City of Greater Sudbury
2014 Municipal and School Board Election
Voting and Vote Counting Procedures

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Dated at Greater Sudbury, June 2, 2014

1.0 General Information

1.1 Overview

The right to vote is a fundamental democratic right that is protected by the *Canadian Charter of Rights and Freedoms.* As described by Elections Canada, participation, fairness and transparency are three fundamental principles associated with elections which can be described as follows:

- *Participation means that all electors can exercise their right to be involved in the electoral process, fully and freely*
- *Fairness means that all candidates are treated exactly the same and impartially*
- *Transparency means that everyone knows the rules, and can see that they are being followed.*

Ensuring the integrity of the vote and the voting process is paramount to the conduct of the 2014 Municipal and School Board Election and to the protection of these fundamental rights and principles. In making decisions relating to the 2014 Municipal and School Board Election, the City of Greater Sudbury is guided by the Municipal Election Act and by the following principles:

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

1.2 Preamble and Authority

The 2014 Municipal and School Board election shall be conducted by the Clerk of the City of Greater Sudbury (the "Clerk") in accordance with the provisions of the Municipal Election Act (the Act), its applicable Regulations and the procedures as set out in this manual. Direct quotations from the *Act* are shown in italics in this procedure.

Paragraph 42(1)(a)(b) of the *Act* permits the Council of a local municipality to pass by-laws *authorizing the use of voting and vote counting equipment such as voting machines, voting recorders or optical scanning vote tabulators, and the use of alternative voting methods that do not require electors to attend at a voting place in order to vote for municipal elections.*

In accordance with the provisions as set out in the *Act* the City of Greater Sudbury has passed the following election related by-laws, all of which can be found on the City of Greater Sudbury election website:

(a) City of Greater Sudbury By-law 2013-263 – Actions of Council Restricted After Nomination Day
(b) City of Greater Sudbury By-law 2013-262 – General Election Matters
(c) City of Greater Sudbury By-law 2013-93 – Questions on the Ballot
(d) City of Greater Sudbury By-law 2013-82 – Method of Vote
(e) City of Greater Sudbury By-law 2012-242 – Questions on the Ballot
(f) City of Greater Sudbury By-law 2012-213 – Ward Boundary Update

The *Municipal Elections Act, 1996* (the *Act*) gives the authority to the City Clerk as Returning Officer, to establish procedures and forms for voting and vote-counting equipment within the

municipality. The *Act*, further gives authority to the City Clerk to provide for any matter or procedure that is not provided for in the *Act*.

Subsection 42(4) of the *Act* provides that *the procedures and forms established* by the Clerk, *if they are consistent with the principles of the Act, prevail over anything in the Act and the regulations made under it.*

The definitions and procedures provided apply to the municipal election to be held on Monday, October 27, 2014 including the advance vote, to be held from Tuesday, October 14, 2014 to Friday, October 24, 2014.

1.3 Notice

Election materials and information provided to candidates and voters shall comply with the City of Greater Sudbury Notice By-law 2012-204 and the City of Greater Sudbury French Language Services Policy, City of Greater Sudbury By-Law 2013-262. The Clerk will give notice to candidates and voters as described in the *Act*.

1.4 Voting Opportunities

Advance Voting

Internet
City of Greater Sudbury voters will have the opportunity to cast their ballot online at anytime during the internet advance voting period from 8:00 a.m. Tuesday, October 14, 2014 to 8:00 p.m. Friday, October 24, 2014.

Paper Ballot
A vote anywhere paper ballot advance voting day will be held on Saturday, October 18, 2014 at five (5) local area locations. Voting will take place from 10:00 a.m. to 5:00 p.m.

Voter Assist Terminals will also be available at all paper ballot advance voting locations on Saturday, October 18, 2014 from 10:00 a.m. – 5:00 p.m. for those voters with a disability who wish to cast their ballot independently.

A Greater Sudbury Transit bus will be outfitted as a mobile, vote anywhere paper ballot voting location and taken to various locations throughout the City on the dates and times to be determined by the Clerk during the two (2) week advance voting period from Tuesday, October 14, 2014 to Friday, October 24, 2014.

Election Day
For the 2014 Municipal Election, Greater Sudbury will be utilizing "vote anywhere" technology, thus allowing voters to vote at any voting location on Election Day. All the appropriate ward and school board ballots will be available at all voting locations.

On Election Day, Monday, October 27, 2014, voting locations will be open from 10:00 a.m. to 8:00 p.m. In accordance with City of Greater Sudbury By-Law 2013-262 voting will be held at retirement homes or institutions that meet the criteria provided in subsection 45(7) of the Act. Voting will be held at these locations for three (3) consecutive hours on Election Day.

Vote anywhere paper ballot voting will be used in conjunction with vote tabulators, registration computers, revisions computers, bar code scanners, ballot on demand printers and vote tabulators at each in person voting location.

1.5 Ballots

Ballots which contain the names of all certified candidates for municipal and school board office and referendum questions will be used. Candidate names will appear on the ballot exactly as the name appears on the Nomination Paper Form 1 as outlined in the Act below. In accordance with the rules set out in subsection 41(2) of the *Act*, the following rules apply to all ballots:

(a) only the names of certified candidates shall appear on the ballot;

(b) the candidates' names shall appear on the ballot in alphabetical order, based on their surnames and in the case of identical surnames, their forenames;

(c) if the candidate wishes and the clerk agrees, another name that the candidate also uses may appear on the ballot instead of or in addition to his or her legal name;

(d) no reference to a candidates' occupation, degree, title, honour or decoration shall appear on the ballot;

(e) if the surnames of two or more candidates for an office are identical, or in the clerk's opinion, so similar as to cause possible confusion, every candidate's qualifying address shall appear under his or her name;

(f) a space for marking the ballot shall appear to the right of each candidate's name or, in the case of a by-law or question to the right of each answer;

(g) all ballots for the same office or relating to the same by-law or question shall be identical or as nearly alike as possible.

The Clerk shall make such changes to some or all of the ballots as they consider necessary or desirable to allow voters with visual impairments to vote without assistance.

When an acclamation has occurred for an office, the ballot area for that office will indicate that an acclamation has taken place. This will be done for the sole purpose of assisting voters. No vote count will be taken for the acclaimed office.

Internet Voting Ballots

During the advance voting period voters will have the opportunity to cast their ballot online. Once voters have completed the registration process and entered the voting system, their designated ballot which contains the names of all certified candidates for municipal and school board office and referendum questions will appear onscreen. Voters will move through the system and the ballot races as they appear on the screen by marking the ballot in the designated space to the right of each candidate name or by marking yes or no in the case of the referendum questions on the ballot.

Paper Ballots

Composite paper ballots which contain the names of all certified candidates for municipal and school board office and referendum questions will be used at all advance and Election Day voting locations. Ballots will be printed at all voting locations using the Balotar, Ballot on Demand printing system. A designated voting space will appear to the right of each candidate's name and referendum question for the purposes of marking the ballot.

1.6 Appointment of Election Officials

The Clerk is responsible for determining the resources required for the effective and efficient conduct of the municipal and school board election and as such will appoint Election Officials as deemed necessary for the purposes of these procedures and may designate such titles and duties as appropriate. The numbers of election staff and their duties will vary based on the characteristics of each voting location.

Every election official appointed by the Clerk will be required to take a General Appointment and Oath of an Election Official related to their duties and responsibilities.

1.7 Voters

Voter Qualifications
As per Section 17(2) of the *Act*, a person is entitled to be a voter if, on voting day, the voter:
- (a) *resides in the local Municipality, or is the owner or tenant of land there, or is the spouse of such owner or tenant;*
- (b) *is a Canadian Citizen;*
- (c) *is at least 18 years old;*
- (d) *is not prohibited from voting under subsection* 17*(3) of the Act or otherwise by law.*

Voters' List – General
The Municipal Property Assessment Corporation (MPAC) is responsible for supplying the City of Greater Sudbury with the Voters' List for municipal and school board elections.

The voters' list for the 2014 Municipal and School Board Election will be a live web-based list and will be hosted by DataFix.

When a voter casts a ballot either online or in person at a voting location of their choice, their name will be automatically struck off the voters' list as having cast their ballot. The date, time and location will be recorded.

Distribution of Voters' List to Candidates
In accordance with Section 88(11) of the *Act*, the voters' list is to be used only for the purposes of the election and must not be publicly posted or otherwise made available. The list is only made available to registered candidates.

The Preliminary Voters' List, showing the names of all persons entitled to vote in the October 27, 2014 Municipal and School Board Election in the City of Greater Sudbury, will be provided electronically to all registered candidates or their Official Agent(s) who will be required attend at Clerk's Services in order to receive and sign for the list.

On Saturday, October 25, 2014 following the close of the advance voting period, candidates or their Official Agents may attend at Clerk's Services in order to receive a list of voters who have voted online and in person during the advance voting period.

Only one copy of each list will be provided per candidate. Candidates must destroy their copies of the voters list immediately following Election Day and must do so in such a way as to protect the privacy of the citizens named on that list.

Voter Information Packages (VIP)
During the third (3rd) week of September, each eligible voter whose name appears on the voters' list as of the close of business, Friday, September 12, 2014 will receive, by regular mail, a Voter Information Package (VIP) which contains voting information for both the advance voting period and election day. The package will include instructions regarding the process for voting online during the advance voting period and for voting in person at paper ballot voting locations during the advance voting period and on Election Day.

Any eligible voter who is added to the voters' list after September 12, 2014 will be provided with a VIP by the Clerk or their designate following their addition to the voter's list.

Voter Information Packages returned to the Clerk's Department unopened will remain unopened, and maintained in a secure fashion. If the Clerk or their designate is satisfied that a Voter Information Package that has been returned can be delivered safely to the elector, and the voter has not already voted, then the Clerk or their designate may authorize the release of the returned Voter Information Package to the elector.

All returned Voter Information Packages that are in the possession of election officials at the end of the voting period will be destroyed at the same time as all other election material as provided for in the *Act*.

The Clerk will ensure a complete audit trail of all Voter Information Packages;
    (a) that were sent to eligible voters;
    (b) that were returned from the Post Office;
    (c) that were returned by an elector or other individual(s) either opened or unopened but unused for voting purposes;
    (d) that were deleted from the system;
    (e) that were re-issued to an eligible elector; and
    (f) the total number of Voter Information Packages that were assigned to eligible voters.

Voter's List Revisions and Replacement of Voter Information Packages
Once a voter has voted either online or in person they are no longer eligible to receive a replacement Voter Information Package.

If an individual qualifies as a voter and their name has been omitted from the Preliminary Voters' List or their information is incorrectly shown, they must file an Application to Amend Voters' List (EL15 Form) during the period from Tuesday, September 2, 2014 to Monday, October 27, 2014 (Election Day).

If the voter has received a Voter Information package with incorrect ward and/or school board support designation, or is unable to use the information provided to access the internet voting registration system the voter has three options to update their designation/receive the correct information:
    (a) make an application using the Internet Voter Lookup System
    (b) make an application in person at Clerk's Services
    (c) make an application at the voting location of their choice

Voters will be required to verify their identity and the election official will confirm that the individual who is making an Application to Amend the Voters' List or is requesting a new VIP meets the requirements for voters as described in the *Act*.

1.8 Proxy Voting

A person who is not able to attend a voting location and who does not wish to cast their ballot electronically during the internet advance voting period may appoint another person as a voting proxy (a "Proxy") to cast a ballot on their behalf at an in person voting location.

The following rules apply:
(a) the person acting as a Proxy must also be an eligible elector in the City of Greater Sudbury;
(b) *no person shall appoint more than one Proxy and no person shall act as a Proxy for more than one person*, unless the relationship between the Proxy and the persons for whom they are voting are their *spouse, sibling, parent, child, grandparent, and/or grandchild*.
(c) proxies can only be appointed *after the time for the withdrawal of nominations has expired for all offices for which the election is being conducted.* The earliest day for appointment will be September 12, 2014 unless additional nominations are required, in which case, the earliest day is September 17, 2014;
(d) to appoint a Proxy, the voter must complete the Appointment of Voting Proxy Form after September 12, 2014 (or September 17, 2014). The appointed elector must present the completed form at Clerk's Services in order to be commissioned;
(e) the person appointed as Proxy must provide a certified copy or original copy of ID (as prescribed) for both the person appointing the Proxy and for the person who is appointed Proxy;
(f) only forms that have been stamped and certified by the Clerk or designate will be accepted by voting location election officials.

The person appointed as the Proxy is still entitled to vote in his/her own right.

1.9 Voters Requiring Assistance

At paper ballot voting locations during the advance vote and on Election Day, a voter may vote with the assistance of a designated election official who will mark the ballot according to the voter's choice(s).

Alternatively a voter may choose to have the assistance of a relative or friend in marking their ballot. In which case the individual chosen by the voter to assist them and mark the ballot according to the voter's choice(s) will be required to take an oral oath or affirmation to be administered by an election official prior to going behind the voting screen with the voter.

1.10 Candidates /Scrutineers

Candidates may appoint scrutineers in writing by completing the Appointment of Scrutineer Form, which was provided to all registered candidates as part of their Candidates' Guide to represent them at the paper ballot/tabulator count voting locations during the advance voting period and on Election Day.

Scrutineers must show their written appointment to election official prior to entering the voting location.

The following rules apply to both the candidate and scrutineer present at any voting location:

(a) election staff at the voting locations are responsible for the conduct of the voting location and no candidate or scrutineer shall interfere with an election official in the discharge of their duties;

(b) during the fifteen(15) minutes prior to the opening of the voting location, each scrutineer who is entitled to be present, may visually inspect papers, forms, documents and other equipment relating to the vote, but shall not delay the timely opening of the voting location;

(c) only one scrutineer for each certified candidate may be present at the voting location at any time. If the candidate or another scrutineer appointed by the candidate enters the voting location, the first scrutineer must leave;

(d) scrutineers are not permitted to sit at or use chairs or tables provided for election officials;

(e) scrutineers shall not attempt to influence, directly or indirectly, how a voter votes;

(f) scrutineers shall not enter a voting compartment while occupied by a voter, nor do any other thing to attempt to see how a voter marks a ballot;

(g) all campaign material and literature is prohibited inside and within 50 metres of the exterior main entrance of the voting location or the front facade of the building which contains the voting location, whichever distance is greater and at any other location deemed by the Clerk to be a part of the voting location as authorized in section 48(2) of the *Act, and City of Greater Sudbury By-law 2007-250*;

(h) if voting by a person is objected to by a scrutineer, the election official will note the objection and require the voter to take a prescribed oath prior to the issuance of a ballot;

(i) to protect the secrecy of the vote, scrutineers will not be permitted to examine the ballots or to object to ballots as they are being fed into the vote tabulator by the election official;

(j) a candidate or their scrutineer, is entitled to be present to observe the closing procedures and the generation of the results report tape;

(k) candidates or their scrutineers must arrive no later than 7:45 p.m. and remain in the voting location until its closing to be granted access to view the closing procedures and tabulation of the ballots;

(l) should a candidate or scrutineer arrive after the doors to the voting location have been locked they will not be granted access to view the closing procedures and tabulation of the ballots;

(m) the election official will sign the seal on the ballot box once the voting location closes and in the presence of the scrutineers.

1.11 Decorum

Decorum will be maintained at all times. Election Officials will exercise reasonable control over the conduct of the election to ensure that there is no interference in the election from any voter, any candidate or their scrutineer, or any other person who attends at the voting location. Anyone who interferes with or disrupts the election or fails to follow the instructions of the Election Officials will be required to leave. The decision of the Election Officals in this regard shall be final.

1.12 Results

As per Section 55 of the *Act*, *the Clerk shall as soon as possible after voting day, declare the candidate or candidates, as the case may be, who received the highest number of votes to be elected, and declare the result of any vote on a by-law or ballot question.*

1.13 Recounts

As per the *Act*, if a recount of votes is required, the votes will be counted in the same manner as the votes were counted on Election Day.

For more detailed information with respect to the recount process and procedures please refer to the City of Greater Sudbury, 2014 Municipal Election Recount Procedures Guides.

1.14 Records

At the completion of the final count, the Clerk will retain all election materials in a secure manner and destroy those records as per the provisions of the *Act*.

The use of online, electronic and paper versions of the voters' list, interim list of changes to the voters' list and all other information containing person voter information by candidate will be protected by the candidate, will not be used for any purpose other than the 2014 Municipal Election, and will be destroyed by the candidate immediately following the election.

1.15 Corrupt Election Practices

Sections 89 and 90 of the *Act* provides for penalties and enforcement of corrupt practices and other offences during an election process.

Under the provisions of Section 90 of the *Act*, if a person is convicted of an offence and the offence was committed knowingly, the offence also constitutes a corrupt practice and the person is liable, in addition to any other penalty, for a term of imprisonment not more than six (6) months.

The *Act* lays out provisions which deal with voting places, ballots and ballot boxes, etc. the same will be used interchangeably with the alternative form of voting since the principle of the *Act* must be maintained and is therefore enforceable and subject to penalties.

All complaints about activities which may contravene the provisions of the *Act*, should be addressed to the Clerk who will forward the complaint to the Greater Sudbury Police Services where appropriate to do so.

1.16 Emergencies

As per Section 53, of the *Act, the Clerk may declare an emergency if they are of the opinion that circumstances have arisen that are likely to prevent the election being conducted in accordance with* the *Act.*

If required, the Clerk may consider alternate options for the following:
    (a) reporting results;
    (b) notification of voters;
    (c) Election Officials;
    (d) voting period (delay of Voting day, extension of voting hours or day(s); and
    (e) alternate voting locations or alternate facility.

Notwithstanding anything in these procedures, in the event of:
    (a) a malfunction of the automated vote counting system;
    (b) the unavailability of the automated vote counting system or any of its components;
    (c) a defect in the ballots or ballot marking pens; or
    (d) anything related to the operation of the automated vote counting system or any of its components.

The Clerk may make any directions that they think necessary or desirable with respect:
    (a) to the voting procedures to be used;
    (b) to the taking of the votes;
    (c) for the counting of the votes; and
    (d) where required, for a recount under Sections 56 to 64 of the Act.

If any part of the voting for an office is not completed due to an emergency, the Clerk will not release the results until the voting for that office is completed.

1.17 Amendment of Procedures

Where the Clerk deems it necessary to provide clarification, interpretation or adjustment on any of the procedures described herein, the Clerk shall post the amended procedures to the City of Greater Sudbury election website.

2.0 Programming and Testing

2.1 Programming

Vote Tabulators
DS200 Vote Tabulators will be used at all paper ballot voting locations throughout the voting period.

Each vote tabulator memory card will be pre-programmed to produce a printed record of the number of votes cast for each candidate, and for each ballot question.

- The vote tabulator memory cards utilized for the conduct of the Advance Voting period will be pre-programmed not to produce any election results reports at the end of the advance voting period. These votes will be tabulated after all voting locations have closed on Election Night.

- The vote tabulator memory cards used on Election Day will be pre-programmed to tabulate votes after the close of voting on Election Day.

The Ballot Scenario Chart (*Appendix B*) illustrates various ballot scenarios and the processes to be followed for each.

Voter Assist Terminals (VATs) (Advance Paper Ballot Voting Day ONLY)
Memory cards for the voter assist terminals will be programmed to retain the election definitions and some statistical information but will not retain any of the choices made by voters in marking their ballots. The memory cards will be programmed to prevent a voter from over-voting on and race and will prompt the voter to confirm his or her decision when they have under-voted on any race.

2.2 Testing

Prior to the commencement of voting, the Clerk will ensure that all equipment has been tested. The equipment service provider will perform standardized technical and diagnostic testing on the internet voting system and on each piece of equipment being used in Greater Sudbury so as to ensure that votes are marked and recorded accurately and that the systems are secure. The Clerk shall also retain an Auditor to conduct logic and accuracy testing of all election equipment and systems using general accepted methodology. Testing for all election components will be completed before Friday, October 10, 2014.

All printouts, reports, and the test decks and all other records of the testing phases will be retained for verification purpose as outlined in Section 88 of the *Act.*

3.0 Internet Voting

As outlined in Section 1.3 – Method of Vote, internet voting will take place during the advance voting period beginning at 8:00 a.m. Tuesday, October 14, 2014 and ending at 8:00 p.m. Friday, October 24, 2014.

The internet voting site will be hosted by the City of Greater Sudbury's internet voting service provider and registered voters will be provided with the web address link to access the site and their Voter ID and PIN in their Voter Information Packages as outlined in Section 1.6

3.1 Security and Integrity

The City of Greater Sudbury's internet voting provider has developed "*election-specific cryptographic security technology protected by more than 40 international patents and patent applications*" and is Common Criteria Lv4 Certifiable. The solution is hosted in a highly secure Tier 3+ data centre located in Canada. The solution is ISO9001.2008 certified and follows the ISO/IEC 90003 guidelines for software engineering and delivery of electronic voting processes.

The secrecy of each vote is protected through every step of the voting process and deposited in an encrypted format in the digital ballot box using a mixing process designed to ensure that there is no co-relation between the voter and their encrypted vote. Votes cast cannot be deciphered until after the close of polls on election night, at which time simultaneous password access from three (3) of the five (5) authorized members of the Election Results Team is required to access the ballots stored in the encrypted, digital ballot box.

Access to the voting system application is monitored and controlled through a series of system features and services both internally and through the internet voting service provider's data centre services.

3.2 Disruption of Voting

By default when a voter is timed out or if the session is interrupted or terminated (intentionally or not) before the final ballot is cast then no information is stored in the voting client or in the server. This practice guarantees the voter's privacy at all times. Therefore the voter whose session has been disrupted has to authenticate again and start the voting process from the beginning.

3.3 Tabulation

After the advance internet voting period has concluded, the digital ballot box (database) is sealed and its contents can only be decrypted following a mixing service.

The mixing service will take place after the close of voting on Election Day. The mixing service validates the integrity of the ballot box and of each individual ballot, and shuffles its contents to remove any correlation between voters and votes while deciphering its contents. To perform this action, it is absolutely necessary to obtain the participation of the Electoral Board, whose members hold different pieces of the decryption key.

The output of the mixing process is twofold: (1) the decrypted votes are counted, and (2) the "counted-as-cast" receipts are associated to the decrypted votes, so they can be published, allowing voters to check that their cast ballot was counted. All this information is digitally signed by the Electoral Board ensuring that it cannot be changed.

4.0 Use of Vote Tabulators / Voter Assist Terminals

4.1 Vote Tabulator Setup - Procedure at the Voting Location

The designated election official will, in the presence of all candidates and/or scrutineers present at the time, cause the vote tabulator to print a copy of all totals in its memory cards before the opening of the voting location, confirming zero totals.

The designated election official will print two copies of the zero's tape. One copy of the zero tape will be removed and posted in the voting location for any candidates and/or scrutineers to view. The second copy of the zero printout remains affixed to the vote tabulator until the results are printed by the vote tabulator after the close of the voting location.

If the totals are not zero for all candidates, the designated election officials will immediately notify the Clerk or their designate and will conduct the vote using the auxiliary compartment as outlined in Section 3.4 until the vote tabulator is made operational or replacement vote tabulator has been delivered to the voting location. Once the replacement tabulator has been delivered, the same method will be followed with respect to the printing of the zeros tapes.

4.2 Vote Tabulator Failure

If a vote tabulator at a voting location fails to operate:
- (a) the designated election official will remove the seal from the auxiliary compartment;
- (b) the designated election official will insert the ballot from the secrecy sleeve, with the initials of the designated election official facedown, directly into the auxiliary compartment in full view of the voter;
- (c) once the replacement tabulator has been delivered, the designated election official will re-seal the auxiliary compartment with tape provided for that purpose.
- (d) At the close of the voting location the election official will unseal the auxiliary compartment and feed into the tabulator any ballots stored there.

4.3 Vote Tabulator Shutdown - Procedure for Close of Voting Location

After the close of voting and the voting location, the designated Election Official shall:

- (a) Unseal and check the auxiliary compartment for ballots to ensure all ballots have been processed through the Vote Tabulator.
- (b) process any ballots that are in the auxiliary compartment through the Vote Tabulator. If there any of the ballots that read "Over-vote" or "Blank", cause the tabulator to accept the ballot.
- (c) close the poll by turning the key to the open/close poll position and pressing the close poll button;
- (d) cause the results tape to be produced by the vote tabulator (three copies will be automatically printed);
- (e) separate the three poll reports;
- (f) sign the poll report in the presence of candidates or their authorized representatives;
- (g) turn off the tabulator, cut the seal to release and remove the memory card;
- (h) remove the vote tabulator from the top of the ballot box, and open the top panel of the ballot box to remove the ballots;
- (i) place all the ballots counted by the vote tabulator into ballot transfer container and apply a seal to the transfer case;
- (j) record the total number of ballots processed by the vote tabulator;
- (k) the DRO will complete a statement in duplicate addressing the number of

> (i) ballots cast
> (ii) cancelled ballots
> (iii) spoiled ballots

(l) sign and place the original copy of the poll report and one (1) copy of the DRO statement into an envelope for delivery to the Clerk

(m) the remaining two copies of the poll report and the second copy of the DRO statement will be placed into the envelope containing the memory card for delivery to the Deputy Clerk.

(n) place all other used forms, unused forms and election supplies into the supply container, seal the container in such a way so that it cannot be reopened without breaking the seal and deliver the materials to the designated location for processing.

Totals for all paper ballot/tabulator count voting will be reported following the close of voting on Election Day, Monday October 27, 2014.

5.0 Voting Procedures

An eligible voter may only vote once in the City of Greater Sudbury.

5.1 Internet Voting

An eligible voter who wishes to vote via the internet will access the internet voting system via the web address provided in their VIP. Once the voter has entered the site they will be required to input their Voter ID and PIN number as it appears on their VIP. Voters will also be required to enter in their date of birth for confirmation of identity.

If the information matches the information on the voters' list the voter will continue through the system to cast their ballot. If the information does not match the information on the voters' list the voter will be required to contact the City of Greater Sudbury's internet voting helpline.

The Voter IDs and PINs provided to each voter in their VIP are unique to each voter. If for any reason the voter is unable to use this information or has lost this information before they are able to cast their ballot online, they will be required to contact the City of Greater Sudbury's internet voting helpline in order to have their credentials disabled. Following which the voter will be issued new credentials should it be appropriate to do so.

Once the voter has successfully logged into the internet voting system, the voter will see on the screen the personalized ballot contents for all races assigned to them.

In order to move through the internet voting system, the voter will be required to select the appropriate number of candidates in the race before them or answer yes or no to each of the referendum questions or choose not to vote in order to continue to the next race.

Once all of the voter's options for the races and referendum questions have been selected a confirmation screen will display the selected candidates and responses to the referendum questions.

The voter will then have the opportunity confirm their selections and will have the ability to go back through the system to make any changes to their selections prior to casting their final ballot. The system will alert voters if they have cast an under-voted ballot and the voter will have the opportunity to go back through the system to confirm their selections. If the voter does

not wish to make any changes to their under-voted ballot the system will accept the ballot. The system will also alert voters if they are attempting to cast an over-voted ballot, and the voter will have the opportunity to review and change/confirm their selections. The system will not accept an over-voted ballot. If the voter does not wish to change any of their selections and wishes to cast the over-voted ballot, the ballot will be accepted as a spoiled ballot.

Once the voter confirms their selections and casts their ballot, the vote is then individually protected using a specific cryptographic protocol and is safely stored in the digital ballot box.

Once the ballot is cast, the voting credentials (Voter ID and PIN) are disabled and no further access to the system will be granted. The voter is struck off the voters' list and will obtain a special "counted-as-cast" receipt that tells the voter that their ballot was recorded by the system. The receipt contains a random number, and does not contain the selected voting options. Voters will be able to use the number on their "counted-as-cast" receipt to verify that their cast ballot was included in the final count.

5.2 Paper Ballot - Vote Anywhere

As outlined in Section 1.3 – Method of Vote, vote anywhere paper ballots in conjunction with a tabulator count will be used during the Saturday, October 18, 2014 advance voting day, on the election bus voting location and at all voting locations on Election Day including those located within the legislated retirement homes and institutions.

In accordance with Section 52(1) of the *Act*, the following procedure shall be followed when a person enters a voting place and requests a ballot:

1. Subject to paragraph 3, the deputy returning officer shall give the person a ballot only if,
    i. *the deputy returning officer is satisfied that the person is entitled to vote at the voting place; and*
    ii. *the person presents the prescribed proof of identity and residence or completes an application in the prescribed form, including a statutory declaration that he or she is the elector shown on the voters' list.*

An election official responsible for registering and striking voters off of the voters' list shall:
   (a) confirm that the voters' identification meets the requirements as outlined in Regulation 304/13 (see *Appendix C* for ID requirements);
   (b) ask for the voter notification card to assist in speeding up registration process;
   (c) verify that the person's name appears on the voters' list;
   (d) determine and verify the voters' ward and school board support designation
   (e) ask each elector before they receive a ballot, "Have you voted yet in this election?";
   (f) briefly explain the voting procedure;
   (g) issue and initial ballot receipt to voter which corresponds to their ballot style based upon their ward and school board support designation;
   (h) direct the voter to the ballot on demand printing station to claim their designated ballot.

The designated election official assigned to the Ballot on Demand Printer shall:
   (a) accept the ballot receipt from the voter and verify that it has been initialled by an election official;
   (b) retrieve the ballot from the printer, match it to the receipt and initial that it is the appropriate ballot;
   (c) the ballot receipt is then initialled, struck through and put into the designated container;

(d) give the ballot to the voter along with the privacy sleeve;
(e) respond to any further questions from the voter; and
(f) advise the voter to proceed to the vote tabulator once they have completed marking their ballot.

Upon receiving the ballot, the voter shall:
(a) proceed to the voting screen; and
(b) vote by marking the designated voting space(s).

After marking the ballot, the voter shall:
(a) insert the ballot into the secrecy sleeve so as to conceal the vote ensuring that the initials of the designated election official are visible;
(b) deliver the secrecy folder containing the ballot to the designated election official at the vote tabulator; and
(c) wait until the designated election official feeds the ballot into the vote tabulator and the ballot has been accepted and processed.

The designated election official will
(a) request that the voter remain until the vote tabulator has successfully accepted and processed the ballot;
(b) without removing the ballot from the secrecy sleeve, verify the initials of the designated election official and insert the secrecy sleeve containing the ballot, with the initials of the designated election official face down, into the feed area of the vote tabulator; and
(c) slide the ballot from the secrecy folder until the ballot is drawn into the vote tabulator.

If a ballot is not accepted by a vote tabulator the procedures as outlined in the Ballot Scenario Chart – *Appendix B* will be followed.

5.3 Use of Voter Assist Terminals

Voter Assist Terminals (VATs) will only be made available at the five (5) advance voting locations on Saturday, October 18, 2014.

The procedures noted in Section 5.2 for when a person enters the voting location and requests a ballot, and for the registration and striking voters off of the voters' list and receipt of ballot will be followed.

The election official responsible for the VAT shall:
(a) explain that the VAT is a ballot marking device and that the voter may mark their ballot independently with either the touchscreen component, the audio headset and touchpad, sip and puff or paddle;
(b) insert the voter's ballot face down into the VAT and explain to the voter how to proceed with marking the ballot;
(c) advise the voter that the election official responsible for the VAT is available to help the voter upon request;
(d) maintain distance from the VAT to ensure that they are not able to view the voter's choices on the touchscreen;
(e) approach the VAT when the ballot is ejected and insert the ballot into the privacy sleeve, ensuring the initials of the election official are visible;
(f) the privacy sleeve and ballot will be given to the voter and the voter will be directed to the election official at the Vote Tabulator for tabulation of the ballot;

(g) for statistical reasons the election official will keep a numerical count of the number of voters who use the VAT to assist in marking the ballot.

The process described for accepting and processing the ballot as outlined in Section 5.2 will be followed.

Definitions

Acceptable Mark - refers to a completed arrow which the vote tabulator is able to identify as a vote for the candidate or by-law or question and which has been made by an elector in the space provided on the ballot opposite the name of any candidate or opposite either yes or no on any by-law and question.

Act - refers to the *Municipal Elections Act, 1996, S.O. 1996. c. 32,* as amended.

Advance Ballot - refers to a ballot cast by an elector during the Advance Voting Period.

Advance Voting Period - refers to the period from Tuesday, October 14, 2014 to Friday, October 24, 2014 for the conduct of a vote held under the authority of Section 43 of the *Act.*

Area - refers to a contiguous geographic area represented by one or more district school trustees from the Rainbow District School Board (English Public Trustee), the Sudbury District Catholic School Board (English Separate Trustee) le Conseil Scolaire publique du Grand Nord de l'Ontario (French Public Trustee) or le Conseil Scolaire catholique du Nouvel-Ontario. The geographic area comprising the Area may cover an entire a municipality, may be a portion of the municipality, or may include one or more municipalities or unorganized geographic townships or a combination of both.

Auditors - refers to the Auditor retained by the City of Greater Sudbury to conduct or supervise testing of the election equipment (hardware) and software.

Automated Vote Counting System - refers to a system for the counting and recording of votes and the storage of election results, consisting of:
 (a) one or more vote tabulators, each of which is equipped with a memory card, flip up screen, battery, an internal modem and which rests on a ballot box having:
  i.   a ballot box for voted ballots that have been counted by the vote tabulator, and;
  ii.   an auxiliary (or emergency) ballot box, and
 (b) may include one or more ballot boxes.

Auxiliary Ballot Box - refers to a designated ballot box into which voted ballots are temporarily deposited in the event that the tabulator ceases to function.

Ballot - refers to one or more blank ballot cards, printed on one or both sides, which includes the names of all candidates for all offices being contested in the election in relation to a specific Ward, School Board and questions on the ballot.

Ballot Box - refers to the box which contains a compartment in which voted ballots are received after tabulation by the Vote Tabulators and an auxiliary ballot box for the insertion of ballots that have not been tabulated in the event of failure of the Vote Tabulator. This box serves as the platform for the vote tabulator.

Ballot Return Override Procedure - refers to the use, by an Election Official, of a procedure on a vote counting unit, which causes the unit to accept a returned ballot.

Ballot Transfer Case - refers to a container or envelope provided by the Clerk for the transfer and storage of ballots.

Ballot Style - refers to one of any number of specific ballot configurations based on an elector's school support and ward.

Blank Ballot - refers to a ballot without marks in any of the designated voting spaces, see also *Appendix B.*

Cancelled Ballot - refers to any ballot that has not been fed through and counted by the tabulator due to an over-vote, defect or damage see also *Appendix B.*

Candidate - refers an individual who has filed a nomination paper which has been certified by the Clerk.

City - refers to the City of Greater Sudbury.

Clerk - refers to the person appointed by the Council of the City as City Clerk, who is also the Returning Officer for the municipal election.

Count - refers to the process of totalling votes.

Damaged/Defective Ballot - refers to a ballot that fails to be recognized by the tabulator or causes a paper jam because it is damaged has folds or is bent. See also *Appendix B.*

Declaration of Qualification - refers to the declaration registered internet voters must take prior to voting via the internet; it confirms they are eligible to vote in the City of Greater Sudbury as prescribed by the *Act*, and have read and agreed to comply with the Offences and Penalties section of the *Act.*

Declined Ballot - refers to a ballot that has been returned by an elector who does not wish to vote. See also *Appendix B.*

Decrypt - refers to the act of deciphering or decoding the data that has been encrypted.

Election - refers to an election conducted by the City of Greater Sudbury to fill the offices of Mayor and Ward Councillors, District School Board Trustees and includes questions on the ballot as approved by way of by-law, held under the authority of the *Act.*

Election Bus Voting Location - refers to the City of Greater Sudbury Transit bus which will be deployed to various sites throughout the City as a mobile voting location at dates and times to be determined by the Clerk between the period of October 14 to October 24, 2014.

Election Headquarters - refers to Tom Davies Square, 200 Brady Street, Sudbury, Ontario.

Election Official - refers to a person who has been delegated or assigned duties and/or responsibilities by the Clerk related to the conduct of the municipal election.

Encrypt - refers to the act of ciphering data using a secret code so as to be unintelligible to unauthorized persons.

Election Results Report - refers to the printed record that is generated by the memory card within the vote tabulator for each voting place and represents the number of votes cast for each candidate and to each by-law and question and the total number of over-votes and blank ballots processed throughout the day.

Internet Voting - refers to the process by which a registered internet voter casts their ballot via the internet. In order to vote via the internet, a registered internet voter must access the official election website using the required security credentials.

Internet Voting PIN - refers to one of the two credentials generated by the internet voting system required by a registered internet voter in order to obtain access to the internet voting site.

Logic and Accuracy Testing - refers to the examination of a voting system and its components (in a simulated use environment)by the Auditor retained by the Clerk to validate performance of vote tabulators, memory cards and ballots in accordance with procurement requirements, and validate that the delivered system is, in fact, a qualified system. Testing to validate performance may be less broad than that involved with qualification testing and successful performance for multiple units may be inferred from a sample test.

Nursing and Retirement Home Voting Location - refers to a voting location established by the Clerk to attend to those persons within the City referred to in Section 45 of the Act and for which the Clerk has fixed the hours for conducting the vote of those electors, as provided for in Section 46(3) of the Act.

Personal Passcode - refers to the eight (8) digit passcode personally created by an eligible voter as part of the internet voting registration process.

Over-voted Ballot - refers to a Ballot on which a voter has voted for more candidates for an office than are to be elected to that office. See also *Appendix B.*

Privacy Sleeve - refers to a folder in which a ballot is placed so as to conceal the names of the candidates and the marks made by the elector upon the face of the ballot but does expose the initials of the Deputy Returning Officer.

Recount - refers to an additional count of ballots following voting day held in accordance with Sections 56 to 64, inclusive, of the Act and the City of Greater Sudbury's Recount Procedure.

Returned/Rejected Ballot - refers to a ballot which was inserted into the vote tabulator but which was not accepted, and which was returned with an explanation on the LCD screen of the reason why it was rejected. See also *Appendix B.*

Results Tape - refers to the printed record generated from a vote tabulator at the close of voting on voting day, which shows the number of votes cast for each candidate for each of the offices contested in the election, and where there is a vote on a by-law or question, the number of votes for and against each by-law or question.

Spoiled Ballot - refers to a ballot which appears to have been purposefully damaged or defaced so as to prevent the reading of the ballot by the vote tabulator. See also *Appendix B.*

Tabulation - has the same meaning as Count.

Under-voted Ballot - refers to a ballot on which the voter has voted for fewer than the total number of election contests listed on the ballot, or has voted for fewer than the number of positions to be filled for a single office. See also *Appendix B*.

Voter - refers to a person who meets the qualifications as determined under the *Act,* and appears on the Voters' List or is added thereto.

Voted Ballot - refers to a ballot on which an elector has indicated his or her choice and which has been successfully read by the vote counting unit and deposited into the ballot box.

Voter Assist Terminal - refers to the equipment that assists voters to mark a ballot independently.

Voter Assist Terminal Memory Card - refers to a USB flash drive device inserted into the vote marking unit, and programmed:
   (a) with the names of all candidates for each office to be contested in the election or the particular Ward;
   (b) with the alternatives of yes and no for each by-law or question; and,
   (c) not to retain any of the elector's choices on his or her ballot.

Voter Assist Terminal Report - refers to a report printed by the Voter Assist Terminal which provides statistical information on the use of the terminal but will not provide any information as to how any elector voted.

Voter Information Package - refers to the package of information containing election information to be sent by regular mail by the Clerk to all eligible voters in the City of Greater Sudbury during the third (3rd) week of September, 2014.

Voters' List - refers to a document prepared by the Clerk, which lists the names and voting entitlement of eligible electors in the City as provided by the Municipal Property Assessment Corporation in accordance with the provisions of the *Act*.

Voting Location - refers to the physical location (or municipally known address) established to conduct voting, and the area within where qualified electors cast ballots. As per section 48(3) of the *Act*, the voting location includes any place in the immediate vicinity of the voting location as designated by the Clerk.

Vote Tabulator - refers to an apparatus that optically scans a designated area on the ballots to read the votes and tabulate the number of votes cast for each candidate or by-law or ballot question. For the purposes of the 2010 Municipal Election, a Vote Tabulator means the Model DS200 System manufactured for and distributed by Election Systems and Software Inc. (Omaha, NE). The terms Vote Counting Unit, Vote Tabulator, Vote Tabulator Units, Ballot Reader and Vote Recorder are synonymous with the term Vote Tabulator,

Vote Tabulator Memory Card - refers to a USB flash drive inserted into the vote counting unit, and programmed:
- (a) with the names of all candidates for each office to be contested in the election or the particular Ward;
- (a) with the alternatives of *yes* and *no* for each by-law or question; and,
- (a) to record and retain information on the number of acceptable marks made for each candidate.

Ward - refers to geographic area represented by a public official (Councillor).

Zero Totals Tape - refers to the printed record generated from the memory card by a vote tabulator before the acceptance of any ballot at the opening of the voting place indicating that there are no votes cast for any candidate, by-law or question.

Ballot Scenarios

- In most cases ballots will be tabulated. Ballots which are not tabulated must be labeled the label filled in with the location, date, time and any description required, signed by a Election Official and inserted into one of the three envelopes described below this chart. Ballots which have not been processed and accepted by the tabulator will not be included in the poll report.

Type of Ballot	Definition	Process
Ambiguous Mark	Refers to a mark which has been made in at least one of the designated voting spaces on a ballot that is not sufficiently dark or complete to allow the vote tabulator to determine with certainty the intent of the voter.	- Vote tabulators are programmed to detect ambiguous marks. - If the voter is still present, the election official will advise the voter that in at least one of the designated voting spaces on the ballot, the mark which has been made is not sufficiently dark or complete to allow the vote tabulator to determine with certainty the intent of the voter. - The voter will be asked; (i) If they would like to have their ballot returned to mark in accordance with the instructions; or (ii) If they would like a replacement ballot; or (iii) If they would like the ballot to be fed through the tabulator as is - If the voter would like to correct their ballot, it will be given back to them and they will proceed to mark the ballot as per the voting instructions - If the voter would like a replacement ballot, the original ballot will be marked as "cancelled" and placed into the cancelled ballot envelope and the voter will be issued a replacement ballot - If the voter does not wish to correct their ballot, the election official will cause the ballot to be tabulated as originally presented by the voter and the ballot will register as under-voted. - If the voter is **not** present, the election official will cause the vote tabulator to accept and process the ballot as originally presented by the voter. - For the purposes of a recount, the election official will cause the ballot to be accepted and processed by the vote tabulator. - Totals for under-votes will appear on the poll report.

Type of Ballot	Definition	Process
Blank	Refers to a ballot without marks in any of the designated voting spaces	- Vote tabulators are programmed to detect and notify the election official in the case of a blank ballot. - A vote tabulator will not count any vote for office on a blank ballot. When a blank ballot is processed in the vote tabulator, the tabulator will prompt the election official with a message on the LCD screen. - If the voter is still present the election official will quietly advise that the vote tabulator does not detect any votes in any of the designated voting spaces. - The voter will be asked if they would like to mark the ballot in accordance with the voting instructions. (i) If yes, the ballot will be given back to the voter and they will proceed to mark the ballot as per the voting instructions; or (ii) If the voter does not wish to correct their ballot, the election official will cause the ballot to be accepted and processed by the vote tabulator. - If the voter is **not** present the ballot will be fed through the tabulator as is. - For the purposes of a recount, the election official will cause the blank ballot to be accepted and processed by the vote tabulator. - The tabulator will not count a vote for any candidate on a blank ballot; it will only report that a blank ballot has been cast. - Totals for blank ballots will appear on the poll report.

Type of Ballot	Definition	Process
Damaged/Defective	Refers to a ballot that fails to be recognized by the tabulator or causes a paper jam because it is damaged, has folds or is bent.	- If the ballot is rejected by the vote tabulator as a result of the ballot being damaged or defective, the election official will quietly ask the voter if they would like to be issued a replacement ballot. (i) If the voter wishes to receive a replacement ballot they will be issued one and the original ballot will be marked as "cancelled" and put into the envelope for cancelled ballots; or (i) If the voter does not want a replacement ballot, the ballot is marked "spoiled" and is placed into an envelope marked spoiled ballots. - Ballots which have not been processed and accepted by the tabulator will not be included in the poll report.
Declined	Refers to a ballot that has been returned by a voter who does not wish to vote.	- The election official will quietly ask the voter if it is their intent not to cast a vote for any office. (i) If the voter indicates that they do not wish to vote; the ballot will be marked as "declined" and placed in the declined ballot envelope; or (ii) If the voter chooses to vote they will be instructed to go behind the voting screen and mark their ballot as per the voting instructions. - Ballots which have not been processed and accepted by the tabulator will not be included in the poll report.

Type of Ballot	Definition	Process
Elector Error	The voter inadvertently makes an error while marking his or her ballot and has requested a new ballot.	• The voter will advise the election official that they would like a replacement ballot • The voter will be issued a replacement ballot and the original ballot shall be marked as cancelled and put into the cancelled ballot envelope.

Over-voted	Refers to a ballot on which a voter has voted for more candidates for an office than are to be elected to that office	• Vote tabulators are programmed to recognize over-voted ballots.
		• A vote tabulator will not count a vote for any candidate in an over-voted race. When a ballot containing an over-vote is processed in the vote tabulator, the tabulator will prompt the election official with a message on the LCD screen.
		• If the voter is still present the election official will quietly advise the voter that the vote tabulator has detected an over-voted ballot and asked whether or not they wish to be issued a new ballot.
		    (i) If the voter wishes to receive a replacement ballot the original ballot will be marked as "cancelled" and placed into the envelope for cancelled ballots and the voter will be issued a replacement ballot; or
		    (ii) If they do not want a new ballot, the ballot will be fed through the tabulator as is.
		• If the voter is **not** present, the official will cause the over-voted ballot to be accepted and processed by the vote tabulator.
		• For the purposes of a recount, when the election official is notified of an over-voted ballot, they will cause the over-voted ballot to be accepted and processed by the vote tabulator.
		• The tabulator will not count a vote for any candidate on an over-voted race; it will only report that an over-vote has occurred for that specific office.
		• Totals for over-votes will appear on the poll report.

Type of Ballot	Definition	Process
Returned	Refers to a ballot which was inserted into the vote tabulator but which was not accepted, and which was returned with an explanation on the LCD screen of the reason why it was rejected and does not fit into any of the other ballot scenario categories listed in this document.	• The election official will quietly ask the voter if they wish to receive a replacement ballot (i) If the voter wishes to receive a replacement ballot the original ballot will be marked as "cancelled" and placed into the envelope for cancelled ballots and the voter will be issued a replacement ballot. (ii) If the voter does not wish to receive a replacement ballot the original ballot will be marked "spoiled" and placed into the envelope for spoiled ballots.
Spoiled	Refers to a ballot which appears to have been purposefully damaged or defaced so as to prevent the reading of the ballot by the vote tabulator.	• The election official will quietly ask the voter if they would like to receive a replacement ballot (i) If the voter wishes to receive a replacement ballot, the original ballot will be marked as "cancelled" and placed into the cancelled ballot envelope and the voter will be issued a replacement ballot; or (ii) If the voter does not wish to receive a replacement ballot, the original ballot will be marked as "spoiled" and is placed into an envelope marked spoiled ballots.
Under-voted	Refers to a ballot on which the voter has voted for fewer than the total number of election contests listed on the ballot, or has voted for fewer than the number of positions to be filled for a single office.	• Under-voted ballots will automatically be processed by the vote tabulator. • In a race where there is **only one selection** to be made (i.e. Mayor or Ward Councillor), the tabulator will not count a vote for any candidate from an under-voted race; it will only report that an under-vote has occurred for that specific office. • In a race where there is **more than one selection** to be made (i.e. School Board Trustee) the vote tabulator will only count the vote for the selections that have been made. • Totals for under-votes will appear on the poll report.

Legislation re: Rejected Ballots as per Regulation 101/97 of the *Act*:
3(2) The deputy returning officer shall reject from the count;
    (a) all votes in a ballot, if the ballot,
        i. was not supplied by the deputy returning officer, or
        ii. containing writing or marks that may identify the elector, or is torn, defaced or otherwise dealt with by the elector in a way   that may identify him or her;
    (b) all votes in a ballot for an office, if votes have been cast for more candidates for the office than are to be elected;
    (c) all votes in a ballot on a by-law, if votes have been cast for both the affirmative and negative on the by-law;
    (d) all votes in a ballot on a question, if votes have been cast for more than one answer on the question;
    (e) any vote in a ballot, if the vote is not marked inside the space provided for marking the ballot.

    3(3) The clerk shall reject from the count all ballots and votes in a ballot that do not comply with the rules set out in subsection 3(2)

Envelopes for Cancelled, Declined, Spoiled and Rejected Ballots
Any ballots that have been cancelled, declined, spoiled or rejected will be placed into one of the envelopes listed below and dealt with as described.
Cancelled: Refers to any ballot that has not been fed through and counted by the tabulator due to an over-vote, defect or damage. If action of the voter was not to intentionally spoil their ballot, the voter is able to request a replacement ballot. The original ballot will be marked as "cancelled" and the cancelled ballot label will be completed and affixed to the ballot by the election official. The cancelled ballot will then be placed into the cancelled ballot envelope. Cancelled ballots will not be counted in the final count. The number of ballots in the cancelled ballot envelope shall be recorded and reported to the Clerk.
Declined: Refers to a ballot that has been returned by a voter who does not wish to vote. The ballot will be marked as "declined" and the declined ballot label will be completed and affixed to the ballot by the election official. The declined ballot will then be placed into the declined ballot envelope. Declined ballots will not be counted in the final count. The number of ballots in the declined ballot envelope shall be recorded and reported to the Clerk.

Envelopes for Cancelled, Declined, Spoiled and Rejected Ballots cont'd

Spoiled: Refers to a ballot which has not been fed through the tabulator because it appears to have been purposefully damaged or defaced by the voter so as to prevent the reading of the ballot by the vote tabulator. The ballot will be marked as "spoiled" and the spoiled ballot label will be completed and affixed to the ballot by the election official. The spoiled ballot will then be placed into the cancelled ballot envelope. Spoiled ballots will not be counted in the final count. The number of ballots in the spoiled ballot envelope shall be recorded and reported to the Clerk.

Rejected: ONLY FOR THE PURPOSES OF THE RECOUNT – Refers to a situation during the recount process where the vote tabulator is unable to process a ballot or count the votes on the ballot which was originally processed on Election Day or during the advance vote due to damage or defect. The ballot will be marked as "rejected" and the rejected ballot label will be completed and affixed to the ballot by the recount official. The rejected ballot will then be placed into the rejected ballot envelope for delivery to the Clerk for their determination. The Clerk will make the determination as to whether or not the rejected ballot should be included in the count and the total will be added to the final count. The clerk's decision is final.

Acceptable Forms of Identification

An original piece of identification must be presented that shows the voter's name and qualifying City of Greater Sudbury address (where you currently live or own property). There is no longer a requirement to show identification with a signature.

You must present one or more of the following documents as outlined in Ontario Regulation 304/13 as follows:

1. An Ontario driver's licence
2. An Ontario Health Card (photo card)
3. An Ontario Photo Card
4. An Ontario motor vehicle permit (vehicle portion)
5. A cancelled personalized cheque
6. A mortgage statement, lease or rental agreement relating to property in Ontario
7. An insurance policy or insurance statement
8. A loan agreement or other financial agreement with a financial institution
9. A document issued or certified by a court in Ontario
10. Any other document from the government of Canada, Ontario or a municipality in Ontario or from an agency or such a government
11. Any document from a Band Council in Ontario established under the *Indian Act* (Canada)
12. An income tax assessment notice
13. A Child Tax Benefit Statement
14. A Statement of Employment Insurance Benefits Paid T4E
15. A Statement of Old Age Security T4A (OAS)
16. A Statement of Canada Pension Plan Benefits T4A (P)
17. A Canada Pension Plan Statement of Contributions
18. A Statement of Direct Deposit for Ontario Works
19. A Statement of Direct Deposit for Ontario Disability Support Program
20. A Workplace Safety and Insurance Board Statement of Benefits T5007
21. A property tax assessment
22. A credit card statement, bank account statement, or RRSP, RRIF, RHOSP or T5 statement
23. A CNIB Card or a card from another registered charitable organization that provides services to persons with disabilities
24. A hospital card or record
25. A document showing campus residence, issued by the office or officials responsible for student residence at a post-secondary institution
26. A document showing residence at a long-term care home under the *Long-Term Care Homes Act, 2007*, issued by the Administrator for the home
27. A utility bill for hydro, water, gas, telephone or cable TV or a bill from a public utilities commission
28. A cheque stub, T4 statement or pay receipt issued by an employer
29. A transcript or report card from a post-secondary school