

## APPENDIX A

### VOTE BY MAIL PROCEDURES

#### Ballot Kit Distribution

1. The official Voter Kit will be distributed to the listed civic addresses of all voters on the Voters List between the days of September 6, 2021, and September 10, 2021 (no later than 10 days after the close of nomination period).

#### Ballot Kit Return

1. **ALL** voters who **DO NOT** require to be sworn in or affirmed may immediately upon receipt of the official Voter Kit, complete their Kit and return it to the Town Office during regular working hours up until 4:00 pm on the day before Election Day notwithstanding section 33 of the Act.

2. Eligible Voters will also have the option to drop their completed Voter Kit into the secure drop box at the Hubert A. Keough Municipal Building 24 hours a day up to 8:00 p.m. on Election Day notwithstanding section 33 of the Act.

3. Eligible voters not included on the Voter's List can be sworn in and receive their Voter Kit from designated election staff at the Town of Holyrood Office during regular working hours, up to the day immediately preceding Election Day upon completing the *Oath or Affirmation of Voter form* (MEF-13) and providing the necessary identification.

4. Eligible voters who have not received a voter's kit can request a kit until 4:00pm on September 27, 2021.

5. Eligible voters who have not received a kit or have not requested a kit, may proceed to the polling station at Hubert A. Keough Building on election day.

#### Election Period Voter Support and Voters List Maintenance

6. Immediately following the commencement of Voter Kit distribution, the Returning Officer shall put in place personnel for the regular tracking of which and how many voters by poll have returned their completed Voter Kits.

7. The Returning Officer will establish a regular schedule to securely undertake ongoing preliminary processing of completed Voter Kits one-by-one by opening **just** the Return Envelope; checking the voter's Declaration Form against the Voters List to confirm eligibility and assign to the appropriate poll; updating the Voter List by striking the identified voter off and placing their unopened Ballot Secrecy Envelope in the sealed ballot box established for this purpose for the applicable poll. *Poll Box Vote By Mail Tally Sheets* recording the numbers of Voter Kits processed and cumulative totals shall

be maintained up to and including the day before Election Day.

8. The Returning Officer shall ensure the appropriate level of staffing during the election period for voting support at Town Office, polling station and drop off location and shall administer the required *Municipal Election Form* (MEF-09) oath or affirmation to all election staff and officials prior to the commencement of their VBM voting period duties.

### **Election Materials Security and Secrecy Provisions**

9. All Voter Kit materials completed and otherwise, along with any sealed ballot boxes in use shall be held in a secure location.

10. Where unused Voter Kits are returned for whatever reason, details of the reason for return will be recorded and adjustments made to the Voter's List where appropriate. All returned Voter Kits in this category will be held together in a secure location.

11. As per section 39 of the Act, once the VBM voting period is underway, the Returning Officer shall administer the *Oath or Affirmation of Secrecy* (MEF-10) to all active election officials, candidates and candidates' agents seeking to monitor ongoing VBM activities.

### **Election Day Activities**

12. Sealed ballot box(es) already in use for Voter Kits received and processed prior to Election Day will be allocated to the appropriate poll station(s) along with the associated *Poll Box Vote By Mail Tally Sheet* and Voters List, updated to reflect those voters whose kits are already received and processed as of the close of business the day before Election Day. An additional sealed poll station ballot box may be established by the Deputy Returning Officer in the event the prior ballot box for that poll division is full.

13. Area(s) designated for ongoing preliminary ballot processing of any completed Voter Kits dropped off on Election Day shall be closed to all personnel other than those necessary for their preliminary processing. These Ballot Security Envelopes will be maintained in batches by poll station for addition to the appropriate poll station. The Returning Officer shall have in place a system to ensure updates on Voter Kits received via drop-off are continually conveyed to the appropriate poll station staff, and the Voter List adjusted accordingly and up to the closing of the polls, in accordance with the Act

14. A final check of any designated secure mail drop-off location will take place at 8:00 p.m. on Election Day, under the direction and control of the Returning Officer and the Return Envelopes obtained at that time shall be brought directly to the Returning Officer for distribution to the appropriate poll counting area.

15. Any completed Voter Kits received at drop-off locations after 8:00 p.m. on Election Day, shall be date and time stamped upon retrieval and returned to the Returning Officer. They will be held together in a secure location pending any recount as per the Act.

16. The following procedure will be used in designated poll stations on Election Day:

- a. The station(s) shall open at 8:00 a.m. and close at 8:00 p.m. on Election Day as per Section 33 of the Act.
- b. The Deputy Returning Officer will be empowered to swear in voters who are not on the Voter's List and who complete the prescribed Oath or Affirmation of Voter (MEF-13) and provide the appropriate identification.

17. Each poll station (should more than a single station be required) will be provided with the following:

- a. A copy of the Voters List as updated to the close of the business day immediately preceding Election Day, for the applicable poll area.
- b. A supply of Voter Kits for the applicable poll area.
- c. A supply of the *Oath or Affirmation of Voter and Voluntary Authorization to Release Information to Update the Provincial and Federal Voters Lists* - (MEF-13) forms
- d. Voting screen (complete with *Election Day Directions for the Guidance of Voters* attached thereto).
- e. List of streets for the applicable poll area.
- f. All necessary stationery supplies as required.

18. On Election Day, a voter not included on the Voter's List must be sworn in at the poll station designated for their civic address.

19. Completed application forms for all voters sworn in on Election Day will be held by the Deputy Returning Officer and just the ballot(s) and Ballot Secrecy Envelope from the official Voter Kit will be provided to the voter. After being sworn in, the voter shall then proceed to the screened area to complete their ballot, place their completed ballot(s) in the Ballot Secrecy Envelope and seal the envelope. They shall then exit the screened area and cast their ballot as in a conventional election, by depositing the Ballot Secrecy Envelope in the sealed ballot box provided.

20. Secure transport of completed Voter Kits from any other designated drop-off locations will be conducted under the supervision of the Returning Officer and will take place on a continuing basis until 8:00 p.m. on Election Day or until all such Voter Kits deposited by 8:00 p.m. on Election Day are collected.

### **Ballot Counting**

21. The Returning Officer will establish and oversee a manual process to conduct the counting of ballots.

22. As per section 51 of the Act, the ballot box will not be opened until the closing of the polls on Election Day, at which time election staff will be sequestered in the counting areas on from the commencement of the count until all Ballot Secrecy Envelopes have been opened and counted.

23. Notwithstanding section 36 of the Act, the Returning Officer shall provide approved officials with an access pass to the designated counting areas. As per the elections Act, MEF-10, agents and candidates can be present.

24. No cellphones or similar electronic communications equipment shall be allowed in the counting areas at any time during the counting of ballots.

### **Agents for Candidates**

25. Candidates are entitled to have one agent present at each poll station and one agent present during the counting of ballots. Authorized agents are subject to the following rules:

- a. Agents will conduct themselves in a professional manner.
- b. Agents will not interfere with the activities of the election workers.
- c. Agents will address all questions to the Returning Officer or Deputy Returning Officer and will comply with their directions
- d. Agents will be provided with an access pass and must wear it at all times while in the polling stations or in the counting area.
- e. As per section 51(2) of the Act, Agents may examine a ballot otherwise agents may not handle ballots or election material.
- f. Agents must keep confidential and not divulge election results until after 8:00 p.m. on Election Day.
- g. Agents must acknowledge, in writing, their agreement to observe the above noted rules.
- h. Failure to observe the above stated rules shall result in the agent being removed from the poll station and/or counting area.