
SPECIAL
VOTE BY
MAIL
PROCEDURES

City of London
2018 Municipal Election

December 21, 2017

VOTES



London



SPECIAL VOTE BY MAIL
PROCEDURES

December 21, 2017

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SPECIAL VOTE BY MAIL PROCEDURES

The Guiding Principles of the *Municipal Elections Act, 1996*, as amended:

- the secrecy and confidentiality of the individual votes is paramount;
- the election should be fair and non-biased;
- the election should be accessible to the voters;
- the integrity of the process should be maintained throughout the election;
- there be certainty that the results reflect the votes cast; and
- voters and candidates should be treated fairly and consistently within a municipality.

1. DEFINITIONS

In this procedure,

Act – means the *Municipal Elections Act, 1996*, as amended.

Advance Poll – means a Poll for Voters to vote in person before Voting Day. The conduct of an Advanced Poll will take place on specified dates prior to Voting Day established by Council By-law.

Assistant Returning Officer – means a person appointed by the City Clerk, with the responsibility to assist in the administration of the election process.

Ballot – means the paper used by a Voter to mark their vote or vote(s) for the office of mayor, councillor, and school board trustee (if applicable) in accordance with sections 41 and 41.1 of the Act. For the purposes of the 2018 Municipal Election, the Ballot will be in composite form combining all offices to be elected on one paper.

Ballot Box – means an apparatus in which Marked Ballots are received and transferred from the Elections Office to the Secure Room, Sorting Location and Tabulation Centre.

Ballot Return Station – means the location in which the Drop Box is located for the collection of return Vote by Mail envelopes. Only sealed return envelopes are kept in the Drop Box at the Ballot Return Station. For the purpose of the 2018 Municipal Election, this location shall be the Elections Office located in the lower level of City Hall.

Candidate – means a person who has been nominated under section 33 of the *Municipal Elections Act, 1996*.

Close of Voting – means the end of voting hours as prescribed in the Act which states that Polls shall remain open until 8:00 p.m. on Voting Day. In accordance with the Act, a Voter within the Poll at the Close of Voting is entitled to cast their Ballot.

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Drop Box – means a locked receptacle placed behind the counter of the Elections Office. The purpose of the Drop Box is to receive and store return Vote by Mail envelopes delivered by mail and/or in person until the daily designated time set for opening return envelopes. Only sealed return envelopes are kept in the Drop Box.

Elections Office – means the location where the day-to-day Election administration occurs. The Elections Office is located in the lower level of City Hall.

Election Period – means the period beginning when the Vote by Mail kits, Ballots, and supplies are delivered to City Hall and ends on Voting Day. For the purposes of the 2018 Municipal Election, this period will be from July 29, 2018 to October 22, 2018.

Marked Ballot – means a Ballot which has been marked upon by a Voter to cast a vote for the office of council, school board trustee, by-law or question.

Master Voters' List – means the list containing all the eligible Voter names with corresponding municipal address, occupancy status, school support, and residency codes for the City of London. The Master Voters' List will be sorted by ward and Voting Subdivision. Voters will further be sorted alphabetically by last, then first name. For the purpose of the 2018 Municipal Election, the Master Voters' List is an electronic database.

Mixed-Election Method Ballot – means a Ballot that contains an election held with ranked voting in addition to other methods of voting. The ranked voting and non-ranked voting selection must be on the same Ballot with the ranked voting and non-ranked voting portions clearly separated on the Ballot. For the purposes of the 2018 Municipal Election, the offices of mayor and councillor will be conducted with a ranked voting method and the offices of school board trustee will be conducted with a non-ranked voting method.

Poll – means a physical location determined by the City Clerk where Voters cast their Ballots. Each Voting Subdivision is assigned a Poll and a Vote Tabulator.

Ranked Ballot Election – means an election where Voters vote by ranking a Candidate for an office in order of Voter's preference. The votes are distributed to a Candidate based on the rankings marked on the Ballots. The counting of votes is carried out in one or more rounds, with at least one Candidate being elected or eliminated in each round. Also referred to as "ranked voting".

Regulation – means *Ontario Regulation 310/16*.

Scrutineer – means an individual, appointed in writing by a certified Candidate, to represent them during the voting process.

Secure Room – means the locked storage location in the private parking garage of City Hall. Access to the Secure Room is restricted to the City Clerk and select Assistant Returning Officers.

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Sorting Centre – means the secure location in which the Vote by Mail secrecy envelopes will be opened and prepared for tabulation. For the purpose of the 2018 Municipal Election, this location shall be Committee Room #5 of City Hall.

Tabulation Centre – means the area designated by the City Clerk for the tabulation of Ballots that were not tabulated in Poll. For the purpose of the 2018 Municipal Election, the Tabulation Centre shall be Committee Room #5 at City Hall.

Vote by Mail Period – means the time period in which special Vote by Mail Ballots may be acted upon by Election Officials and Voters. For the 2018 Municipal Election, this time period is Monday, October 1st – Monday, October 22nd until 8:00 p.m.

Voter – means a person who is entitled to be a Voter if they reside in the City of London or is the owner or tenant of land, or the spouse of the such owner or tenant; is a Canadian citizen; is at least 18 years old; and is not prohibited from voting under the Act or otherwise by law as specified in section 17 of the Act. Also referred to as “elector” in the Act.

Vote Tabulator – means a machine that optically scans the Ballots to read the votes cast and tabulates the results. The Vote Tabulator is sometimes referred to as “tabulator” or “in-poll optical scanning vote tabulator”.

Voting Day – means the day on which the final vote is to be taken in an election. For the purposes of the 2018 Municipal Election, this day is Monday, October 22, 2018.

Voting Subdivision – means a geographic area within a ward, established by the City Clerk, to assign a Poll for the Voters of the Voting Subdivision to vote.

2. APPLICATION OF THIS PROCEDURE

- 2.1 The Council of The Corporation of the City of London enacted By-law E.-182-116 authorizing the use of in-poll optical scanning Vote Tabulators, voting by mail, advance voting and proxy voting for the 2018 Municipal Election.
- 2.2 The Council of The Corporation of the City of London enacted By-law E.-183-143 authorizing a Ranked Ballot Election for the offices of mayor and councillor for the City of London.
- 2.3 Section 42(3) of the Act requires that the City Clerk establish procedures and forms for the use of any alternative voting methods and provide a copy of the procedures and forms to each Candidate. The purpose of this document is to establish procedures for the use of a special Vote by Mail Ballot method that is consistent with the principles of the Act. It is noted that the City Clerk, in the role of Returning Officer, may need to vary from these prescribed rules from time to time, if necessary.

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- 2.4 This alternative method of voting will be provided upon request to Voters so that they are not required to attend a Poll.
- 2.5 If it is necessary to amend any of these procedures, a copy of the amendment will be mailed, faxed, or emailed to each Candidate based on the preferred method of contact as indicated by the Candidate.
- 2.6 With respect to matters of policy and procedures for Vote Tabulator equipment and alternative voting methods, the City Clerk's decision is final.
- 2.7 The special Vote by Mail Ballots will be tabulated in the same method as Ballots tabulated on Voting Day. See IN-POLL TABULATION PROCEDURES.
- 2.8 Any matter not provided for in this procedure shall be dealt with, as far as practicable, in accordance with the principles of the Act.

3. ELECTION OFFICIALS

The City Clerk may appoint Assistant Returning Officers for the purposes of this procedure and may designate their titles and duties.

4. VOTING SUBDIVISIONS

The City Clerk has divided the municipality into Voting Subdivisions. For the purpose of SPECIAL VOTE BY MAIL AND IN-POLL TABULATION PROCEDURES, Vote by Mail Ballots have been given their own Vote Tabulator similar to an Advance Poll.

5. BALLOTS

- 5.1 For the 2018 Municipal Election, the City of London will use a composite Mixed-Election Method Ballot. The form of Ballot for the special Vote by Mail procedure will be the same composite Ballot as used for the remainder of the election.
- 5.2 For the offices of mayor and councillor, there shall appear on the Ballot to the right of each Candidate's name a designated space suitable for the marking of the Ballot. A Ballot must allow a Voter to rank up to three (3) Candidates for each office in order of preference using ovals in columns labelled 1st Choice, 2nd Choice, and 3rd Choice.
- 5.3 To the greatest extent practical, the Ballot design shall include instructions to Voters that clearly indicate;
 - 5.3.1 how to mark the Ballot so that the ranking of Candidates can be read by the Clerk;

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- 5.3.2 how to rank Candidates in the order of the Voter's preference; and
- 5.3.3 the maximum number of Candidates that can be ranked for each office.
- 5.4 For the office of school board trustee, single ovals will appear on the Ballot to the right of the Candidates' names for marking the Ballot.
- 5.5 To the greatest extent practical, the Ballot design shall:
 - 5.5.1 allow for tabulation of all rankings for mayor and councillor offices in a manner that identifies first round unofficial winners on Voting Day;
 - 5.5.2 allow for tabulation of school board trustees, by-laws and questions in a manner that identifies unofficial winners on Voting Day;
 - 5.5.3 clearly separate non-ranked voting portions of the 2018 Municipal Election on the same Ballot.
- 5.6 Section 5 of this procedure shall apply, with necessary modifications, to Ballots for by-laws and questions.

6. CANDIDATE/SCRUTINEERS

- 6.1 Candidates may appoint Scrutineers in accordance with section 16(5) of the Act to represent them as designated by the City Clerk. At no time shall the Candidate or Scrutineer handle any materials which may interfere with the validity of the votes in accordance with section 47(5) of the Act as modified by Schedule 2 of the Regulation.
- 6.2 Scrutineers shall show their written appointment (Scrutineer Appointment, Form 1545, Appendix "A") to the Election Officials and Assistant Returning Officers, upon request.
- 6.3 The City Clerk shall make available at the Sorting and Tabulation Centre adequate accommodation for each Candidate who intends to view the tabulation of votes and who, at least seven days before Voting Day, notifies the City Clerk in writing of their intention.
- 6.3 Only one Scrutineer for each certified Candidate may be present within the Sorting and Tabulation Centre at any time. If the Candidate enters the Sorting and Tabulation Centre, the Scrutineer shall leave.

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- 6.4 Candidates and their Scrutineers will be restricted to remain in the designated viewing centre while the Ballots are being sorted and fed through the Vote Tabulator.
- 6.5 To protect the secrecy of the vote, Candidates/Scrutineers will be unable to examine Ballots or to object to Ballots or to the counting of votes in a Ballot as they are being fed into the Vote Tabulator by the Election Official as provided for in subsections 47(5)(e), 47(5)(f), 54(4), and 55(5) of the Act as modified by Schedule 2 of the Regulation

7. SPECIAL VOTE BY MAIL PROCEDURE

Any Voter may request to vote by special Vote by Mail Ballot. It will be indicated on the Master Voters' List that the Voter has registered to vote by special Vote by Mail Ballot. Once the Voter's application has been accepted, they may only vote by special Vote by Mail Ballot.

Before receiving a special Vote by Mail kit, the Voter must first submit a completed Application for Registration for a Special Vote by Mail Ballot (Form 1561, Appendix "B"), before Friday, September 28, 2018.

For all Voters registered to Vote by Mail – the special Vote by Mail procedure shall be as follows:

- 7.1 The City of London Elections Office will provide the special Vote by Mail kit to Voters who have completed the registration process.
- 7.2 On approximately Monday, October 1, 2018, the City of London Elections Office will begin mailing the special Vote by Mail kits to those Voters who have registered to receive a Vote by Mail Ballot.
 - 7.2.1 A Voting Kit shall consist of:
 - A voting instruction sheet (Form 1567, Appendix "C");
 - A composite Ballot;
 - An inner Ballot secrecy envelope;
 - A voter declaration form (Form 1567, Appendix "D");
 - An outer return envelope (yellow) with prepaid postage; and
 - Any other necessary material as the City Clerk or Assistant Returning Officer determines.
- 7.3 Upon receipt of the special Vote by Mail kit, each Voter should precisely follow the instructions provided in the voting kit. The instructions require the Voter to:

- 7.3.1 Complete the Ballot;

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- 7.3.2 Fold and insert the Ballot into the inner Ballot secrecy envelope;
- 7.3.3 Seal the inner Ballot secrecy envelope;
- 7.3.4 Complete the voter declaration form;
- 7.3.5 Place the completed voter declaration form and the sealed inner Ballot secrecy envelope into the yellow prepaid business reply envelope;
- 7.3.6 Seal the yellow prepaid business reply envelope; and
- 7.3.7 Mail the yellow prepaid business reply envelope by Monday, October 15, 2018 or deliver it by some other means to the Elections Office no later than 8:00 p.m. on Voting Day Monday, October 22, 2018.

Note: The postage paid envelope can only be used for mail originating within Canada.

- 7.4 A Ballot Return Station will be established in the Elections Office for those Voters who prefer to deliver, or have delivered, their completed Ballots directly into the care of the City Clerk or Assistant Returning Officer during regular office hours, rather than forwarding their Ballots by mail.
- 7.5 The final recommended day for delivery of the return envelope to Canada Post mail is Monday, October 15, 2018 to ensure delivery to the Elections Office prior to the Close of Voting.
- 7.6 Voters who have failed to mail their return envelope by Monday, October 15, 2018 are encouraged to take steps to ensure alternate delivery of the return envelope to the Elections Office prior to 8:00 p.m. on Voting Day.
- 7.7 Return envelopes must reach the Elections Office by 8:00 p.m. on Voting Day, or they will not be counted.
- 7.8 In the event of a Canada Post work stoppage during the Vote by Mail Period, the City Clerk will make alternate arrangements to have the Vote by Mail kits delivered to residents and provide drop off locations in the North, South, East, West, and Central quadrants of the city for Voters to drop off their return envelopes.
- 7.9 Return envelopes deposited in the after-hours outside mail slot located at City Hall until Monday, October 22, 2018, prior to 8:00 p.m., will be accepted as having been delivered and will be counted.



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- 7.10 If a Voter registered for the special Vote by Mail kit, does not receive their kit, or if the kit is lost or destroyed, a replacement special Vote by Mail kit may be issued. See Appendix "E", "Procedure for Replacement Special Vote by Mail Kits".

8. STORAGE OF SPECIAL VOTE BY MAIL BALLOT KITS

Utilization of a special Vote by Mail process necessitates the storage of blank and cast Ballots, and replacement special Vote by Mail kits in the Secure Room.

- 8.1 The following items shall be secured during the Election Period:

- Ballots
- Ballot Boxes
- replacement special Vote by Mail kit supplies

- 8.2 During the Vote by Mail Period, all items listed above will be kept in the Secure Room and may only be accessed by either the City Clerk or Assistant Returning Officer(s).

9. SECURITY OF THE BALLOT DURING/AFTER THE VOTE

- 9.1 Access to the Secure Room will be restricted commencing (approximately Friday, July 27, 2018) in advance of the receipt of the first return envelope until 120 days after the declaration of the voting results as prescribed in the Act.

- 9.2 Upon receiving the prepaid yellow return envelopes by mail or at the Ballot Return Station, the City Clerk or Assistant Returning Officer shall place the return envelopes into the locked Drop Box until the designated time to process the return envelopes. At the designated time, the return envelopes will be processed according with section 11, "Opening and Processing of Return Envelopes".

- 9.3 At the end of each day, the City Clerk or Assistant Returning Officer shall affix a seal, preventing any Ballots from being put into or removed from the Drop Box. Upon the seal, the City Clerk or Assistant Returning Officer will place the date and their initials.

- 9.4 At the end of each day, the City Clerk or Assistant Returning Officer shall affix a seal, preventing any Ballots from being put into or removed from the Ballot Box. Upon the seal, the City Clerk or Assistant Returning Officer will place the date and their initials. The sealed Ballot Box will remain in the Secure Room under the control of the City Clerk and the Assistant Returning Officer(s).

- 9.5 Each morning, the City Clerk or Assistant Returning Officer shall inspect the seals on both the Ballot Box and Drop Box to ensure that they are intact. The City Clerk

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or Assistant Returning Officer, in the presence of another Assistant Returning Officer shall break the seal on the Drop Box for use during the day.

- 9.6 The City Clerk or Assistant Returning Officer, in the presence of another Assistant Returning Officer shall break the seal on the Ballot Box only to deposit processed secrecy envelopes.
- 9.7 On Voting Day, the Vote by Mail Ballot Box will remain sealed to prevent any Ballots being put into or removed from, and transported by the City Clerk or Assistant Returning Officer to the Sorting and Tabulation Centre at the time designated for processing. The Drop Box shall be maintained in the Elections Office on Voting Day until the Close of Voting.
- 9.8 At the Close of Voting, the Drop Box maintained in the Elections Office shall be emptied of contents and sealed to prevent any Ballots being removed from or deposited. The contents will be processed in accordance with section 11, "Opening and Processing of Return Envelopes" and delivered to the Sorting and Tabulation Centre by the City Clerk or the Assistant Returning Officer.

10. PROCEDURE ON RECEIPT OF RETURN ENVELOPES AT THE ELECTIONS OFFICE

10.1 Mailed Return Envelopes

10.1.1 Return envelopes will be received on a regular basis during the Vote by Mail Period. Return envelopes are to be immediately placed in the locked Drop Box behind the front counter of the Elections Office. The Drop Box shall be clearly marked as a "Drop Box" for Vote by Mail return envelopes containing the secrecy envelope and the voter declaration form.

10.1.2 The contents of the Drop Box may be processed daily following the procedures as set out in section 11 below. The City Clerk or Assistant Returning Officer shall ensure that the Drop Box is sealed and at the end of each day.

10.2 Dropped Off Return Envelopes

10.2.1 Pre-registered Voters attending in person at the Elections Office to exercise their right to vote shall complete their vote in accordance with the instructions contained in the special Vote by Mail kit. There will be an area designated at the Elections Office for Voters to complete their vote in privacy.

10.2.2 Return envelopes are to be immediately placed in the locked Drop Box behind the front counter. The Drop Box shall be clearly marked as a "Drop

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Box" for Vote by Mail return envelopes containing the secrecy envelope and the voter declaration form.

10.2.3 The contents of the Drop Box may be processed daily following the procedures as set out in section 11 below. The City Clerk or Assistant Returning Officer shall ensure that the Drop Box is sealed and at the end of each day.

11. OPENING AND PROCESSING OF RETURN ENVELOPES

Daily at 3:00 p.m. the City Clerk or Assistant Returning Officer, in the presence of at least one other Assistant Returning Officer, will open the Vote by Mail return envelopes which have been received in the "Drop Box" at the Elections Office and will:

11.1 Remove the inner Ballot secrecy envelope and voter declaration form from the return envelope. The Assistant Returning Officer will verify the Voter from the voter declaration form and will confirm that the voter declaration form is properly signed.

11.1.1 A separate return envelope is provided to each individual Voter. Any return envelope which contains more than one voter declaration form or more than one inner Ballot secrecy envelope shall be treated in the following manner:

- (a) Envelopes containing equal number of inner Ballot secrecy envelopes to voter declaration forms WILL BE PROCESSED.
- (b) Envelopes containing more inner Ballot secrecy envelopes to voter declaration forms or more voter declaration forms to inner Ballot secrecy envelopes WILL BE REJECTED.

11.1.2 In addition to rejecting cast Ballots for violations of the Act, the following conditions will also cause a Ballot to be considered rejected if:

- (a) upon opening the return envelope there is no voter declaration form;
- (b) upon opening the return envelope the voter declaration form is not signed;
- (c) the Voter's name has already been struck off the Voters' List as having voted – the outer envelope will be marked as such, dated, initialed and filed accordingly;
- (d) there are marks on the sealed inner Ballot secrecy envelope which may reveal the identity of the voter;

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- (e) upon opening the sealed Ballot secrecy envelope at the Sorting Centre, the Ballot contains writing or marks that may identify the Voter, or is torn, defaced or otherwise dealt with in a way by the Voter that may identify them.
- 11.1.3 If, upon opening the return envelope, the Ballot secrecy envelope has not been sealed, the City Clerk or Assistant Returning Officer may immediately seal the envelope without examining the Ballot.
- 11.1.4 If, upon opening the return envelope where a signed voter declaration is present and the Ballot is not in a secrecy envelope, the City Clerk or Assistant Returning Officer may immediately insert the Ballot into a secrecy envelope without examining the Ballot.
- 11.1.5 Where an inner Ballot secrecy envelope is rejected, the reason for the rejection shall be recorded by numbering the inner Ballot secrecy envelope and noting the reason for the rejection on a separate Rejected Special Vote by Mail Ballots form (Form 1559, Appendix "F").
- 11.2 The City Clerk or Assistant Returning Officer will date stamp the voter declaration form and file by date. Upon request, voter declaration forms that have been processed will be made available for Candidates or their Scrutineers to review or update their Voters' Lists, if desired.
- 11.3 The City Clerk or Assistant Returning Officer will then electronically mark the Voter as voted on the Master Voters' List.
- 11.4 The City Clerk or Assistant Returning Officer will then initial the secrecy envelope, place it into the Ballot Box, and update the Special Vote by Mail Ballot Box Tally Sheet (Form 1558, Appendix "G") with the number of inner Ballot secrecy envelopes in that Ballot Box. Once the Ballot Box is full, the Ballot Box will be sealed, numbered sequentially and stored in the Secure Room under the control of the City Clerk and select Assistant Returning Officers. A new Ballot Box will then be utilized.
- 11.5 After all the return envelopes received each day have been processed, the City Clerk or Assistant Returning Officer shall affix a seal, preventing any Ballots from being put into or removed from the Ballot Box. Upon the seal, the City Clerk or Assistant Returning Officer will place the date and their initials. The sealed Ballot Box will remain in the Secure Room under the control of the City Clerk and the Assistant Returning Officer(s).

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12. VOTING DAY PROCESSING OF BALLOTS

- 12.1 Commencing on Voting Day the following persons shall be sequestered at the Sorting and Tabulation Centre, and shall remain sequestered until the Close of Voting and completion of their designated activities:
- Deputy Returning Officers
 - Assistant Returning Officers
 - Certified Candidates, who choose to be present
 - Authorized Scrutineers, who choose to be present
- 12.2 The following procedures apply to those persons sequestered for the purpose of opening and sorting the secrecy envelopes until the Close of Voting on Voting Day:
- 12.2.1 The doors of the Sorting and Tabulation Centre will be locked once sorting commences and remain locked until sorting is complete on Voting Day. Only the City Clerk, Deputy Returning Officers, Assistant Returning Officers, certified Candidates and authorized Scrutineers will be permitted to remain in the Sorting and Tabulation Centre.
- 12.2.2 The City Clerk, Assistant Returning Officer or designate shall be the only persons permitted to enter or leave and re-enter the Sorting and Tabulation Centre as necessary once the doors have been locked and until processing is complete on Voting Day.
- 12.2.3 Persons permitted to be present at the Sorting and Tabulation Centre arriving after the doors have been locked and before 8:00 p.m. will be permitted to enter, but will be subject to all of the rules herein respecting sequestering.
- 12.2.4 Cell phones or other equipment will not be permitted in the Sorting and Tabulation Centre other than for the City Clerk and Assistant Returning Officer.
- 12.3 During the sequester period beginning at 2:00 p.m., Assistant Returning Officers in the Sorting and Tabulation Centre will open all the Vote by Mail Ballot Boxes, remove and open all the inner Ballot secrecy envelopes, including those received at the Elections Office during Voting Day, and sort the Ballots in preparation for tabulating.
- 12.4 Following the opening and sorting, the Ballots from Vote by Mail will be tabulated in accordance with IN-POLL TABULATION PROCEDURES and section 54, section 55 of the *Municipal Elections Act, 1996*, as amended and by the Regulation.



SPECIAL VOTE BY MAIL
PROCEDURES

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**ADOPTED AS CITY OF LONDON SPECIAL VOTE BY MAIL PROCEDURE ON DECEMBER
21, 2017**

A handwritten signature in black ink, appearing to read 'Cathy Saunders', is positioned above the printed name.

Cathy Saunders
City Clerk

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Summary of Changes

Version	Page	Section	Original Text	Amended Text	Amendment Date
001	2	1	<i>Candidate</i> – means; (i) a Candidate within the meaning of the Act; and (ii) shall be deemed to include a person seeking to influence other persons to vote for or against any by-law or question submitted to the Voters under section 8 of the Act.	<i>Candidate</i> – means a person who has been nominated under section 33 of the <i>Municipal Elections Act, 1996</i> .	5/30/18
001	3	1	<i>Election Period</i> – means the period in which the Vote by Mail kits, Ballots, and supplies are delivered to City Hall. For the purposes of the 2018 Municipal Election, this period will be from July 29, 2018 to October 22, 2018.	<i>Election Period</i> – means the period beginning when the Vote by Mail kits, Ballots, and supplies are delivered to City Hall and ends on Voting Day. For the purposes of the 2018 Municipal Election, this period will be from July 29, 2018 to October 22, 2018.	5/30/18
001	4	1	<i>Vote by Mail Period</i> – means the time period in which special Vote by Mail Ballots may be acted upon. For the 2018 Municipal Election, this time period is Monday, October 1st – Monday, October 22nd until 8:00 p.m.	<i>Vote by Mail Period</i> – means the time period in which special Vote by Mail Ballots may be acted upon by Election Officials and Voters. For the 2018 Municipal Election, this time period is Monday, October 1 st – Monday, October 22 nd until 8:00 p.m.	5/30/18
001	5	2	This alternative method of voting will be provided upon request to qualified Voters so that they are not required to attend a Poll.	This alternative method of voting will be provided upon request to Voters so that they are not required to attend a Poll.	5/30/18
001	7	7	Any qualified Voter may request to vote by special Vote by Mail Ballot.	Any Voter may request to vote by special Vote by Mail Ballot.	5/30/18

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Version	Page	Section	Original Text	Amended Text	Amendment Date
001	7	7	Before receiving a special Vote by Mail kit, the Voter must first submit a completed Application for Registration for a Special Vote by Mail Ballot (Form 1561, Appendix "B"), between Tuesday, September 4, 2018 and Friday, September 28, 2018.	Before receiving a special Vote by Mail kit, the Voter must first submit a completed Application for Registration for a Special Vote by Mail Ballot (Form 1561, Appendix "B"), before Friday, September 28, 2018.	5/30/018
001	7	7.1	The City of London Elections Office will provide the special Vote by Mail kit to qualified Voters who have completed the registration process.	The City of London Elections Office will provide the special Vote by Mail kit to Voters who have completed the registration process.	5/30/18
001	8	7.5	The final day for delivery of the return envelope to Canada Post mail is Monday, October 15, 2018 to ensure delivery to the Elections Office prior to the Close of Voting.	The final recommended day for delivery of the return envelope to Canada Post mail is Monday, October 15, 2018 to ensure delivery to the	5/30/18
001	8	7.7		Return envelopes must reach the Elections Office by 8:00 p.m. on Voting Day, or they will not be counted.	5/30/18
001	21	Appendix "E"	<ul style="list-style-type: none"> • A qualified Voter is not in receipt of their special Vote by Mail kit, or • A qualified Voter was in receipt of their Vote by Mail kit but it has been either lost or destroyed. 	<ul style="list-style-type: none"> • A Voter is not in receipt of their special Vote by Mail kit, or • A Voter was in receipt of their Vote by Mail kit but it has been either lost or destroyed. 	5/30/18

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APPENDIX "A" SCRUTINEER APPOINTMENT FORM 1545



Scrutineer Appointment

Municipal Elections Act, 1996 (s.16;47;49;54;12(1))



Instructions:

- Scrutineers arriving at a voting place must show this form and personal identification to the election officials and take an oath of secrecy.
- Candidates arriving at a voting place must show this form and personal identification to the election officials and take an oath of secrecy. A candidate who enters a voting place is considered to be a scrutineer, except when voting.
- Only one scrutineer per candidate may be present at each ballot box. The number of scrutineers who may be present at the ballot box is reduced by one while the candidate who appointed them is present in the voting place (except when voting).

1. Candidate

Name of candidate
Candidate for the office of (check one):
<input type="checkbox"/> Mayor
<input type="checkbox"/> Councillor
<input type="checkbox"/> Trustee, Thames Valley District School Board (English-Language Public District School Board #11)
<input type="checkbox"/> Trustee, London District Catholic School Board (English-Language Separate District School Board #38)
<input type="checkbox"/> Trustee, Conseil scolaire Viamonde (French-Language Public District School Board #58)
<input type="checkbox"/> Trustee, Conseil scolaire catholique Providence (French-Language Separate District School Board #63)

2. Scrutineer appointment

Name of scrutineer appointed	For Election Year	Appointment date
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I appoint the individual noted above as a scrutineer to represent me in the City of London 2018 Municipal Election.

Signature of candidate

3. Scrutineers and prohibitions

Scrutineers and candidates can:

- Enter the voting place 15 minutes before it opens and inspect (but not touch) ballot boxes, ballots and all other election documents but cannot delay the opening of the voting place.
- Object to an elector voting on the grounds that the ballot or voter does not comply with the prescribed rules (objection to be decided by the election official).

Scrutineers and candidates cannot:

- Be near enough to the vote tabulator to see how a voter has marked their ballot.
- Campaign at the voting place.
- Attempt, directly or indirectly, to interfere with how a voter votes.
- Display a candidate's election material (including buttons, pins, etc.) in a voting place.
- Compromise the secrecy of voting.
- Obtain or attempt to obtain, in a voting place, any information about how a voter intends to vote or has voted.
- Communicate any information obtained at a voting place about how an voter intends to vote or has voted.

Note: Candidates and scrutineers forfeit their right to be present if they disrupt the voting place. Election officials can remove from the voting place any individual who is causing a disturbance or interfering with the process.

Note: A voting place is defined as the place where voters cast their ballots and, when located on public property, includes any street abutting; or when a voting place is located on private property, includes any street abutting.

Personal information on this form is collected under the authority of the *Municipal Elections Act, 1996* and will be used for purpose of appointing scrutineers under s.16 of the *Municipal Elections Act, 1996*. Pursuant to the *Municipal Elections Act, 1996* this completed document is a public record and, until its destruction may be inspected by any person at the City Clerk's Office at a time when the office is open. Questions about this collection may be directed to the City Clerk, 300 Dufferin Avenue, London ON (519) 661-2489 (CITY) ext. 4937.

December 21, 2017

APPENDIX "B" APPLICATION FOR REGISTRATION FOR SPECIAL VOTE BY MAIL BALLOT FORM 1561



Application for Registration for Special Vote by Mail Ballot

London
CANADA



1. Complete this form and return it to the Elections Office in the enclosed postage paid envelope or in person **before** Friday, September 28, 2018.
2. If approved, applicants will be mailed a *Special Vote by Mail Ballot Kit*. Mailing of Voting Kits will commence approximately Monday, October 1, 2018.
3. For more information telephone the Elections Office at (519) 661-4535.

Name of applicant

First name & initials	Last name	Date of birth
Telephone number		E-mail address

Qualifying address

Street		Unit/Apartment number
City	Province	Postal code

Mailing address (if different than qualifying address)

Street		Unit/Apartment number
City	Province	Postal code

I, the undersigned, hereby request to be issued a Special Vote by Mail Ballot.

I further declare: I am a Canadian Citizen, I will be 18 years of age on or before Voting Day, and I am entitled to be an elector in accordance with the facts or information submitted above.

I understand that once registered I may only vote by Special Vote by Mail Ballot.

Signature of applicant

Date (yyyy/mm/dd)

For City of London use

Signature of Assistant Returning Officer	Date	Ward	Poll	S.S.
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Personal information on this form is collected under the authority of the *Municipal Elections Act, 1996*. Pursuant to the *Municipal Elections Act, 1996* this completed document is a public record and, until its destruction may be inspected by any person at the City Clerk's Office at a time when the office is open. Questions about this collection may be directed to the City Clerk, 300 Dufferin Avenue, London ON (519) 661-2489 (CITY) ext. 4937.

December 21, 2017

APPENDIX "C" VOTING INSTRUCTION SHEET FORM 1567

Voting Instructions

Please read and follow these voting instructions carefully. They are designed to keep your vote secret, and to ensure your ballot is not spoiled. By law, a spoiled ballot cannot be counted.

- 1. Voter Declaration form:** Please read, complete and sign the **Voter Declaration Form** on the bottom of the reverse side. Remove the **Voter Declaration Form** from the balance of the notice by tearing along the perforation. Insert the **Voter Declaration Form** into the **yellow reply envelope**.
- 2. Marking the ballot:** Refer to the instructions on your ballot. On the ballot provided, using a black marker, for each office colour in the oval next to the candidate(s) of your choice **DO NOT WRITE ANYTHING ELSE ON THE BALLOT** as it will be classified as spoiled and therefore be rejected. Fold and insert the ballot into the **white secrecy envelope** (only one ballot per envelope). **Seal the white secrecy envelope. DO NOT WRITE or MARK ANYTHING ON THE ENVELOPE.**
- 3.** Place the **white secrecy envelope** into the **yellow reply envelope** (only one secrecy envelope per reply envelope). The **yellow reply envelope** will now contain your signed **Voter Declaration Form** and the sealed **white secrecy envelope** containing your completed ballot. Seal the **yellow reply envelope**.
- 4. Mailing:** Deposit the yellow reply envelope with Canada Post to ensure delivery to the City of London by **Monday, October 15, 2018**. No postage is necessary if mailed within Canada. Should you choose not to mail your vote, complete the voting kit following the instructions described above and hand deliver it to City Hall, 300 Dufferin Ave., Lower Level Elections Office Monday through Friday 8:30 a.m. to 4:30 p.m. or in the after-hours drop box until Voting Day, **Monday, October 22, 2018** before 8:00 p.m.

December 21, 2017

APPENDIX "D" VOTER DECLARATION FORM 1567



Municipal Elections
City Clerk's Office
P O Box 5035
London, ON N6A 4L9



JOHN SMITH
300 DUFFERIN AVE
LONDON ON N6A 4L9

Please check the contents of this voting kit. If any of the contents listed below are missing, call 519-661-4535 between 8:30 a.m. and 4:30 p.m., Monday to Friday.

1. One ballot;
2. Voting instructions (on the reverse of this page);
3. One secrecy envelope (white);
4. One Voter Declaration Form (attached to the bottom of this letter); and
5. One postage-paid reply envelope (yellow).

Important information:

It is against the law to vote more than once for any elected office within the same municipality or school board jurisdiction. You have now registered for the Special Vote by Mail option. **You will not be able to vote at a poll on Advance Vote days or Voting Day.**

The voter declaration form below must be completed, signed and returned in order for your ballot to be counted. You must mail your reply envelope enclosing your signed declaration and completed ballot before **Monday, October 15, 2018** in order for your ballot to be counted. After this date, please make arrangements to deliver your reply envelope to City Hall, Elections Office on the lower level or the after-hours drop box **before 8:00 p.m.** on Voting Day on **Monday, October 22, 2018.**

*Tear along perforation, insert signed form section into the **YELLOW** postage-paid*

Voter Declaration



I declare that I am a Canadian citizen, 18 years of age or older and eligible to vote in this election. I have not already voted for any office on this ballot.

Signature of Voter

Ward 6	School support ENGLISH PUBLIC
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1305888

Sign this Voter Declaration and insert into yellow reply envelope.

www.london.ca



December 21, 2017

APPENDIX "E" PROCEDURE FOR REPLACEMENT SPECIAL VOTE BY MAIL KITS

"Replacement Special Vote by Mail Kits" will only be available at the Elections Office.

If a Voter on the Voters' List requesting a special Vote by Mail Ballot does not receive their special Vote by Mail Ballot kit, or if the voting kit is lost or destroyed, a replacement special Vote by Mail Ballot kit may be issued. The Voter, or their agent, must attend at the Elections Office to obtain a replacement special Vote by Mail Ballot kit. An Application for Registration for a Special Vote by Mail Ballot (Form 1561, Appendix "B") must be signed by the Voter prior to the issuance of a replacement voting kit. The City Clerk or the Assistant Returning Officer, will confirm that the Voter is qualified, administer the oath, and note on the Master Voters' List that a replacement special Vote by Mail Ballot kit has been issued, identifying it as such by marking the voter declaration form with the notation "RVK" plus the City Clerk or Assistant Returning Officer's initials.

1. SECURITY PROCEDURES

- 1.1 All "Replacement Special Vote by Mail Kits" shall be stored in the Secure Room.
- 1.2 The Assistant Returning Officer shall be responsible for monitoring the inventory of the replacement special Vote by Mail kits. The Assistant Returning Officer shall ensure that the replacement special Vote by Mail kits issued plus the remaining inventories equal the total received at all times by producing a daily balance.
- 1.3 A list of names shall be maintained showing the name and address of each Voter who has received a replacement special Vote by Mail kit, using the Replacement Special Vote by Mail Kit Logs (Form 1579, Appendix "H") and the Master Voters' List shall be updated in accordance with the established procedures.
- 1.4 The Assistant Returning Officer shall ensure that an Application for Registration for a Special Vote by Mail Ballot (Form 1561, Appendix "B") is filled out for each individual for whom a replacement special Vote by Mail kit is issued. The Voter shall also sign the declaration on this form attesting to the fact that they are:
 - A Voter is not in receipt of their special Vote by Mail kit, or
 - A Voter was in receipt of their Vote by Mail kit but it has been either lost or destroyed.
- 1.5 The completed replacement special Vote by Mail kit forms shall be kept in the custody of the Assistant Returning Officer.

December 21, 2017

APPENDIX "H" REPLACEMENT SPECIAL VOTE BY MAIL KIT LOGS FORM 1579

Replacement Special Vote by Mail Kit Logs

Page
of

Number	Name	Address	Date	Initials