



**2022 Municipal Election
Voting Procedure**

Version 1 – August 25, 2022

Application

1. This procedure applies to an election conducted by the Township of Adjala-Tosorontio that has adopted a by-law in accordance with section 42(3) of the *Municipal Elections Act, 1996*, S.O., 1996. By-law 2021-68, adopted on November 8, 2021, authorizes the use of an alternative voting method, that being the Internet/Telephone Voting method.
2. Where this procedure does not provide for any matter, an election to which this procedure applies shall be conducted in accordance with the principles of the *Act*. The Clerk shall provide a determination regarding any matter not provided for in this document and it shall be dealt with in accordance with the principles of the *Act*. These principles are generally recognized as being:
 - a) the secrecy and confidentiality of the voting process is paramount;
 - b) the election shall be fair and non-biased;
 - c) the election shall be accessible to the voters;
 - d) the integrity of the process shall be maintained throughout the election;
 - e) that there be certainty that the results of the election reflect the votes cast;
and
 - f) that electors and candidates shall be treated fairly and consistently.
3. The Clerk has the right to amend these procedures and will distribute notice of amendment(s) as applicable.
4. These procedures are subject to change without notice in case of an emergency as prescribed in Section 53 of the *Act*.

Definitions

5. In this procedure:

“Act” means the *Municipal Elections Act, 1996*, S.O., 1996, as amended.

“Advance Vote”, “Advance Voting”, “Alternative Voting Opportunities” or **“Early Voting Opportunities”** means the voting opportunities available prior to Voting Day when eligible electors may vote in the election.

“Auditor” means the person appointed by the Clerk to validate the logic and accuracy of a Voting System or Voting Machine used in an election.

“Ballot” means an image on a computer screen of a ballot card for an election to be voted for, including all choices available to the electors and containing spaces in which the electors mark their votes, or when voting using a telephone or wireless phone, an audio set of instructions which describe all choices available to the electors and instruction to mark their selection by depressing the numbered touchtone keypad.

“Candidate” means a person who has submitted their nomination form under Section 33 of the *Municipal Elections Act, 1996*.

“Certified Candidate” means a Candidate whose nomination has been certified by the Clerk under Section 35 of the *Municipal Elections Act, 1996*.

“Clerk” means the Clerk of The Corporation of the Township of Adjala-Tosorontio.

“Election Official” means a person designated by the Clerk to perform certain election functions.

“Elector” means an individual eligible to vote in an election for the Township of Adjala-Tosorontio.

“Friend” means a person who has been requested by an Elector to assist them in the voting process in accordance with the *Municipal Elections Act, 1996*.

“Kiosk Mode” means a specific configuration for Voting Machines used at Voter Assistance Centre to provide access to the Voting System in an election.

“Personal Identification Number (PIN)” means a unique multiple digit number assigned to each elector to provide security for access to the Voting System.

“Preliminary List of Electors” means a list of electors compiled by the Municipal Property Assessment Corporation for an election in the Township of Adjala-Tosorontio.

“Registered Third Party Advertiser” means an individual, corporation or trade union that is registered under section 88.6 of the *Municipal Elections Act, 1996*.

“Scrutineer” means a person appointed by a candidate to represent them during voting and at the counting of votes, including a recount. A candidate may also act as a scrutineer at a voting place.

“Voter Assistance Centre” means a Township-operated physical location, property, structure or space on a property where eligible Electors may attend in person to cast their ballot in a given election.

“Voter Information Letter” means a letter mailed directly to an elector’s address that provides information necessary for the elector to exercise their right to vote.

“Voters’ List” means the list of eligible electors for all races in an election in the Township of Adjala-Tosorontio.

“Voterview” means an on-line “real time” electronic program used to administer the Voters’ List.

“Voting Booth” means the screened area provided for the privacy of the voter to mark the ballot.

“Voting Day” means Monday, October 24, 2022.

“Voting Location” means the place where voting takes place as designated by the Clerk.

“Voting Machine” means a physical device at a Voter Assistance Centre which permits Electors to cast a ballot on the Voting System during an election.

“Voting Period” means the time during which Electors may cast ballots using the Voting System provided in an election and includes both the Advanced Voting Period and Voting Day.

“Voting System” means the method of voting chosen by the Township of Adjala-Tosorontio to provide Electors with a means of casting their ballot in an election.

“Voting System Provider” means a third party vendor or supplier of services that facilitates the provision of the Voting System for an election.

Secrecy

6. The Clerk shall require all Election Official(s) and/or other persons working in connection with the 2022 Municipal Election to swear or affirm an oath of secrecy in accordance with Section 49 of the *Municipal Elections Act, 1996*.
7. No person shall interfere or attempt to interfere with an Elector while in the process of accessing the Telephone/Internet Voting service or interfere or attempt to interfere in the voting process while using the Telephone/Internet Voting service unless expressly requested and authorized by an Elector for assistance.
8. No person shall obtain or attempt to obtain information about how an Elector intends to vote or has voted. Any individual requested by an Elector to assist him or her in voting is required to maintain the secrecy of the vote(s) cast by the Elector and, if marking the ballot on behalf of the Elector, shall vote according to the instructions and wishes of the Elector.
9. No person shall communicate any information that might have been inadvertently obtained about how an Elector intends to vote or has voted.
10. No Elector shall reveal how he or she intends to vote except when obtaining assistance in voting from either a Friend or an Election Official.
11. All Electors voting at a Voter Assistance Centre may vote with the assistance of a Friend. However, the Friend shall be required to take the appropriate oath prior to providing assistance, to be administered by an Election Official.
12. All complaints regarding breaches of secrecy may be investigated by the proper authorities and may be prosecuted according to the provisions of “Corrupt Practices and Other Offences - Penalties and Enforcement” under Sections 89 through 94 of the *Municipal Elections Act, 1996*.

Preliminary List of Electors/Voters' List

13.
 - a) The Preliminary List of Electors shall be requested from the Municipal Property Assessment Corporation (MPAC) in an electronic format, on a date to be agreed upon by the Township of Adjala-Tosorontio and MPAC, which must be a date before September 1, 2022. The list shall be reviewed by the Clerk of the Township of Adjala-Tosorontio and obvious errors shall be corrected as permitted under Section 22 of the *Municipal Elections Act, 1996*, and the list shall be approved for use as the Voters' List on September 1, 2022.
 - b) During the Advance Voting Period all certified candidates will be provided access to the list of electors who voted during this period. A list of electors who voted on Final Voting Day will not be provided.
 - c) The list shall be accessible by authorized Election Staff using the Municipal VoterView system to facilitate additions and changes during the revision period, and at the Voter Assistance Centre.
 - d) Additions, corrections and deletions may be made to the list in accordance with the *Municipal Elections Act, 1996*, and in accordance with the Township's Procedures for Voters' List Revisions and for the re-issuing of Voter Information Letters (VILs) and Personal Identification Numbers (PINs).
 - e) The Clerk shall produce the Interim List of Changes to the Voters' List using Municipal VoterView as referred to in Section 27(1) of the *Municipal Elections Act, 1996*, and make available electronically these additions, corrections and deletions to those who are entitled to copies of the Voters' List under the Act. This list shall be provided electronically to each qualified person before September 26, 2022.
 - f) The Voters' List, as corrected by the Clerk pursuant to Section 22 of the *Municipal Elections Act, 1996*, shall be provided to Scytl Canada Inc. in computer format in September 2022 in order that Scytl Canada Inc. or a sub-contractor thereof may print the VILs prior to a date agreed upon by Scytl Canada Inc. and the Clerk.
 - g) Voter Information Letters shall be distributed by first class mail to all eligible Electors that appear on the Voters' List in September 2022 to enable them to use the Telephone/Internet Voting service.
 - h) The Clerk shall arrange for opportunities to revise the Voters' List at the Municipal Centre between September 1, 2022 and October 24, 2022.
14. The Revision Centre shall be responsible for the following:
 - a) Eligible Electors who attend the Revision Centre and are not on the Voters' List will be able to be added to the list by filling out the prescribed form (EL15) and providing satisfactory identification in accordance with the Township's established procedures for the re-issuing of VILs and PINs.
 - b) Eligible Electors who are already on the list but wish to correct their information on the list may do so at a Revision Centre in accordance with the processes established in the Township's established procedures for

the re-issuing of VILs and PINs.

- c) Persons wishing to remove a deceased person's name from the Voters' List may submit a completed 'Application for Removal of Another's Name from Voters' List' form (EL16) to a Revision Centre, which shall be forwarded to the Clerk for review before the final decision to remove the deceased individual's name from the list.
- d) Where a person on the Voters' List has lost his or her VIL or did not receive it in the mail, he or she can attend a Revision Centre, the Municipal Centre, or a Voter Assistance Centre, or contact the Election Help Line in order to obtain their VIL or PIN in accordance with the Township's established procedures for the re-issuing of VILs and PINs.

Notice of Election

- 15. The Clerk of Adjala-Tosorontio shall notify Electors of the following through the use of newspaper advertisements, social media, the Township's website, direct mail-outs, any combination of the aforementioned methods, or any other method deemed appropriate:
 - a) That the 2022 Municipal Election is being held in the Township of Adjala-Tosorontio and that the municipality has adopted an alternative voting method, being Telephone/Internet Voting;
 - b) The times and dates of the voting period, as well as in-person voting assistance opportunities and special polls;
 - c) Who is eligible to vote in the Municipal Election;
 - d) Information regarding the Election Help Line and how eligible voters can check to see if their name is on the Voters' List or if their information is correct;
 - e) The office for which persons may be nominated and the nomination procedure; and
 - f) The opportunity to register as a Third Party Advertiser and the registration procedure.
- 16. The Clerk shall determine the date(s) of all advertisements including the newspaper(s) and the notices that are to appear in order to comply with the requirements and principles of the *Municipal Elections Act, 1996*.
- 17. Each person on the Voters' List shall be mailed a sealed VIL by standard addressed letter mail containing, at minimum:
 - a) Their PIN, as well as the telephone number and designated internet address (URL) to cast their vote;
 - b) Instructions on how to vote;
 - c) Dates and hours of Telephone/Internet voting; and
 - d) A website URL directing to a list of candidates.

Voter Qualifications

- 18. A person is entitled to be an Elector at an election held in a local municipality if, on

voting day, he or she,

- a) resides in the local municipality or is the owner or tenant of land there, or the spouse of such owner or tenant;
- b) is a Canadian citizen;
- c) is at least 18 years old; and
- d) is not prohibited by law from voting under subsection 17(3) of the *Municipal Elections Act, 1996*, or otherwise.

Election Officials

19. The Clerk shall appoint election officials for the purpose of implementing this procedure and may designate their titles and duties. Such appointments shall be in writing. Upon appointment, all Election Officials shall be required to take an oath of office in accordance with the general principles of the Act.

Ballots

20. The ballots required shall be in the form of a single composite ballot.
21. In accordance with Section 41(2) of the *Municipal Elections Act*, the form of ballot can be altered as circumstances warrant if a vote is not required for election to any office.
22. There shall appear on the ballot screen next to the candidate's name, a Designated Voting Space suitable for the elector to click to make a selection. When the space is clicked, a mark appears in the Designated Voting Space next to the candidate's name.

Voting System Integrity

23. The integrity of the voting process shall be the responsibility of the Clerk for the Township of Adjala-Tosorontio and shall be preserved by:
 - a) Ensuring that every eligible Elector on the Voters' List is mailed, using standard addressed letter mail, a sealed VIL which contains the voter's unique PIN;
 - b) Requiring Electors to enter their date of birth to confirm their identity;
 - c) Ensuring that no one except authorized Election Staff and election service providers shall have access to a comprehensive list of PINs that matches each voter's name and address;
 - d) Providing opportunities for eligible Electors to be added to the Voters' List or to make amendments to the Voters' List, up to and including Election Day, October 24, 2022.
 - e) Establishing proper procedures to ensure that no person is added to the Voters' List unless an Election Official is completely satisfied of their identity and qualification as an Elector in the Township of Adjala-Tosorontio.

Testing of Voting System

24. The Voting System shall be tested thoroughly through a comprehensive audit program. The test(s) shall include but not be limited to the following during the specified time periods:

Pre-Voting Period Audits (before September 2022)

- a) Voting System presents electors with the correct ballot based on their elector information
- b) Voting System accepts ballots from un-used eligible PINs
- c) Voting System requires elector's date of birth;
- d) Voting System accurately counts votes for all candidates in each race
- e) Voting System refuses ballots outside of the Voting Period
- f) Voting System refuses ballots from used PINs
- g) Voting System does not allow over-votes on any ballot
- h) Voting System acknowledges under-voted ballots and prompts elector if they wish to complete under-voted races on their ballot
- i) For telephone voting specifically, the wording of the recording/script and the input timing is accurate
- j) Voting System 'times out' after a period of voter inactivity
- k) Voting System accepts ballots from PINs that previously 'timed out' or were abandoned before being submitted
- l) Voting System refuses ballots after the end of the Voting Period
- m) Voting System accepts ballots from those who are in attendance at the Voter Assistance Centre to allow votes from Electors who are in line after the close of voting
- n) Voting System compiles results accurately
- o) Voting System meets established accessibility standards
- p) Voting System is 'zeroed out' before any ballots are accepted

Active Voting Period Audits (October 14, 2022 – October 24, 2022)

- a) Voting System shows zero results before accepting ballots
- b) Voting System accepts ballots from un-used eligible PINs
- c) Voting System refuses ballots from used PINs
- d) Voting System acknowledges under-voted ballots and prompts elector if they wish to complete all races on their ballot
- e) Voting System 'times out' after a period of voter inactivity
- f) Voting System accepts ballots from PINs that previously 'timed out' or were abandoned before being submitted

Post-Voting Period Audits (after 8:00 p.m. on October 24, 2022)

- a) Voting System refuses ballots after the end of the Voting Period
 - b) Voting System accepts ballots from specifically authorized “Kiosk Mode” Voting Machines at the Voter Assistance Centre to allow votes from Electors who are in line after the close of voting
25. All Voting Machines and associated information technology infrastructure used at the Voter Assistance Centre will be tested for internet access, network security, and device security, and such tests shall include:
- a) Resistance to tampering or modifications to the underlying operating system;
 - b) Network equipment ensures only authorized devices are granted network access at the Voter Assistance Centre;
 - c) Network equipment only allows access from network devices to approved websites;
 - d) Redundant network connectivity is operational if the primary network connection fails or is disrupted; and
 - e) Test the user experience when the network speeds are significantly reduced.
26. All certified candidates are to provide to the Clerk the proper pronunciation of their name for programming into the telephone voting system by a date to be communicated by the Clerk, and no later than August 30, 2022.

Scrutineers

27. Scrutineers may be appointed, in writing by the candidate, as allowed for under Section 16 of the *Municipal Elections Act, 1996*. If appointed, scrutineers will be entitled to the following:
- a) to be present in the Council Chambers located at 7855 Sideroad 30, Alliston, from 9:00 a.m. to 10:00 a.m. on October 14, 2022 (or a date to be communicated by the Clerk) prior to the opening of polling to verify and ensure that totals votes cast are at “0” (Zero).
 - b) upon producing the properly signed appointment of scrutineer form (ME-015) including prescribing to the oath(s) of secrecy, to be present at the Voter Assistance Centre offered between October 20 and October 24, 2022 during hours of operation to observe the process.
 - c) to be present at the time and place where results are announced.
28. Scrutineers who do not follow the instructions of the Election Official(s) or who attempt to interfere, influence and to determine how an elector is voting will be requested to leave the polling place immediately, their appointment will be revoked and they will not be permitted to re-attend at a polling place or during the announcement of results. Scrutineers may also have their appointment revoked if they contravene the rules and guidelines established by the Clerk as

provided to the Candidates.

29. Use of mobile communication devices and cameras shall **not be permitted** within or at the Voter Assistance Centre, including the parking area, by any candidate or scrutineer.

Candidates/Scrutineers

30. Candidates may appoint scrutineers in writing using the form provided by the Township, to represent them at the Voting Location.
31. Only one representative of the candidate, either the candidate or his/her appointed scrutineer, may be at the Voting Location at one time.
32. To protect the secrecy of the vote, candidates and scrutineers will not be permitted to view the screen or to interfere in any way with the administration of voting procedures at the Voting Location.

Voting Process

33. A Telephone/Internet Voting method shall be used for the 2022 Municipal Election.
 - a) The voting system provided by ScytI Canada Inc. shall allow electors to vote using a telephone or the internet. Electors shall be required to access a designated internet address or telephone a designated number in order to cast their ballot;
 - b) Every Elector shall be limited to only one vote through the use of a PIN distributed by standard addressed letter mail in a sealed and personalized VIL, or issued in person or by telephone by an Election Official as necessary;
 - c) Every Elector shall be required to enter their date of birth to verify their identity prior to being permitted to access the ballot;
 - d) Following the Elector's selections for the 2022 Municipal Election, the voting system shall identify the voter's choice and provide the voter with the option of changing or confirming their vote selections prior to submission.
 - e) The voting system shall enable the elector to under-vote a contest or contests, or decline from voting if they wish to do so.
 - f) Should the voter wish to undervote their ballot, the system will prompt the voter with a warning and request confirmation that they wish to undervote.
 - g) For the purposes of reporting declined ballots in accordance with Subsection 55(4.1) 2., an under- voted ballot shall be considered an abstention from voting, whereas a declined ballot shall be considered a deliberate choice by the Elector to decline the entire ballot by selecting a 'declined' option on the ballot. A declined ballot shall not include votes cast for any race, which is separate and distinct from an under-voted ballot which may or may not include votes for all races, one race, or no races on

- the ballot.
- h) The Voting System shall not permit a voter to overvote, or to spoil a ballot.
 - i) Once the Voter PIN has been used by a Voter to complete and submit their ballot, it cannot be used again to vote.
 - j) The proposed voting period will commence on October 14, 2022 at 10:00 a.m. and close on October 24, 2022 at 8:00 p.m. Notwithstanding the closure of remote voting at 8:00 p.m. on the final day, persons present at the Township-operated Voter Assistance Centre at 8:00 p.m. will continue to be allowed to access the Voting System and complete the voting process. Persons who have gained access to the Voting System through their own device prior to 8:00 p.m. on October 24, 2022 will be permitted to complete the voting process, provided that they do so by 8:05 p.m.
34. Prior to the activation of the system by Scytl Canada Inc., being on October 14, 2022 at 10:00 a.m., Scytl Canada Inc. shall allow access by the Clerk, the Auditor, or other authorized Election Officials, to the voting system by secure ID and password, for the purposes of viewing a list of all of the candidates' names including the sum total of votes cast to ensure that the total votes cast indicates "0" (Zero). The system will not be activated until confirmation that the total votes cast indicates "0" (Zero).
35. Candidates or their scrutineer may be present in the Council Chambers located at 7855 Sideroad 30, Alliston, from 9:00 a.m. to 10:00 a.m. on October 14, 2022 to verify and ensure that the total votes cast are at "0" and shall be requested to sign a document that attests to this fact.
36. Candidates will have access to an electronic version of the Voters' List between October 14, 2022 and October 23, 2022, in order to review the list of Electors that have voted. The Township will not produce a physical electronic excerpt of the Voters' List indicating Electors that have voted; it is expected that Candidates will use the VoterView portal. This capability **does not** and **cannot** provide candidates, their designate(s), or Election Staff with information on how an elector has voted, only whether or not the elector has voted in the election.
37. Where a voter qualifies at more than one location, the voter may vote only **once** and the qualifying address to determine eligibility for voting shall be at the place of residence of the elector, as defined under the *Municipal Elections Act, 1996*. All duplicate names on the preliminary list of electors shall be verified by the Clerk and/or Election Official(s) prior to the final preparation of the Voters' List. Should an eligible voter receive more than one Voter Information Letter, the eligible elector may only vote **once** and must return the other Document(s) to the Municipal Office. All voters that vote more than once in the Township of Adjala-Tosorontio election or who improperly use the Voter Information Letter shall be reported to the appropriate authorities for further investigation as to possible corrupt practices under the *Municipal Elections Act, 1996*.

38. Voter Information Letters returned to the Municipal Office will be marked “returned mail” and will be maintained in a secure fashion and destroyed at the same time as all other Municipal Election material as provided for under Section 88 of the *Municipal Elections Act, 1996*.
39. Should a VIL be returned to the Municipal Office that has been opened but has not been used for voting purposes, the Election Official shall immediately disable the PIN so that the PIN cannot participate in the voting process. In this circumstance, the VIL shall be marked “unused” and be secured and destroyed as with item 38 above.
40. The Clerk in partnership with ScytI Canada Inc. shall take appropriate measures to ensure that all VILs and their associated PINs are accounted for throughout the election and after the conclusion of the Voting Period. After the conclusion of the election, ScytI Canada Inc. shall supply the Clerk with a report detailing the status of all VILs/PINs during the election.
41. Where an eligible Elector has tried to use his or her PIN and they have determined that it has already been used, the Elector can attend the Municipal Centre or Voter Assistance Centre with satisfactory identification and have a Voter Assistance Centre Supervisor, the Clerk, or Deputy Clerk confirm that the elector’s PIN has been used by an unauthorized individual.
 - a) Prior to the issuance of a new VIL and PIN, the Elector shall be required to satisfactorily answer all questions posed by the Voter Assistance Centre Supervisor, Clerk, or Deputy Clerk. If deemed necessary, the Elector will also be required to take an oath.
 - b) If the Voter Assistance Centre Supervisor, Clerk, or Deputy Clerk believes that all questions have been answered truthfully and satisfactorily, they may provide the Elector with a new PIN in accordance with the Township’s established procedures for the re-issuing of VILs and PINs.
 - c) Once the Elector has properly answered all questions and taken the prescribed oath (if required), the Elector shall be issued a new VIL/PIN. The Elector’s vote status will be reset to indicate that they have not voted, allowing the Elector to cast their ballot with their new PIN. The original ballot that was cast by the unauthorized individual will remain in the ballot box, as ballots are disassociated from their PINs once they are cast.
42. New PINs shall not be given out over the telephone or by mail by anyone other than a Township of Adjala-Tosorontio employee who has been appointed in writing by the Clerk to do so, and must only be done in strict accordance with the Township’s established procedures for the re-issuing of VILs and PINs.
43. A VIL containing the PIN shall not be given to any person at the Municipal Centre, or at a Voter Assistance Centre unless the Election Official is satisfied of the Elector’s identity. At the discretion of the Election Official, the

administration of an oath may be required.

44. Eligible voters may vote by:
- a) accessing the telephone number provided by using a touch-tone telephone, or the internet address provided by using a viable internet connection;
 - b) attending the Voter Assistance Centre during the dates and times and at the location established by the Clerk, either by themselves or with a friend or interpreter who may assist the Elector in voting using the internet access provided after taking the appropriate oath(s). In the absence of a friend or interpreter, the voter may request the assistance of the Election Official, who may provide assistance only after the appropriate oath has been taken.

Procedure at the Voting Location

45. Election Officials will be utilizing laptop computers to administer the Voters' List.
46. Laptops used for the voter management system are connected to Voterview and operate independently from the Kiosk Terminal. The Election Official is responsible for logging into the Voterview database with a specifically assigned password.
47. Upon presenting identification to the Election Official, the Election Official will mark the Elector off on Voterview, if they are a qualified Elector. If an individual presents their VIL at the Voting Assistance Centre a scanner may be used to select the bar code on the VIL and to access the eligible Electors at the specific address.
48. The Voter shall:
- a) Proceed to the Kiosk Terminal
 - b) Login using his/her credentials, PIN, and date of birth;
 - c) Select the candidate of his/her choice by pressing in the Designated Voting Space beside the candidate's name; and
 - d) After reviewing his/her selections, click review your selection, and cast your vote; or
 - e) May return to the ballot screen to make changes to the selection then click review your selection, and cast your vote.
49. If an Elector refuses to cast a ballot at the Kiosk Terminal, the Election Official will record beside the Elector's name "declined to vote" in Voterview.
50. After marking the ballot in the Kiosk Terminal, the voter shall leave the Voter Assistance Centre.

Close of Polls & Results

51. The Township of Adjala-Tosorontio shall keep its public voting access open until October 24, 2022 at 8:00 p.m. for public access.
52. Any person remaining within the established polling location after 8:00 p.m. will still be permitted to vote from Kiosk Terminals. Persons who have gained access to the voting system remotely through their own device prior to 8:00 p.m. on October 24, 2022 will be permitted to complete the voting process, provided that they do so by 8:05 p.m.
53. At such a time as all eligible Electors within the Voter Assistance Centre have voted and after 8:05 p.m. to ensure no remote voters remain logged into the system, the Clerk of the Township of Adjala-Torosorontio shall order the close and deactivation of the Telephone/Internet Voting service and shall also order the tabulation of the results. The unofficial results of each contest shall be provided.
54. Following the close of voting, the appointed auditor will attempt to vote from both a privately-owned computer and a Township Kiosk Terminal, and confirm that it is not possible to access the voting site.
55. The Clerk shall report the unofficial results when received from Scytl Canada Inc. after 8:00 p.m. on October 24, 2022 at Election Headquarters located at the Municipal Centre, 7855 Sideroad 30, Alliston.
56. Pursuant to Subsection 55(4) and subject to the provisions of Section 56 of the *Municipal Elections Act, 1996* concerning a Recount, the Clerk shall declare the unofficial outcome of the contest on October 24, 2022, at 7855 Sideroad 30, Alliston, as soon as possible after the close of voting.

Vote Results Reporting

57. The Clerk will designate a location at the Municipal Centre as the Count Centre for the tabulation of the votes.
58. The Clerk will make available at the Count Centre adequate accommodation for each candidate who intends to view the tabulation of votes. The candidates, at least seven (7) clear days before the election, must notify the Clerk in writing of their intention to attend at the Count Centre.
59. Where notice has been given in writing, the Clerk shall permit a candidate's scrutineer, in the absence of the candidate, to attend at the Count Centre to view the tabulation of votes.
60. Proceedings at the Count Centre are under the direction of the Clerk or persons designated by the Clerk, and no other person shall touch any equipment or

interfere in any way with the proceedings.

61. The process of tabulating the unofficial results from the Kiosks will be based upon the time it takes to communicate the results by modem, phone, email and/or return to the Count Centre and process the unofficial results. Unofficial Results will not be posted until checked.
62. The results displayed on Election Night are for information only and are unofficial. The results are not official until declared as such by the Clerk (anticipated to occur by noon on the Thursday following Voting Day).
63. The Council Chamber in the Municipal Centre will be used to present unofficial election results to the media and public. The Clerk shall cause vote results to be published to the Township's website.

Recounts

64. In accordance with Section 60(1) of the Act, a recount shall be conducted in the same manner as the original count.
65. A judge may provide that a recount be held in a different manner than the original count.

After Voting Day

66. At no time after Voting Day shall any information regarding the voter, PINs, date of birth, and/or ballots come together to allow anyone to know how an Elector has voted.
67. All election materials shall be destroyed in accordance with Section 88 of the *Municipal Election Act, 1996*. Upon written request of the Clerk following the passage of 120 days after Voting Day, the Voting System Provider shall destroy all ballots associated with the election and provide written confirmation of such act to the Clerk.

Retention of Election Records

68. The Clerk shall, at the completion of the count, secure and retain the results, test materials etc. the same manner as is provided for in the *Municipal Elections Act, 1996* for the keeping of ballots.