

# VOTING PROCEDURE

## **AUTHORITY (SECTION 42)**

A by-law authorizing internet/telephone voting must be passed on or before May 1 in the year prior to the election.

### **SERVICE PROVIDER**

The service provider for internet/telephone voting, determined by the Clerk, is Intelivote Systems Inc. A copy of the contract with Intelivote Systems Inc. is available from the Clerk upon request.

### **SYSTEM INTEGRITY**

The integrity of the voting process shall be the responsibility of the Clerk and shall be preserved by:

- a) ensuring that every eligible elector on the Voters' List, as amended, is sent a sealed Voter Information Letter containing the voter's unique PIN, by first class mail;
- b) ensuring that no one except the Clerk, or designate, can access PINs maintained by Intelivote System Inc that match each voter's name and address; and
- c) providing an opportunity for eligible electors to be added to the Voters' List or to make amendments to the list, up to and including Election Day, October 24<sup>th</sup>, at 8:00 p.m.

### **AUDITOR**

The Auditor, appointed by the Clerk using "Appointment and Oath of Auditor" Form LC21, shall test the voting system on several occasions. The test(s) shall include, but not be limited to the following:

- a) checking the wording of the script;
- b) checking the Help Centre telephones and internet access;
- c) checking Script and input timing;
- d) attempting to use a PIN more than once;
- e) balancing a predetermined number of votes with those cast;
- f) matching PINs to names and addresses;
- g) checking the system which is used for activating PINs through the revision process; and deliberately entering the wrong information.

## SECURITY

Ensure that all Election Officials have taken the oath and been appointed as per the "Appointment and Preliminary Oath or Affirmation for Election Officials" Form LC18.

All complaints regarding any and/or all breaches of secrecy shall be documented by the Election Official as well as questions and answers of the complainant and, if deemed appropriate, the Clerk shall submit same to the Police for further investigation and possible prosecution.

## PREPARATION OF VOTER INFORMATION LETTERS

The Voters' List, being the compilation of the Preliminary List of Electors and Interim List of Changes, shall be provided to Intelivote by September 15, 2022 in electronic format in order that Intelivote may provide this information to Doculink to print the "Voter Information Letter" Form LC41.

Voter Information Letters shall be delivered by Intelivote to Canada Post and distributed by first class mail to all eligible voters no later than October 14, 2022 to enable them to use the Telephone/Internet Voting service.

The Voter Information Letter will contain but not be limited to the following:

- a) the elector's PIN and the telephone number to call to cast his or her vote and the designated internet address (URL) to access to cast his or her vote using the Internet;
- b) instructions on how to vote;
- c) dates and hours of voting;
- d) the location and telephone number of the Revision and Help Centres;
- e) voter eligibility criteria;
- f) office and candidate information; and
- g) information on illegal and corrupt practices.

A person cannot give his/her Voter Information Letter to another eligible elector for the purpose of voting. Acceptance of another person's Voter Information Letter including the actual voting thereof will be considered an illegal and corrupt practice and therefore subject to the penalty provisions under the *Municipal Elections Act*, specifically Sections 89 and 90.

## PUBLIC INFORMATION SESSION

A public information session will be held for the purpose of explaining the method of voting and responding to questions from the electorate. The date and time will be advertised in a local newspaper and on the municipal website.

The Clerk may coordinate the public information session, notices and advertisements with other municipal clerks of local municipalities who have adopted a similar alternative voting method.

## VOTING PLACES (SECTION 45)

For the purposes of elections conducted with alternative voting methods, a voting place is not required. Alternatively, the Municipal Office has been identified as a Help Center to assist electors with the voting process and the Municipal Office has been identified as a Revision Centre to make additions, deletions and corrections to the Voters' List and to provide assistance and clarification on the election process.

### REVISION CENTRE/HELP CENTRE

The Voters' List shall be available to Election Officials at the Revision Centre in electronic format to accommodate the voting process.

The Revision/Help Centre shall be established at the Municipal Office located at 6547 Roger Stevens Drive, Smiths Falls, Ontario.

The Revision Centre shall be responsible for the following:

- a) Eligible voters who attend at the Revision Centre and are not on the Voters' List will be added to the list by filling out an "Application to Amend Voters' List" **Form EL15** and providing proof of identity and residence as prescribed in *O. Reg. 304/13*. Their names will be added to the Voters' List and they will be assigned and delivered a Voter Information Letter containing a PIN; however, for additions to the List made after September 15, 2022, the Voter Information Letter containing a PIN will be provided to the individual.
- b) Eligible voters who attend at the Revision Centre will be able to request a replacement Voter Information Letter and PIN under certain circumstances:
  - i) where a person on the Voters' List has lost/not received his or her Voter Information Letter and the PIN has not been used, he or she can attend the Revision Centre and prove to the satisfaction of the authorized Election Official that they require a new PIN. The authorized Election Official will disable the elector's assigned PIN and electronically mark it in the system as having been lost/not received. Upon providing proof of identity and residence as prescribed in *O. Reg. 304/13* to an Election Official, an oath on "Application for Re-Issue of a Voter Information Letter (Lost and Unused)" **Form LC42** shall be taken by the elector and a new Voter Information Letter containing a new PIN shall be issued.
  - ii) where a person on the Voters' List has attempted to vote and their PIN has already been used, he or she can attend the Revision Centre and prove to the satisfaction of the authorized Election Official that they did not vote the PIN and require a new PIN.

**Prior to issuing a new PIN**, the Election Official shall advise the elector that once the new PIN has been assigned, the elector must vote immediately at the Help Centre. Upon providing proof of identity and residence as prescribed in *O. Reg. 304/13* to an Election Official, an “Application for Re-Issue of a Voter Information Letter (Used by an Impersonator)” Form LC43 shall be taken by the elector and a new Voter Information Letter containing a new PIN shall be issued. The elector will be directed immediately to the Help Centre where telephone/internet access is available to eliminate any further misuse of the PIN.

- c) Answering election questions, and referring detailed questions to the Returning Officer or authorized Election Official.

## **CANDIDATES MODULE**

The candidates shall receive login ID(s) and password(s) allowing them to access the Candidates Module as of September 30, 2022 to view the List of Electors.

When using this authorization, candidates can connect into the voting system and review elector list information to discern which electors have participated in the election. This capability **does not** provide the candidate information on how an elector has voted, it only provides information on whether or not they have participated in the election.

Candidates may view this information at any time after the start of the voting period using the Candidates Module.

## **VOTING**

Voting will commence on October 17, 2022 at 8:30 am through to October 24, 2022 at 8:00 pm.

During the Voting Period, the Help Centre will be open Monday to Friday, during office hours, and on Voting Day between the hours of 9:00 a.m. and 8:00 p.m. At 8:00 p.m. the doors of the Help Centre shall be locked and those in the Help Centre will be permitted to cast their ballot. Touch-tone telephones and internet access is provided. Any telephone provided at the Help Centre shall delete any display options on the telephone.

Prior to the activation of the system by Intelivote, on October 17, 2022 (8:30 a.m.), Intelivote shall allow access by the Auditor to the voting system at the Municipal Office between 8:20 a.m. and 8:29 a.m. by secure ID and password, for the purposes of ensuring that all candidates’ names are listed and that no votes have been cast. The system will not be activated until confirmation that all the counts associated with each of the candidate(s) names indicate a “0” total.

Candidates or their scrutineer may be present to verify and ensure that all totals of votes cast are at “0” and shall be required to sign the “Activation of Intelivote System” Form LC44 that attests to this fact.

Eligible electors may telephone a designated 1-800 number to cast their vote by using a cellular or land line, touch-tone telephone but **not a rotary dial telephone**. “Diga-pulse” telephones will be able to access the system providing the over-ride button on the telephone is set to a “touch-tone” mode. Should the elector be unable to access the system, the interactive response system will provide an error message requesting that the eligible elector obtain assistance from an Election Official.

Alternatively, eligible electors will be able to access a designated internet address and cast their vote(s).

A voter must complete the races and questions in the order that they are presented by the system. The voter cannot skip a race or question.

If a voter chooses, they may use one method to vote some of the races or questions and use the other method to vote the remaining races or questions. However, once a voter has voted on a particular race or question, that race is closed and will not be available for voting again, regardless of the method.

Once a voter has made a selection for a race or question, the voting system shall indicate the voter’s choice and shall allow the voter to either confirm their selection and cast their vote or return to the race or question to change their selection. If the selection of a particular race or question is not confirmed and the vote is not cast, the voter is able to reenter the system and make their selection casting their vote for that particular race or question, or any other race or question that has not been previously voted.

Once the Voter PIN has been used to complete **all** races and/or any questions, associated with the election, it cannot be used again and further access shall not be granted to the telephone/internet voting service using that PIN.

Intelivote shall record the PIN and corresponding name of all electors who have voted. This **does not** provide information on who an elector has voted for.

The names of electors who have voted during the voting period will be provided to the Clerk electronically through the Intelivote system using the Clerk’s assigned password. This report titled “Voter Participation Status” report will be created in an electronic file format suitable for electronic distribution and will only be done under the control and direction of the Clerk.

If requested in writing by a candidate(s) on the “Declaration of Proper Use of the Voters’ List” Form LC10, the Clerk will provide a copy of the daily “Voter Participation Status” report. This information shall be made available to candidates through the Clerk’s Office.

#### **ELECTORS REQUIRING ASSISTANCE (SECTION 52 (1) 4)**

The Election Official may permit an elector who needs assistance in voting to have such assistance as the Election Official considers necessary.

### **Oral Oath to Vote With Assistance**

A voter who requires such assistance to vote may ask the Election Official for assistance. The Election Official shall require the voter making the request to take the Oral Oath to Vote With Assistance on the “Oral Oaths At Help Centre” [Form LC24](#) and then assist and/or vote as directed by the voter. Any other person present must remove themselves until the voter finishes instructing the Election Official.

### **Oral Oath of Friend of Elector**

In lieu of the Election Official assisting a voter, the voter may request that a friend accompany them to vote. Any friend who is permitted to vote shall be required to take the Oral Oath of Friend of Elector on the “Oral Oaths At Help Centre” [Form LC24](#). No person shall be allowed to act as a friend of more than one voter at a Help Centre.

### **Oral Oath of Interpreter**

Where the Election Official does not understand the language of a voter, an interpreter, provided by the voter, shall take the Oral Oath of Interpreter on the “Oral Oath At Help Centre” [Form LC24](#), and shall translate the oaths as well as any lawful questions put to the voter.

## **DUPLICATE VOTER INFORMATION LETTERS**

Duplication of names on the Preliminary List of Electors shall be investigated by the Clerk and/or Election Official(s) and all obvious duplicate names of individuals shall be deleted prior to the final preparation of the Voters’ List as certified by the Clerk. However, should an eligible voter receive more than one Voter Information Letter, the eligible voter may only vote **once** and must return the other Voter Information Letter(s) to the municipal Revision Centre and complete an “Application to Amend Voters’ List” [Form EL15](#) to remove the duplicate name(s). All electors who vote more than once or who improperly use the Voter Information Letter shall be reported to the Police for further investigation as to possible corrupt practices under the *Municipal Elections Act, 1996*.

Voter Information Letters returned to the Revision Centre shall have the PIN immediately disabled in the system so that the PIN cannot be used in the voting process. The opened Voter Information Letters will then be retained in a secure fashion and destroyed in the same manner as all other municipal election material as provided for under Section 88 of the *Municipal Elections Act, 1996*.

The Clerk and the Election Official(s) shall ensure a complete audit trail is maintained of all Voter Information Letters:

- a) that were sent to eligible voters;
- b) that were returned from the Post Office;
  - that were returned by an elector or other individual(s) either opened, or;
  - unopened but unused for voting purposes;
- c) that were set to a status that prevented them from being used to vote;
- d) that were re-issued to an eligible elector; and
- e) that were assigned by Election Officials to eligible electors that have completed “Application to Amend Voters’ List” [Form EL15](#).

## PIN PROCEDURES

### Problems Accessing the System

Where an eligible voter has tried his/her PIN and has been unsuccessful in accessing the voting system, the Election Official will determine its status, and once verified:

- shall advise the voter that the PIN is valid and has not been used. The Election Official may suggest the voter try the PIN again using an alternate method (telephone vs. internet) or attend at the Help Centre to obtain assistance in voting.
- and they have determined that it has already been used, the voter can present themselves at the Revision Centre with proof of identity and residence as prescribed in *O. Reg. 304/13* and have an Election Official confirm that the elector's PIN has been used. If this is the case, follow the procedure outlined in the section titled, Revision/Help Centre, b) (ii).

### Incorrect Information on Voter Information Letter

Where an eligible voter has received an incorrect voter PIN in terms of ward, if applicable, and/or school support, the voter can contact the Revision Centre and have the proper category applied to the existing PIN.

If the voter has used the PIN to vote, and the voter determines that the ward, if applicable, and/or school support is incorrect, and they have not voted those races, the voter can contact the Revision Centre and have the proper category applied to the existing PIN. The voter can then re-access the system and vote all races not yet completed.

The elector will be required to provide appropriate confirmation of eligibility and to complete "Application to Amend Voters' List" [Form EL15](#).

### New PIN(s)

New PIN(s) shall not be given out over the telephone or by mail. The voter must attend the Revision Centre with proof of identify and residence as prescribed in *O. Reg. 304/13* and complete the appropriate form.

### RETIREMENT HOME OR INSTITUTION [SECTION 45 (7)]

A Help Centre will be provided to the following institutions and retirement homes on the specified date(s) and hours:

NAME OF RETIREMENT HOME OR INSTITUTION	DATE	HOURS FOR ASSISTANCE
Perth Community Care Centre	To be determined	To be determined
Lanark Lodge	To be determined	To be determined



**TOWNSHIP OF MONTAGUE  
APPOINTMENT AND OATH OF AUDITOR**

I, the undersigned, appointed in the capacity of the Auditor do hereby swear or solemnly affirm that I shall:

- i) Act faithfully in the capacity set out in my appointment and perform all the duties required without partiality, fear, favour or affection.
- ii) Perform the prescribed combination of processes and procedures (audit duties) designed to validate a range of activities and/or functions of the internet/telephone voting system on several occasions. The test(s) shall include, but not be limited to the following:
  - checking the wording of the script;
  - checking the Help Centre telephones and internet access;
  - checking Script and input timing;
  - attempting to use a PIN more than once;
  - balancing a predetermined number of votes with those cast;
  - matching PINs to names and addresses;
  - checking the system which is used for activating PINs through the revision process; and deliberately entering the wrong information.
- iii) Keep my password assigned by the internet/telephone voting provided secret.
- iv) Verify and ensure that all totals of votes cast are at "0" and shall be required to sign the "Activation of Intelivote System" Form LC44 that attests to this fact.
- v) Maintain and aid in maintaining the secrecy of the voting.
- vi) Not attempt to:
  - interfere with an elector when he/she is marking his/her ballot,
  - obtain or communicate any information as to how an elector is about to vote or has voted, or
  - directly or indirectly induce an elector to show his/her marked ballot to any person.
  - directly or indirectly influence how an elector votes.
- vii) Be at the Help Centre prior to 8:00 p.m.
- viii) Verify the receipt of the voting results at the Help Centre.
- ix) Not leave until the voting results have been received and the Vote Count Summary Report (supplied by the provider) has been signed by all in attendance.
- x) Not communicate the results to anyone until the Clerk has released the unofficial results to the general public.
- xi) Sign the Vote Count Summary Report (supplied by the provider)

SWORN or affirmed before me at the

\_\_\_\_\_ of \_\_\_\_\_

in the County of Lanark

this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
**Allison Vereyken, Clerk**

\_\_\_\_\_  
Signature of person appointed

TOWNSHIP OF MONTAGUE  
SAMPLE VOTER INFORMATION LETTER



Municipality of Ontarioville  
125 Main Street  
Ontarioville, ON  
M6J 3K6

Municipal Election 2010  
Municipality of Ontarioville

JOHN SAMPLE  
150 BRUNSWICK ST.  
ONTARIOVILLE, ON M3K 2Z1

Ward: 12  
Poll: 1201-1

Qualifying Address:  
150 Brunswick St.

VOTER INSTRUCTIONS

HOW CAN I VOTE?

VOTE USING THE INTERNET OR PHONE

- Using your P.N. (see box below), vote anytime from **Monday, October 18** starting at 8:30am until **Monday, October 25** ending at 8:00pm.
- To vote online, go to [www.ontarioville.isivote.com](http://www.ontarioville.isivote.com) and follow the instructions.
- To vote by phone, call the voting phone number at **1-800-123-4567** and follow the instructions.
- Please be aware that if you should be interrupted while voting electronically, you may re-access the voting system to complete your voting.

ADDITIONAL INFORMATION

- If you do not have access to a computer or telephone please consider one of the following to complete your voting activity:  
Visit the Ontarioville Town Hall, 100 Main Street  
Visit the Ontarioville Public Library, 142 Main Street  
Use any public pay phone
- **PLEASE REMEMBER:** Take your PIN with you as it is required to vote.

IMPORTANT INFORMATION

E-vote now!

As electronic voting is available over a number of days, you are encouraged to vote early to avoid higher volume activity periods near the end of the election period.

Your PIN  
8765 4321



You qualify to vote if:

- You are at least 18 years old on Election Day, October 25, 2010
- You are a Canadian citizen
- You or your spouse lives, rents or owns property in the municipality and
- You are not otherwise prohibited by law from voting.
- Please note it is **AGAINST THE LAW** to vote more than once for any elected office within the same municipality or school board jurisdiction.
- By casting a ballot or by entering the electronic voting system and entering your assigned PIN number, you are **DECLARING THAT YOU ARE ELIGIBLE TO VOTE** in this election.
- This PIN is assigned to, and may only be used by, the elector identified in this correspondence.

See other side

## QUESTIONS & ASSISTANCE

If you require assistance please contact the Voter Help Centre or visit the Town Hall at 100 Main Street:

**Phone:** 490-1234 or toll free at 1-888-123-4567.

**Hours of operation are:**

8:30am to 4:30pm on weekdays from October 18 to October 22.

8:30am to 8:00pm Election Day Monday, October 25.

**Email:** [election@ontarioville.ca](mailto:election@ontarioville.ca)

**Website:** [www.ontarioville.ca/elections](http://www.ontarioville.ca/elections)

## CANDIDATE INFORMATION

You can vote for the following candidates based on your qualifying address. If the information listed below is incorrect for the ward in which you are eligible to vote then please call the Voter Help Centre for assistance.

<b>MAYOR</b> Vote for 1 of the following:	<b>DEPUTY MAYOR</b> Vote for 1 of the following:
Gary DENNISON	Gary DENNISON
George HENDERSON	George HENDERSON
Betty JOHNSON	Betty JOHNSON
Jan WYSEMAN	Jan WYSEMAN
<b>COUNCILLOR</b> Vote for 4 of the following:	<b>TRUSTEE</b> English Public School Board Vote for 1 of the following:
Susan FERGUSON	Michael CHURCH
Marc LEDUC	Alice CRANSTON
Yvonne ST. CROIX	Linda WEBSTER
James WARNER	
Doris WEAVER	
Cameron YOUNG	

See other side

**TOWNSHIP OF MONTAGUE**

**APPLICATION FOR RE-ISSUE OF A VOTER INFORMATION LETTER  
(LOST AND UNUSED)**

Surname:	Given Name(s):	
Qualifying Address (Street No & Name):	City:	Postal Code:
Mailing Address (if different):		
Tel Number:	Roll Number:	

I, \_\_\_\_\_, being the above named individual and having provided proof of identity and residence as prescribed in O. Reg. 304/13, to the Election Official, do hereby make the following declaration:

1. That I am an eligible elector for the municipality and that I am on the Voter's List or have made an application to be included on the Voter's List;

2.  That I have not received by mail a Voter Information Letter from the municipality,

OR (check appropriate)

That I have lost or misplaced the Voter Information Letter provided by the municipality and I am unable to locate the said Voter Information Letter for the purpose of voting by telephone/internet.

3. That I understand that should the Voter Information Letter be received by mail or found, the Letter shall be immediately returned to an Election Official of the municipality and that I shall not attempt to use or to give to someone else for voting purposes.

I, \_\_\_\_\_, solemnly declare that all the statements contained in this application are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the *Canada Evidence Act* dated this \_\_\_\_\_ of \_\_\_\_\_, 2022. I further understand that making a false statement is an offence under the *Municipal Elections Act, 1996* and that I will be subject to prosecution.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Election Official

FOR USE BY ELECTION OFFICIAL ONLY  
PROCEDURAL POLICY FOR RE-ISSUANCE

Verification of **de-activation** of Voter Personal Identification Number \_\_\_\_\_  
(signature of Election Official)

Activation of **new** Voter Personal Identification Number (PIN) \_\_\_\_\_  
(signature of Election Official)

SIGNATURE OF ACKNOWLEDGEMENT

**I, the above named individual, hereby acknowledge receipt of a NEW Voter Information Letter provided by the Election Official.**

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**

**I, the above named Election Official, do hereby acknowledge that I have provided a NEW Voter Information Letter to the applicant and have followed the procedures identified above.**

\_\_\_\_\_  
**Signature of Election Official**

\_\_\_\_\_  
**Date**

**TOWNSHIP OF MONTAGUE  
APPLICATION FOR RE-ISSUE OF A VOTER'S INFORMATION LETTER  
(USED BY AN IMPERSONATOR)**

Surname:	Given Name(s):	
Qualifying Address (Street No. & Name):	City:	Postal Code:

Mailing Address (if different)

Tel. Number:	Roll Number:
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I, \_\_\_\_\_, being the above named individual and having provided proof of identity and residence as prescribed in O. Reg. 304/13 to the Election Official, do hereby make the following declaration AND provide the required information to the Election Official:

1. That I am an eligible elector for the municipality and that I am on the Voters' List or have made an application to be included on the Voter's List, and;
  - That I have not received by mail a Voter Information Letter from the municipality and an imposter has voted.

**OR** (check applicable box)

  - That I have lost or misplaced the Voter Information Letter provided by the municipality and unable to locate the said Voter Information Letter for the purpose of voting by telephone and that an imposter has voted.

**OR** (check applicable box)

  - That I have received the Voter Information Letter provided by the municipality and that an imposter has voted.
  
2. That I have not voted or have not personally used the Voter Information Letter to vote, nor have I provided and given my Voter Information Letter to another person for the purpose of voting.
  
3.  That I have no knowledge, direct or indirect, as to who has used my Voter Information Letter to vote in my name.
 

**OR** (check applicable box)

 I have personal knowledge of who has used my Voter Information Letter to vote and I have provided such information to the Election Official for the purpose of providing the same to the Police for further investigation and prosecution.

4. That I have answered all questions of the Election Official truthfully and to the best of my knowledge and further understand that the Police may be communicating with me for the purpose of furthering this investigation and prosecution of the imposter(s) of corrupt election practices or mail tampering or fraud.
5. That should a new Voter Information Letter be issued by an Election Official that, as a condition to re-issuance, that I will be required to vote only at the Help Centre in the municipality.
6. That I further agree that should I obtain additional information as to who has voted on my behalf that I will communicate such information with the Election Official and the Police.

I, \_\_\_\_\_, solemnly declare that all the statements contained in this application are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the *Canada Evidence Act* dated this \_\_\_\_\_ day of \_\_\_\_\_, 2022 and do hereby accept the terms and conditions of this application.

I, \_\_\_\_\_, further acknowledge that any false statement made is an offence either under the *Municipal Elections Act* and/or an infraction under the Criminal Code of Canada and subject to penalties and/or a term of imprisonment.

\_\_\_\_\_

\_\_\_\_\_

Signature of Applicant  
Applicant)

Signature of Election Official  
(Witness as to the Signature of the

**PROCEDURES OF ELECTION OFFICIAL**

1. Verification that the Voter Personal Identification Number (PIN) has been used.
2. Issuance of Voter Information Letter and NEW Personal Identification Number (PIN).
3. Activation of Personal Identification Number (PIN).

\_\_\_\_\_

(signature of Election Official)

**SIGNATURE OF ACKNOWLEDGEMENT BY APPLICANT**

**I, the above named individual, hereby acknowledge receipt of a NEW Voter Information Letter provided by the Election Official and agree that I will vote immediately at the Help Centre and further understand that should I leave the Help Centre WITHOUT VOTING that the Voter Information Letter received will be deactivated and that I will not be further entitled to vote.**

_____ <b>Signature of Applicant</b>	_____ <b>Date</b>
<p>I, the above named Election Official, do hereby acknowledge that I have provided a NEW Voter Information Letter to the applicant and have followed the procedures identified above.</p>	
_____ <b>Signature of Election Official</b>	_____ <b>Date</b>
<b>FOR USE BY THE ELECTION OFFICIAL VOTER LEAVES THE HELP CENTRE</b>	
<p><b>1. Voter has left the Help Centre after voting:</b></p> <p>Verify if Personal Identification Number (PIN) has been used to confirm that the elector has voted. If the PIN has not been used, the following must be completed:</p> <p style="padding-left: 40px;"><b>Deactivate Voter Personal Identification Number immediately</b></p> <p><b>SIGNATURE OF ELECTION OFFICIAL CONFIRMING THAT VOTER HAS LEFT THE HELP CENTRE WITHOUT VOTING.</b></p>	
_____ <b>Signature</b>	_____ <b>Date / Time</b>



TOWNSHIP OF MONTAGUE

ACTIVATION OF INTELIVOTE SYSTEM

RECTIONS: *To be administered by an Election Official to any of the persons authorized to be in attendance at the Help Centre or any other location as determined by the Clerk. Candidates and appointed scrutineers in attendance are required to take this oath.*

I, one of the undersigned, swear or solemnly affirm:

THAT at 8:2X a.m., October 24, 2022, I verified that all totals of votes cast for all candidates were at "0" prior to the voting system being activated.

SWORN or affirmed before me at the

\_\_\_\_\_ of \_\_\_\_\_

in the County of Lanark

this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

Name and capacity in which such person is attending. (if scrutineer, name candidate)	Signature of person taking above oath	Signature of person administering above oath

**TOWNSHIP OF MONTAGUE**

**ORAL OATHS AT HELP CENTRE**

**ORAL OATH TO VOTE WITH ASSISTANCE**

I, \_\_\_\_\_ being an elector entitled to vote in Tay Valley Township swear or solemnly affirm I require assistance to vote by telephone/internet.

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**ORAL OATH OF FRIEND OF ELECTOR**

I, \_\_\_\_\_ a friend of \_\_\_\_\_ an elector who requires assistance to vote and who is entitled to vote in Township of Montague swear and

solemnly affirm:

That I will vote by telephone/internet as directed by the elector, and that I will keep secret the manner in which this elector voted.

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**ORAL OATH OF INTERPRETER**

I, \_\_\_\_\_ acting as interpreter for \_\_\_\_\_, an elector entitled to vote in Township of Montague swear or solemnly affirm:

That I will faithfully translate the necessary oaths as well as any lawful questions necessarily put to the elector and his/her answers at this Help Centre.

# COUNT PROCEDURES

## COUNT PROCEDURES

The Clerk, at 8:00 p.m. on Voting Day, shall arrange for the close and deactivation of the Telephone/Internet Voting service at the Help Centre.

Notwithstanding the above, the Clerk shall keep the Help Centre access open until the Clerk of the municipality confirms that all eligible voters in the Help Centre at 8:00 p.m. have completed voting.

The Auditor will then conduct a test to confirm that no votes can be cast.

The Clerk shall then request the tabulation of the results for each candidate to be sent by email to the following Receiving Location in the Help Centre:  
[clerkadministrator@township.montague.on.ca](mailto:clerkadministrator@township.montague.on.ca).

The Clerk, Auditor and any others present (Candidates, or their scrutineer) shall sign the Vote Count Summary Report indicating the results and votes cast.

- i) Only the Clerk, Deputy Returning Officers, appointed Election Officials, certified Candidates (an acclaimed candidate or their scrutineer is NOT permitted) and authorized Scrutineers will be permitted to remain in the Help Centre.
- ii) Before being admitted to the Help Centre, upon request by the Clerk or DRO, Candidates, Scrutineers and Election Officials shall be required to show proof of identity as prescribed in *O. Reg. 304/13*.
- iii) Before being admitted to the Help Centre, a person appointed as a scrutineer shall also produce and show his/her Form LC22 to the Clerk for the receiving of the voting results at the Help Centre and take the "Oral Oath of Secrecy" Form LC25 from the Clerk before being permitted to remain at the Help Centre.
- iv) Entrance to the Help Centre will not be permitted after 8:00 p.m. on Voting Day and only Election Officials will be allowed to enter thereafter. Candidate's and scrutineers are to arrive between 7:45 p.m. and 8:00 p.m. Once admitted to the Help Centre, no one shall be permitted to leave until the results are received and the Vote Count Summary Report has been signed by all in attendance.
- v) The candidate or scrutineer shall not communicate the results to anyone until the Clerk has released the unofficial results to the general public.
- vi) ANYONE who is creating a disturbance at the Help Centre will be removed as directed by the Clerk.
- vii) **Cell phones and other equipment SHALL be turned off** upon entering the Help Centre and their use is prohibited while at the Help Centre, except by Election Officials.
- viii) No campaign material will be allowed within the Help Centre.