

---

**VOTE BY  
MAIL  
PROCEDURES**

---

City of London  
2022 Municipal Election

---

April 2022

---





## VOTE BY MAIL PROCEDURES

**April 2022**

---

### Table of Contents

1.	DEFINITIONS.....	3
2.	APPLICATION OF THIS PROCEDURE.....	5
3.	ASSISTANT RETURNING OFFICERS.....	5
4.	VOTING SUBDIVISIONS.....	5
5.	BALLOTS.....	5
6.	REQUESTING A VOTE BY MAIL BALLOT.....	6
7.	PROCESSING VOTE BY MAIL REQUESTS.....	7
8.	RETURN ENVELOPES.....	8
9.	VOTING DAY PROCESSING OF BALLOTS.....	11
10.	CANDIDATE/SCRUTINEERS.....	11
11.	SORTING CENTRE AND TABULATION CENTRE PROCEEDINGS – VOTE BY MAIL.....	12
12.	SECURITY OF THE BALLOT DURING/AFTER THE VOTE.....	13
	APPENDIX “A” SCRUTINEER APPOINTMENT FORM.....	15
	APPENDIX “B” APPLICATION FOR REGISTRATION FOR VOTE BY MAIL BALLOT FORM.....	16
	APPENDIX “C” PROCEDURE FOR REPLACEMENT VOTE BY MAIL KITS.....	17
	APPENDIX “D” REPLACEMENT VOTE BY MAIL KIT LOGS FORM.....	18
	APPENDIX “E” PROCEDURE FOR BALLOT REMAKE – VOTE BY MAIL.....	19

---

### 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 2022 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.

*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.

*Drop Box* – means a lockable box that Return Envelopes are deposited into by Voters and Assistant Returning Officers prior to processing. 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.

**April 2022**

---

*Elections Office* – means the location where the day-to-day Election administration occurs.

*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.

*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.

*Return Location* – means the area designated by the City Clerk for the return of Ballot Boxes, Vote Tabulators and all other election materials which were used at each Poll.

*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 City Hall. Access to the Secure Room is restricted to the City Clerk and select Assistant Returning Officers.

*Sorting Centre* – means the secure location in which the Vote by Mail secrecy envelopes will be opened and prepared for tabulation.

*Tabulation Centre* – means the area designated by the City Clerk for the tabulation of Ballots that were not tabulated in Poll.

*Vote by Mail Period* – means the time period in which Vote by Mail Ballots may be acted upon by Assistant Returning Officers and Voters.

*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.

*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.

April 2022

### 2. APPLICATION OF THIS PROCEDURE

- 2.1 The Council of The Corporation of the City of London enacted By-law No. E.-189-189 authorizing the use of in-poll optical scanning Vote Tabulators, voting by mail, advance voting and proxy voting for the 2022 Municipal Election.
- 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 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.
- 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, 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 Vote by Mail Ballots will be tabulated in the same method as Ballots tabulated on Voting Day, in accordance with the 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. ASSISTANT RETURNING OFFICERS

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 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 2022 Municipal Election, the City of London will use a Composite Ballot.

**April 2022**

- 5.2 For the offices of mayor, councillor, and school board trustee, there shall appear on the Ballot to the right of each Candidate's name a designated space suitable for the marking of the Ballot.
- 5.5 To the greatest extent practical, the Ballot design shall:
- 5.5.1 allow for tabulation of mayor and councillor offices in a manner that identifies 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;
- 5.6 Section 5 of this procedure shall apply, with necessary modifications, to Ballots for by-laws and questions.

## **6. REQUESTING A VOTE BY MAIL BALLOT**

- 6.1 Any eligible Voter may request to vote by Vote by Mail Ballot via the Application for Registration to Vote by Mail Ballot. It will be indicated on the Master Voters' List that the Voter has registered to vote by Vote by Mail Ballot. Once the Voter's application has been accepted, they may only vote by Vote by Mail Ballot.
- 6.2 Before receiving a Vote by Mail kit, the Voter must first submit a completed Application for Registration for a Vote by Mail Ballot between Tuesday, September 6, 2022 and Friday, September 30, 2022.
- 6.3 To be eligible to vote by mail, a Voter must be:
- On the Voters' List already; or
  - Able to apply, add, or update their information on the Voters' List and, upon request, provide a copy of acceptable identification to verify their identity by September 30, 2022.
- 6.4 A Vote by Mail Ballot request can be made online on the City of London website, by telephone by calling the Elections Office, or in person at the Elections Office.
- 6.5 Only a qualified voter may request a vote by mail ballot. Candidates and Third Party Advertisers cannot request vote by mail packages on behalf of Voters.
- 6.6 An Assistant Returning Officer will review the Vote by Mail Ballot request to ensure it is complete.
- 6.7 The Assistant Returning Officer will confirm the identity of the Voter on the Master Voters' List using an acceptable piece of identification provided by the Voter.

**April 2022**

---

- 6.8 If approved, the Assistant Returning Officer will sign and date the application for Vote by Mail Ballot or approve electronically.
- 6.9 If the Application is rejected, the Assistant Returning Officer shall notify the Voter via mail or email.
- 6.10 A completed Registration for Vote by Mail ballot must be submitted to the Elections Office no later than September 30, 2022 at 4:30PM.

### **7. PROCESSING VOTE BY MAIL REQUESTS**

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

- 7.1 The City of London Elections Office will provide the Vote by Mail kit to Voters who have completed the registration process.
- 7.2 On approximately Monday, October 3, 2022, the City of London Elections Office will begin mailing the 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;
- A Composite Ballot;
- An inner Ballot secrecy envelope;
- A voter declaration form;
- 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 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;

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

**April 2022**

---

- 7.3.7 Mail the yellow prepaid business reply envelope by Monday, October 17, 2022 or deliver it by some other means to the Elections Office no later than 8:00 p.m. on Voting Day Monday, October 24, 2022.

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

- 7.4 If a Voter registered for the Vote by Mail kit, does not receive their kit, or if the kit is lost or destroyed, a replacement Vote by Mail kit may be issued. See Appendix “C”, “Replacement Vote by Mail Kit Procedure”.

### **8. RETURN ENVELOPES**

- 8.1 Completed vote by mail packages sent via mail will be delivered by Canada Post. A Drop Box will be established in the Elections Office and/or other specified location(s) for those voters who prefer to deliver, or have delivered, their completed Ballots to the Elections Office.
- 8.2 The final recommended day for delivery of the return envelope to Canada Post mail is Monday, October 17, 2022 to ensure delivery to the Elections Office prior to the Close of Voting.
- 8.3 Voters who have failed to mail their return envelope by Monday, October 17, 2022 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.
- 8.4 Return envelopes must reach the Elections Office by 8:00 p.m. on Voting Day, or they will not be counted.
- 8.5 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.
- 8.6 Return envelopes deposited in the after-hours outside mail slot located at City Hall until Monday, October 24, 2022, prior to 8:00 p.m., will be accepted as having been delivered and will be counted.
- 8.7 Only the Voter or an authorized individual may return a completed Vote by Mail package. Candidates and Third Party Advertisers cannot collect or return completed vote by mail packages on behalf of Voters.

### **PROCESSING RETURN ENVELOPES**

- 8.8 Completed Vote by Mail packages will be delivered to the Elections Office, located at 300 Dufferin Avenue.



April 2022

---

- 8.9 Designated Assistant Returning Officers will collect, on a regular basis, completed mail-in voting packages that have been deposited into secure Drop Boxes located outside of the Elections Office and deliver them to the Elections Office or a secure location set by the City Clerk.
- 8.10 Each day the Elections Office is open, at a time designated by the City Clerk, 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 and will:
- 8.11 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.
- 8.11.1 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.
- 8.11.2 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;
  - (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.

**April 2022**

---

- 8.11.3 If, upon opening the return envelope, the Ballot secrecy envelope has not been sealed, the City Clerk or Assistant Returning Officer will immediately seal the envelope without examining the Ballot.
- 8.11.4 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 will immediately insert the Ballot into a secrecy envelope without examining the Ballot.
- 8.11.5 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 Vote by Mail Ballots form.
- 8.12 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.
- 8.13 The City Clerk or Assistant Returning Officer will then mark the Voter as voted on the Master Voters' List.
- 8.14 The City Clerk or Assistant Returning Officer will then initial the secrecy envelope, place it into the 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 designated Assistant Returning Officers.
- 8.15 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 designated Assistant Returning Officer(s).
- 8.16 Dropped Off Return Envelopes
- 8.16.1 Pre-registered Voters attending in person at the Elections Office after October 3, 2022 to exercise their right to vote shall complete their vote in accordance with the instructions contained in the Vote by Mail kit. There will be an area designated at the Elections Office for Voters to complete their vote in privacy.
- 8.16.2 Return envelopes are to be immediately placed in the designated Drop Box.

April 2022

### 9. VOTING DAY PROCESSING OF BALLOTS

- 9.1 On Voting Day, at pre-determined times set by the City Clerk, designated Assistant Returning Officers will deliver the sealed Ballot Box(es) containing secrecy envelopes to the Sorting and Tabulation Centres. At that time, designated Assistant Returning Officers will be sequestered in order to 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.
- 9.1.2 Cell phones or other equipment will not be permitted in the Sorting and Tabulation Centres other than for the City Clerk and Assistant Returning Officer(s).
- 9.2 Following the opening and sorting, the Ballots from Vote by Mail will be tabulated in accordance with IN-POLL TABULATION PROCEDURES and the *Municipal Elections Act, 1996*.

### 10. CANDIDATE/SCRUTINEERS

- 10.1 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.
- 10.2 Scrutineers shall show their written appointment (Scrutineer Appointment, Form, Appendix "A") to the Assistant Returning Officers, upon request.
- 10.3 The City Clerk shall make available at the Sorting and Tabulation Centres 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.
- 10.4 Only one Scrutineer for each certified Candidate may be present within the Sorting and Tabulation Centres at any time. If the Candidate enters the Sorting and/or Tabulation Centre, the Scrutineer shall leave.
- 10.5 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.
- 10.6 To protect the secrecy of the vote, Candidates/Scrutineers will be unable to:
- a) attend to or assist Voters at the Voting Screens or Ballot Marking Device;
  - b) examine the ballots after the Poll has opened for voting;
  - c) object to ballots; or

**April 2022**

- d) object to the counting of votes as the ballots are being inserted into the Tabulator by the Assistant Returning Officer.

### **11. SORTING CENTRE AND TABULATION CENTRE PROCEEDINGS – VOTE BY MAIL**

- 11.1 Proceedings at the Sorting Centre and Tabulation Centres are under the direction of the City Clerk, or Assistant Returning Officers, and no other person shall touch any Ballot or interfere in the proceedings in any way.
- 11.2 The Ballot Boxes containing Vote by Mail Marked Ballots will be opened at the Tabulation Centre by Assistant Returning Officers designated by the City Clerk.
  - 11.2.1 Vote by Mail Ballot secrecy envelopes will be removed from their respective Ballot Boxes, opened on Voting Day, in accordance with these Procedures.
  - 11.2.2 The contents of each Ballot Box will be inspected to ensure only Ballots are contained in the Ballot Box. Any other items will be removed.
- 11.3 There will be a Vote Tabulator designated for Vote by Mail Ballots. Vote by Mail Ballots will be fed through the Vote Tabulator located at the Tabulation Centre in the same manner as the IN-POLL TABULATOR PROCEDURES.
- 11.4 If a Ballot is rejected by the Vote Tabulator, it shall be placed in an individual brown envelope marked SPECIAL CIRCUMSTANCES – ORIGINAL COPY, and forwarded to the remake team, see Appendix “E”, “Ballot Remake Procedures – Vote by Mail”.
- 11.5 Any Ballot that cannot be properly processed by the Vote Tabulator shall be replaced in accordance with Appendix “E”, “Ballot Remake Procedures – Vote by Mail”.
- 11.6 At the Close of Polls, the Assistant Returning Officer shall retrieve any Vote by Mail Ballots from the Drop Boxes and bring them to the Tabulation Centre.
- 11.7 The retrieved Voting Day Vote by Mail Ballots will be processed following Section 9 of this procedure and processed through the Vote Tabulator.
- 11.8 Once the Voting Day Vote by Mail Ballots are processed, at a time designated by the City Clerk, the Assistant Returning Officer will follow the closing the Poll procedures:
  - 11.8.1 proceed with closing the Poll;
  - 11.8.2 the Results Report will automatically print;
  - 11.8.3 remove the opening Zero Report and Results Report from the Vote

**April 2022**

Tabulator, sign, and rip report from the Vote Tabulator to place in the Results Envelope;

- 11.8.4 unplug the Vote Tabulator and remove it from the Ballot Box;
- 11.8.5 seal the Ballot Box with the tape provided, in such a manner so that Ballots cannot be deposited into or withdrawn from the Ballot Box without breaking the seal, and initial the tape;
- 11.8.6 Candidates or Scrutineers may, if present, place their seal on the Ballot Box;
- 11.8.7 the Assistant Returning Officer will deliver the sealed Ballot Box and Vote Tabulator to the Return Location; and
- 11.8.8 the Assistant Returning Officer will deliver the Results Envelope and Memory Device to the Tabulation Centre for results compilation in the Election Management Software.

## **12. SECURITY OF THE BALLOT DURING/AFTER THE VOTE**

- 12.1 Access to the Secure Room will be restricted 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.
- 12.2 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 in accordance with Section 9 of this Procedure.
- 12.3 The Drop Box shall be designed so as to prevent any Ballots from being removed from the Drop Box by anyone other than the City Clerk or Assistant Returning Officer.
- 12.4 Each day the City Clerk's Office is open, the City Clerk or Assistant Returning Officer shall inspect the security on both the Ballot Box and Drop Box(es) to ensure that they are intact.
- 12.5 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.
- 12.6 On Voting Day, the Vote by Mail Ballot Box will remain sealed and transported by the City Clerk or Assistant Returning Officer to the Sorting and Tabulation Centres at the time designated for processing.



**VOTE BY MAIL  
PROCEDURES**

**April 2022**


- 
- 12.7 At the Close of Voting, the Drop Box(es) maintained in the Elections Office shall be emptied of contents. The contents will processed in accordance with Section 9 of this Procedure, and delivered to the Sorting and Tabulation Centres by the City Clerk or the Assistant Returning Officer.

**ADOPTED AS CITY OF LONDON VOTE BY MAIL PROCEDURE ON APRIL 26, 2022**

A handwritten signature in black ink, appearing to read 'Michael Schulthess', is written over a horizontal line.

**Michael Schulthess**  
City Clerk


#### APPENDIX "A" SCRUTINEER APPOINTMENT FORM



**London**  
CANADA

### Scrutineer Appointment

*Municipal Elections Act, 1996 (s.16;47;49;54(3);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
------------------------------	-------------------	------------------

I appoint the individual noted above as a scrutineer to represent me in the City of London 2022 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).
- Sign the statement of results prepared by an 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 an elector 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 a voter intends to vote or has voted.

**Note**

- Candidate 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.
- A voting place is defined as the place where electors 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 Manager, Records and Information Services, 300 Dufferin Avenue, London ON (519) 661-2489 (CITY) ext. 5590.

Form no. 1545 (rev.2022.03)

[www.london.ca](http://www.london.ca)

Information on this document is available in alternate formats, upon request.



April 2022

### APPENDIX "B" APPLICATION FOR REGISTRATION FOR VOTE BY MAIL BALLOT FORM



#### Application for Registration for Special Vote by Mail Ballot

Reset Form



1. Complete this form and return it to the Elections Office in the enclosed postage paid envelope or in person before Friday, September 30, 2022.
2. If approved, applicants will be mailed a Special Vote by Mail Ballot Kit. Kits will be mailed beginning approximately Monday, October 3, 2022.
3. For more information contact the Elections Office at (519)-661-4535.

#### Name of applicant

First name	Last name	Date of birth (yyyy-mm-dd)
Telephone number	E-mail address	

#### Qualifying address

Street number & name		Unit/Apartment number
City	Province	Postal code

#### Mailing address (if different than qualifying address)

Street number & name		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 (mm/dd/yyyy)

#### For City of London use

Signature of Assistant Returning Officer	Date	Ward	Poll	S.S.
--	------	------	------	------

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 Manager, Records and Information Services, 300 Dufferin Avenue, London ON (519) 661-2489 (CITY) ext. 5590.



April 2022

---

### **APPENDIX "C" PROCEDURE FOR REPLACEMENT VOTE BY MAIL KITS**

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

If a Qualified Voter requesting a Vote by Mail Ballot does not receive their Vote by Mail Ballot kit, or if the voting kit is lost or destroyed, a replacement Vote by Mail Ballot kit may be issued on or after October 17, 2022. The Voter, or their agent, must attend at the Elections Office to obtain a replacement Vote by Mail Ballot kit. An Application for Registration for a Vote by Mail Ballot 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 Vote by Mail Ballot kit has been issued.

#### **1. SECURITY PROCEDURES**

- 1.1 All "Replacement 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 Vote by Mail kits.
- 1.3 A list of names shall be maintained showing the name and address of each Voter who has received a replacement Vote by Mail kit, using the Replacement Vote by Mail Kit Logs (Appendix "D").
- 1.4 The Assistant Returning Officer shall ensure that an Application for Registration for a Vote by Mail Ballot (Appendix "B") is filled out for each individual for whom a replacement Vote by Mail kit is issued. The Voter shall also sign the declaration on this form attesting to the fact that:
  - A Voter is not in receipt of their 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 Vote by Mail kit forms shall be kept in the custody of the Assistant Returning Officer.



April 2022

### APPENDIX “E” PROCEDURE FOR BALLOT REMAKE – VOTE BY MAIL

The Ballots that are rejected by the Vote Tabulator shall hereinafter be referred to as Defective Ballots.

1. Defective Ballots that cannot be read by the Tabulator and the Voter is not present will be placed in the envelope marked **SPECIAL CIRCUMSTANCE BALLOT – ORIGINAL COPY**.
2. The Assistant Returning Officer shall ensure that all candidates and/or scrutineers present in the Sorting and Tabulation Centres have been advised that the ballot(s) in the Special Circumstances Envelope will be examined by the City Clerk within 24 hours of the close of voting at a time and place designated by the City Clerk, and that they have a right to be present at the time of examination so long as they can attest that they are unaware of the identity of the person(s) who marked the affected ballot(s).
3. At a time designated by the City Clerk, the Assistant Returning Officer at the Sorting and Tabulation Centres will remove the Special Circumstance envelope from the auxiliary compartment and write the Ward and Poll number on the envelope. The Assistant Returning Officer shall make record of the number of ballots contained in the envelope.
4. The Clerk shall designate a time and place at which time the ballot(s) shall be removed from the special circumstances envelope and a determination will be made by the remake team and Clerk of the valid votes contained in the ballots.
5. The remake team shall consist of two Assistant Returning Officers and the City Clerk.
6. The remake team shall process one envelope at a time.
7. The remake team shall remove the Ballot contained in the **SPECIAL CIRCUMSTANCE BALLOT – ORIGINAL** envelope.
8. Each Defective Ballot that is to be remarked and its corresponding duplicate must be identically serial numbered in chronological order. The serial numbers must be recorded only on the bottom edge of the back of the ballot. The remake team shall keep records of such ballots.
9. The remake team shall record the ward and Ballot type on the Defective Ballot Record Sheet.
10. Place the original defective Ballot back in the **SPECIAL CIRCUMSTANCE BALLOT – ORIGINAL** envelope. Place the duplicate Ballot in the **SPECIAL CIRCUMSTANCE BALLOT – DUPLICATE COPY** envelope.
11. Upon completion, seal the envelope marked **SPECIAL CIRCUMSTANCE BALLOT – ORIGINAL** and place it in a file for each ward and place the **SPECIAL CIRCUMSTANCE BALLOT – DUPLICATE COPY** envelope in the outgoing tray.



## **VOTE BY MAIL PROCEDURES**

**April 2022**

---

12. The envelopes will be removed from the outgoing tray and tabulated through the Vote Tabulator.
  - 12.1 Once the replacement Ballot(s) have been tabulated, they will be placed back in the **SPECIAL CIRCUMSTANCE BALLOT – DUPLICATE COPY** envelope.
  - 12.2 The Clerk and/or Assistant Returning Officer shall sign the **SPECIAL CIRCUMSTANCE BALLOT – DUPLICATE COPY** envelope, indicating the ballot has been tabulated successfully.