b>	<b>Name of Form</b>	<b>Section</b>
EL07	List of Certified Candidates	(S.11(4) 2)
EL08	Certificate of Election Results	(S.11(4) 3)
EL09	Final Summary of Election Results	(S.11(4) 4)
EL10	Appointment and Oath of DRO	(S.15(1))
EL11	Appointment and oath of an Election Official	(S.15(2))
EL12(A)	Appointment of Scrutineer by Candidate	(S.16(1))
EL12(B)	Oral Oath of Secrecy	
EL14	Candidate's Declaration-Proper Use of Voters' List	(S.23(5))
EL15	Application to Amend Voters' List	(S.24)
EL16	Application for Removal of Another's Name from the Voters' List	(S.25)
EL17	Notice of Nomination for Office	(S.32)
EL18(A)	Declaration of a Qualified Candidate – Municipal	(S.35(2))
EL18(B)	Declaration of a Qualified Candidate - School Trustee	
EL19	Withdrawal of Nomination	(S.36)
EL20	Declaration of Acclamation to Office	(S.37(1))
EL21	Notice of Death of Candidate	(S.39(A))
EL22	Certificate on Voters' List	(S.28(1))
EL52	Freedom of Information (FOI) Release	
EL24	Sample Notice of Election Information (For Newspaper Ad)	(S.40)
EL25	Ballots Account	(S.41(1))
EL26	Oath of Qualification	(S. 52(1) 3)
EL27	Oral Oath of Friend or Interpreter	
EI 27A	Oath of Elector Requesting Assistance of a Friend	
EL29(B)	Voter Instructions and Sample Ballot	(S.52(3),(4))
EL30	List of Objections to Vote Count	(S.54(4))
EL31(A)	Statement of Election Results (Deputy Returning Officer)	(S.55(1) A)
EL32	Declaration of Election Candidate	(S.55(4) A)
EL34	Statutory Provisions Regulating Voting Procedures	(S.48, 49)
EL35	Notice of Offence, Notice of Corrupt Practice	(S.89)
EL36	Disclaimer to Right to Office	(S.84(1)-(3))
EL37(A)	Certificate of Maximum Campaign Expenses - Candidate	(S.88.20(13))
EL37(B)	Certificate of Maximum Amount of Contributions Own Campaign	S.33.0.2, 88.9.1)

EL37(C)	Certificate of Maximum Amount of Expenses for Parties etc - Candidate	S.88.20(9)(13)
EL38	Witness Statements as to Destruction of Ballots	(S. 88(2))
EL39	Notice of Recount	(S.56 - 58)
EL40	Recount Results	(S.62(1))
EL41	Declaration of Recount Results	(S.62(4))
EL42	Notice to Candidate of Filing Requirements	(S.78(6))
EL43	Notice of Default	(S.80(3))
EL47	Election Official Application	(S.65(1))
	Oral Oath of Lost Personal Identification Number (PIN)	
	Oral Oath of Lost or not received Voter Information Letter (VIL)	

Additional forms have been prepared for the 2022 Municipal Elections and will be utilized when necessary or desirable for conducting the election under the direction of the Clerk, as per Section 12(1) and 12(2) of the Municipal Elections Act, 1996, S. O. 1996.

## APPENDIX “A” – ACCEPTABLE DOCUMENTS FOR VOTER IDENTIFICATION

As outlined in Ontario Regulation 304/13, an elector must present one of the following documents showing their name and qualifying address in order to receive a ballot:

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 relating 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 or such a government
11. Any document from a Band Council in Ontario established under the **Indian Act (Canada)**
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 residence, issued by the office or officials responsible for student residence at a post-secondary institution
26. A document showing residence at a long-term care home under the **Long-Term Care Homes Act, 2007**, issued by the Administrator for 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