

PROCEDURES FOR THE 2010 MUNICIPAL ELECTION

The 2010 Municipal Election will be held on October 25, 2010 and will be conducted using the Vote by Mail process. Every elector has the responsibility to complete his/her ballot in accordance with the instructions provided with the voting kit and return the ballot to the appropriate location.

DEFINITIONS:

“**CLERK**” shall mean the Clerk of the Municipality of Lambton Shores.

“**COUNCIL**” shall mean the Council of the Municipality of Lambton Shores.

“**COUNTING LOCATION**” shall mean the Forest Community Foundation Gymnasium at The Shores Recreation Centre, 7883 Amtelecom Parkway, Forest, Ontario.

“**MUNICIPAL OFFICE**” unless otherwise specified, shall mean the Municipality of Lambton Shores Municipal Office, 7883 Amtelecom Parkway, Forest, Ontario

“**MUNICIPAL WEBSITE**” shall mean www.lambtonshores.ca

1. ELECTION OFFICIALS

- 1) The Clerk may appoint in writing Deputy Returning Officers and such other officials as required to assist in the administration of the election process, including but not limited to revising the voters' list, management and control of the vote by mail system, security of the election, counting ballots, tabulating results, issuance of notices, and printing of materials, and attendance at retirement homes and institutions to conduct the vote.
- 2) Written appointment of election officials and delegation of duties shall include the authority to require a person to furnish proof of identity or qualifications pursuant to the Municipal Elections Act, 1996.

2. SCRUTINEERS

- 1) A certified candidate may appoint, in writing, scrutineers to be present during counting of the votes, and also at the daily receipt of the return ballot packages. All scrutineers will be required to show proof of appointment in the form prescribed by the Clerk. Prescribed forms are available from the Clerk.
- 2) The rights of scrutineers are set out in the Municipal Elections Act, subject to whatever modifications are necessary to accommodate the vote by mail process.

- 3) One scrutineer per candidate will be permitted during the daily receipt of ballot packages, and on election night, one scrutineer for each candidate is permitted for each ballot box in the counting center, but the number of permitted scrutineers will be reduced by one while the candidate who appointed them is present.

3. PRELIMINARY LIST AND VOTERS' LIST

- 1) The preliminary list and the voters' list are public documents and may be inspected by the public at the 3 Municipal Offices and at the area libraries.
- 2) No person shall use information obtained from these lists, except for election purposes. The use and sale of these lists for commercial purposes is PROHIBITED.
- 3) On the written request of a candidate for an office, the clerk shall provide him/her with a copy of the part of the voters' list that contains the names of the electors who are entitled to vote for that office. Candidates will be required to sign a declaration, stating that the voters' list will be used for election purposes only.

4. NOTICES

When required under the Act, notices will be published in the two newspapers having general circulation in the Municipality, those being the Forest Standard and the Lakeshore Advance. In addition, when possible, notices will also be posted in the area Municipal Offices, the Municipal Website, post offices, libraries and other community locations.

- 1) Notice of Revision of Voters' List: The period for revisions to the voters' list is from September 7 to the close of voting at 8:00 p.m. on October 25, 2010. The notice will be published on or before September 1, 2010.
- 2) Notice of Nomination: The nomination period runs from Jan. 1, 2010 until 2:00 p.m. on September 10, 2010. The notice will be posted and published on or before September 1, 2010.
- 3) Notice of Election: Voting day is Monday, October 25, 2010. The notice will be posted and published on or before October 1, 2010.

5. REVISION OF THE VOTERS' LIST – PROCEDURES

- 1) The period for revisions to the voters' list is from September 7 to the close of voting at 8:00 p.m. on voting day (October 25, 2010).

- i September 10 (Nomination Day) is the last day for making application to remove another person's name from the voters' list.
 - ii Revision of the list will be conducted at the Municipality of Lambton Shores – Forest Office, on forms available from the Municipal staff, during regular office hours up to and including voting day. On October 25, 2010 revisions can take place until 8:00 p.m.
 - iii The Clerk will maintain a list of changes.
- 2) Applications to revise the voters' list may be filed in person or by mail by the applicant or in person by an agent.
 - i Electors added to the list before September 13, 2010 will receive their ballot package by mail directly from the ballot provider.
 - ii Electors added to the list between September 13 and October 4 will receive their ballot package by mail from the Municipality.
 - iii After October 4, it is recommended that those persons making application to add their names to the list do so in person at the Lambton Shores – Forest Municipal Office. If the application is certified by the Clerk, the electors will receive a ballot package from the Clerk at that time.
 - iv It must be emphasized that, in a Vote by Mail system, the onus is on ELIGIBLE ELECTORS TO ENSURE that their NAMES and RELEVANT INFORMATION is on the Voters' List. Due to time constraints the Clerk cannot ensure that ballot packages mailed out after October 4 will reach electors in time for them to exercise their right to vote.
 - 1) Where it is possible to mail a ballot package to an elector, and if the elector undertakes to pay the cost of courier service, the Clerk will arrange for a ballot package to be delivered to the elector by courier, COLLECT ONLY.

6. NOMINATIONS

- 1) Nominations are to be filed with the Clerk or designate at the Lambton Shores Municipal Office, Forest, in person or through an agent during normal office hours until September 9, 2010.
- 2) On Nomination Day, September 10, 2010, the prescribed filing time is 9:00 a.m. to 2:00 p.m. and nominations will be accepted at the Lambton Shores

– Forest Municipal Office only.

- 3) Nominations must be on the prescribed form and accompanied by the prescribed fee. (Ward Councillor or Deputy Mayor or School Board Trustee – one hundred dollars, Mayor – two hundred dollars – cash, money order or certified cheque). Candidates will be required to provide photo-identification, and sign a declaration that he or she is a qualified elector when submitting the nomination forms.
- 4) Nomination forms will be reviewed for completeness when filed and will be certified prior to 4:00 p.m. September 13, 2010.
- 5) Notice of Offices for which persons may be nominated and nomination procedures shall be given by advertisement in a local paper with general circulation prior to September 1, 2010.
- 6) An unofficial list of persons who have submitted nomination forms and the office that they are seeking election to, shall be updated as soon as practical after receipt of nomination papers. The list will also be included on the Municipality of Lambton Shores Web site (www.lambtonshores.ca) and posted at the local Municipal Offices.
- 7) Nomination forms submitted on nomination day shall be certified as soon as possible after receipt.
- 8) An official list shall be posted once nomination forms have been certified and the nomination period has expired.

7. FORM OF BALLOT

For the election within Lambton Shores, subject to the prescribed form of ballot, composite ballots shall be used for the Mayor, Deputy Mayor, Ward Councillor and School Board Trustee.

8. COUNTING OF VOTES

On October 25, 2010, all ballot boxes will be taken to the Forest Community Foundation Gymnasium, The Shores Recreation Centre (The Counting Place). No earlier than 3:00 p.m. on October 25, 2010, election workers will be secured at the Counting Place, and will proceed to slice open the ballot envelopes and return them to the ballot box **without removing the ballot**. The ballot box will then be resealed, and placed at the appropriate counting station.

At 8:00 p.m., the appointed election workers will open the ballot boxes and the ballots will be removed, sorted and counted. Only those persons eligible to be in the counting

place will be allowed to remain. No one will be admitted after 8:00 p.m. Counting the ballots, completion of the statements of results and handling of election materials will proceed as set out in the Municipal Elections Act 1996, subject to whatever modifications may be required due to the vote by mail process.

9. ANNOUNCEMENT OF RESULTS

Unofficial results of the counting will be posted in the public assembly section of the Shores Recreation Centre, 7883 Amtelecom Parkway, Forest, following the conclusion of the counting by the counting teams on election night.

Official results will be announced and posted by the Clerk at the Municipal Office and on the Municipal Web site as soon as possible after voting day.

10. GENERAL

Any person, corporation or trade union guilty of corrupt practices or contravening provisions of the Municipal Elections Act 1996 may be prosecuted pursuant to the provisions of the Municipal Elections Act 1996.