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**CITY OF PETERBOROUGH**

**ELECTION PROCEDURES  
2006**



# CITY OF PETERBOROUGH GENERAL ELECTION POLICIES

## Overview

*The Municipal Elections Act, 1996*, 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.



# CITY OF PETERBOROUGH GENERAL ELECTION POLICIES

## Declaration

In accordance with Section 12(1) of the *Municipal Elections Act, 1996*, I hereby certify that the attached procedures shall be followed in conducting the 2006 Municipal Elections in the City of Peterborough.

August 25, 2006

DATE \_\_\_\_\_

\_\_\_\_\_  
NANCY WRIGHT-LAKING  
CITY CLERK/RETURNING OFFICER



# CITY OF PETERBOROUGH GENERAL ELECTION POLICIES

## **Voting Opportunities and Locations**

### **Advanced Voting**

A vote tabulator will be used at one advanced poll located at City Hall, 500 George Street North, Peterborough, Ontario, on Saturday, November 4, 2006. Hours of advance poll are from 10:00 a.m. to 8:00 p.m.

Internet Voting will be available through the City of Peterborough Election website at [www.peterboroughvotes.ca](http://www.peterboroughvotes.ca) for advanced polls from 12:00 a.m. Monday, November 6, 2006, to 12:00 a.m. Saturday, November 11, 2006, inclusive.

### **Election Day – November 13, 2006**

Election Day is Monday, November 13, 2006, from 10:00 a.m. to 8:00 pm.

On Election Day, a Vote Tabulator will be used at each Voting Location. Each Vote Tabulator will accept both a paper ballot and an audio guidance electronic ballot for electors with visual and/or mobility impairment.

Vote Tabulators will not be used at Special Voting Locations and ballots will be processed through Vote Tabulators at City Hall commencing at 6:30 p.m. on November 13, 2006.

# CITY OF PETERBOROUGH GENERAL ELECTION POLICIES

## List of Voting Locations

The City of Peterborough will offer “Vote Anywhere” technology on Election Day. Therefore, you may vote at any of the following Citywide locations:

| Location                                    | Room(s)                         | Civic Address  |
|---|---------------------------------|--|
| Evinrude Centre                             | Multipurpose room               | 911 Monaghan Road, Peterborough ON, K9J 5K5            |
| Memorial Centre                             | Lobby                           | 151 Lansdowne Street West, Peterborough ON, K9J 1Y4    |
| Roger Nielson Public School                 | Auditorium                      | 550 Erskine Ave Peterborough, ON K9J 5T4               |
| Wellness Centre                             | Multipurpose room               | 775 Brealey Drive Peterborough, ON K9J 6X4             |
| Cephas Christian Reform Church              | Lower auditorium                | 220 Goodfellow Road Peterborough, ON K9J 5X3           |
| James Strath Public School                  | Library                         | 1175 Brealey Dr. Peterborough, ON K9J 6X4              |
| St. Catherines School                       | Gymnasium                       | 1575 Glenforest Blvd. Peterborough, ON K9K 2J6         |
| St. Teresa’s School                         | Gymnasium                       | 1525 Fairmount Blvd., Peterborough, ON K9J 6S9         |
| City Hall                                   | Community Services Meeting Room | 500 George St N Peterborough, ON K9J 3R9               |
| Peterborough Public Library                 | Lower auditorium                | 345 Aylmer St. N Peterborough, ON K9H 3V7              |
| Monsignor O’Donoghue School                 | Gymnasium                       | 2500 Marsdale Drive, Peterborough, ON K9L 1R4          |
| Otonabee Valley Public School               | Library                         | 580 River Rd S Peterborough, ON, K9J 1E7               |
| Peterborough Centennial Museum and Archives | North Portable                  | 300 Hunter Street East at Armour Hill, Peterborough ON |
| Thomas A Stewart Secondary School           | Small gymnasium, north wing     | 1009 Armour Rd N Peterborough, ON K9J 7B1              |
| Adam Scott Collegiate                       | Small gymnasium                 | 175 Langton St. Peterborough, ON K9H 6K3               |
| Highland Heights Public School              | Gymnasium                       | 430 Highland Rd. Peterborough, ON K9H 5J7              |
| Northcrest Arena                            | Lobby                           | 100 Marina Boulevard, Peterborough ON K9H 6M6          |
| R.F. Downey Public School                   | Gymnasium                       | 1221 Neptune St. Peterborough, ON K9H 5S3              |

# CITY OF PETERBOROUGH GENERAL ELECTION POLICIES

## List of Special Voting Locations

The following Special Voting Locations have reduced hours for voting and are for the exclusive use of the eligible electors who are residents of these institutions.

| Ward | Poll | Poll Name                          | Address  | Hrs for Voting |
|------|------|------------------------------------|--|----------------|
| 1    |      | Applewood Retirement Residence     | 1500 Lansdowne Street W.<br>Peterborough, ON K9J 2A2 | 2-5            |
| 1    |      | St. Joseph's at Fleming            | 659 Brealey Drive Peterborough,<br>ON K9K 2R8        | 10-1           |
| 2    |      | Extendicare                        | 80 Alexander Avenue<br>Peterborough, ON K9J 6B4      | 10-1           |
| 2    |      | PRHC                               | 1 Hospital Drive, Peterborough, ON<br>K9J 7C6        | 11:30-2        |
| 2    |      | Royal Gardens                      | 1160 Clonsilla Avenue<br>Peterborough, ON K9J 5Y7    | 10-1           |
| 2    |      | Sherbrooke Heights                 | 1434 Sherbrooke Street<br>Peterborough, ON K9K 2L7   | 2-5            |
| 3    |      | Empress Gardens                    | 131 Charlotte Street Peterborough,<br>ON K9J 2T6     | 10-1           |
| 3    |      | Hillstead Retirement Residence     | 303 Brock Street Peterborough ON<br>K9H 2R2          | 10-1           |
| 3    |      | Jackson Creek Retirement Residence | 481 Reid Street Peterborough, ON<br>K9H 7R9          | 2-5            |
| 3    |      | Princess Gardens                   | 100 Charlotte Street Peterborough,<br>ON K9J 7L4     | 10-1           |
| 3    |      | Rubidge Retirement Residence       | 246 Rubidge Street Peterborough,<br>ON K9J 3P2       | 2-5            |
| 4    |      | Auburn Village                     | 931 Armour Road Peterborough,<br>ON K9H 7H1          | 10-1           |
| 4    |      | PRHC-St. Joseph's                  | 480 Rogers St  | 10-11:30       |
| 5    |      | Fairhaven                          | 831 Dutton Road Peterborough, ON<br>K9H 6K4          | 2-5            |
| 5    |      | Peterborough Manor                 | 1039 Water Street Peterborough,<br>ON K9H 3P5        | 10-1           |
| 5    |      | Riverview Manor                    | 1155 Water Street Peterborough,<br>ON K9H 3P8        | 2-5            |

Ballots cast at the special voting locations will be counted in a Vote Tabulator located at City Hall, commencing at 6:30 p.m. on Election Day.

The Clerk shall notify each candidate of the location of the Vote Counting Room, where these ballots will be counted.

Once a candidate, or their scrutineer, enters the Vote Counting Room they are not permitted to leave until after 8:00 p.m. on Election Day.

# CITY OF PETERBOROUGH GENERAL ELECTION POLICIES

## Proxy Voting

A person who is not able to attend the Voting Location or the advanced vote location to cast their ballot may appoint another person as a voting proxy (a “Proxy”) to cast a ballot on their behalf.

The following rules apply:

- The person acting as a Proxy must also be an eligible elector in the City of Peterborough.
- 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, same-sex-partner, sibling, parent, child, grandparent, and/or grandchild. However, a Proxy shall only cast a ballot for related individuals or non-related individuals but not for both.
- 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 Tuesday October 3, 2006 unless additional nominations are required, in which case, the earliest day is Friday October 6, 2006.
- To appoint your Proxy, you must complete the prescribed form (available at the Clerk’s Office) after October 3, 2006 (or October 6, 2006), including the name of the person you are appointing, and have your signature witnessed.
- The person appointed as Proxy shall attend the Clerk’s Office, 500 George Street North, during normal office hours, 8:30 a.m. to 4:30 p.m., Monday to Friday, or shall attend any voting location on November 13, 2006, Election Day from 10:00 a.m. to 8:00 p.m. on Saturday, November 4, 2006 (Advanced Voting Day) to cast the ballot.
- The person appointed as the Proxy is still entitled to vote in his/her own right at any appropriate Voting Location.



# CITY OF PETERBOROUGH GENERAL ELECTION POLICIES

## Revisions to the Voters' List

The Municipal Property Assessment Corporation (MPAC) is responsible for supplying the City of Peterborough with the Voters' List for municipal elections.

The Preliminary Voters' List, showing the names of all persons entitled to vote in the November 13, 2006 Municipal Elections in the City of Peterborough, will be available at the City Clerk's Office, City Hall, 500 George Street North, Peterborough, commencing Tuesday, September 5, 2006.

If an individual qualifies and their name has been omitted from the Preliminary Voters' List or their information is incorrectly shown, they must file an application for revision during the period starting Tuesday, September 5, 2006 to Monday, November 13, 2006 (Election Day).

Applications are available in the Clerk's Office and may be filed during this period between 8:30 a.m. and 4:30 pm, Monday through Friday, Peterborough City Hall, 500 George Street North, Peterborough.

Applications may also be made on November 13, 2006 (Election Day) at any Voting Location in the City of Peterborough. In order to be added to the voter's list, or to have your voting information revised, photo identification may be required.

## Forms

The procedures and forms established by the Clerk, if they are consistent with the principles of the Municipal Elections Act, prevail over anything in the Act and the regulations made under it. Section 42(5).

## Election Officials

The Clerk shall appoint election officials for the purposes of operating Voting Locations on Election Day and shall designate their titles and duties. The number of election officials and duties may vary according to voting location requirements. All election officials shall be required to take an Oath of Secrecy related to their duties and responsibilities associated with the election.



# CITY OF PETERBOROUGH GENERAL ELECTION POLICIES

## **Voting Subdivisions**

For the 2006 Municipal Election, the City of Peterborough will be utilizing “Vote Anywhere” technology. Although the City of Peterborough is divided into five wards (Otonabee Ward, Monaghan Ward, Town Ward, Ashburnham Ward and Northcrest Ward), City residents may vote at any Voting Location in any ward on Election Day. The proper ward ballots will be available at all Voting Locations.

A ward map has been included in each candidate information package and is also available on the City of Peterborough Elections website – [www.peterboroughvotes.ca](http://www.peterboroughvotes.ca).

The list of Voting Locations is noted in this procedure manual. The Voters’ List indicates the ward and polling subdivision for each elector.

## **Ballots**

During the advanced voting period, electors on the Voters’ List will have the opportunity to vote via internet voting. On each web-screen, there shall appear a ballot and to the right of each candidate's name a space suitable for marking the ballot.

On Saturday, November 4, 2006, a traditional advanced voting poll will be held at City Hall, 500 George Street North. At this poll, a composite (paper) ballot will be used and electors will mark the ballot, to the right of each candidate's name, in the space provided. An audio ballot will also be available at this advanced poll.

On Election Day, a composite (paper) ballot will be used at all Voting Locations and electors will mark the ballot, to the right of each candidate's name, in the space provided.

On Election Day, an audio ballot will be available at each of the eighteen designated Voting Locations. Electors will go behind a privacy screen to complete the audio ballot. Any elector who wishes to use an audio ballot may do so.

# CITY OF PETERBOROUGH GENERAL ELECTION POLICIES

## **Programming Of The Vote Tabulators**

The Vote Tabulators shall be programmed so that a printed record of the number of votes cast for each candidate may be produced.

The Vote Tabulator shall be programmed so that the following ballots are returned to the election official as described:

- A ballot without votes in any of the specified voting spaces, as determined by a Vote Tabulator, with the message "Blank Ballot Detected, 1 – Accept, 2 – Return.
- A ballot with more designated voting spaces marked for an office than the voter is entitled to vote for, as determined by a Vote Tabulator, with the message "You have over voted for an office", 1 – Accept, 2 – Return.
- A ballot that is damaged or defective or has been marked in such a way that it cannot be properly processed by a Vote Tabulator with the message "Ballot Misread", 1 – Return Ballot, 2 – Manual Override.
- A ballot that has a mark that is less than 5%  $\pm$  1% threshold will result in the message, "Ambiguous Mark Detected. Please correct and re-feed".

Note: The tabulator software systems may be modified from the time of preparing this procedure, which may result with slightly different error messages.

## **Testing Of Vote Tabulators**

Prior to Election Day, the Clerk shall test the Vote Tabulators to ensure that they accurately count the votes cast for all candidates.

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

# CITY OF PETERBOROUGH GENERAL ELECTION POLICIES

## Candidates/Scrutineers

Candidates may appoint scrutineers in writing to represent them at the Voting Location on Election Day.

Scrutineers must show their written appointment to election officials upon request.

The following rules apply to both the Candidate and scrutineer present at any Voting Location.

The Deputy Returning Officer (the DRO”) is responsible for the conduct of the Voting Location and no candidate or scrutineer shall interfere with the DRO in the discharge of his/her duties.

During the fifteen minutes before the opening of the Voting Location, each scrutineer, who is entitled to be present in a Voting Location during voting hours, may visually inspect the ballots and all other papers, forms and documents relating to the vote, but shall not delay the timely opening of the Voting Location.

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.

Scrutineers may place their own seal on the ballot box immediately before the Voting Location opens, so that ballots can be deposited in the box and cannot be withdrawn without breaking the seal. The seal may be identifiable to the candidate/scrutineer but must not contain the candidate’s name or imply campaign literature.

Scrutineers are not permitted to sit at or use chairs or tables provided for election officials. Scrutineers may choose to provide themselves with a clipboard.

Scrutineers shall not attempt to influence, directly or indirectly, how an elector votes.

Scrutineers shall not enter a voting compartment while occupied by an elector, nor do any other thing to attempt to see how an elector marks a ballot.

Scrutineers shall not display any campaign material or campaign literature in the designated area of a Voting Location or on themselves. The designated area includes the parking lot of the Voting Location to the curb of the municipal road.

If voting by a person is objected to by a scrutineer, the election official shall note the objection on the Voters’ List and require the elector to take a prescribed oath prior to issuance of a ballot.

Scrutineers wanting information regarding the Voters’ List should attend the City Clerk’s office on Election Day for assistance.

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To protect the secrecy of the vote, scrutineers shall not be permitted to examine the ballots or to object to ballots or to the counting of votes in a ballot as provided for in clauses 47(5)(e) and 47(5)(f) and Subsection 54(3) of the *Municipal Election Act* as the ballots are being fed into the Vote Tabulator by the Machine Operator (election official).

The total number of votes cast for each candidate, as counted by the vote tabulating equipment, and, as accepted by the Deputy Returning Officer, is final.

Scrutineers may place their seal on the ballot box after the voting location closes at 8:00 p.m., when the DRO seals the box, so that ballots cannot be deposited or withdrawn without breaking the seal.

A candidate, or their scrutineer, is entitled to be present when the results report and memory card are delivered to the Clerk at City Hall.

Scrutineers will have access to an electronic Voters' List at City Hall after 3:00 p.m. on Election Day to determine which electors have voted.

### **Procedure At The Voting Location on Election Day**

If a vote tabulator is to be used in a Voting Location, the DRO or election official shall, in the presence of all scrutineers and election officials present, cause the Vote Tabulator to print a copy of all totals in its compact flash memory card confirming "zero (0)" totals before the opening of the Voting Location.

If the totals are zero for all candidates, the DRO or election official shall ensure that the Zero Totals Report remains affixed to the Vote Tabulator until the ballot count results are printed by the Vote Tabulator after the close of the vote.

If the totals of the Zero Totals Report are not zero for all candidates, the DRO or the election official shall immediately notify the Clerk and shall conduct the vote using the auxiliary compartment of the ballot box until the Vote Tabulator is made operational or the Clerk provides a back-up Vote Tabulator to the Voting Location.

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## Procedures in Normal Circumstances

As each elector arrives at the ballot issuing table, the election official verifies that the name of the person is entered on the Voters' List. The DRO, or an election assistant, shall, at the same time as the ballot is delivered, provide a secrecy folder to each elector, and briefly explain the voting procedure.

Upon receiving the ballot, the elector shall:

- immediately proceed to the voting compartment
- using the ballot-marking pen provided, place an "X" in the box to the right of the candidate(s) of their choice.

After marking the ballot in the voting compartment, the elector shall:

- insert the ballot into the secrecy folder
- leave the compartment without delay
- deliver the secrecy folder containing the ballot to the Machine Operator;

The Machine Officer requests that the elector remain until the Vote Tabulator has successfully accepted the ballot, and shall, in the presence of the elector and without removing the ballot from the secrecy folder,

- insert the secrecy folder containing the ballot face down into the feed area of the vote tabulator until the Vote Tabulator draws the ballot from the secrecy folder in full view of the elector

If a Vote Tabulator is available in the Voting Location but fails to operate, the Machine Officer or an Election Official shall,

- insert the ballot into the auxiliary compartment of the ballot box
- the DRO insert the ballots from the auxiliary compartment into the feed area of the Vote Tabulator after the close of the voting.

Upon successful acceptance of the ballot, the elector promptly leaves the Voting Location. A person whose ballot has been placed in the ballot box is deemed to have voted.

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## **Procedure for Audio Ballot**

- See procedures used in the Vote tabulators Section 11(h).
- Any elector may choose to take advantage of the audio ballot option.

## **Procedure For Closing The Voting Location on Voting Day (Including Closing of Advanced Voting Poll on Voting Day)**

Please see instructions in the handbook “Procedures for use of Vote Tabulators”. Section 12.

## **Procedure For Closing of Special Voting Locations Only - No Vote Tabulator Provided**

Please see instruction in the handbook “Procedures for the use of Vote Tabulators.

Because a Vote Tabulator will not be provided at any Special Voting Location, the DRO shall, immediately after the close of voting:

- (a) Seal the ballot box to ensure the box cannot be re-opened without breaking the seal and cover the ballot slot.
- (b) Make out a statement in duplicate addressing the number of:
  - (i) ballots received from the Clerk,
  - (ii) ballots used,
  - (iii) cancelled ballots,
  - (iv) defective ballots, and
  - (v) ballots unused.
- (c) Sign and place the original copy of the statement in the statement envelope
- (d) Attach the duplicate copy of the statement to the Voters’ List
- (e) Ensure that the original signed statement and the duplicate copies of Application to Amend the Voters’ List forms are all placed in the Special Packet. Seal the Special Packet and set aside
- (f) Place all other used forms, unused forms and supplies into the supply duffle bag. Seal the case in such a way so that it cannot be reopened without breaking the seal
- (g) The DRO shall deliver the supply duffle bag, all ballot boxes, voting compartments and the Special Packet to the location designated by the Clerk

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- (h) The Clerk, or a person designated by the Clerk, shall at the time and location designated by the Clerk, feed the ballots (from the special voting location(s) where voting equipment was not used) into the Vote Tabulator and into the ballot box.

### **General**

If, at the close of the voting, it is the Clerk's opinion that it is impracticable to count the votes using the Vote Tabulators, the Clerk may direct that all the votes cast in the election shall be counted manually. The provisions of the *Act* governing the counting of votes shall be followed as closely as is practical.

The Clerk shall, at the completion of the count, retain the programs, memory packs, test materials and ballots in the manner provided for in the *Act* for keeping election records.

The Clerk shall retain and may have access to the pre-audited group of ballots referred to previously in this procedural guide and other materials used in the programming of the vote tabulators.

The Clerk shall not alter or make changes to the materials.

The total of the votes at an Advanced Voting Location or at a Voting Location that closes early under Subsection 46(3) of the *Municipal Election Act* shall not be printed prior to 8:00 p.m. on Election Day.

### **Processing the Vote Totals on Election Day, November 13, 2006**

A representative from Dominion Voting Systems will assist the City Clerk (or designate) in the following functions:

After 8:00 p.m. and the close of Polls on Election Day November 13, 2006, the following steps will be followed:

- The control panel will be connected to the host computer.
- The CD-Rom with the advanced internet voting results will be removed from the secrecy envelope.
- The CD-Rom with advanced internet voting results will be inserted into the host computer.
- The Clerk (or designate) will upload the advanced internet voting results.
- The Clerk (or designate) will print a copy of the advanced internet vote tally result.
- The Clerk (or designate) will remove the compact flash memory card(s) for advanced voting on Vote Tabulator from the secrecy envelope.
- The advanced vote compact flash memory card will be inserted into the control panel.
- The Clerk (or designate) will press the Close Poll button on the control panel.
- As prompted by the Control Panel, the system will print a copy of the tally result.

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- The Special Voting Location(s) compact flash memory card will be inserted into the control panel.
- The Clerk (or designate) will press the Close Poll button on the control panel.
- As prompted by the Control Panel, the system will print a copy of the tally result.
- The remaining compact flash memory card(s), in the order in which they are returned to City Hall, will be individually inserted into the control panel.
- The Clerk (or designate) will press the Close Polls button on the control panel.
- As prompted by the Control Panel, the system will print a copy of the tally result.

The Clerk (or designate) shall provide a secure location for the storage of all election equipment and supplies.

### **Recounts**

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

The Vote Tabulators/Compact Memory Cards are programmed such that only the race(s) to be recounted will be tabulated.

A Vote Tabulator shall be tested before the recount in the manner described previously in this procedural guide.

The Clerk shall attend the recount and bring the supply carriers, ballot transfer containers, vote tabulators, statement envelopes and all documents that, in the opinion of the Clerk, are relevant to the recount.

Only those ballots which were counted at the Advance Polls and on Election Day and which are relevant to the office to be recounted shall be accessed and recounted.