



**MANUAL ON
TELEPHONE AND INTERNET VOTING,
ELECTION PROCEDURES
AND FORMS**

2010 MUNICIPAL ELECTIONS

Prepared and approved by the clerk
This 5th day of May, 2010

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1. **AUTHORITY**

On November 16, 2009, council of the Corporation of the Town of Hawkesbury adopted By-Law N° 78-2009 authorizing the use of an alternative voting method, being the vote by telephone and by Internet. This method of voting was used for the 2003 and 2006 elections.

The *Municipal Elections Act, 1996*, more specifically subsections 42(3) and 42 (4), requires that on or before June 1, 2010 procedures and forms must be established by the clerk for the use of any alternative voting method.

This procedures and forms manual is additional information for the voters and the candidates and does not replace the *Municipal Elections Act, 1996*.

Furthermore, subsection 42(4) states that the procedures and forms established by the clerk, if they are consistent with the principles of this Act, prevail over anything in this Act and the regulations made under it.

Subsection 42(5) further states that when a by-law authorizing the use of an alternative voting method is in effect, section 43 (advance votes) and 44 (voting proxies) apply only if the by-law so specifies. Since the purpose for the use of the alternative voting, in our case telephone and Internet voting, is to allow voters to vote from their home, wherever it may be, and on a longer time period, proxies are not longer required. Therefore, with respect to proxies, a person cannot give his or her Voter Information Letter to another person and the actual voting thereof will be considered an illegal and corrupt practice and therefore subject to the penalty provisions under the *Municipal Elections Act, 1996*.

Therefore, as clerk of the Corporation of the Town of Hawkesbury and Returning Officer for the 2010 Municipal Elections, I do hereby certify and approve the following procedures for conducting the 2010 Municipal Elections and also establish that the attached forms are the only forms permitted and to be used during this election process.

Date Approved

Christine Groulx,
Clerk / Returning Officer

2. **DEFINITIONS**

- 1) ***Advance Voting*** since an alternative voting method has been chosen, the advance voting is replaced by a voting period.
- 2) ***Election official*** means the clerk or other person(s) appointed in writing by the clerk and whom tasks or responsibilities have been listed in writing by the clerk to carry out election duties under the *Municipal Elections Act, 1996* and has taken the prescribed oath.
- 3) ***Friend*** means a person who has been requested by an elector to assist him or her in the voting process.
- 4) ***Help Centre*** means a location provided by and staffed by the Town of Hawkesbury to assist electors with the telephone and Internet voting process or other general election inquiries. The Help Centre shall be the Town Hall located at 600 Higginson Street, Hawkesbury, Ontario.
- 5) ***Reference Number*** means a number assigned to each eligible voter to accommodate a tracking system of electors who have voted.
- 6) ***Password*** means a unique four (4) digits number assigned by CanVote to each voter to provide additional security of access to the voting system.
- 7) ***Revision Centre*** means a location designated by the clerk of the Corporation of the Town of Hawkesbury to make additions, deletions and corrections to the Preliminary List of Electors. The Revision Centre will be open during normal business hours of the Town Hall. During the voting period, the Revision Centre will be equipped with a telephone and computers to accommodate voting.
- 8) ***Satisfactory Identification*** means one or more pieces of identification which would verify the identity of an individual to the satisfaction of an election official.
- 9) ***Scrutineer*** means an individual, appointed in writing by a certified candidate, to represent him or her during the voting process.
- 10) ***Voting Day*** means the day on which the final vote is to be taken in an election and shall be until 8:00 p.m. on Monday, October 25, 2010.

- 11) ***Voter Identification Number*** means a unique seven (7) digit number assigned by CanVote to each voter to provide security of access to the voting system.
- 12) ***Voter Information Letter*** means a sealed envelope containing a Voter Identification Number and Password for each person on the Voters' List or who has completed an application, duly approved by an election official, for addition on the Voters' List and includes also a telephone access number and the Internet address for voting, a Help Centre number for assistance and a list of candidates for office.
- 13) ***Voting period*** means voting conducted between the hours of 9:00 a.m. beginning on Wednesday, October 20, 2010 and ending on Monday, October 25, 2010 at 8:00 p.m.

3. APPLICATION

1. This procedures and forms manual has been developed under the authority of subsection 42(4) pursuant to subsection 42(3)(a)(ii) of the *Municipal Elections Act, 1996*, and applies to the telephone and Internet vote being conducted by the Corporation of the Town of Hawkesbury between Wednesday, October 20, 2010 and Monday, October 25, 2010.
2. The procedures and forms established by this manual prevail over anything in the Act and its regulations, as per subsection 42(4) of the *Municipal Elections Act, 1996*.
3. When these procedures do not provide for any matter, the election shall be conducted as far as is consistent and practical within the principles of the *Municipal Elections Act, 1996* with the same being determined and established by the clerk.
4. These procedures may be amended, as necessary and deemed appropriate, by the clerk of the Corporation of the Town of Hawkesbury. Any amendment to these procedures shall be signed by the clerk and a copy of the amendment(s) shall be provided forthwith to all certified candidates for office for the municipality and/or school boards.

4. SECRECY

1. The clerk shall require all election officials and/or other persons working in connection with the municipal elections to swear or take an oath of secrecy in accordance with Section 49 of the *Municipal Elections Act, 1996*.
2. No person shall interfere or attempt to interfere with an elector while in the process of exercising his or her right to vote or interfere or attempt to interfere in the voting process, unless being expressly requested and authorized by an elector for assistance.
3. 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 shall vote according to the instructions and wishes of the elector.
4. No person shall communicate any information that might have been inadvertently obtained about how an elector intends to vote or has voted.
5. 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.
6. All electors voting at the Help Centre may vote with the assistance of a “friend” (Form 4) and the “friend” shall be required to take the appropriate oath prior to providing assistance (Form 5).
7. All complaints regarding any and/or all breaches of secrecy shall be investigated by the proper authorities and shall be prosecuted according to the provisions of sections 89 and 90 of the *Municipal Elections Act, 1996*.

5. PRELIMINARY LIST OF ELECTORS / VOTERS’ LIST

1. The Preliminary List of Electors produced by the Municipal Property Assessment Corporation in both a computer disk and paper format and deposited before July 31, 2010 and corrected by the clerk as permitted under section 22 of the *Municipal Elections Act, 1996* constitutes the Voters’ List.
 - a) On or before September 1st, 2010 the Voters’ List shall be reproduced in paper format and distributed to those who are entitled to copies

under subsections 23(3), (4) and (5) of the Act. It will be reproduced by ward and polls, despite the fact the municipality is not divided in wards for election purposes. However, for the use of the election officials only, it will also be reproduced by alphabetical order. The Voters' List may also be reproduced in a PDF format. In all cases, certified candidates shall sign a statement acknowledging that the Voters' List, paper or PDF format, shall not be used for any other use than electoral purposes (Form 13).

- b) The Voters' List shall be updated and reproduced with a computer program called Municipal VoterView.
- c) Additions, corrections and deletions may be made to the list in accordance with sections 24 and 25 of the *Municipal Elections Act, 1996*.
- d) The clerk shall produce a list of the additions, corrections and deletions, and shall distribute a paper format or PDF format of these additions, corrections and deletions to those who are entitled to copies of the Voters' List under the Act and the same shall be the final Voters' List. No electronic list of these additions, corrections and deletions shall be provided except for the use by the Revision Centre and Help Centre. This list, as required under section 27 of the *Municipal Elections Act, 1996* shall be available on September 20, 2010 at the clerk's office.
- e) The final Voters' List as corrected by the clerk pursuant to section 22 of the *Municipal Elections Act, 1996* shall be reproduced and provided to CanVote in order that CanVote may print the Voter Information Letters.

Voter Information Letters shall be returned to the clerk for distribution by first class mail to all eligible voters to enable them to vote by telephone and Internet.

- f) The final Voters' List shall be continually updated by the Revision Centre until the closing of the vote on October 25, 2010 at 8:00 p.m.

2. The Revision Centre shall be established at the Town Hall, located at 600 Higginson Street, Hawkesbury, Ontario.

The Revision Centre shall be responsible for the following:

- (a) Eligible voters who attend at the Revision Centre and are not on the Voters' List will be able to be added to the list by filling out a declaration form and providing satisfactory identification (Form 1).
 - (i) Their names will be added to the Voters' List and they will be assigned (or mailed) a Voter Information Document containing a Voter Identification Number and Password; and
 - (ii) They will be able to vote at the Revision Centre if they so wish during the voting period.
- (b) Verifying and re-issuing a Voter Information Letter to qualified voters:
 - (i) When a person on the Voters' List has lost his or her Voter Information Letter or did not receive it in the mail, he or she can attend at the Revision Centre in order to receive a new one. If it is during the Voting period the authorized election official shall verify in the system whether that elector's record shows that the voter has already voted. Upon providing satisfactory identification to the election official, an oath shall be taken by the elector and a new Voter Information Letter containing a new Voter Identification Number and Password shall be issued (Form 2). Before issuing the new letter, the election official shall enter the Reference Number for the new Voter Information Letter into the system for that elector. This automatically invalidates the previous unused Voter Identification Number and validates the new Voter Identification Number for voting.

6. REVISION OF THE VOTERS' LIST

The Voters' List shall be available by September 1, 2010. It may be consulted at the clerk's office (Door F) or by phone at 613-632-0106 extension 2245. The revision of the Voters' List will be carried out until October 20, 2010.

During the Voting period, from Wednesday October 20 until Monday October 25,

2010, voters wishing to have their names added to the list, or to have their registration modified or deleted (Form 1) shall attend the Revision Centre / Help Centre that will be located in the Council Chambers, Door B of the Town Hall. Opening hours of the Revision Centre / Help Centre are as follows:

Date	Time
Wednesday, October 20, 2010	9 :00 a.m. to 4 :00 p.m. & 6 :00 p.m. to 8 :00 p.m.
Thursday, October 21, 2010 and Friday, October 22, 2010	9 :00 a.m. to 4 :00 p.m.
Saturday, October 23, 2010 and Sunday, October 24, 2010	9 :00 a.m. to 1:00 p.m.
Monday, October 25, 2010	9:00 a.m. to 8: 00 p.m.

Voters wishing to have their names added to the list shall present identification documents giving at least their name and the address giving them the right to vote in the municipality (ex: driving licenses, tax bill, electricity or telephone bill, lease, purchase contract, etc...). In the case for a spouse or occupant to be unable to show an identification document confirming their name and address, the owner or the tenant shall take an oath confirming the eligibility of that person to vote, and shall also show his or her own identification document (Form 14).

Outside the Voting period, the Revision Centre shall be located in the clerk's department located at Door F in the Town Hall during normal business hours. People shall see Mrs. Christine Groulx or Mrs. Sonia Girard. The same rules for identification apply.

election officials have the right to require a voter to identify himself or herself, to show one or more identification document proving his or her eligibility to vote and to take an oath.

Form 1 must be completed by the voter but may be deposited by the voter's appointed representative. Voter Information Letters shall be mailed to the address indicated in Form 1. They will not be given to any other person than the voter himself or herself. In the case where the letter might not arrived on time for the end

of the Voting period, the voter shall recuperate his or her letter at the Revision Centre.

Demands for the removal of another voter from the list shall be made on Form 12 and deposited from Tuesday September 7 to Thursday September 10, 2010 at 4:00 p.m.

7. NOTICES

1. The clerk of the Town of Hawkesbury shall notify voters of the following through the use of newspaper and the Town's Website:
 - (a) that a municipal election is being held for the Town of Hawkesbury and that the municipality has adopted an alternative voting method, being the telephone and Internet voting;
 - (b) the time and date for the voting period and the method of voting including the offices on the town council and/or school boards;
 - (c) who is eligible to vote in the municipal election; and
 - (d) the location and hours of the Revision Centre and the Help Centre, how eligible voters can check to see if their name is on the Voters' List and the procedures by which their name can be added or information corrected on the Voters' List.
2. The clerk shall determine the date(s) of all advertisements including which newspaper(s) the notices are to appear in order to comply with the requirements and principles of the *Municipal Elections Act, 1996*. Joint advertisement may be done with neighboring municipalities.
3. Each person on the Voters' List shall be mailed "first-class" a sealed Voter Information Letter containing:
 - (a) his or her Voter Identification Number and Password and the telephone number to call and the Website address to cast his or her vote;
 - (b) instructions on how to vote;
 - (c) hours of voting; and

- (d) the location and telephone number of the Help Centre.

8. VOTING

1. A telephone and Internet methods of voting shall be used for this municipal election.
 - (a) Voting by telephone or Internet:
 - (i) Eligible voters shall be required to phone a designated number or access a Website to cast their vote.
 - (ii) Every eligible voters shall be limited to one vote through the use of Voter Identification Number and Password distributed by Canada Post in a sealed and personalized Voter Information Letter.
 - (iii) The interactive voice response system and Website, being accessible in both official languages, will allow the eligible voter to vote.
 - (iv) Following the voter's selection, while using the telephone system the interactive voice response system and Website shall identify the voter's choice and provide the voter with the option of changing or confirming their vote.
 - (v) Both the interactive voice response system and the Website shall enable the voter to abstain from voting for an office(s) if he / she wishes to do so.
 - (vi) Once the Voter Identification Number and Password have been used, it cannot be used again, unless disconnected while voting and then only further access shall be granted to the telephone or the Internet voting system.
 - (b) Voting will commence on Wednesday, October 20, 2010 at 9:00 a.m. and conclude on Monday, October 25, 2010 at 8:00 p.m.
2. Prior to the activation of the system by CanVote, being on Wednesday, October 20, 2010 at 9:00 a.m., CanVote shall forward to the clerk by

facsimile transmission, a list of all of the candidates name including the sum total of votes cast to ensure that all totals for all candidates indicate “0”. The system will not be activated until confirmation of all numbers opposite a candidate(s) name have been deleted from the system and a facsimile transmission being received indicating a “0” total for all candidates.

3. Candidates or their scrutineer may be present to verify and ensure that all totals of votes cast are at “0” and shall be permitted to sign the facsimile transmission.
4. CanVote will forward, by facsimile transmission and by e-mail, a list to the clerk of all Reference Numbers and corresponding names of those people who have voted during the Voting period in order that the names of those who have voted can be struck off the Voters’ List. A list of voters who have voted during this period will be provided to the candidates or their respective scrutineer. This list shall be provided by CanVote each day no later than 11:00 a.m. of the following day for the previous days of voting, being October 21, 22, 23 & 24, 2010.
5. Candidates or their scrutineer may receive a copy of this list at 1:00 p.m on the day it is received at the clerk’s department located at 600 Higginson Street, Hawkesbury, Ontario. During Voting Day, this list shall be available to candidates or their scrutineer at the following hours: 1:00 p.m., 3:00 p.m., 5:00 p.m., 6:00 p.m., 7:00 p.m. and 7:30 p.m.
6. Voter Information Letters returned to the Municipal Office unopened will remain unopened and be kept in a secure fashion and will be destroyed at the same time as all other municipal election material as provided for under section 88 of the *Municipal Elections Act, 1996*.
7. The election official will immediately delete the Reference Number from the system should a Voter Information Letter be returned to the Municipal Office that has been opened but not used for voting purposes. In this circumstance, the Voter Information Letter shall be marked “deleted”.
8. The clerk and the election official(s) shall ensure a complete audit trail of all Voter Information Letters:
 - (a) that were sent to eligible voters;
 - (b) that were returned from the Post Office;
 - (c) that were returned by a voter or other individual either opened or unopened but unused for voting purposes;

- (d) that were deleted from the system;
 - (e) that were re-issued to an eligible voter;
 - (f) that were received from CanVote and unassigned to potential eligible voters including the total number of Voter Identification Letters that were assigned to eligible voters that have completed the appropriate form(s).
- 9.
- (a) When an eligible voter has tried his or her Voter Identification Number for the first time and it has already been used, the voter can attend at the Help Centre with satisfactory identification and have an election official confirm that the elector's Voter Identification Number has been used by an impersonator.
 - (b) Prior to the issuance of a new Voter Information Letter, the voter shall be required to respond and answer all questions of the election official prior to considering or authorizing the re-issuance of a Voter Information Letter. The election official shall document all questions and answers of the elector and, if deemed appropriate, the clerk may submit the same to the Ontario Provincial Police for further investigation and prosecution.
 - (c) If the election official believes that all questions have been answered truthfully to his or her satisfaction, the elector will be required to make a declaration as to his or her statement and to take an oath which shall be given by the election official. A copy of this declaration may also be submitted to the Ontario Provincial Police should further questioning of the elector be required in order to ascertain if corrupt practices have occurred. The elector will be required to assist and cooperate in the investigation in determining the individual(s) who has fraudulently use the Voter Identification Number.
 - (d) Once the elector has properly answered all questions and taken the prescribed oath, the elector shall be issued a new Voter Information Letter containing a new Voter Identification Number and Password (Form 3). As a condition to re-issuance of a Voter Information Letter, the elector will be required to vote at the Help Centre. Should the elector fails to vote at the Help Centre or leaves the Help Centre without voting, the election official shall forthwith delete from the system the Reference Number and the Voter Information Letter shall be voided. The elector shall forfeit his or her right to vote and shall not be entitled to a new Voter Information Letter. The Ontario Provincial Police may be advised immediately to determine if a corrupt practice

has occurred.

10. When an eligible voter has tried his or her Voter Identification Number and it is not valid, the election official will ensure that it has been activated.
11. (a) When an eligible voter has received an incorrect Voter Information Letter in terms of school support, the voter can attend at the Revision Centre in order to receive a correct one provided that Voter Information Letter has not been used to vote. If the voter has used the Voter Information Letter to vote and the system indicates that the voter has used this Voter Identification Number, the elector shall have deemed to have voted and shall be denied a new Voter Information Letter.

(b) The eligible voter shall return the original unused Voter Information Letter to the election official in order to qualify for a new Voter Information Letter. The Reference Number shall be deleted immediately by the authorized election official in order to delete the Voter Identification Number. Upon receiving satisfactory identification (and completing a statutory declaration), a new Voter Information Letter shall be issued to the voter (Form 1).
12. Voter Identification Numbers or any other number(s) shall not be given out over the telephone or by e-mail.

9. VOTING PROCESS

1. Eligible voters may vote by:
 - (a) (i) Accessing the telephone number provided by using either a touch tone telephone or a cellular telephone. Rotary dial telephone will not be able to access the system. “Diga-pulse” telephones will not be able to access the system unless the over-ride button on the telephone is in the “touch-tone” mode. Should the preceding be incorrectly completed, the interactive voice response (IVR) system will provide an error message requesting that the eligible voter obtains assistance from an election official or vote the Help Centre;

Or

- (ii) Accessing the Website provided by using a computer with an Internet browser;
- (b) Attending at the Help Centre during the hours indicated in section 6. A touch tone phone and computers will be available. The telephone provided at the Help Centre shall delete any display options on the telephone;
- (c) Attending at the Help Centre during hours indicated in section 6 with a friend, who will have to take the appropriate oath and having the friend vote using the touch tone telephone or computer provided (Forms 4 & 5). In the absence of a friend, the voter may request the assistance of the election official, who may provide assistance only after the appropriate oath have been taken;
- (d) Attending the Help Centre during hours indicated in section 6 with an interpreter, taking the appropriate oath(s) and voting using the touch tone telephone or computer provided (Form 6);
- (e) Requesting assistance by telephone to a Help Centre election official, by taking the appropriate verbal oath(s) and voting with the assistance of the election official (Form 4);
- (f) With the assistance of an election official that will be provided to the following institutions and retirement homes who will have requested the clerk to establish a satellite voting poll:

NAME OF RETIREMENT HOME OR INSTITUTION	DATE	HOURS FOR ASSISTANCE
Place Mont Roc	To be determined	
Place Old Mill	To be determined	
Résidence Prescott & Russell	To be determined	
Résidence Victor Bruneau	To be determined	
Le Chateau Vert	To be determined	
Hawkesbury General Hospital	To be determined	

Place Rideau	To be determined	
Places McGill (2)	To be determined	
Dates and times will be determined with the owners or managers of the retirement homes and institutions and only if they request for the establishment of a satellite voting poll. The schedule will be given to the certified candidates. **Candidates or their scrutineers will be authorized to visit the satellite voting polls fifteen minutes prior to the beginning of the vote, but will be requested to leave when voting begins.		

10. **SCRUTINEERS**

- (1) Scrutineers may be appointed, in writing by the certified candidate, as stated under section 16 of the *Municipal Elections Act, 1996*. If appointed, scrutineers will be entitled to the following:
 - (a) upon request and after producing the properly signed “Appointment of Scrutineer” (Form 8) and prescribing to the oath(s) of secrecy, they will be provided a copy of the list of voters showing all voters that have voted. Scrutineers may pick up their list in accordance with the hours specified in section 8 (5).
 - (b) upon request and after producing the properly signed “Appointment of Scrutineer” form including prescribing to the oath(s) of secrecy, they may attend at the Help and Revision Centres during hours of operation and observe the process. A table will be set up aside to allow scrutineers to observe the process without interfering with the flow of voters. The certified candidates may also sit at the table; however, his /her scrutineer will have to leave.
 - (c) to be present at the time and place where results are received by the clerk including signing the facsimile transmission indicating the final results and votes cast. No copy of the final results will be provided until announced at the Community Hall at the Robert Hartley Sports Complex.
- (2) However, certain restrictions apply to scrutineers and to the certified candidates as well:
 - (a) attempting to interfere, influence and to determine how an elector is voting or intends to vote;

- (b) displaying a candidate's election campaign material in a voting place;
- (c) limiting discussion with voters as to not intimidate other voters on site;
- (d) compromising the secrecy of the voting;

The disrespect of these conditions will result in the expulsion of the scrutineer or candidate and their appointment will be revoked and will not be permitted to re-attend at the Help or Revision Centres.

Use of a cellular telephone shall **NOT BE PERMITTED** within the Revision and Help Centres by any candidate or scrutineer.

11. **SYSTEM**

1. The integrity of the voting process shall be the responsibility of the clerk of the Town of Hawkesbury and shall be preserved by:
 - (a) ensuring that every eligible voter on the Voters' List is mailed, using Canada Post, a sealed Voter Information Letter which contains the voter's unique Voter Identification Number and Password;
 - (b) ensuring that no one, including the clerk of the Town of Hawkesbury, maintains a list of Voter Identification Numbers that matches each voter's name and address; and
 - (c) providing an opportunity for eligible voter who does not appear on the Voters' List to be added to the list or to make amendments to the list, up to and including Monday, October 25, 2010 at 8:00 p.m.
2. The voting system shall be tested on several occasions. The test(s) shall include, but not be limited to the following:
 - (a) checking the verbal content and the wording of the script and text on the Website ;
 - (b) checking the Help Centre and Revision Centre telephones;
 - (c) checking five and ten second delays for telephone voting only;

- (d) attempting to use a Voter Identification Number more than once;
 - (e) balancing a predetermined number of votes with those cast;
 - (f) matching Reference Numbers to names and addresses;
 - (g) checking the system which is used for activating Voter Identification Numbers through the revision process;
 - (h) deliberately keying in the wrong information.
3. In continuing to provide for the integrity of the system and to ensure confidence of this process, a demonstration to the certified candidates or their scrutineer will be provided of the items specified in paragraph 11(2) of this document. The location, date and time for this demonstration shall be determined by the clerk.
4. The system demonstration to candidates will also indicate the actual names of the candidates in order that the names are correctly enunciated at which time the candidate(s) will have an opportunity of requesting changes in the pronunciation of their name(s) only.

12. CAMPAIGN MATERIAL / POSTERS

Certified candidates shall respect the provisions of municipal by-law N° 22-2010. This by-law is concluded in the document “Information for candidates” given to candidates upon filing their nomination papers. It is also available under “Election 2010” of the town’s Website at www.hawkesbury.ca.

Furthermore, during the voting period starting at 9:00 a.m. on October 20 and until 8:00 p.m. on October 25, 2010, vehicles having decals and/or lettering shall not be allowed to park in front of the Town Hall where they may be seen from Door B. However, they will be allowed to park on the north side of Higginson Street.

13. SOLICITATION

The *Municipal Elections Act, 1996* stipulates that no person shall attempt to influence, directly or indirectly, how the voter votes and no person shall display a candidate’s election campaign material or literature in a voting place, it shall be

forbidden for the candidates and their scrutineers to stand in the voting place to welcome the voters. For the purpose of the present section, the voting place is the Council Chambers, the hallway at Door B of the Town Hall and the immediate premises outside of the Town Hall and parking lot on Higginson Street.

Candidates offering transportation to voters shall deposit them at Door B of the Town Hall and shall not accompany them inside unless the person has limited movement capacities. In such case, the candidate or his/her scrutineer shall remain discrete and shall not display any campaign material.

Candidates or his/her scrutineer using vehicles with decals and/or lettering shall deposit the voters at Door B but shall park the vehicle on the north side of Higginson Street or where it may not be seen from Door B.

14. CORRUPT ELECTION PRACTICES - PROVINCIAL OFFENCE AND PROSECUTION

1. Sections 89 and 90 of the *Municipal Elections Act, 1996* provides for penalties and enforcement of corrupt practices and other offences during an election process.
2. Although the Town of Hawkesbury will be using an “alternative voting method”, being the telephone and Internet voting, the principles and the integrity of the election process shall remain and is enforceable.
3. Although many provisions of the *Municipal Elections Act, 1996* deal with voting places, ballots and ballot boxes, etc. the same must 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.
4. As such, the clerk has established for the alternative form of voting the following rules and regulations:
 1. THAT all complaints which may contravene the provisions of the *Municipal Elections Act, 1996* either verbally or written, will be investigated by the clerk;
 2. THAT such complaints, once investigated to the extent and knowledge of the clerk, might be submitted to the local detachment of the Ontario Provincial Police;

3. THAT the detachment commander of the Ontario Provincial Police has been advised that such complaints may be turned over to his or her office for further investigation;
4. THAT the detachment commander of the Ontario Provincial Police, once the investigation completed, may communicate with the Crown Attorney's Office to determine if an individual(s) will be prosecuted.
5. THAT the clerk or any election official will not attempt to intervene in the prosecution and may be called to give evidence during prosecution.
6. THAT a complaint may be made directly to the detachment commander of the Ontario Provincial Police if the complaint so desires.

15. MAIL TAMPERING - CRIMINAL OFFENCE AND PROSECUTION

1. The Criminal Code of Canada states that tampering with the mail of an individual is a criminal offence and a person(s) found guilty is liable to a term of imprisonment not exceeding ten (10) years.
2. Since the Town of Hawkesbury will be using an "alternative voting method", being the telephone and Internet voting, and that notification of the voting process and how electors can access the voting system in order to exercise their right to vote will be completed through the mail, mail tampering is a criminal offence under the Criminal Code of Canada.

As such and in order to ensure the integrity and confidence of the voting process for all electors and the candidates, the clerk of the Town of Hawkesbury in this alternative form of voting hereby establishes the following rules and regulations:

1. THAT all complaints which may contravene the provisions of the Criminal Code of Canada with respect to mail tampering, either verbally or written, will be investigated by the clerk;
2. THAT such complaints, once investigated to the extent and knowledge of the clerk, may be submitted to the local detachment of

the Ontario Provincial Police;

3. THAT the detachment commander of the Ontario Provincial Police has been advised that such complaints may be turned over to his or her office for further investigation;
4. THAT the detachment commander of the Ontario Provincial Police, once the investigation completed, may communicate with the Crown Attorney's Office to determine if an individual(s) will be prosecuted.
5. THAT the clerk or any election official will not attempt to intervene in the prosecution and may be called to give evidence during prosecution.
6. THAT a complaint may be made directly to the detachment commander of the Ontario Provincial Police if the complaint so desires

16. **RESULTS**

1. CanVote shall keep its public voting lines and Website open until 8:00 p.m. on Monday, October 25, 2010 and its Help Centre lines open until the clerk of the Town confirms that all eligible voters at the Help Centre at 8:00 p.m. on Monday, October 25, 2010 have completed voting.
2. The clerk of the Town of Hawkesbury, at 8:00 p.m. on October 25, 2010, providing that all eligible voters within the Help Centre have voted, shall request the close and deactivation of the telephone and Internet voting system at the Help Centre and shall also request the tabulation of the results of all candidates by category.
3. The clerk shall report the **unofficial** results when received from CanVote after 8:00 p.m. on Monday, October 25, 2010, at the Community Hall located at the Bob Hartley Sports Complex located at 425 Cartier Blvd., Hawkesbury, Ontario.
4. Pursuant to subsection 55(4) and subject to the provisions of section 56 of the *Municipal Elections Act, 1996* concerning "Recount", the clerk shall on Tuesday, October 26, 2010 at the 1:00 p.m. at the Town Hall located at 600 Higginson Street, Door F, Hawkesbury, Ontario

- (i) declare the candidate or candidates, as the case may be, who received the highest number of votes to be elected; and
- (ii) declare the result of any vote on a by-law or question.

17. TIE VOTE - RECOUNT PROCEDURES

1. In the case of a tie vote, as provided under section 56 of the *Municipal Elections Act, 1996* the clerk of the Town of Hawkesbury shall request from CanVote a re-tabulation of the votes cast.
2. Pursuant to subsection 56(2) of the *Municipal Elections Act, 1996* the recount shall be held within fifteen (15) days after the clerk's declaration of the results of the election, and therefore the recount shall occur on Thursday, November 9, 2010 at the hour of 10:00 a.m. at the Town Hall located at 600 Higginson Street, Door F, Hawkesbury, Ontario.
3. Pursuant to subsection 61(1) of the *Municipal Elections Act, 1996* the following persons will be authorized to attend the recount:
 - (i) the clerk and any other election official appointed by the clerk for the recount procedure including the municipal lawyer;
 - (ii) every certified candidate for the office;
 - (iii) the lawyer for the candidate; and
 - (iv) only one scrutineer for each of the candidate.
4. At the precise hour of 10:15 a.m., the clerk shall request CanVote to re-tabulate the results for the office(s) that are subject to the recount. CanVote shall send the results of the recount by facsimile transmission and by electronic mail (E-mail).
5. Upon receipt of the final results of the recount, the clerk shall announce the results of the recount and in the event of a tied vote, subsection 62(3) of the *Municipal Elections Act, 1996* shall apply, being as follows:

“If the recount indicates that two or more candidates who can not both or all be declared elected to an office have received the same number of votes, the clerk shall choose the

successful candidate or candidates by lot”.

6. In the event that a tied vote occurs after the statutory recount, the following procedure shall be used and applied:
 - a) the clerk shall determine the texture and quality of the paper used for this process and each candidate or the candidate’s lawyer and/or scrutineer will have an opportunity of examining the paper to be used to inscribed the names of the candidates;
 - b) the clerk shall inscribed the name of each candidate on a similar size paper and the candidate(s), the candidate’s lawyer and/or scrutineer, without touching the paper, may examine the same. In addition, all persons present will have an opportunity of examining the box which will be used for conducting the lot;
 - c) upon acceptance of all the candidates that the process outlined in paragraphs a) and b) have been adhered to, the clerk shall fold the papers bearing each candidate name twice in two (2) equal parts and shall deposit these papers, in full view of all persons present and authorized to attend, in an open-end box that will be acceptable to all persons present. In the event of a conflict or difference of opinion as to the selection of the box, the clerk shall determine the box to be used for this process.
7. upon completion of this process, the clerk shall hold the box and, without looking into the box, ensure that the contents has been displaced sufficiently and request the municipal lawyer to draw only one or the required number of papers for the purpose of determining the successful candidate or candidates.
8. the municipal lawyer shall hand directly to the clerk the selected and required number of papers and the clerk shall read aloud the name of the candidate or candidates and proceed to declare this or these individuals elected.
9. once completed, the municipal lawyer shall remove the remaining contents from the box and provide an opportunity for all persons present to examine the slips of papers including the box.

18. AFTER VOTING DAY

1. At no time after voting day shall the Reference Numbers and Voter Identification Numbers come together to allow anyone to know how a voter has voted.
2. All election materials shall be destroyed in accordance with the principles of section 88 of the *Municipal Elections Act, 1996*.

19. COMMUNICATION WITH CANDIDATES

To facilitate the electoral procedures and communications with candidates, the clerk will ask each candidate the method of communication he or she prefers (e-mail, fax, mail), and this method will be used for the whole electoral process unless the format of the document does not permit its uses. In such a situation, the clerk will contact the candidates by phone to determine how the document may be delivered. All communications and/or documents will be considered having been delivered to each candidate at the same moment an e-mail has been sent, upon successful transmission of a fax or the day after a document has been put in regular mail.

20. ATTACHMENTS - FORMS

The following forms and notices have been approved and are the only one prescribed for use by the Town of Hawkesbury for the election process:

FORM NUMBER	DESCRIPTION / NAME OF FORM OR NOTICE
FORM 1	<i>Additions, Corrections and Deletions to the Voters' List</i>
FORM 2	<i>Voters' Identification Number - (Lost and Unused)</i>
FORM 2a	<i>Voters' Identification Number - (Internet interrupted)</i>
FORM 3	<i>Voters' Identification Number - (Impersonator)</i>
FORM 4	<i>Oral Oath of Incapacity to Vote without Assistance</i>
FORM 5	<i>Oral Oath of Friend of Elector</i>

FORM 6	<i>Oath of Interpreter</i>
FORM 7	<i>Oath of Secrecy</i>
FORM 8	<i>Appointment / Oath of Scrutineer</i>
FORM 9	<i>Oath of candidate – secrecy</i>
FORM 10	<i>Oral Oath of Qualification</i>
FORM 11	<i>Appointment / Oath of election official</i>
FORM 12	<i>Removal of Another Person’s Name from the Voters’ List</i>
FORM 13	<i>Candidate’s declaration – proper use of Voters’ List</i>
FORM 14	<i>Declaration of the owner or tenant for his/her spouse or occupant who does not have any piece of identification (addition to the Voters’ List)</i>

Additional forms to those identified above may be approved by the clerk of the Town of Hawkesbury.



600, rue Higginson Street, Hawkesbury, ON K6A 1H1

APPLICATION TO AMEND THE VOTERS' LIST

FORM 1

- Checkboxes for adding, amending, or removing name from Voters' List.

A - General Information

Form fields for Ward, Voting Subdivision, Assessment roll number, Family Name, Given Name(s), Full address of residence, Apt., Postal Code, Date of birth.

IF YOU ARE NOT A RESIDENT OF THIS MUNICIPALITY, WHAT IS YOUR QUALIFYING ADDRESS?

Form fields for Qualifying address and Postal Code.

B - Addition of applicant's name to the Voters' List

Please check one of the following:

- Owner, Tenant, Spouse of an owner or tenant, Other

School Board Support: (The elector must be a resident of the Town of Hawkesbury)

- ENGLISH PUBLIC, ENGLISH SEPARATE, FRENCH PUBLIC, FRENCH SEPARATE

C - Amend applicant's information on the Voters' List

- Change School Board support, Change address within the Town of Hawkesbury, Other

From: To: fields

Ward: Voting Subdivision: fields

In order to support the English Separate or French Separate school board, you must be a Roman Catholic. In order to support the French Public or French Separate school board, you must have French language education rights.

DECLARATION OF THE APPLICANT

I, the undersigned, hereby declare that I am a Canadian citizen, that I have attained the age of eighteen (18) years on or before Voting Day, and I am entitled to be an elector in accordance with the facts or information submitted above and that I understand the effect thereof.

Signature of applicant Date

DECLARATION OF AGENT

If this signed application is submitted by an agent of the applicant, the agent shall declare as follows:

I hereby declare that the applicant has appointed me as her/his agent and on her/his behalf I file this application signed by her/him.

Name of agent (print) Signature of agent
Address of agent Telephone no.

NOTE: The Voter Information Letter will be mailed to the elector.

FOR OFFICE USE ONLY

CERTIFICATE OF APPROVAL

I hereby certify that the Voters' List for the said voting subdivision in the Town of Hawkesbury shall be amended in accordance with the above statement of facts or information.

Signature of Clerk or Election Official Date

Check if application is refused and state reason. Refused by: Initials Date

FORM 2 APPLICATION FOR RE-ISSUE OF A VOTER'S INFORMATION LETTER (LOST AND UNUSED) TOWN OF HAWKESBURY

Surname:		Given Name(s):	
Full Address of Residence:		Apt No.	Postal Code
Mailing Address (if different)			Tel. No.:
Ward Number:		Polling Subdivision Number:	

I, _____, being the above named individual and having provided satisfactory identification to the Election Official, do hereby make the following declaration:

1. That I am an eligible voter for the Town of Hawkesbury and that I am on the Voters' List or have made an application to be included on the Voters' List;
2. That I have not received by mail a Voter Information Letter from the Town of Hawkesbury

OR (check appropriate)

- That I have lost or misplaced the Voter Information Letter provided by the Town of Hawkesbury and I am unable to locate the said Voter Information Letter for the purpose of voting by telephone or by internet.
3. That I understand that should the Voter Information Letter be received by mail or found, the same shall be immediately returned to an Election Official of the Town of Hawkesbury and that I shall not attempt to use or to give to someone else, for voting purposes, the Voter Information Letter.

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

Signature of Applicant

Signature of Election Official

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

1. De-activation of Reference Number: _____
(Reference No.)
2. Verification of de-activation of Voter Identification Number _____
(Signature of Election Official)
3. Issuance of Voter Information Letter:

NEW Reference Number: _____
4. Activation of Voter Identification Number: _____
(Signature of Election Official)

SIGNATURE OF ACKNOWLEDGEMENT

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

Signature of Applicant

Date

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

Signature of Election Official

Date

FORM 2a APPLICATION FOR RE-ISSUE OF A VOTER'S INFORMATION LETTER (Internet Interrupted) TOWN OF HAWKESBURY

Surname:		Given Name(s):	
Full Address of Residence:		Apt No.	Postal Code
Mailing Address (if different)		Tel. No.:	
Ward Number:		Polling Subdivision Number:	

I, _____, being the above named individual and having provided satisfactory identification to the Election Official, do hereby make the following declaration:

1. That I am an eligible voter for the Town of Hawkesbury and that I am on the Voters' List or have made an application to be included on the Voters' List;

That I have not voted for the following offices since my Internet service was interrupted:

2. I realize that under no circumstances will I be voting for other offices.

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

Signature of Applicant

Signature of Election Official

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

1. Verification of Reference Number:	_____
2. Verification of Voter Identification Number	_____ (Signature of Election Official)
3. Issuance of Voter Information Letter:	
NEW Voter Reference Number:	_____
4. Activation of Voter Identification Number:	_____ (Signature of Election Official)

SIGNATURE OF ACKNOWLEDGEMENT

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

Signature of Applicant

Date

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

Signature of Election Official

Date

FORM 3 APPLICATION FOR RE-ISSUE OF A VOTER'S INFORMATION LETTER (USED BY AN IMPERSONATOR) TOWN OF HAWKESBURY

Surname:	Given Name(s):	
Full Address of Residence:	Apt No.	Postal Code
Mailing Address (if different)		Tel. No.:
Ward Number:	Polling Subdivision Number:	

I, _____, being the above named individual and having provided satisfactory identification to the Election Official, do hereby make the following declaration AND provide the required information to the Election Official:

- That I am an eligible voter for the Town of Hawkesbury and that I am on the Voters' List or have made an application to be included on the Voters' List;
- That I have not received by mail a Voter Information Letter from the Town of Hawkesbury and an imposter has voted without my express authorization

OR (check applicable box)

That I have lost or misplaced the Voter Information Letter provided by the Town of Hawkesbury and unable to locate the said Voter Information Letter for the purpose of voting by telephone or by Internet and that an imposter has voted without my express authorization.

- That I have not voted or have not personally used the Voter Information Letter to vote nor have I provided and given my Voter Information Letter to another person for the purpose of voting.

- That I have no knowledge, direct or indirect, as to who has used my Voter Information Letter to vote in my name

OR (check applicable box)

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

- That I have answered all questions of the Election Official truthfully and to the best of my knowledge and further understand that the Ontario Provincial Police may be communicating with me for the purpose of furthering this investigation and prosecution of the imposter(s) of corrupt election practices or mail tampering or fraud.

- That should a New Voter Information Letter be issued by an Election Official that, as a condition to re-issuance, that I will be required to vote only at the Revision Centre of the Town of Hawkesbury.

- That I further agree that should I obtain additional information as to who has voted on my behalf that I will communicate such information with the Election Official and the Ontario Provincial Police.

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

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

Signature of Applicant

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

FORM 3 APPLICATION FOR RE-ISSUE OF A VOTER'S INFORMATION LETTER (USED BY AN IMPERSONATOR) (page 2)
TOWN OF HAWKESBURY

Surname:		Given Name(s):	
Full Address of Residence:		Apt No.	Postal Code
Mailing Address (if different)			Tel. No.:
Ward Number:		Polling Subdivision Number:	

PROCEDURES OF ELECTION OFFICIAL

1. Verification that the Voter Identification Number has been used: _____
(Signature of Election Official)
2. Issuance of Voter Information Letter:
NEW Reference Number: _____
3. Activation of Reference Number: _____
(Signature of Election Official)

SIGNATURE OF ACKNOWLEDGEMENT BY APPLICANT

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

Signature of Applicant Date

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

Signature of Election Official Date

FOR USE BY THE ELECTION OFFICIAL
VOTER LEAVES REVISION CENTRE WITHOUT VOTING

1. Voter has immediately left Revision Centre:
 - a) Deactivate the Reference Number.
 - b) Verify de-activation of Reference Number.
2. Voter has left Revision Centre after voting:
 - a) Verify if Identification Number has been used to confirm that the elector has voted. If Reference Number is still active after elector has voted, the following must be completed:
 - i) Deactivate Voter Reference Number immediately;
 - ii) Document and provide copy to the Ontario Provincial Police for investigation of corrupt practices.

SIGNATURE OF ELECTION OFFICIAL THAT VOTER HAS LEFT REVISION CENTRE WITHOUT VOTING

Signature Date Time

FORM 4

TOWN OF HAWKESBURY

**ORAL OATH OF INCAPACITY
TO VOTE WITHOUT ASSISTANCE**

MUNICIPAL ELECTIONS ACT

I, _____, being an elector
(name of the elector as it appears or is intended to appear on the Voters' List or document)

entitled to vote in the Town of Hawkesbury swear or solemnly affirm:

(state one of the following:)

- that I am illiterate;**
- that I am blind;**
- that I am physically handicapped;**
- that I require assistance for personal reasons;**

**And THEREFORE I REQUIRE ASSISTANCE TO VOTE BY
TELEPHONE OR INTERNET WITH A FRIEND (OR ELECTION
OFFICIAL).**

FORM 5

TOWN OF HAWKESBURY

ORAL OATH OF FRIEND OF ELECTOR

MUNICIPAL ELECTIONS ACT

I, _____ a friend of _____,
(name of friend in full) *(the elector as it appears or is intended to appear on the Voters' List or document)*

an elector who is

(state one of the following:)

- illiterate;**
- blind;**
- handicapped by other physical cause;**
- requiring assistance for personal reasons;**

And who is entitled to vote in the Town of Hawkesbury swear or solemnly affirm:

THAT I will vote by telephone or Internet as directed by the elector; and

THAT I will keep secret the manner in which this elector voted.

FORM 6

TOWN OF HAWKESBURY

ORAL OATH OF INTERPRETER

MUNICIPAL ELECTIONS ACT

I, _____ acting as interpreter for _____
(name of interpreter in full) *(Name of elector as it appears or is intended to appear*

_____, an elector entitled to vote in the Town of Hawkesbury,
on the Voters' List or document)

swear or solemnly affirm:

THAT I will faithfully translate the necessary oaths as well as any lawful questions necessarily put to the elector and his/her answers at the Revision Centre or any other location for voting as may be determined by the Clerk.

FORM 8

**TOWN OF HAWKESBURY
APPOINTMENT OF SCRUTINEER**

Municipal Elections Act, 1996 (s. 16(1))

VOTING PLACE LOCATION(S): ALL

I, _____ (enter name of candidate) hereby appoint _____
_____ to act as a scrutineer to represent me at the location(s) set out above, during the voting process
of the Municipal Elections to be held from October 20th, 2010 to October 25th, 2010 during the opening hours
of the Revision or Help Centres or at other voting location(s) as may be determined by the clerk of the Town of
Hawkesbury.

I also hereby appoint the above named individual to be present during the receipt of the final vote (results) to
be received at the Town Municipal Office on October 25th, 2010 and to obtain a copy of the advance votes as
described in the "Telephone and Internet Voting and Election Procedures Manual" approved by the clerk of the
Town of Hawkesbury.

This form must be signed by the Candidate and will be required to be shown to an Election Official at the
Revision Centre, the Help Centre or at any other voting location(s) designated by the clerk or at the place
where votes are being received. Failure to show proof of appointment or to adhere to the instructions of the
Election Official will result in a direction to leave the Revision Centre, the Help Centre or any other
location(s) designated by the clerk as a Voting Location. **Use of a cellular telephone within the Revision
Centre, the Help Centre or other designated location(s) is strictly prohibited.**

Signature of Candidate

Date

I, the person named above as scrutineer for the above noted candidate, swear solemnly that I will:

- maintain and aid in maintaining the secrecy of the voting and,
- not interfere nor attempt to interfere with an elector when she/he is voting by telephone or by Internet; or
- attempt to obtain or communicate any information as to how an elector is about to vote or has voted, or
- directly or indirectly induce an elector to disclose how she/he has voted.

Declared before me at the Town _____)
of Hawkesbury in the County of _____)
Prescott this _____ day of _____)
_____, _____)

Signature of Person appointed as Scrutineer

Signature of Election Official

Form 9

TOWN OF HAWKESBURY
2010 MUNICIPAL ELECTIONS
OATH OF CANDIDATE

NAME OF CANDIDATE: _____
(print name)

FOR THE OFFICE OF: _____
(print)

I, the person named above, solemnly swear that I will:

- maintain and aid in maintaining the secrecy of the voting and,
- not interfere nor attempt to interfere with an elector when she/he is voting by telephone or by Internet, obtain or communicate any information as to how an elector is about to vote or has voted, or directly or indirectly induce an elector to disclose how she/he has voted to any person.

This form must be signed by the Candidate and may be required to be shown to an Election Official at the Revision Centre, Help Centre or at any other voting location as may be determined by the Clerk. ***USE OF A CELLULAR TELEPHONE WITHIN THE HELP CENTRE OR THE REVISION CENTRE IS STRICTLY PROHIBITED.***

Declared before me at the Town
of Hawkesbury, in the County
of Prescott this _____ day of
_____.

Signature of Election Official

Signature of Candidate

FORM 10

TOWN OF HAWKESBURY

ORAL OATH OF QUALIFICATION

MUNICIPAL ELECTIONS ACT

The following oath to be administered to an elector when voting at the Revision Centre or at any other location(s) as determined by the Clerk:

- objected to by a candidate or scrutineer;
- when the Election Official is not satisfied as to the elector's identity.

I, _____, being an elector
(name of the elector as it appears or is intended to appear on the Voters' List or document)

entitled to vote in the Town of Hawkesbury swear or solemnly affirm:

THAT I am the person named or intended to be named on the Voters' List or document now shown to me; and

THAT I have not before voted at the elections now being held in the Town of Hawkesbury.

**APPOINTMENT / OATH
ELECTION OFFICIAL
TOWN OF HAWKESBURY
2010 MUNICIPAL ELECTIONS**

I, Christine Groulx, clerk of the Town of Hawkesbury and Returning Officer for the 2010 Municipal Elections do hereby appoint

as an Election Official for the Town of Hawkesbury with the following delegated responsibilities and appropriate corresponding authority:

1. To receive and certify applications for Additions, Corrections and Deletions to the Voters' List (Form 1);
2. To receive and certify applications for Voters' Identification Number - Lost and Unused (Form 2);
3. To receive and certify applications for Voters' Identification Number (Impersonator) (Form 3);
4. To administer oaths as may be required under the manual "Telephone and Internet Voting and Election Procedures Manual" including all forms, as approved by the clerk of the Town of Hawkesbury, in addition to oaths that may be required under the Municipal Elections Act, 1996;
5. To attend at the Revision and Help Centres of the Town of Hawkesbury including all other locations that the clerk may establish for voting purposes;
6. To maintain an audit trail of all Voter Information Letters and Voter Identification (Reference) Numbers issued or cancelled;
7. To report to the clerk any complaints or knowledge of infractions to the Municipal Elections Act, 1996 including any voting irregularities or corrupt practices.

The clerk may also assign, in writing or by way of an amendment to this appointment, any other election duties as he deems appropriate.

Christine Groulx, clerk

Date of Appointment

I, _____, the above named individual, do hereby accept the appointment as Election Official for the Town of Hawkesbury for the year 2010 Municipal Elections and the duties and responsibilities assigned as per the appointment by the clerk.

AND THAT I will act faithfully in the capacity of Election Official for the Town of Hawkesbury and perform all the duties required by law without partiality, fear, favour or affection and that I swear and solemnly affirm

- that I will maintain and aid in maintaining the secrecy of the voting; and
- that I will not nor attempt to:
 - i) interfere with an elector when she/he is voting by telephone;
 - ii) obtain or communicate any information as to how an elector is about to vote or has voted, or
 - iii) directly or indirectly induce an elector to disclose how he/she has voted.

SWORN AND AFFIRMED BEFORE ME)
)
 at the Town of Hawkesbury in the)
)
 County of Prescott this _____ day of)
 _____, .)

Signature of Election Official

FORM 12 APPLICATION FOR REMOVAL OF ANOTHER'S NAME FROM VOTERS' LIST
Municipal Elections Act, 1996 (s. 25)

(Prepare in triplicate)

Municipality	TOWN OF HAWKESBURY
--------------	---------------------------

Surname of Applicant		Given Names	
Full Address of Residence	Apt No.	Postal Code	

IN RESPECT OF

Name as Entered on Voters' List		
Full Address of Residence	Apt No.	Postal Code

ENTERED ON LIST FOR

Ward No. (if any)	Voting Subdivision No. (if any)	Assessment Roll Number (to be completed by Clerk)
-------------------	---------------------------------	---

STATEMENT BY APPLICANT

I, the undersigned, hereby state:

That I have good reason to believe that the person named above as entered on the Voters' List for the said voting subdivision in this municipality is not entitled to be an elector and to have her/his name entered thereon; and That I will personally or by a representative attend a hearing to be held by the clerk or designate and there establish the validity of my application, the facts in support of which are as follows:

(signature of applicant)

(date signed)

NOTICE OF HEARING

TAKE NOTICE that the above application has been filed with me under the authority of section 25 of the **Municipal Elections Act 1996** alleging that the above named elector has been wrongfully included on the Voters' List prepared for the said voting subdivision in this municipality. Such name may be removed from the voters' list if you or your representative do not appear at the hearing, to be held as set out below, to oppose this application and to substantiate your right to have your name remain on the list.

Hearing to be held:

Date _____ Time _____
Place _____
Address _____

(signature of clerk or designate)

Note: A hearing is not required to delete the name of a deceased person.

Outcome of Hearing - This application is approved or refused.
(Clerk shall note reasons for decision).

Date

(Clerk or Designate)

SEE SEC. 25 (3) - (9) FOR NOTICE PROVISIONS.



600, rue Higginson Street, Hawkesbury, ON K6A 1H1

**CANDIDATE'S DECLARATION
PROPER USE OF VOTERS' LIST
(FORM 13)**

I, _____, being a candidate for the office of _____ at the 2010 elections, hereby request the clerk to provide me with the following information when it becomes available:

a paper copy of the Voters' List (on or before Wednesday, September 1, 2010) – please note that a copy of all revisions made to the Voters' List will be provided on or before Monday, September 20, 2010.

or

a PDF copy of the Voters' List (on or before Wednesday, September 1, 2010) – please note that a copy of all revisions made to the Voters' List will be provided on or before Monday, September 20, 2010.

and

a copy of the Lists showing the name of each person who has voted in accordance with the schedules established in section 8.5 of the Manual on telephone and Internet voting and Election procedures and forms.

I, the undersigned, do hereby agree to use the Voters' List for election purposes only and I understand that I am prohibited by the Municipal Election Act, 1996 from using the Voters' List for commercial purposes.

Signature

Date

Name



**Declaration of the owner or tenant
for his/her spouse or occupant who does not have
any piece of identification (addition to the Voters' List)**

(Form 14)

I, _____, voter registered on the Voters' List for the 2010 elections, make the declaration that the following person lives at the following address : _____ as my :

spouse; or

other : _____ and he/she has not any piece of identification

showing his/her name and the address where he/she has the right to vote in the municipality.

Name of person being identified

Declare before me, at the Town of
Hawkesbury in the county of
Prescott, this ____ day
of _____, 2010.

Signature of election official

Signature of person making the
declaration