

**SCHEDULE A
TO BY-LAW 48 OF 2006**

PROCEDURES FOR THE 2006 MUNICIPAL ELECTION

The 2006 Municipal Election will be held on November 13, 2006 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 Township of St. Clair.

“**COUNCIL**” shall mean the Council of The Township of St. Clair.

“**COUNTING LOCATION**” shall mean the St. Clair Civic Centre, 1155 Emily Street, Mooretown, Ontario.

“**MUNICIPAL OFFICE**” unless otherwise specified, shall mean The Township of St. Clair, Civic Centre, 1155 Emily Street, Mooretown.

“**MUNICIPAL WEBSITE**” shall mean www.twp.stclair.on.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 conduct of the manual poll on Voting Day November 13, 2006 at the Moore Sports Complex, 1166 Emily Street, Mooretown.
- 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 in the counting center, but the scrutineers will be asked to vacate 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 Civic Centre.

- 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) The clerk shall provide candidate 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 Sarnia Observer and the Wallaceburg News or The Wallaceburg Carrier Press and additional newspapers at the discretion of the Clerk. In addition, when possible, notices will also be posted in the Civic Centre and the Municipal Website.

- 1) Notice of Revision of Voters' List: The period for revisions to the voters' list is from September 5 to the close of voting at 8:00 p.m. on November 13, 2006. The notice will be published on or before September 1, 2006.
- 2) Notice of Nomination: The nomination period runs from Jan. 1, 2006 until 5:00 p.m. on September 29, 2006. The notice will be posted and published on or before September 1, 2006.
- 3) Notice of Election: Voting day is Monday, November 13, 2006. The notice will be posted and published on or before October 1, 2006.

5. REVISION OF THE VOTERS' LIST – PROCEDURES

- 1) The period for revisions to the voters' list is from September 5 to the close of voting at 8:00 p.m. on voting day (November 13, 2006).
 - i September 29 (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 Township of St. Clair Civic Centre, Mooretown, on forms available from the Clerk's Department, during regular office hours up to and including voting day (November 10). On November 13, 2006 additions can take place from 10:00 a.m. to 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 October 1 will receive their ballot package by mail from Canada Post.
 - ii Electors added to the list between October 1 and October 26 will receive their ballot package by mail from the Municipality.
 - iii After October 27, it is recommended that those persons making application to add their names to the list do so in person at Civic Centre, Mooretown. 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 27 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 Township of St. Clair Civic Centre, Mooretown, in person or through an agent during normal office hours until September 29, 2006 at 5:00 p.m.
- 2) On Nomination Day, September 29, 2006, the prescribed filing time is 9:00 a.m. to 5:00 p.m. and nominations will be accepted at The Township of St. Clair Civic Centre, Mooretown, only. The office door will be locked at 5:00 p.m. and only those persons within the office will be considered for filing.
- 3) Nominations must be on the prescribed form and accompanied by the prescribed fee. (Ward Councillor or Deputy Mayor – one hundred dollars, Mayor – two hundred dollars – cash, money order or certified cheque).
- 4) Nomination forms will be reviewed for completeness when filed and will be certified at a later date, on or before 4:00 p.m. October 2, 2006.
- 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, 2006.
- 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 Township of St. Clair Web site (www.twp.stclair.on.ca) and posted at the Civic Centre, Mooretown.
- 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 St. Clair Township, subject to the prescribed form of ballot, composite ballots shall be used for the Mayor, Deputy Mayor, Ward Councillor and School Board Trustee.

8. POLLING PLACES

On November 13, 2006 there will be a polling station established at the Moore Sports Complex located at 1166 Emily Street, Mooretown. This polling place is anticipated to be used as a mail drop for electors who are not confident that their ballots will be received in time by regular mail or those electors who wish to be added to the voters list on polling day.

9. COUNTING OF VOTES

As ballots are received at the Civic Centre, by hand delivery or by Canada Post, election officials will strike off the name of the elector by way of an electronic list of electors (Municipal Voter View) and remove the secrecy envelope containing the ballot and place

these in a ballot box that shall be sealed and placed in a secure location until the commencement of counting on polling day.

On November 13, 2006 counting will be conducted at a single location, namely the Township Civic Centre, 1155 Emily Street, Mooretown. No earlier than 2:00 p.m. on November 13, 2006 election workers will be sequestered in a controlled access area and counting of the ballots will commence. The ballots received at the polling station will be transported to the Civic Centre counting station to be counted. Counting will be by way of electronic tabulators. No results will be available or announced until after the 8:00 p.m. close of polls. The secure counting area will be available to candidates and scrutineers on provision of appropriate identification. Those observing the process, other than appointed election officials, will not be allowed to touch the ballots.

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 that may be required due to the vote by mail process and the electronic tabulation.

10. ANNOUNCEMENT OF RESULTS

Unofficial results of the counting will be posted in the public assembly section of the Civic Centre, Mooretown, following the conclusion of 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.

11. 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.

12. VOTE BY MAIL PROCEDURES

The vote by mail procedures are outlined in the policy of the same name and attached to By-law 48-2006.