IN-POLL TABULATOR PROCEDURES

City of London
2018 Municipal Election

December 21, 2017
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IN-POLL TABULATOR PROTOCOLS

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,


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.

Auxiliary Compartment – means the front compartment of the Ballot Box where Voters’ Marked Ballots are temporarily stored in the event a Vote Tabulator malfunctions.

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 Poll to the Return Centre.

Ballot Marking Device – means the accessible voting device available to all Voters at every Advance Poll. Upon listening to an audio recording of the Ballot, Voters are able to mark their Ballot using a tactile device, sip-and-puff, or paddle independently and confidentially. The result is a completed Ballot which can be fed into the Vote Tabulator.

Ballot Marking Pen – means the designated black Ballot Marking Pen provided for the use of a Voter to mark the Ballot.

Batch Elimination Method – means the method for eliminating one or more candidates from a round of vote counting as defined in the Regulation.

Candidate – means;
(i) a Candidate within the meaning of the Act; and
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.

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, unless designated as a reduced hours poll under section 46(3). In accordance with the Act, a Voter within the Poll at the Close of Voting is entitled to cast their Ballot.

Continuing Candidate – means as defined by the Regulation, any Candidate who has not been eliminated from the vote counting. Votes can only be transferred to Continuing Candidates. They cannot be transferred to Eliminated Candidates.

Defective Ballot – means a Ballot that is damaged or defective or has been marked in such a way that it cannot be properly processed by a Vote Tabulator. This may include a Ballot that has been torn or otherwise damaged, an improperly printed Ballot, and the wrong Ballot type for that Poll, or some other type of Ballot that cannot be processed by the Vote Tabulator.

Election Management Software – means the software responsible for collecting and compiling tabulation totals from each Memory Device.

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 Official – means any person, appointed by the City Clerk, with the responsibility to assist in the administration of the Municipal Election process.

Eliminated Candidate – means as defined by the Regulation, a Candidate who has been eliminated from the vote counting process during a round. A Candidate who has been eliminated in a round will have their votes transferred to the Continuing Candidate with the next highest preference on each ballot. Once a Candidate has been eliminated, they cannot have votes transferred to them in subsequent rounds. The vote total for an Eliminated Candidate in subsequent rounds will be zero.

Exhausted Ballot – as defined by the Regulation, an Exhausted Ballot can only occur after the first round of vote counting. A Ballot becomes exhausted if the vote cannot be transferred as the Voter’s next preference cannot be used or determined because the Voter has not ranked a next preference, the Voter has assigned the next preference to more than one Candidate, none of the remaining preferences are for Continuing Candidates, or the Ballot has already gone through the maximum number of rankings.

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 and received by an Election Official from a Voter with the intent to vote, to be tabulated and deposited automatically into the Ballot Box.
Memory Device – means a cartridge or card where all Ballot tabulation totals are stored. For each Vote Tabulator there will be two Memory Devices. One Memory Device will be for uploading the results and the second will serve as a redundancy measure.

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.

Remake Centre – means the area designated by the City Clerk for the remake of Defective Ballots rejected by the Vote by Mail Vote Tabulator. For the purpose of the 2018 Municipal Election, this location shall be included in the Tabulation Centre in Committee Room #5 of City Hall.

Results Envelope – means the envelope all reports, Memory Devices and Vote Tabulator keys are to be placed in and sealed for the Election Official to return to the Tabulation Centre after the close of Poll procedures.

Results Report – means the printed report that is generated by the Memory Device within the Vote Tabulator for each Poll after the close of the Poll and represents the numbers of votes cast for each Candidate, by-law or question.

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. For the purpose of the 2018 Municipal Election, this location shall be the basement level of City Hall.

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

Secrecy Folder – means an apparatus in which a Ballot can be placed so as to conceal the names of the Candidates and the marks upon the face of the Ballot, but does expose the initials of the Election Official.
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.

Sorting Location – 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.

Status Report – means a brief report containing Poll information, Vote Tabulator serial number information, and total Ballots scanned.

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

Threshold – means the number of votes needed to elect a Candidate as determined by the Regulation.

Transfer Case – means the compact case for which tabulated Ballots will be transferred from the Ballot Box after the Close of Voting. The Ballots will be sealed and stored in the Transfer Case until their destruction date under section 88 of the Act.

Transferred Vote – means, as defined by the Regulation, a vote that in an earlier round counted toward a Candidate that was Eliminated or successful, and now counts towards a different Candidate because that Candidate had the next highest preference on the Ballot.

Valid Mark – means a mark made in the designated space, in the manner prescribed by Act and the Regulation, to the right of the Candidate's name, by-law or question.

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.

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 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 an Advance Poll, the Voters’ List is an electronic database and for the purpose of Voting Day, the Voters’ List is a paper list specific to each Poll. See “Master Voters’ List” in SPECIAL VOTE BY MAIL PROCEDURES.
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.

Zero Report – means the printed record that is generated by the Memory Device within the Vote Tabulator, prior to opening of the Poll, indicating that there are no votes cast for any Candidate, by-law or question. The Zero Report also contains all the information in the Status Report.

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 voting and vote-counting equipment 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 Vote Tabulators that are 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.

2.3 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.

2.4 With respect to matters of policy and procedures for Vote Tabulator equipment and alternative voting methods, the City Clerk’s decision is final.

2.5 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 Election Officials and 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 IN-POLL TABULATION PROCEDURES, each Voting Subdivision has been given its own Poll and Vote Tabulator. Further, each Advance Poll location has been given each their own Vote Tabulator and similarly Vote by Mail Ballots have been assigned a Vote Tabulator.

5. BALLOTS

5.1 For the 2018 Municipal Election, the City of London will use a composite Mixed-Election Method Ballot.

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;

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 shall apply, with necessary modifications, to Ballots for by-laws and questions.

6. PROGRAMMING THE VOTE TABULATOR MEMORY DEVICES

6.1 Each Memory Device shall be programmed so that a printed record can be produced for each Poll for the number of votes made for each Candidate, by-law or question.

6.2 Each Memory Device shall be programmed so that the following Ballots are accepted by the Vote Tabulator to ensure secrecy and confidentiality of the voting process;

   6.2.1 a Ballot that has more votes cast for a specific Candidate, by-law or question than is permitted;

   6.2.2 a Ballot that has less votes cast for an office, by-law or question than is permitted;

   6.2.3 a Ballot that has no votes cast for any Candidate, by-law or question; and

   6.2.4 a Ballot that contains a mark that does not fall within the parameters established to count such mark as a vote, as determined by the Vote Tabulator.

6.3 Each Memory Device shall be programmed so that a Defective Ballot will be returned to the Election Official with the message: DEFECTIVE BALLOT SCANNED – RETURN BALLOT. The following process will occur:

   6.3.1 the Voter will be requested to mark a new Ballot. The Election Official shall write “CANCELLED” on the back of the Defective Ballot to protect the secrecy of the vote and place the Ballot into envelope “A”;

   6.3.2 if the Voter refuses the opportunity to mark a new Ballot, the already Marked Ballot will be noted as “DECLINED VOTE” by the Election Official and inserted into envelope “B”.

6.4 Memory Devices shall be programmed to accept and tabulate properly marked votes on an undervoted Ballot. If a Voter who has overvoted on a contest, the Vote Tabulator will be programmed to tabulate the other properly marked contests.
6.5 Memory Devices used for Advance Polls shall be the same Memory Devices used at each Advance Poll location for the duration of the Advance Poll period in order to cumulate the results.

7. TESTING OF THE VOTE TABULATORS

7.1 Prior to Voting Day, the City Clerk shall have the Vote Tabulators tested to ensure they will accurately count the votes for all Candidates, by-laws and questions that are marked with the Ballot Marking Pen with a Valid Mark in the designated space.

7.2 When testing the Vote Tabulators, adequate safeguards shall be taken to ensure that the system used for processing and tabulating votes, or any part of it, is isolated from all other applications or programmes and that no remote devices are capable of gaining access to the system.

7.3 There are two “Testing” phases before the Vote Tabulators and Accessible Voting Devices are ready to use at an Advance Poll or for Voting Day. These phases include:

7.3.1 Testing the Vote Tabulators (Acceptance Testing) – this test will ensure that the clock, LCD display, system memory, printer, serial port, auxiliary port, and Ballot reader are all functioning properly.

7.3.2 Testing Ballots (Logic and Accuracy Testing) – once the Ballots have been printed and received from the printer, a pre-audited group of Ballots marked with the designated Ballot Marking Pen in the designated area will be prepared and tested on each Vote Tabulator and Accessible Voting Device.

7.4 The Testing Ballots (Logic and Accuracy Testing) phase for paper Ballots shall be conducted as follows:

7.4.1 assign a varying number of votes to a pre-audited group of Ballots marked with the designated Ballot Marking Pen in the designated area;

7.4.2 manually count each valid vote and record the results;

7.4.3 tabulate the pre-audited Ballots using the Vote Tabulator; and

7.4.4 compare the output of the Vote Tabulator with the pre-audited results.

If the City 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 and certified by the City Clerk.

7.5 The Testing Ballots (Logic and Accuracy Testing) phase for audio recording on the Ballot Marking Device shall be conducted as follows:
7.5.1 assign a varying number of votes to a pre-audited list of votes to be cast;

7.5.2 by using the headphones and tactile device, the votes for all offices for the election are to be cast according to the pre-audited list;

7.5.3 compare the results from the tape of the Vote Tabulator against the pre-audited list.

If the City 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 and certified by the City Clerk.

7.6 The City Clerk shall, at the completion of the test, retain the programmes, test materials and Ballots in the manner provided for in the Act for the keeping of election records.

7.6.1 The City Clerk shall have access to the pre-audited group of Ballots referred to in section 7 and other materials used in the programming of the Memory Devices.

7.6.2 The City Clerk shall not alter or make changes to the materials referred to in subsection 7.3.1 and 7.3.2, but may make copies of them.

8. CANDIDATES/SCRUTINEERS

8.1 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.

8.2 Scrutineers shall show their written appointment (Scrutineer Appointment, Form 1545, Appendix "A") to the Election Officials and Assistant Returning Officers, upon entering the Poll or upon request.

8.3 During the fifteen (15) minutes before the opening of the Poll, the Candidates or Scrutineers who are entitled to be present in a Poll during voting hours are entitled to the following, but not so as to delay the timely opening of the Poll:

8.3.1 witness the printing of and initial the Zero Report (once Poll is opened at 10:00 a.m.);

8.3.2 place their seal on the Ballot Box; and

8.3.3 inspect without handling, the Ballots and all other papers, forms and documents relating to the vote.
8.4 Only one Scrutineer for each certified Candidate may be present within any one Poll at any time. If the Candidate enters the Poll (except when voting), the Scrutineer shall leave.

8.5 Only one Scrutineer for each certified Candidate may be present within the Sorting and Tabulation Location at any time. If the Candidate enters the Sorting and Tabulation Location, the Scrutineer shall leave.

8.6 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 Ballots 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.

9. OPENING THE POLL – ADVANCE VOTE AND VOTING DAY

9.1 Where a Vote Tabulator is used at a Poll, the Election Official shall;

9.1.1 in the presence of all Candidates and Scrutineers, cause the Vote Tabulator to print a Zero Report one hour or less before the opening of the Poll to confirm “0” totals for all Candidates, by-laws and questions;

9.1.2 if the totals are zero for all Candidates, by-laws and questions, the Election Official shall ensure that the Zero Report remains affixed to the Vote Tabulator until the results are printed by the Vote Tabulator after the Close of Voting;

9.1.3 if the totals are not zero for all Candidates, by-laws and questions, the Election Official shall immediately notify the City Clerk and shall conduct the vote using the Auxiliary Compartment of the Ballot Box until the Vote Tabulator is made operational or a back-up Vote Tabulator is provided. See section 11 of this procedure for replacement Vote Tabulator procedures.

9.4 Following the first day of Advance Poll, when opening the Poll, the Election Official shall:

9.4.1 confirm that all Reports will be in a continuous print record, initial the Reports and roll the Reports to remain affixed to the Vote Tabulator;

9.4.2 verify that the Vote Tabulator is now ready for live voting and the public count will read the number of votes cast on previous Advance Poll days on the counter.
10. **AT THE POLL – ADVANCE VOTE AND VOTING DAY**

10.1 The Election Official shall, upon the presence of a Voter, provide the Voter with the appropriate Ballot, initial the Ballot, and strike off the Voter’s name from the Voters’ List.

10.2 The Election Official shall, at the same time as the Ballot is issued, provide a Secrecy Folder to each Voter.

10.3 Upon receiving the Ballot and Secrecy Folder, the Voter shall:

10.3.1 proceed to a voting screen;

10.3.2 vote, by marking the Ballot with the Ballot Marking Pen provided, within the oval space to the right of the name of each Candidate, by-law or question, the Voter wishes to cast a vote for;

10.3.3 insert the Ballot into the Secrecy Folder, in such a manner as to conceal the marks upon the Ballot, but to expose the Election Officials initials;

10.3.4 leave the voting screen with the Secrecy Folder containing the Ballot; and

10.3.5 deliver the Secrecy Folder containing the Marked Ballot to the Election Official who is located at the Vote Tabulator.

10.4 The Election Official shall, in the presence of the Voter, check for the Election Official’s initials, insert the Ballot face down into the feed area of the Vote Tabulator until the Ballot is drawn into the Vote Tabulator and deposited into the Ballot Box.

10.5 If a Ballot cannot be read by the Vote Tabulator, the Election Official shall, in the presence of the Voter:

10.5.1 try a second and/or third time to insert the Marked Ballot into the Vote Tabulator;

10.5.2 if the Vote Tabulator will not accept the Ballot; the Election Official at the Vote Tabulator shall lead the Voter with the Ballot back to the Election Official who issued the original Ballot;

10.5.3 the Election Official shall write “CANCELLED” on the back of the Defective Ballot to protect the secrecy of the vote and place the Ballot into envelope “A”;

10.5.4 advise the Voter to proceed with marking a new Ballot and to deliver the Marked Ballot in the Secrecy Folder to the Election Official who is located at the Vote Tabulator;
10.5.5 if the Voter refuses the opportunity to mark a new Ballot, the Election Official shall write “DECLINE VOTE” on the back of the Defective Ballot to protect the secrecy of the vote and place the Ballot into envelope “B”.

10.6 Ballot Marking Devices will be available at all Advance Polls. When a Ballot Marking Device is available in the Poll, the designated Election Official shall:

10.6.1 mark a Ballot “audio” and place the blank Ballot into envelope “A”;

10.6.2 the Election Official will provide the Voter with headphones, their assistive input device, and will provide them with verbal instructions as to how to operate the equipment;

10.6.3 the Election Official will initiate the Ballot on the Ballot Marking Device;

10.6.4 the audio Ballot will start automatically, and the Voter will mark the Ballot using their assistive input device and print the Ballot;

10.6.5 the Ballot must be placed into the Secrecy Folder and delivered to the designated Election Official in accordance with section 10.3.5 and 10.4 of this procedure.

10.7 The Vote Tabulator can continue to scan paper Ballots while an audio Ballot is in session, and it is not necessary to wait for the audio Ballot to be completed before inserting the next paper Ballot.

11. VOTE TABULATOR MALFUNCTIONS – ADVANCE VOTE AND VOTING DAY

11.1 In the event that a Vote Tabulator malfunctions, due to technological or other unexplainable errors, during the voting process, it may be necessary for an adjustment or replacement of the Vote Tabulator. If this is necessary, the preferred course of action is to substitute the faulty equipment with a spare Vote Tabulator.

NOTE: AT NO TIME SHALL AN VOTER BE PREVENTED FROM CASTING THEIR BALLOT

11.2 Voters will continue to cast their Ballots by inserting their Ballots into the Auxiliary Compartment of the Ballot Box via the Election Official during the Vote Tabulator replacement process.

11.3 The Ballots inserted into the Auxiliary Compartment will be tabulated through the Vote Tabulator after the Close of Voting and before the Vote Tabulator is closed.

11.4 The following steps shall be performed in order to smoothly and quickly replace the faulty equipment and resume the regular voting activities:
11.4.1 An Election Official will place the appropriate notice (Unexpected Notice of Disruption, Form 1570 & 1571, Appendix “B”) on the malfunctioning equipment.

11.4.2 The Election Official at the Poll shall phone the Elections Office and request a replacement Vote Tabulator. Once the replacement Vote Tabulator is delivered the Memory Device will be removed from the malfunctioning Vote Tabulator and inserted into the replacement Vote Tabulator.

11.4.3 The Election Official at the Poll shall pack up the faulty equipment, ensuring the Ballots in the Ballot Box remain secured, and place the substitute Vote Tabulator that was delivered securely on top of the Ballot Box. In an effort to expedite the replacement, the Election Official who delivered the replacement Vote Tabulator may assist in packing up the faulty equipment.

11.4.4 The Election Official shall turn on the replacement Vote Tabulator and proceed to print a re-start tape to verify the number of Ballots processed at the Poll that day. No results should be displayed on this tape. The Election Official shall then sign the re-start tape and leave the tape affixed to the replacement Vote Tabulator in the same manner as opening the Poll. The Ballot Box is not replaced.

12. CLOSING THE ADVANCE POLL

12.1 The Election Official shall, after the close of an Advance Poll:

12.1.1 allow any Voters remaining within the Advance Poll to cast a Ballot, in accordance with section 46(4) of the Act;

12.1.2 remove Ballots from the Auxiliary Compartment of the Ballot Box, if required due to a Vote Tabulator malfunction, and tabulate them through the Vote Tabulator;

12.1.3 ensure there are no Ballots in the Auxiliary Compartment before proceeding with writing the number of Ballots processed through the Vote Tabulator and closing the Poll;

12.1.4 keep Reports attached to the Vote Tabulator and store with the Vote Tabulator;

12.1.5 unplug the Vote Tabulator and remove it from the Ballot Box;
12.1.6 seal the Ballot Box with the Election Official 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;

12.1.7 Candidates or Scrutineers may, if present, place their seal on the equipment and carrying case; and

12.1.8 deliver the sealed Ballot Box and Vote Tabulator to the Return Location.

13. CLOSING THE VOTING DAY POLL

13.1 The Election Official shall, after the Close of Voting:

13.1.1 allow any Voters remaining within the Voting Day Poll to cast a Ballot, in accordance with section 46(4) of the Act;

13.1.2 remove Ballots from the Auxiliary Compartment of the Ballot Box, if required due to a Vote Tabulator malfunction, and tabulate them through the Vote Tabulator;

13.1.3 ensure there are no Ballots in the Auxiliary Compartment before proceeding with closing the Poll;

13.1.4 the Results Report will automatically print;

13.1.5 remove the opening Zero Report and Results Report from the Vote Tabulator, sign, and rip report from the Vote Tabulator to place in the Results Envelope with the Memory Device;

13.1.6 unplug the Vote Tabulator and remove it from the Ballot Box;

13.1.7 seal the Ballot Box with the Election Official 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;

13.1.8 Candidates or Scrutineers may, if present, place their seal on the equipment and carrying case; and

13.1.9 deliver the sealed Ballot Box, Vote Tabulator, and Results Envelope to Return Location.

14. CLOSING THE POLL – ADVANCE VOTE AND VOTING DAY – EXTRAORDINARY CIRCUMSTANCE

14.1 If a Vote Tabulator has been used to tabulate votes cast in a Poll, but the tabulation of the votes cannot be completed because the Vote Tabulator is not operating or
cannot be made to operate within a reasonable time following the Close of Voting, the Election Official shall, after the Close of Voting and after determining the tabulation cannot be completed:

14.1.1 allow any Voters remaining within the Poll to cast a Ballot in accordance with section 46(4) of the Act;

14.1.2 seal the Ballot Box in such a manner that any Ballots cannot be removed from or deposited into the Ballot Box, without breaking the seal;

14.1.3 initial the seal, any Candidates or Scrutineers present may also sign the seal;

14.1.4 secure the Vote Tabulator against receiving any more Ballots;

14.1.5 follow the procedures set out in section 12.1.4 through 12.1.16 (Closing the Advance Poll);

14.1.6 insert all Ballots from the Ballot Box and Auxiliary Compartment into the back-up Vote Tabulator located at the Tabulation Centre.

15. CLOSING THE SPECIAL VOTING POLL – (INSTITUTIONS / LONG TERM CARE FACILITIES)

15.1 Under subsection 46(3), the Act permits the City Clerk to reduce the hours for voting at an institution and/or long term care facilities. The hours for voting on Voting Day for these facilities will be 10 a.m. – 6 p.m. Each Poll will have a programmed Memory Device for that location.

15.1.1 All facilities will open and conduct the voting as per sections 9 and 10 of this procedure with appropriate modifications. Section 45(9) of the Act requires that an Election Official attend to a Voter with a disability within the facility, in order to allow them to vote. A Candidate or Scrutineer for a Candidate, may accompany the Election Official.

15.1.2 The Election Official present at those facilities that are open for voting between 10 a.m. – 6 p.m. will, at the Close of Voting, follow the procedure set out in section 12 of this procedure.

16. VOTING RESULTS FROM ADVANCE VOTING AND INSTITUTIONS AND/OR LONG TERM CARE FACILITIES

16.1 The total of the votes from institutions and long term care facilities where voting was held on Voting Day between 10 a.m. – 6 p.m. and from Advance Polls shall not be made available until after 8 p.m. on Voting Day.
16.2 On Voting Day, in the Tabulation Centre, the sealed Vote Tabulators from Advance Polls and institutions and long term care facilities where the voting was held on Voting Day between 10 a.m. and 6 p.m. will be opened. The Close of Voting procedure including printing of the Results Report in section 13 of this procedure will be completed at a time designated by the City Clerk.

17. **VOTING DAY – COMPILING OF VOTES**

17.1 The City Clerk shall designate a location as the Sorting and Tabulation Centre for the processing of Vote by Mail Ballots, and Closing the Poll procedures for Advance Polls, institutions, and long term care facilities.

17.2 The City Clerk shall designate a location as the Tabulation for the compiling of votes via Election Management Software.

17.3 The City Clerk shall ensure that the sealed Ballot Boxes, from each institution and long term care facility containing the Marked Ballots are delivered to the Return Centre promptly after the Close of Voting at 6:00 p.m. on Voting Day.

17.4 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.

17.5 Where notice has been given under subsection 8.1, the City Clerk shall permit a Candidate’s Scrutineer, in the absence of the Candidate, to attend at the Sorting Location and Tabulation Centre to view the tabulation of votes.

18. **SORTING AND TABULATION CENTRE PROCEEDINGS – VOTE BY MAIL**

Proceedings at the Tabulation Centre 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.

18.1 The Ballot Boxes containing Vote by Mail Marked Ballots will be opened at the Tabulation Centre by Election Officials designated by the City Clerk.

18.1.1 Vote by Mail Ballot secrecy envelopes will be removed from their respective Ballot Boxes, opened and sorted commencing at 2:00 p.m. on Voting Day, in accordance with VOTE BY MAIL PROCEDURES.

18.1.2 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.
18.2 There will be one Vote Tabulator designated for all 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 section 10 of this procedure.

18.3 If a Ballot is rejected by the Vote Tabulator, it shall be placed in an individual brown envelope marked DEFECTIVE BALLOT – ORIGINAL COPY, and forwarded to the Remake Centre, see Appendix “C”, “Ballot Remake Procedures”.

18.4 Any Ballot that cannot be properly processed by the Vote Tabulator, due to an unexplainable error, shall be replaced in accordance with Appendix “C”, “Ballot Remake Procedures”.

18.5 At the Close of Polls, the Election Official shall retrieve any Vote by Mail Ballots from the Drop Box in the Elections Office and the outside drop box at City Hall and bring them to the Tabulation Centre.

18.6 The retrieved Voting Day Vote by Mail Ballots will be processed following section 18 of this procedure and processed through the Vote Tabulator.

18.7 Once the Voting Day Vote by Mail Ballots are processed, the Election Official will follow the closing the Poll procedures:

18.7.1 proceed with closing the Poll;

18.7.2 the Results Report will automatically print;

18.7.3 remove the opening Zero Report and Results Report from the Vote Tabulator, sign, and rip report from the Vote Tabulator to place in the Results Envelope with the Memory Device;

18.7.4 unplug the Vote Tabulator and remove it from the Ballot Box;

18.7.5 remove the tabulated Ballots from the Ballot Box and place them in the labelled Transfer Case;

18.7.6 seal the Transfer Case with the Election Official 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;

18.7.7 Candidates or Scrutineers may, if present, place their seal on the Transfer Case;

18.7.8 the Election Official will deliver the sealed Transfer Case and Vote Tabulator to the Return Location; and
18.7.9 the Election Official will deliver the Results Envelope to the Tabulation Centre for results compilation in the Election Management Software.

19. TABULATION CENTRE PROCEEDINGS – ADVANCE POLL AND INSTITUTIONS AND LONG TERM CARE FACILITIES

19.1 At times designated by the City Clerk, all Advance Poll Tabulators and Tabulators from institutions and long term care facilities will be set up in the Tabulation Centre.

19.2 The Election Official will follow the opening the Poll procedures for every Advance Poll and institution and long term care facility Vote Tabulators:

19.2.1 confirm that all reports will be in a continuous print record, initial the reports and roll the reports to remain affixed to the Vote Tabulator;

19.2.2 verify that the public count on the Vote Tabulator reads the number of votes cast on previous Advance Poll days or Voting Day institutions and long term care facilities on the counter.

19.3 The Election Official will follow the closing the Poll procedures for every Advance Vote and institution/long term care facility Vote Tabulator:

19.3.1 proceed with closing the Poll;

19.3.2 the Results Report will automatically print;

19.3.3 remove the opening Zero Report and Results Report from the Vote Tabulator, sign, and rip report from the Vote Tabulator to place in the Results Envelope with the Memory Device;

19.3.4 unplug the Vote Tabulator and remove it from the Ballot Box;

19.3.5 remove the tabulated Ballots from the Ballot Box and place them in the labelled Transfer Case;

19.3.6 seal the Transfer Case with the Election Official 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;

19.3.7 Candidates or Scrutineers may, if present, place their seal on the Transfer Case;

19.3.8 the Election Official will deliver the sealed Transfer Case and Vote Tabulator to the Return Location; and
19.3.9 the Election Official will deliver the Results Envelope to Tabulation Centre for results compilation in the Election Management Software.

20. TABULATION CENTRE PROCEEDING – TABULATION OF VOTES/RANKED CHOICE VOTING

Proceedings at the Tabulation Centre are under the direction of the City Clerk, or Assistant Returning Officers, and no other person shall interfere in the proceedings in any way.

20.1 At times designated by the City Clerk, all Advance Vote Memory Devices and Memory Devices from institutions and long term care facilities will be uploaded to the Election Management Software located in the Tabulation Centre.

20.2 At the Close of Voting on Voting Day, the Election Official in each Poll shall provide to the City Clerk the Results Report and Memory Device indicating the number of votes cast for each office.

20.3 The City Clerk will receive the non-ranked offices for school board trustees, by-laws or questions and release the unofficial results upon the return of all Memory Devices.

20.4 The City Clerk must establish the Threshold for the offices of mayor and councillors on the Ballot after all vote totals have been received in the Tabulation Centre and Election Management Software.

20.5 The process of Transferring of Votes at the Tabulation Centre shall proceed in rounds for each office to be tabulated using the Batch Elimination Method, in accordance with the Regulation. Rounds of tabulation must proceed sequentially as follows:

20.5.1 the number of votes cast for each Candidate as indicated by each Voters’ highest ranking on their Ballot must be totaled;

20.5.2 a Voter’s highest ranking will be determined in accordance with the Regulation;

20.5.3 if any Candidate has received a number of votes equal to or greater than the Threshold established for that office, the City Clerk shall declare that Candidate to be elected as soon as possible after Voting Day;

20.5.4 if no Candidate has received sufficient votes to equal or exceed the Threshold, every Candidate that has no mathematical chance of being elected will be Eliminated or removed from the count in accordance with the Regulation;
20.5.5 ties between Candidates with the fewest votes must be decided in accordance with section 22 of this procedure;

20.5.6 Candidates who have not been Eliminated are Continuing Candidates in the next round;

20.5.7 votes for the Eliminated Candidates must be Transferred to the Continuing Candidate who, as marked on the same Voter’s Ballot, received the next highest ranking of all Continuing Candidates in accordance with the Regulation;

20.5.8 if the Voter’s Ballot is Exhausted, his or her vote for an Eliminated Candidate shall not apply to any Candidate;

20.5.9 the City Clerk must identify any Exhausted Ballots after each round of tabulating;

20.5.10 if any Candidate has received a number of votes equal to or greater than the Threshold established for that office, the City Clerk shall declare that Candidate to be elected as soon as possible after Voting Day;

20.5.11 the procedures in subsections 20.5.4 to 20.5.10 must be repeated, with necessary modifications, until one (1) Candidate reaches or exceeds the Threshold; and

20.5.12 if only two Candidates remain, the Clerk shall, as soon as possible after Voting Day, declare the Candidate with the most votes, including Transferred Votes, to be elected.

21. TIMING OF VOTE COUNT ROUNDS

21.1 The City Clerk will determine and make available the Threshold for each office and the first round of counting as soon as possible following the Close of Voting on Voting Day.

21.2 If no Candidate for the office has received a number of votes equal to or greater than the Threshold after the first round of tabulation, subsequent tabulation shall resume no later than 12 p.m. Tuesday October 23, 2018.

21.3 The City Clerk will make available the results of the non-ranked school board trustees, by-laws and questions as soon as possible following the Close of Voting on Voting Day.

21.4 As soon as possible after Voting Day, the Clerk shall designate a day upon which all votes for all Candidates may be viewed for the purposes of subsections 47(5)
(e), 47(5)(f), 54(4), 55(5) and 62(1) of the Act, as modified by Schedule 2 of the Regulation.

22. **TABULATION CENTRE – RESOLUTION OF TIE AND ELIMINATED CANDIDATES**

22.1 The resolution of tie votes will be conducted in accordance with the Regulation.

22.2 In the first round of vote tabulating, the tie is resolved by lot and the Candidate chosen by lot is deemed to have the fewest votes and is the Eliminated Candidate.

22.2 In the second and any subsequent round:

22.2.1 the Candidate with the fewest votes in the preceding round is deemed to have the fewest votes in the current round and is the Eliminated Candidate;

22.2.2 if the Candidates who are tied in the current round were tied in the preceding round, the Candidate with the fewest votes in the round before the preceding round is deemed to have the fewest votes in the current round, and is the Eliminated Candidate;

22.2.3 if the Candidates who are tied in the current round were tied in all preceding rounds, the tie is resolved by lot and the Candidate chosen by lot is deemed to have the fewest votes in the current round and is the Eliminated Candidate.

23. **TABULATION CENTRE – DETERMINING HIGHEST RANKING AND TRANSFERRING VOTES GENERAL RULES**

23.1 At each round of vote counting, the following rules describe how to determine which Candidate a Voter has ranked as the highest:

23.1.1 the Voter’s preference for one Candidate over the other Candidates is indicated by rankings marked on the Ballot;

23.1.2 if the Ballot is marked to indicate more than one ranking for a single Candidate, only the highest of those rankings is considered;

23.1.3 if the Ballot is marked to indicate the rankings among the Candidates, but there is no mark that indicates one or more of the rankings that could be assigned, the relative rankings that are marked indicate which Candidate is ranked as the highest;

23.1.4 if the Ballot is marked to indicate the rankings among the Candidates, but the mark that indicates a ranking is not made inside the space provided for marking the Ballot, only the relative rankings that are marked inside the
space provided for marking the Ballot indicate which Candidate is ranked as the highest.

23.2 The following rules must be followed when transferring and tabulating votes:

23.2.1 if a Voter’s next choice on a round of tabulating is either an undervote or a vote for an Eliminated Candidate and no votes for Continuing Candidates remain on the Ballot, the Voter’s Ballot is Exhausted;

23.2.2 if a Voter’s next choice on a round of tabulating is either an undervote or a vote for an Eliminated Candidate and at least one vote for a continuing Candidate remains on the Ballot, the Voter’s next highest choice for a continuing Candidate must be tabulated for that round;

23.2.3 if a voter has ranked two (2) or more Candidates in the same column, an overvote for that office exists and no votes for a Candidate in that column may be tabulated;

23.2.4 if a Voter has ranked the same Candidate in more than one (1) column, only the Voter’s highest ranked vote must be counted.

24. GENERAL

If it becomes impracticable to tabulate the votes with the Vote Tabulator(s), the City Clerk may direct that the Ballots be counted manually following, as far as practicable, the provisions of this procedure governing the tabulation of the votes by Vote Tabulator(s).

25. RECOUNTS

25.1 If a recount of votes is held in accordance with the provisions of the Act and the Regulation, the votes shall be counted in the same manner as the votes were counted on Voting Day, whether manually or by vote count equipment.

25.2 The Vote Tabulator shall be tested before the recount in the manner described in section 7 of these procedures.

25.3 The City Clerk shall attend the recount and bring the Marked Ballots and all documents that, in the opinion of the City Clerk, are relevant to the recount.

25.4 A recount is required:

25.4.1 when there is a tie between two or more Candidates who receive the same number of votes and cannot both or all be declared elected to the office;

25.4.2 when the votes for the affirmative and negative on a by-law are equal;
25.4.3 when the votes for two or more answers to a question are equal;

25.4.4 by resolution of council;

25.4.5 by resolution of local board;

25.4.6 by order of the Minister (for questions submitted by the Minister);

25.4.7 by order of the Superior Court of Justice.

25.5 The City Clerk shall give notice of the recount to:

25.5.1 every certified Candidate for an office that is the subject of the recount,

25.5.2 in the case of a recount requested under subsection 57(1) of the Act, the council, local board or Minister, as the case may be, and

25.5.3 in the case of a recount ordered under section 58 of the Act, the applicant.

25.6 In accordance with subsection 42(4)(3)(i), Candidates/Scrutineers are not entitled to examine each Ballot as the votes are being counted at a recount.

25.7 The City Clerk shall open the Ballot Boxes and conduct a recount following the rules prescribed in the Act and the Regulation.

25.8 The City Clerk shall reject from the count all votes in a Ballot, if the Ballot:

25.8.1 was not supplied by the Election Official, or,

25.8.2 contains writing or marks that may identify the Voter, or is torn, defaced or otherwise dealt with by the Voter in a way that might identify them.

25.9 The City Clerk shall reject from the count the votes in the Ballot for an office:

25.9.1 if the Ballot is marked to indicate that more than one Candidate for the office has been given the highest ranking,

25.9.2 if all rankings for the office are marked outside the space provided for marking the Ballot, or

25.9.3 if no rankings have been assigned to any Candidate for the office.
ADOPTED AS CITY OF LONDON ELECTION PROCEDURE ON DECEMBER 21, 2017.

Cathy Saunders
City Clerk
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

<table>
<thead>
<tr>
<th>Name of candidate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Candidate for the office of (check one):</td>
</tr>
<tr>
<td>Mayor</td>
</tr>
<tr>
<td>Councillor</td>
</tr>
<tr>
<td>Trustee, Thames Valley District School Board (English-Language Public District School Board #11)</td>
</tr>
<tr>
<td>Trustee, London District Catholic School Board (English-Language Separate District School Board #38)</td>
</tr>
<tr>
<td>Trustee, Conseil scolaire Vanier (French-Language Public District School Board #58)</td>
</tr>
<tr>
<td>Trustee, Conseil scolaire catholique Providence (French-Language Separate District School Board #63)</td>
</tr>
</tbody>
</table>

2. Scrutineer appointment

<table>
<thead>
<tr>
<th>Name of scrutineer appointed</th>
<th>For Election Year</th>
<th>Appointment date</th>
</tr>
</thead>
</table>

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 aspirer voting on the grounds that the ballot or voter does not comply with the prescribed rules (objection to be decided by the election officials).

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.

Notes: 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.

Form no. 1545 (rev. 2017.11)  
www.london.ca
## ADVANCE VOTE

### UNEXPECTED NOTICE OF DISRUPTION

An unexpected disruption has occurred, affecting this voting location. This voting location will remain closed until facility officials authorize persons to enter and resume business. Alternative voting locations, open from 10:00 a.m. – 8:00 p.m., are as follows:

<table>
<thead>
<tr>
<th>Facility</th>
<th>Address</th>
<th>Availability Date(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>City Hall</td>
<td>300 Dufferin Ave</td>
<td>Saturday October 6</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Tuesday October 9</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Wednesday October 10</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Thursday October 11</td>
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<tr>
<td></td>
<td></td>
<td>Friday October 12</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Saturday October 13</td>
</tr>
<tr>
<td>Cherryhill Library</td>
<td>301 Oxford St W</td>
<td>Saturday October 6</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Thursday October 11</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Saturday October 13</td>
</tr>
<tr>
<td>East London Public Library</td>
<td>2016 Dundas St E</td>
<td>Saturday October 6</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Thursday October 11</td>
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<tr>
<td></td>
<td></td>
<td>Saturday October 13</td>
</tr>
<tr>
<td>Fanshawe College</td>
<td>1001 Fanshawe College Blvd</td>
<td>Thursday October 11</td>
</tr>
<tr>
<td>Masonville Library</td>
<td>30 North Centre Rd</td>
<td>Saturday October 6</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Thursday October 11</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Saturday October 13</td>
</tr>
<tr>
<td>Northland Mall</td>
<td>1275 Highbury Ave N</td>
<td>Saturday October 6</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Thursday October 11</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Saturday October 13</td>
</tr>
<tr>
<td>Sherwood Forest Library</td>
<td>1225 Wonderland Rd N</td>
<td>Saturday October 6</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Thursday October 11</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Saturday October 13</td>
</tr>
<tr>
<td>University of Western Ontario</td>
<td>1151 Richmond St, University Community Centre</td>
<td>Thursday October 11</td>
</tr>
<tr>
<td>Westmount Mall</td>
<td>785 Wonderland Rd S</td>
<td>Saturday October 6</td>
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<tr>
<td></td>
<td></td>
<td>Thursday October 11</td>
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<tr>
<td></td>
<td></td>
<td>Saturday October 13</td>
</tr>
<tr>
<td>White Oaks Mall</td>
<td>1105 Wellington Rd S</td>
<td>Saturday October 6</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Thursday October 11</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Saturday October 13</td>
</tr>
</tbody>
</table>

We would like to invite you to attend another voting place if you are unable to wait for the re-opening of this facility. We apologize for any inconvenience this has caused.

Should you have any questions, concerns, or feedback, please feel free to contact the Elections Office via:

- **In Person**: 300 Dufferin Ave, Lower Level
- **By Phone**: 519-661-4535
- **By Fax**: 519-661-4892
- **By Email**: elections@london.ca

Thank you,
City of London Elections Team

Form 1570 (2017.11)
VOTING DAY
UNEXPECTED NOTICE OF DISRUPTION

An unexpected disruption has occurred, affecting this voting location. This voting location will remain closed until facility officials authorize persons to enter and resume business.

We apologize for any inconvenience this has caused. We would like to invite you to wait for the re-opening of this facility or place your marked ballot in the auxiliary compartment for counting.

Should you have any questions, concerns, or feedback, please feel free to contact the Elections Office via:

<table>
<thead>
<tr>
<th>In Person</th>
<th>City Hall, 300 Dufferin Avenue, Lower Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>By Phone</td>
<td>519-661-4535</td>
</tr>
<tr>
<td>By Fax</td>
<td>519-661-4892</td>
</tr>
<tr>
<td>By Email</td>
<td><a href="mailto:elections@london.ca">elections@london.ca</a></td>
</tr>
</tbody>
</table>

Thank you,
City of London Elections Team
APPENDIX “C” PROCEDURE FOR BALLOT REPLACEMENT – REMAKE CENTRE – ELECTION NIGHT

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

1. Defective Ballots will be placed in individual brown envelopes marked DEFECTIVE BALLOT – ORIGINAL COPY, with the ward and school support written in the designated area on the envelope and will be dropped in the incoming tray in the Ballot replacement area.

2. The remake team shall consist of two people.

3. The remake team shall process one envelope at a time, retrieved from the incoming tray.

4. There will be a supply of unmarked Ballots available to the remake team. There are five (5) different Ballot types and fourteen (14) different wards – a total of 70 different Ballots to choose from:

   4.1 Public School (English Language)
   4.2 Public School (French Language)
   4.3 Separate School (English Language)
   4.4 Separate School (French Language)
   4.5 Non Resident without school board voting privileges

5. The remake team shall remove the Ballot contained in the DEFECTIVE BALLOT – ORIGINAL brown envelope.

6. Each Defective Ballot that is to be remarked and its corresponding duplicate must be identically serial numbered in chronological order. The remake team will be given the Defective Ballot Record Sheet (Form 1513, see Appendix “D”).

7. Record the ward and Ballot type on the Defective Ballot Record Sheet.

8. Mark the serial number as obtained from the Defective Ballot Record Sheet on the header portion of the Defective Ballot Record Sheet and the duplicate Ballot.

9. Place the original defective Ballot back in the brown envelope. Place the duplicate Ballot for in the DEFECTIVE BALLOT – DUPLICATE COPY white envelope.

10. Upon completion, seal the brown envelope marked DEFECTIVE BALLOT – ORIGINAL COPY and place it in a file for each ward and place the DEFECTIVE BALLOT – DUPLICATE COPY white envelope in the outgoing tray.
11. The white envelopes will be removed from the outgoing tray and tabulated through the Vote Tabulator.

11.1 Once the replacement Ballot have been tabulated, they will be placed back in the **DEFECTIVE BALLOT – DUPLICATE COPY** white envelope.

11.2 The box entitled “processed” will be initialled by the Election Official at the Vote Tabulator.

11.3 These envelopes will then be returned to the Ballot replacement area and placed in a tray to file by ward.

12. Match the **DEFECTIVE BALLOT – DUPLICATE COPY** white envelope, containing the tabulated replacement Ballots, with the corresponding **DEFECTIVE BALLOT – ORIGINAL COPY** brown envelope and file them together in the ward file provided.

12.1 Make certain that the operator of the Vote Tabulators has placed his or her initials in the box entitled “processed” on the envelope.
### Rejected Ballot Record Sheet

<table>
<thead>
<tr>
<th>Surname</th>
<th>Forename</th>
<th>Poll</th>
<th>English Ballot</th>
<th>French Ballot</th>
<th>Reason</th>
<th>Non-Resident</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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*Non-resident without school board voting privileges*