



VOTE BY MAIL

ELECTION OF MEMBERS TO REPRESENT THE UNINCORPORATED TERRITORIES

On the

DISTRICT OF PARRY SOUND SOCIAL SERVICES ADMINISTRATION BOARD

Revised May 2026

1. Purpose

The purpose of this document is to establish vote by mail procedures for the conduct of the election of representatives from the Territories Without Municipal Organization (TWOMO) to the District of Parry Sound Social Services Administration Board (PSDSSAB). These procedures shall be in compliance with the TWOMO Election Resource Guide as published by the Ministry of Community and Social Services.

2. Election Officials

- (A) The CFO of PSDSSAB shall use form F3 to appoint in writing a Returning Officer to conduct the TWOMO election process.
- (B) The Returning Officer shall use form F3(a) to appoint a Deputy Returning Officer and from F4 to appoint in writing any Election Assistants required to assist in the administration of the election process, which could include assistance with the management and control of the vote by mail system, security of the election, counting ballots, tabulation of results, issuance of notices and printing of materials.

3. Preliminary List and Voters' List

- (A) Individuals are entitled to know if their names appear on the voters' list. This information can be provided by the Returning Officer or any other election official upon request from

the individual.

- (B) No person shall use information from these lists, except for election purposes. The use or sale of these lists for commercial purposes is prohibited.
- (C) Elections Ontario or such other Provincial Office/Agency that has responsibility for voter enumeration shall provide the PSDSSAB with the preliminary list of electors (PLE). The PLE file shall be loaded onto the Voterview Internet based voter list management application provided through Datafix the election management service provider.

4. Notices

- (A) Notice to inform the public about the nomination process will be submitted to the local media and posted on the PSDSSAB web site prior to nomination day.
- (B) Notice to inform the public that there will be an election shall be submitted to the appropriate local media and posted on the PSDSSAB web site prior to Election Day.
- (C) Notice of the nomination process and election shall be given to legally constituted bodies (local roads and service boards) prior to nomination day.

5. Nominations

- (A) Nominations are to be filed with the Returning Officer or Election Assistants at the PSDSSAB offices, in person or through an agent during normal office hours up until 2:00 PM on Nomination Day.
- (B) Nominations must be submitted on the prescribed form F1 as prepared by the Returning Officer in compliance with the TWOMO election resource guide.
- (C) The Returning Officer shall determine if nominees are eligible to represent TWOMO on the Board by 4:00 PM on the Monday following Nomination Day and prepare the F11 form list of certified candidates.
- (D) The Returning Officer shall if necessary, provide the prescribed notice form F7 to any nominees whose papers have been rejected and to all other candidates for that office as soon as possible after the nomination. The decision of the Returning Officer shall be final.
- (E) If the number of candidates who filed nominations by 2:00 PM on Nomination Day is equal to the number of candidates required to be elected, the Returning Officer shall declare those candidates elected by acclamation (form F10).
- (F) If the number of candidates who filed nominations by 2:00 PM on Nomination Day is fewer than the number of candidates required to be elected, the Returning Officer shall declare any nominated candidate elected by acclamation and extend the deadline for receipt of nominations. Notice of the extension of nominations will be published in the local media and posted on the PSDSSAB web site (form F6).

6. Vote By Mail Administration

- (A) Vote by mail print services will be supplied by Doculink Canada Systems in partnership with Datafix in accordance with the terms of the agreement signed by PSDSSAB and Datafix.
- (B) PSDSSAB is responsible for providing DataFix with the required Camera Ready Artwork of its municipal logo as well as the return address to be displayed on the voter kit. All artwork must be provided electronically and must meet the required specifications.
- (C) PSDSSAB will provide Datafix with the required number of blank voter kits by the specified due date.
- (D) PSDSSAB will provide a first and second choice for mail drop dates for depositing voter kits with Canada Post.
- (E) DataFix will produce, through its partner Doculink Canada, a voter kit for each elector on the voters' list for the PSDSSAB. Each voter kit shall contain:
 - An outer envelope
 - A return envelope (Business Reply)
 - A ballot secrecy envelope
 - A ballot
 - A voter declaration/instruction Letter
- (F) PSDSSAB will provide Datafix with the names, email addresses and telephone numbers of both a primary and secondary contact who will be responsible for making decisions on the vote by mail process.
- (G) It shall be the responsibility of PSDSSAB to obtain the appropriate customer and permit numbers and to enter into any required business reply mail agreements with Canada Post or such other designated service provider.

7. Voting

- (A) Upon receipt of the voter kit, the elector shall complete the ballot, insert the ballot into the ballot secrecy envelope and seal the ballot secrecy envelope. The elector then completes the declaration and places it in the prepaid business reply envelope along with the ballot secrecy envelope which is also sealed and mailed in time to be received at the PSDSSAB office by no later than 8:00 PM on Election Day.
- (B) If an elector does not receive a voter kit, or if the kit is lost or destroyed, a replacement kit may be issued. The elector may contact the PSDSSAB office to obtain a replacement kit. The elector shall confirm to the satisfaction of the Returning Officer or designate that they are qualified to vote at which time the Returning Officer shall provide the elector with a replacement kit and note to whom the replacement kit was issued. The elector shall be required to fill out the F13 form affidavit for replacement voter kit.

8. Opening of Voters' Return Envelopes

- (A) Return envelopes which are received at the PSDSSAB office will be placed in a drop box which has been sealed and initialed by the Returning Officer or Deputy Returning Officer. The drop box will be stored in a secure location.
- (B) At designated times the Returning Officer or Deputy Returning Officer, in the presence of at least one other election assistant, shall break the seals on the drop box and open the return envelopes which have been received at the PSDSSAB office, and shall:
 - Remove the ballot secrecy envelopes and elector declarations from the return envelopes
 - Initial the elector declaration and update the voters' list by drawing a line through the name of the elector to indicate that they have voted and place the declaration in a drop box. The ballot secrecy envelopes shall also be placed in a drop box.
- (C) Each time after the return envelopes have been dealt with, affix a seal to each drop box, initial the seal and place the sealed drop box back in the secure location.

9. Counting Ballots

- (A) At 8:00 PM on Election Day the drop box(s) containing the ballot secrecy envelopes will be opened and the ballots will be counted at the Board offices by two designated election officials (Election Officials) which can include the Returning Officer or Deputy Returning Officer and an Election Assistant. Any scrutineers appointed by candidates or candidates who wish to attend may be present. Scrutineers must present the F12 appointment of scrutineer form to the Returning Officer to be admitted to the count centre. The ballot count shall be recorded by an Election Official.
- (B) At the conclusion of the count, the Election Officials shall verify the totals and complete the statement of results.
- (C) Return envelopes received after 8:00 PM on Election Day shall be marked for time and date but shall not be counted.
- (D) The Election Officials shall declare the two candidates having the highest number of votes as elected and shall provide the PSDSSAB Board and each candidate with the form F15 certified election results by no later than the Wednesday following Election Day.

10. Rejected and Declined Ballots

- (A) Should a returned ballot secrecy envelope contain an unmarked ballot it shall be considered to be a declined ballot and shall be placed in a separate envelope marked declined ballots.
- (B) The ballots contained in any return envelopes received after 8:00 PM on Election Day shall be rejected.

- (C) If there is more than one ballot in any ballot secrecy envelope all ballots in the envelope are rejected.
- (D) If the ballot is not in the standard envelopes for the District of Parry Sound Social Services Administration Board TWOMO election as contained in the vote by mail kits, it is rejected.
- (E) Ballots clearly marked for more than two candidates are rejected.
- (F) Ballots marked with writing or marks that could identify the voter are rejected. This also applies to the ballot secrecy envelope.
- (G) Ballots that are torn, defaced or otherwise dealt with by the elector in a way that may identify them are rejected.
- (H) Any mark on the ballot which is not in the voting space provided, to the extent that the ability to determine the intent of the voter is not clear, shall not be counted. If this applies to all marks on the ballot, it shall be rejected.
- (I) Should any ballot not be accompanied by a signed voter declaration of eligibility, the ballot shall be rejected.
- (J) All ballots rejected in whole or in part shall be placed in a separate envelope marked ballots rejected in whole or in part.
- (K) Any objections made by candidates or scrutineers to ballots rejected in whole or in part shall be recorded by the designated election officer on form F14. In all cases the decision to determine that a ballot is declined or rejected in whole or in part shall be made by the Returning Officer and/or the Deputy Returning Officer and such decision shall be final.

11. Recounts

- (A) Recounts are required when there is a tie vote where both or all candidates cannot be declared elected or by resolution of the PSDSSAB Board. Such resolution should be approved by no later than the Board's next regular meeting after Election Day. All recounts shall be conducted by the designated Election Officials.
- (B) Certified candidates for the office involved, counsel for the certified candidate, or any other person may be present with the Returning Officer's permission.

12. Retention Period

- (A) The ballots and all other documents and materials related to an election shall be stored for a retention period of 120 days after declaring the results of the election or until all recounts have been conducted, whichever is the greater.

- (B) After the retention period all ballots shall be destroyed and any other documents and materials related to the election may be destroyed. This should be done by the Returning Officer or Deputy Returning Officer in the presence of at least one other witnesses.