

**CORPORATION OF THE TOWNSHIP OF EAST
ZORRA-TAVISTOCK COUNCIL 2006-2010**

AGENDA

**for the Meeting to be held on Wednesday, May 19, 2010 in the
Council Chambers of the Township Hall, Hickson, Ontario at 7:00 p.m.**

1. Call to order and opening remarks
2. Approve Agenda
3. Disclosure of Pecuniary Interest and General Nature Thereof
4. General Business:
 - a) Confirm Minutes of Previous Meeting
 - b) Community Festival Approvals
5. Delegations & Appointments
6. Reports of Municipal Officers and Committees:
 - a) Conferences and Seminars
 - b) County Council – Update & Questions
 - c) Staff Reports – Updates & Questions
 - d) Staff Report – Vote By Mail Procedures
 - e) Rural Economic Development Committee – May 6, 2010 Meeting Notes
 - f) Tavistock & District Recreational Facilities Board – April 26, 2010 Minutes
7. By-laws:
 - a) 2010-21 By-law to Adopt the 2010 Estimate of Revenues & Expenditures
 - b) 2010-22 By-law to Appoint Township Employees to Statutory Positions
 - c) 2010-23 By-law to Appoint Township Officials and Committees
8. Other and Unfinished Business:
 - a) Cancel Evening Meetings in July & August?
 - b) Appoint COA Secretary-Treasurer
9. Legal & Personnel
10. Confirming By-law
11. Adjourn

The Council of the Township of East Zorra-Tavistock met in the Council Chambers of the Hickson Municipal Office, Hickson, Ontario at 10:00 a.m. on Wednesday, May 5, 2010.

Members present: Mayor Don MCKAY, Deputy Mayor Maureen RALPH and Councillors Don MACDONALD, Clive LAWRY, Dave OLIPHANT, Jeremy SMITH and Betty YEOMAN.

Staff present: C.A.O. Jeff Carswell and Tax Collector Brenda Junker

Approve Agenda

1. Moved by Maureen RALPH
Seconded by Clive LAWRY
Resolved that Council approve the agenda for the May 5, 2010 meeting as printed and circulated and further that the following be added to the agenda for this meeting:
 - Supplemental Agenda

CARRIED.

PECUNIARY INTERESTS:

Mayor Don MCKAY – Building Permit #2010-035

Confirm Minutes

2. Moved by Don MACDONALD
Seconded by Dave OLIPHANT
Resolved that Council confirm the minutes of the April 21, 2010 meeting as printed and circulated.

CARRIED.

April 2010 Pay
Voucher

3. Moved by Maureen RALPH
Seconded by Betty YEOMAN
Resolved that Council adopt the April 2010 Pay Voucher in the amount of \$599,158.76.

CARRIED.

Correspondence & Reports – No Resolutions

Thames Valley Museum School – Spring Newsletter

Dave & Michelle Nahrgang – Sidewalk Request

East Zorra-Tavistock Long Term Debt Obligations

East Zorra-Tavistock Police Services Board – April 21, 2010 Minutes

Innerkip Parks & Recreation Committee – March 2010 Minutes

Correspondence & Reports – Resolutions Following

Tavistock & District Recreational Facilities Board – re: Repairs to Stone Gates at North Entrance to Tavistock

Approve Repairs to
Stone Gates

4. Moved by Clive LAWRY
Seconded by Dave OLIPHANT
Resolved that Council approve repair of the stone gates on
Woodstock St N, Tavistock at a cost of \$400.00 plus incorporation
of the 'Tavistock' granite stone.

CARRIED.

The Mayor vacated the chair for consideration of the April Building
Permit Report.

Adopt April 2010
Building Permit
Report

5. Moved by Dave OLIPHANT
Seconded by Betty YEOMAN
Resolved that Council adopt the April 2010 Building Permit Report
of C.B.O. James Harmer showing 21 permits issued at an estimated
value of \$3,614,300.00.

CARRIED.

The Mayor resumed the chair.

PW Manager Report

At 10:17 a.m., Public Works Manager Dennis O'Neil attended
Council to report on the following matters:

- Monthly Roads Activity Report
- Gravel Tenders for Construction Projects
- Fibermat Tenders
- Answer various questions of Council

Minor Variance
Application A-3-
2010 (Jansen
Farms)

**PUBLIC HEARING - MINOR VARIANCE APPLICATION #A-3-
2010 of Jansen Farms (Oxford) Ltd., Lot 13, Concession 14
(East Zorra)**

At 10:30 a.m. Council, constituted as Committee of Adjustment,
considered Minor Variance Application #A-3-2010 of Jansen Farms
(Oxford) Ltd. Planning Report #2010-120 of Planner Andrea
Zietsma-Hächler was considered. Applicant Jeff Jansen spoke to
the application and answered questions of the Committee.
Neighbour Shirley Pullen attended the hearing in support of the
application.

Approve MVA-3-2010

6. Moved by Betty YEOMAN
Seconded by Jeremy SMITH
Resolved that Council, constituted as Committee of Adjustment, approves Minor Variance Application #A-3-2010 of Jansen Farms (Oxford) Ltd., Lot 13 Conc 14 (East Zorra) for permission for relief from Section 7.2.4 - Number of Accessory Dwellings and Garden Suites per lot to permit a maximum of three accessory single detached dwellings on a farm instead of one dwelling in a General Agricultural (A2) Zone to allow construction of a third accessory dwelling to be occupied by one of the farm operators, who is directly involved in the dairy farm operation, as the variance requested –
1. is a minor variance from the provisions of the Township of East Zorra-Tavistock Zoning By-law 2003-18;
 2. is desirable for the appropriate development or use of the land, building or structure;
 3. is in keeping with the general intent and purpose of the Township of East Zorra-Tavistock Zoning By-law No. 2003-18; and
 4. is in keeping with the general intent and purpose of the Official Plan of the County of Oxford;

And further that the approval is subject to the following conditions:

1. The granting of this application in no way sanctions the future severance of either residence by the County of Oxford Land Division Committee.
2. A building permit shall not be issued until the two dwellings on the northwest portion of the subject property are removed or arrangements are made to do so to the satisfaction of the Chief Building Official of Township of East Zorra-Tavistock.

CARRIED.

Minor Variance Application A-4-2010 (Roth)

PUBLIC HEARING - MINOR VARIANCE APPLICATION #A-4-2010 of Gloria Roth, Pt Lot 23, Con 16 (East Zorra)

At 10:45 a.m. Council, constituted as Committee of Adjustment, considered Minor Variance Application #A-4-2010 of Gloria Roth. Planning Report #2010-120 of Planner Andrea Zietsma-Hächler was considered. Applicant Tom Roth spoke to the application and answered questions of the Committee. Neighbours Robert & Sandra Stock attended the Hearing in support of the application. The applicant's son also attended.

Approve MVA-4-2010

7. Moved by Maureen RALPH
Seconded by Don MACDONALD
Resolved that Council, constituted as Committee of Adjustment, approves Minor Variance Application #A-4-2010 of Gloria Roth, Pt Lot 23 Conc 16 (East Zorra) for permission for relief from the following provisions of the Zoning By-law: a) Section 7.2.1, Minimum Distance Separation Requirements for Livestock Barns and Structures from a required setback of 234 m (767.7 ft) to allow a reduced setback of 157 m (515 ft) to the neighbour's dwelling to the southwest; and to allow a setback of 204 m (669.3 ft) to the neighbour's dwelling to the northeast, and b) Section 7.2.2, Minimum Distance Separation Requirements for Manure Storage Structures from a required setback of 253 m (830 ft) from the milk house waste storage to the nearest dwelling to allow a reduced setback of 199 m (652.9 ft) in order to permit the construction of a 3,398.5 m² (36,582.3 ft²) dairy barn with milk house waste liquid storage on the subject property as the variance requested –
1. is a minor variance from the provisions of the Township of East Zorra-Tavistock Zoning By-law 2003-18;
 2. is desirable for the appropriate development or use of the land, building or structure;
 3. is in keeping with the general intent and purpose of the Township of East Zorra-Tavistock Zoning By-law No. 2003-18; and
 4. is in keeping with the general intent and purpose of the Official Plan of the County of Oxford;

And further that the approval is subject to the following conditions:

1. That the applicant obtain the necessary Building Permit for the dairy barn and milk house from the Township of East Zorra-Tavistock within one year of the date of the Committee's decision, or the decision will lapse.

CARRIED.

Accept Gravel Tenders

8. Moved by Clive LAWRY
Seconded by Dave OLIPHANT
Resolved that Council adopt the recommendations in Staff Report #PW2010-10 dated April 28, 2010 regarding gravel tenders for road construction projects.

CARRIED.

Recommendations Adopted from Staff Report PW2010

1. That Council accept the bid of Thornton Sand and Gravel to supply granular "A" and "B" for the 10th Line 2010-06 at a total cost of \$119,366.00 as proposed in tender.
2. That Council accept the bid of Clarence Carter and Sons to supply granular "A" and "B" for the 16th Line at a total cost of \$37,285.00 as proposed in tender 2010-06.

Accept Tender for
Fibermat on 16th
Line

9. Moved by Jeremy SMITH
Seconded by Dave OLIPHANT
Resolved that Council accept the bid from NorJohn Contracting to apply approximately 40,000 m² of fibermat membrane to the 16th Line as stated in Oxford County Contract No. PW-R-10-007 at a cost of \$3.76 / m²; and further, that the Oxford County Public Works Department be notified of this decision.

CARRIED

At 11:05 a.m., Cephias Roth, a representative of the Tavistock Optimist Club, attended Council to request monetary assistance with repairs to the ball diamond fencing at the Optimist Park. The Club had made a request at the April 7th meeting, but did not have the estimated cost at that time.

Approve Grant to
Tavistock Optimist
Club

10. Moved by Clive LAWRY
Seconded by Dave OLIPHANT
Resolved that Council approve a grant to the Tavistock Optimist Club for fencing improvements in the Optimist Park as follows:
- Township pays invoices
 - Township grants 50% of net cost
 - Balance to be repaid by Optimist Club over 5 years or sooner.

CARRIED.

Committee of the
Whole, in camera

11. Moved by Maureen RALPH
Seconded by Don MACDONALD
Resolved that Council does now adjourn to Committee of the Whole, in camera, at 11:31 a.m. to consider a matter pertaining to:
- personal matters about an identifiable individual, including municipal or local board employees.

CARRIED.

Council Reconvenes

12. Moved by Maureen RALPH
Seconded by Clive LAWRY
Resolved that the Committee of the Whole does now rise and Council reconvenes at 11:53 a.m.

CARRIED.

Appoint Wiffen to
TDRFB

13. Moved by Betty YEOMAN
Seconded by Don MACDONALD
Resolved that Council appoint the following person to the Tavistock & District Recreation Facilities Board for a 3 year term: Ron Wiffen

CARRIED.

14. Moved by Clive LAWRY
Seconded by Jeremy SMITH
Resolved that Council adopt the recommendations in Staff Report #CAO2010-20 dated April 30, 2010.

CARRIED.

4.b



EZT Sharepoint Site > Community Festivals

Community Festivals

Community Festival approval tracking and reporting list.

Link to working folder: \\Pe2600\data\Licensing\Licensing_Parks-LCBO
 Link to policy providing authority: http://new.ezt2.local/council/consolidated_bylaws/6.delegation_policy.pdf#Page=3

New ▾ Actions ▾ Settings ▾ View: **All Items**

Event	Group	Start Date	End Date	Date Approved	Date Reported to Council
Year : 2010 Approvals (10)					
Tavistock Fall Fair	Tavistock Agricultural Society	10/09/2010	12/09/2010	06/05/2010	19/05/2010
IPRC/WDDS Lobball Tournament	Innerkip Recreation Committee	25/06/2010	26/06/2010	04/05/2010	19/05/2010
Gord Marshall Memorial Tournament	Innerkip Recreation Committee	22/07/2010	25/07/2010	04/05/2010	19/05/2010
Jamie Kuss Memorial Ball Tournament	Innerkip Recreation Committee	20/08/2010	22/08/2010	04/05/2010	19/05/2010
Tri-County Ladies Playoff Tournament	Innerkip Recreation Committee	27/08/2010	29/08/2010	04/05/2010	19/05/2010
Quarrymen Tournament (Old Time Ball)	Innerkip Recreation Committee	25/09/2010	26/09/2010	04/05/2010	19/05/2010
Southwestern Ontario ISC II Qualifier Fastball Tournament	Innerkip Eagles Fastball Team	18/06/2010	20/06/2010	26/04/2010	19/05/2010
July 1st Weekend Celebration	Innerkip Lions Club	02/07/2010	04/07/2010	14/04/2010	19/05/2010
Lions Daze Weekend	Hickson Lions Club	16/07/2010	17/07/2010	23/03/2010	19/05/2010
Hickson Firefighters Fish Fry	Hickson Lions Club	28/08/2010	28/08/2010	23/03/2010	19/05/2010
Year : 2009 Approvals (14)					
Family Hallowe'en Dance	Innerkip Recreation Committee	30/10/2009	30/10/2009	07/10/2009	07/10/2009
Tavistock Fall Fair - Pavilion	Tavistock Agricultural Society	11/09/2009	13/09/2009	07/07/2009	05/08/2009
Tavistock Royals Slo-Pitch Tournament	Tavistock Royals Hockey Club	24/07/2009	26/07/2009	30/06/2009	05/08/2009
International Men's Fastball Tournament	Tavistock Minor Ball Association	11/07/2009	12/07/2009	18/06/2009	05/08/2009
Gord Marshall Memorial Tournament	Innerkip Recreation Committee	23/07/2009	26/07/2009	19/05/2009	17/06/2009
WDDS Co-ed Softball Tournament	Innerkip Recreation	31/07/2009	01/08/2009	19/05/2009	17/06/2009

	Committee				
Jamie Kuss Memorial Lobball Tournament	Innerkip Recreation Committee	21/08/2009	23/08/2009	19/05/2009	17/06/2009
Tri-County Ladies Playoff Tournament	Innerkip Recreation Committee	28/08/2009	30/08/2009	19/05/2009	17/06/2009
Annual Purina Tournament	Innerkip Recreation Committee	13/09/2009	13/09/2009	19/05/2009	17/06/2009
Tavistock Fall Fair	Tavistock Agricultural Society	10/09/2009	13/09/2009	24/04/2009	06/05/2009
July 1st Weekend Celebrations	Innerkip Lions Club	26/06/2009	28/06/2009	07/04/2009	06/05/2009
Hickson Lions Daze Weekend	Hickson Lions Club	17/07/2009	19/07/2009	25/02/2009	04/03/2009
Hickson Lions/ Firefighters Fish Fry	Hickson Lions Club	29/08/2009	29/08/2009	25/02/2009	04/03/2009
Southwestern Ontario ISC II Qualifier	Innerkip Eagles Fastball Team	19/06/2009	21/06/2009	29/01/2009	04/03/2009

STAFF REPORT

Report #TC2010-04

To: His Worship the Mayor and Members of Council
From: Brenda Junker, Tax Collector
Re: 2010 Election & Vote By Mail Procedures
Date: May 13, 2010

Background:

Council passed By-law #2010-15 on April 7th, authorizing the vote by mail system for the 2010 election. Section 42 (3)(4) of the Municipal Elections Act, R.S.O 1996, states that, prior to June 1, 2010, a municipality shall develop procedures for any alternative voting method authorized by by-law.

Discussion:

Staff has developed a policy that establishes procedures related to the vote by mail system for Council's consideration and approval. The policy also establishes a framework of procedures leading up to Voting Day as well as various post election requirements for the current and future elections.

Recommendations:

1. That Council adopt the 2010 Election and Vote By Mail Procedures as attached to this report.

C.A.O. Comments

While the procedures and information are lengthy and complex, they do provide very good guidance to everyone involved. They also support the core objectives with respect to the election, being opportunity to vote, secrecy and accountability. I recommend the procedures be adopted.

Report prepared and submitted by:



Jeff Carswell
Chief Administrative Officer



Brenda Junker
Tax Collector

TOWNSHIP OF EAST ZORRA-TAVISTOCK

**MUNICIPAL ELECTION
OCTOBER 25, 2010**

**PROCEDURES FOR THE 2010 MUNICIPAL ELECTION
AND
ALTERNATIVE VOTING METHOD - VOTE BY MAIL**

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APPENDICES

Appendix A - Procedures for Scrutineers

I. INTRODUCTION

- 1.1 The 2010 Municipal Election will be held on Monday, October 25, 2010.
- 1.2 The Council of the Corporation of the Township of East Zorra-Tavistock enacted By-law No. 2010-15 on April 7, 2010, authorizing the use of Vote By Mail as an alternative voting method for the 2010 Municipal Election. Section 42(5) of the *Municipal Elections Act, 1996* provides that when a by-law authorizing the use of an alternative voting method is in effect, Section 43 (advance votes) and Section 44 (voting proxies) apply only if the by-law so specifies. Pursuant to By-law 2010-15, Council has authorized the elimination of advance voting and proxy voting other than Ballot Return Station.
- 1.4 Section 42(3) of the *Act* requires that the Clerk establish procedures and forms for the use of any alternative voting method; and that a copy of such procedures and forms be provided to each candidate. The purpose of this document is to establish procedures for the use of the Vote By Mail method that is consistent with the principles of the *Municipal Elections Act, 1996*. It is noted that the Clerk, in the role of Returning Officer, may need to vary from these prescribed rules, or develop additional ones, from time to time if necessary.
- 1.5 This alternative voting method is used to ensure that every eligible voter has an opportunity to exercise his/her right to vote. It is anticipated that designated Election Officials, candidates, voters and all other stakeholders will work together to ensure the integrity of the system.
- 1.6 Procedures and forms have been developed for this alternative voting procedure, as required by s.42(3)(a), and will be revised as necessary.
- 1.7 The Clerk may at any time, up to and including Voting Day, amend the procedures contained herein. A copy of any amendment will be forwarded to each candidate.
- 1.8 With respect to matters of policy and procedures for alternative voting methods and vote-counting equipment, the Clerk's decision is final.
- 1.9 Questions regarding the procedures are welcome. For more information, please drop by the Municipal Office during regular business hours or call 519-462-2697.

2. KEY DATES FOR 2010 MUNICIPAL ELECTION

Item	MEA Reference	Date or Time Period
Nomination Period	(s.33(4))	January 4 - September 10, 2010
Alternative Voting Method Procedures	(s. 42(3)(4))	On or Before June 1, 2010
Voter's List Produced	(s.23(2)(a))(s.65(4))	On or before September 1, 2010
Nomination Day	(s.31)	September 10, 2010 (9:00 a.m. – 2:00 p.m.)
Certification of Nominations	(s.35(5))	Before 4:00 p.m. on September 13, 2010
Revision Period for Voters List	(s.24 (1))	September 7, 2010 - October 25, 2010
Voting Kits mailed to electors	Not Applicable	On or about September 28, 2010
Last Date for Guaranteed Mail-back	Not Applicable	October 16, 2010
Voting Day	(s. 5)	October 25, 2010
Official Declaration of Votes	(s.55(4)(a))	October 26, 2010

3. DEFINITIONS

“ASSISTANT RETURNING OFFICER” shall mean the Deputy Clerk of The Corporation of the Township of East Zorra-Tavistock with responsibility for ensuring that the election is conducted fairly in accordance with legislative requirements and established procedures.

“BALLOT BOX” shall mean a sealed box secured at the Municipal Office, in which ballots are kept in advance of the close of polls.

“BALLOT RETURN STATION” shall mean a voting place under the general supervision of a designated Election Official where electors, who prefer to deliver or have delivered their completed ballots, may deposit their ballots directly into the care of the Clerk or designated Election Official rather than forwarding their ballots by mail.

“CLERK” shall mean the Clerk of The Corporation of the Township of East Zorra-Tavistock.

“CLOSE OF VOTING” shall be 8:00 p.m. Eastern Standard Time on October 25, 2010.

“CONTINUOUS DROP BOX LOCATION” shall mean

- a) the box available inside the Municipal Office at 90 Loveys St E, Hickson, Ontario for the drop off of Return Envelopes during regular office hours except on Voting Day, when the office will be open from 8:30 a.m. to 8:00 p.m.; and
- b) the mail slot available on the outside of the Municipal Office located at 90 Loveys St E, Hickson, Ontario for the drop off of Return Envelopes anytime, 24 hours a day, 7 days a week until 8:00 p.m. on Voting Day

“COUNCIL” shall mean the Council of The Corporation of the Township of East Zorra-Tavistock.

“COUNTING LOCATION” shall mean the Activity Room of the Hickson Central School, 161 Loveys St E, Hickson, Ontario.

“DATAFIX” shall mean the company secured to provide Voters List management and the production of the voters kits for the 2010 Municipal Election.

“DEPUTY RETURNING OFFICER” shall mean a person appointed by oath to carry out the counting of votes in a ballot box and other duties as may be delegated by the Returning Officer and for ensuring that the election is conducted fairly in accordance with legislative requirements and established procedures.

“DROP BOX” shall mean the sealed box in which Return Envelopes and Secrecy Envelopes are placed by persons delivering their ballots in person to either the Continuous Drop Box Location or other Ballot Return Station.

“ELECTION OFFICIAL” shall mean a person, appointed by the Clerk, with responsibility to assist in the administration of the election process and for ensuring that the election is conducted fairly in accordance with legislative requirements and established procedures.

“LAST DATE FOR GUARANTEED MAIL” shall mean the date that is guaranteed for the return of voting packages deposited in mail boxes anywhere in Canada.

“MUNICIPAL OFFICE”, unless otherwise specified, shall mean the Township of East Zorra-Tavistock Municipal Office located at 90 Loveys St E, Hickson, Ontario.

“NOMINATION DAY” shall mean Friday, September 10, 2010 between the hours of 9:00 a.m. and 2:00 p.m.

“NURSING HOME VOTE” shall mean that designated Election Officials may attend the three nursing homes in Tavistock on a date pre-arranged with the Facility Administrators to assist residents with the vote and to allow them to deposit their envelope directly into a ballot box. The ballot box shall be sealed and initialed by the designated Election Officials prior to leaving each nursing home location, and upon completion returned to the Municipal Office. Ballot Secrecy Envelopes shall be processed in the same manner as other Return Envelopes in the Processing Room prior to 1:00 p.m. on Voting Day.

“PROCESSING ROOM” shall mean the Council Chambers at the Municipal Office, 90 Loveys St E, Hickson, wherein Return Envelopes will be processed under the control of the Clerk or designated Election Official. Candidates, or their scrutineers, have the right to be present during all processing and counting of Return Envelopes, Inner Ballot Secrecy Envelopes and ballots.

“REPLACEMENT VOTING KIT” shall mean a set of documents which consists of: a Voting Instruction Sheet with detachable Voter Declaration Form, a Ballot(s), a Ballot Secrecy Envelope; a Return Envelope with prepaid postage, and such other necessary material as the Clerk or designated Election Official determines to replace a Voting Kit that has been lost or destroyed.

“RETURN ENVELOPE” shall mean a prepaid postage envelope addressed to the Municipal Office that should contain both a Voter Declaration Form and a Ballot Secrecy Envelope containing one (1) ballot and is either returned by mail to the Municipal Office or is dropped off at the Ballot Return Station.

“RETURNING OFFICER” shall mean the Clerk of The Corporation of the Township of East Zorra-Tavistock with responsibility for ensuring that the election is conducted fairly in accordance with legislative requirements and established procedures. As Returning Officer, the Clerk is empowered by legislation to conduct the election and may provide for any matter that is not otherwise provided for in an Act or regulation and is, in the Clerk’s opinion, necessary or desirable for conducting the election.

“SECURED ROOM” shall mean the vault located in the Municipal Office, 90 Loveys St, Hickson, wherein election materials will be stored under the control of the Clerk or designated Election Official.

“SEQUESTERED” shall mean the period of time after 6:00 p.m. on Voting Day during which Election Officials designated in Section 20, as well as any candidate or their appointed scrutineers are at the Counting Location. The Counting Location shall be secured and personnel sequestered from 6:00 p.m. until all ballots are counted and successful tallies determined.

“VALID MARK” shall mean a mark made by marking an **X** in the designated box beside a candidate’s name, or a mark which clearly states the voter’s intention, provided there are no means by which to identify the voter. The Deputy Returning Officer shall have the final decision on whether or not the mark is counted.

“VOTE BY MAIL” shall mean the alternative voting method authorized by the Council to conduct the 2010 Municipal Election in the Township of East Zorra-Tavistock.

“VOTER DECLARATION FORM” shall mean the slip included in the Voting Kit upon which the voter must sign to declare his or her eligibility to vote in this election.

“VOTERS’ LIST” shall mean a list showing all eligible electors within the Township of East Zorra-Tavistock, as provided by the Municipal Property Assessment Corporation (MPAC) and revised by the Returning Officer or Assistant Returning Officer pursuant to the provisions of the *Municipal Elections Act, 1996*.

“VOTING DAY” shall mean October 25, 2010.

“VOTING KIT” shall mean a set of documents which consists of: a Voting Instruction Sheet with detachable Voter Declaration Form, a Ballot(s), a Ballot Secrecy Envelope; a Return Envelope with prepaid postage, and such other necessary material as the Clerk determines.

4. ALTERNATIVE VOTING PROCEDURES - VOTE BY MAIL OVERVIEW

- 4.1 The Township of East Zorra-Tavistock will be utilizing an alternative method of voting - VOTE BY MAIL - for the 2010 Municipal Election being held on October 25, 2010.
- 4.2 Voters will receive a Voting Kit in the mail during the week of September 28, 2010. The Voting Kit will contain all of the materials required to place their vote by mail. The voter simply follows the instructions in their kit, deposits their ballot in the mail using the postage paid response envelope, and Canada Post will deliver the ballots to the Municipal Office for counting on Voting Day.
- 4.3 Electors who apply to revise the Voter's List before September 13, 2010, will receive their Voting Kit by mail. The Voting Kit will contain a voting instruction sheet with detachable Voter Declaration Form; a composite ballot; a white ballot secrecy envelope; and a postage prepaid yellow return envelope in which to return the required materials to the Returning Officer.
- 4.4 Electors who do not receive their personal Voting Kit, or who receive a Voting Kit with incorrect information, must have their own information revised on the Voter's List in order to receive their own Voting Kit. After September 13th, electors who revise their own information on the Voter's List will be issued their Replacement Voting Kit at the time that they submit such revision. Any person who receives a Voting Kit addressed to another person should contact the Municipal Office to receive further information as **it is against the law to exercise a vote other than your OWN vote.**
- 4.5 Return Envelopes will be received daily by mail and also by drop-off at the Municipal Office. Designated Election Officials will remove the secrecy envelope from the return envelope, sort the return by polling ward, and update the Voter's Lists to show that the voter identified on the Voter Declaration Form has cast a ballot. The secrecy envelope will then be secured in a ballot box.
- 4.6 Should voters be unable, or choose not to mail their vote, the Ballot Return Station that has been established will protect their right to vote by allowing them to deliver their ballots in person right up to the close of voting on Voting Day. See Section 13.4 for location of Ballot Return Stations.
- 4.7 Assistance will be available at the Municipal Office during regular office hours, or by calling 519-462-2697.

5. ELECTION OFFICIALS

- 5.1 The Clerk is responsible for conducting the Municipal Election, establishing the procedures and rules and interpreting the procedures and rules except as varied by a Court.
- 5.2 The Clerk may appoint, in writing, Deputy Returning Officers (DRO's) and such other designated Election Officials as required to assist in the administration, management, security and control of the Vote By Mail election system.
- 5.3 Written appointments of designated Election Officials and delegation of duties shall include the authority to require any person to furnish proof of identity or qualifications pursuant to the *Municipal Elections Act, 1996*, as amended.

6. SCRUTINEERS

- 61 Candidates may appoint, in writing, on the designated form, scrutineers to represent them.
- 6.1.2 All scrutineers must comply with the procedures that are set out on their Appointment Form and identified in Appendix "A" attached hereto.

7. NOTICES

- 7.1 When required under the *Act*, notices will be published in the three newspapers having general circulation in the municipality, those being the Woodstock Sentinel Review, the Tavistock Gazette, and the Ayr News. In addition, at the discretion of the Returning Officer, notices will also be posted on the Municipal Website and in the Township Newsletter. All notices will be published / posted in the English language only.
 - (i) Notice of Election Information: The notice of election information will provide the location of the Ballot Return Station, the dates and times on which the station will be opened, and other relevant information as determined by the Clerk. The notice will be published and posted on or before September 13, 2010.
 - (ii) Notice of Revision of Voters' List: The period for revisions to the Voters' List is from September 7, 2010 to the Close of Voting on Voting Day. The notice will be published and posted on or before September 7, 2010.

- (iii) Notice of Nomination: The nomination period is from January 4, 2010 until 2:00 p.m. on September 10, 2010 (Nomination Day). The notice will be published and posted on or before September 10, 2010.
- (iv) Certified Election Results. The certified election results shall be published as soon as possible after Voting Day.

7.2 The Clerk reserves the right to publish additional advertisements and notices as deemed appropriate.

8. PRELIMINARY LIST AND VOTERS' LIST

- 8.1 The Municipal Property Assessment Corporation (MPAC) is responsible for supplying the Township of East Zorra-Tavistock with the Preliminary List for municipal elections. The Preliminary List, as corrected by the Clerk under Section 22 of the Municipal Elections Act, 1996, shall constitute the Voters' List.
- 8.2 The preliminary list and the Voters' List are public documents and may be inspected by the public at the Municipal Office during regular office hours from 8:30 a.m. to 4:30 p.m., Monday to Friday. On Voting Day, the office will be open from 8:30 a.m. through to the Close of Voting.
- 8.3 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.
- 8.4 Upon receipt of a written request from a candidate for an office, the Clerk or designated Election Official shall provide him/her with a copy of the part of the Voters' List that contains the names of the voters 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.

9. VOTERS' QUALIFICATIONS

- 9.1 A voter is entitled to vote once in a municipality where he or she resides. Even if the voter has more than one qualifying property address, a voter may only have one permanent residence.
- 9.2 Qualifications of Electors and Persons Prohibited from Voting are outlined under Section 17(2) and 17(3) of the Municipal Elections Act, 1996.

