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Document Title:	Municipal Elections – Opening and Closing of Polls, and Publication of Election Results	DMS #: CSD-WI-071
Authored by: Thomas Street		Issue / Rev. #: 6
Approved by: Jaclyn Grossi		Issue Date: (YYYY-MM-DD) 25/12/17

1   Purpose

1.1   To describe the process used to begin and conclude the Voting Period in an election, and produce and announce the results.

2   Inputs

2.1   Candidates and Electors require transparent and accountable practices for the opening and closing of polls in an Election, and the reporting of Election results.

3   Outputs

3.1   Polls for an Election will be opened and closed in a manner that demonstrates the integrity of the voting process.

3.2   Results of the Election will be communicated to the public and all Candidates in a timely manner.

4   Definitions

4.1   Definitions and abbreviations applicable to this work instruction are listed in CSD-OP-050 Municipal and School Board Elections.

5   Responsibilities

5.1   It is the responsibility of the Town Clerk to ensure that voting in an Election begins according to the approved Advanced Voting Period and concludes according to the legislated deadline on Voting Day, and that the results of the Election are published in a publicly accessible format as soon as feasible after the conclusion of the Voting Period.

5.2   It is the responsibility of each VAC Manager to ensure that VACs accept ballots from every Elector in line to vote at the close of polls, and that no Electors are permitted to enter the VAC after the close of polls.

6   Interested Parties (Customers)

6.1   Electors

6.2   Candidates

7   Level of Service

7.1   Election Staff shall ensure that the opening and close of polls shall occur in accordance with the legislated requirements of the MEA, and the Voting Period established for the municipality.

7.2   Results shall be posted to the Town's website as soon as possible following the close of polls.

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8   Quality Records

8.1   Official Results

8.2   Form CSD-118: Clerk's Certificate of Election

9   Risk-Based Thinking

9.1   It is vital to the integrity of the Election that the process to open and close the polls and report the results is communicated to Candidates and demonstrates the accountability and integrity of the voting process. Failure to follow these Work Instructions may result in the following risks:

9.1.1 Votes are accepted by the system outside of the Voting Period;

9.1.2 Failure to close the polls in a timely manner may result in delays with tabulating and posting results; and

9.1.3 Candidates and Electors may question the validity of the results of the Election.

9.2   The risks identified herein are mitigated in the following manner:

9.3   Procedures for opening and close of polls are communicated to all Candidates before they occur. Candidates are invited to an 'opening of polls' ceremony to witness the opening in person;

9.4   Auditing of all Voting Systems and Voting Machines occurs in accordance with CSD-WI-067 Logic and Accuracy Testing / Auditing to ensure the voting process will not accept ballots outside of the defined time period; and

9.5   Results posting processes are tested before the conclusion of the Voting Period to ensure they are operating prior to receiving the final results.

10   Resources

10.1   Council Chambers

10.2   VAC locations and Election Staff

10.3   Town Website

10.4   Voting System

11   Instructions

Opening of Polls

11.1   Prior to the opening of polls, the Voting System Provider shall allow access by the Town Clerk, the Auditor, and/or other authorized Election Officials, to the Voting System (front end and back end) by secure ID and password, for the purposes of viewing a list of all

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of the Candidates' names and possible selections for any questions or by-laws on the ballot, including the sum total of votes cast to ensure that the total votes cast indicates zero (0), and to perform any other testing and auditing programs deemed necessary or appropriate by the Clerk.

11.2   Candidates or their Scrutineer, on invitation by the Clerk, may be present in the Council Chambers located at 65 Harwood Ave S, Ajax, on the morning that the voting system opens to verify that the total votes cast are at zero (0). Additional demonstrations may also be conducted by the Auditor at that time as deemed appropriate, including for example, demonstrating that the Voting System cannot be accessed prior to its established 'opening time'. Attendees will be asked to sign in for a record of their attendance.

11.3   The polls will automatically open at the pre-determined time for the Voting Period.

11.4   Prior to and/or following the opening of the polls, the Auditor shall perform the tests described in CSD-WI-067 Logic and Accuracy Testing / Auditing to ensure that the Voting System is operating correctly.

Close of Polls

11.5   Five (5) minutes before the close of polls, the VAC Manager at each VAC shall make a public declaration to all present that any Elector that still wishes to vote must be in line no later than 8:00 p.m. The VAC Manager shall ensure that no Elector enters the VAC or joins any line-up to enter the VAC after 8:00 p.m.

11.6   Immediately at 8:00 p.m. on Voting Day, the Voting System shall automatically cease to accept ballots, and electors attempting to log in will not be permitted to do so.

11.7   Notwithstanding section 11.6 above, Voting Machines at VACs shall continue to accept ballots past 8:00 p.m. on Voting Day for any Elector that entered the line to vote at a VAC before 8:00 p.m. After the close of polls and there are no remaining Electors in line, all Voting Machines at the VAC shall be closed. The VAC Manager shall immediately notify Elections Staff at Town Hall that there are no remaining electors who wish to and have not cast their ballot at the VAC.

11.8   Upon confirmation from all VACs that there are no remaining Electors in line, the Town Clerk shall disable access from all Voting Machines in Kiosk Mode at the VACs.

11.9   Notwithstanding section 11.6 above, Electors who have logged in to the Voting System through their own device prior to 8:00 p.m. on Voting Day will be permitted until 8:05 p.m. to submit their ballot. Any user that is logged in before 8:00 p.m. but does not submit their ballot by 8:05 p.m. will not be permitted to submit their ballot.

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Reporting of Results

11.10 All Candidates and Scrutineers shall be invited to the Council Chambers at Town Hall for confirmation of system closing and reporting of the final results.

11.11 Upon confirmation that all Kiosk Mode Voting Machines have been disabled and the time is after 8:05 p.m., the Auditor may perform the post-election audit tests described in CSD-WI-067 Logic and Accuracy Testing / Auditing and attempt to log in to the Voting System to cast a ballot. If the election has been successfully concluded, the Auditor will not be able to log in to the Voting System and cast a ballot.

11.12 The Town Clerk shall generate the results report from within the Voting System. The generated results will then be displayed on a video screen in the Council Chambers, which will be immediately visible to all Candidates and Scrutineers present. The preliminary results shall include at minimum:

11.12.1 The number of votes for each candidate in each race; and

11.12.2 The number of votes for 'yes' or 'no' on a by-law or question, if applicable.

11.13 The voter turnout will be calculated using the results and expressed as the percentage of all eligible Electors that participated in the Election by casting or declining to cast a ballot, and posted as soon as possible. The number of ballots declined will be reported when the official results are reported.

11.14 Results for multi-jurisdictional (e.g. Regional Chair) and schoolboard races shall be reported as soon as possible to the returning officer responsible for collecting and compiling the aggregated results.

11.15 The preliminary final results of the Election will be posted on-line on the Town's website as soon as possible after their presentation in the Council Chambers, or simultaneously with the results release in the Council Chambers.

11.16 The Town Clerk shall certify the Election results on the day after the election using the Clerk's Certificate of Election (Form CSD-118).

12   Related Documentation

12.1   CSD-OP-050: Municipal & School Board Elections

12.2   Procedures for Use of Alternative Voting Method

12.3   CSD-WI-067: Logic & Accuracy Testing / Auditing

12.4   CSD-WI-069: Candidates & Scrutineers at VACs

12.5   Form CSD-118: Clerk's Certificate of Election