

**THE CORPORATION OF THE TOWNSHIP OF ESSA
VIRTUAL COMMITTEE OF THE WHOLE MEETING
WEDNESDAY, OCTOBER 20, 2021
6:00 p.m.**

To view our live stream visit the Township of [Essa's YouTube Channel](#)

AGENDA

- 1. OPENING OF MEETING BY THE MAYOR**
- 2. DISCLOSURE OF PECUNIARY INTEREST**
- 3. DELEGATIONS / PRESENTATIONS / PUBLIC MEETINGS**

- a. Council Presentation - Elizabeth Davis**
re: Certified Planning Technician, Canadian Association of Certified Planning Technicians (CACPT).

STAFF REPORTS

- 4. PLANNING AND DEVELOPMENT**
 - 5. PARKS AND RECREATION / COMMUNITY SERVICES**
 - 6. FIRE AND EMERGENCY SERVICES**
 - 7. PUBLIC WORKS**
 - 8. FINANCE**
- p. 1 **a. Staff Report TR014-21 submitted by the Deputy Treasurer, re: Budget to Actuals Update as of September 30, 2021.**

Recommendation: *Be it resolved that Staff Report TR014-21 be received for information.*

9. CLERKS / BY-LAW ENFORCEMENT / IT

- p. 19 a. **Staff Report C027-21 submitted by the Manager of Legislative Services, re: Changes to Closed Meeting Investigator Fees.**

Recommendation: *Be it resolved that Staff Report C027-21 be received for information.*

- p. 21 b. **Staff Report C028-21 submitted by the Manager of Legislative Services, re: Alternative Voting Methods and Vote Counting Equipment – 2022 Municipal and School Board Election.**

Recommendation: *Be it resolved that Staff Report C028-21 be received; and That Council authorize the use of In-Person Electronic and Remote Internet/Telephone Voting for the 2022 Municipal and School Board Election.*

10. CHIEF ADMINISTRATIVE OFFICER (C.A.O.)

11. OTHER BUSINESS

12. ADJOURNMENT

Recommendation: *Be it resolved that this meeting of Committee of the Whole of the Township of Essa adjourn at _____ p.m., to meet again on the 3rd day of November, 2021 at 6:00 p.m.*



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: TR014-21
DATE: October 20th, 2021
TO: Committee of the Whole
FROM: Rob Rosilius, Deputy Treasurer
SUBJECT: Budget to Actuals Update as of September 30th, 2021

RECOMMENDATION

That Staff Report TR014-21 be received.

BACKGROUND

During the 2020 Budget deliberations, Council requested staff to bring forward quarterly updates on the budget. With the outbreak of COVID 19, Council requested staff provide updates on a regular basis while the Township is under a state of emergency. This report includes activities recorded as of September 30th, 2021.

COMMENTS AND CONSIDERATIONS

Summary of Budget Variances by Department (Attachment #1) summarizes the operating budget into three major sections:

- **Employee Related Expenses** - includes salaries and hourly wages, Township benefits along with mandatory contributions.
- **Operating Expenses** – all other non-employee related expenses, which include taxation amounts being transferred to the Capital Budget to fund the departments capital project(s).
- **Revenues** - revenues relating to that department.
- **Taxation Required** – this is the difference between the expenses and revenues for the department or sub-department. If the amount is positive taxation levy is required to balance department; whereas if the value is negative, it reduces the taxation levy.

The Columns of the Attachment #1 include;

- **Actuals to Date** – what has been processed into the general ledger.
- **Budget to Date** – represents 9/12 or 75.0% of the annual budget.
- **2021 Budget** – the approved budget amount.
- **Variance Actuals to Budget to Date** – the dollar value difference between actual recorded during the reporting period compared to the budget to date.



- **Expenses** – for sections that are expenses, If the *Variance Actuals to Budget to Date* value is negative, the actuals are less than the budget to date. If the dollar value is positive, the actuals are greater than the budget to date.
- **Revenues** – for the revenue sections if the *Variance Actuals to Budget to Date* value is negative the actuals are greater than the budget to date. If the dollar value is positive, the actuals are less than the budget to date.
- **Variance Actuals to Annual Budget** – a percentage of the actual amount as of the reporting period in comparison to the 2021 approved budget.

In Attachment #2, each approved Capital Budget item is listed with its total approved budget along with the amount(s) approved for 2021. The Actual To-date includes all the costs, both current and previous years, incurred as of September 30th. The Variance Actuals to Total Budget is a percentage of the Actuals To-date compared to the Total Budget for the project.

FINANCIAL IMPACT

For the reporting period, the expected Actuals should be roughly 75.0% of the annual budget. There have not been any notable changes since the previous report.

SUMMARY/OPTIONS

Council may:

1. Take no further action.
2. Receive the Budget to Actuals as of September 30th, as circulated.


CONCLUSION

Option #2 is recommended.

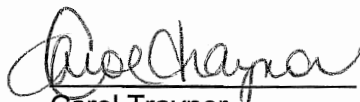
Respectfully submitted:

Reviewed by:

Reviewed by:



Rob Rosilius
Deputy Treasurer



Carol Traynor
Manager of Finance



Colleen Healey-Dowdall
Chief Administrative Officer

Attachment #1 – Summary of Budget to Actuals as of September 30th, 2021
Attachment #2 – Capital Budget Update as of September 30th, 2021



Township of Essa
Summary of Budget Variances by Department
For the Period Ending September 30th, 2021

	Variance				
	Actuals to Date	Budget to Date	2021 Budget	Actuals vs Budget to Date	Actuals to Annual Budget
Summary of Municipal Operations (excl Water & Wastewater)					
Total Operating Expenses:	\$7,951,989	\$13,954,321	\$18,605,762	-\$6,002,332	42.74%
Total Revenues:	-\$29,135,085	-\$21,111,064	-\$28,148,085	-\$8,024,022	103.51%
Total Reserve Transfer From/(To):	-\$27,931	\$0	\$0	-\$27,931	
Summary of Water and WasteWater					
Total Operating Expenses:	\$1,708,307	\$2,751,754	\$3,669,005	-\$1,043,446	46.56%
Total Revenues:	-\$2,933,735	-\$2,751,754	-\$3,669,005	-\$181,981	79.96%
Total Reserve Transfer From/(To)	-\$1,225,428	\$0	\$0	-\$1,225,428	
Council					
Wages and Salaries	\$123,096	\$119,747	\$159,662	\$3,350	77.10%
Operating Expenses	\$14,118	\$26,775	\$35,700	-\$12,656	39.55%
Total Expenses:	\$137,215	\$146,521	\$195,362	-\$9,307	70.24%
Taxation required:	\$137,215	\$146,521	\$195,362	-\$9,307	70.24%
CAO					
Admin Wages and Salaries	\$177,757	\$176,190	\$234,920	\$1,567	75.67%
Office Building Wages and Salaries	-\$1	\$0	\$0	-\$1	0.00%
Admin Operating Expenses	\$45,850	\$45,150	\$60,200	\$700	76.16%
Office Building Operating Expenses	\$113	\$0	\$0	\$113	0.00%
Total Expenses:	\$223,719	\$221,340	\$295,120	\$2,379	75.81%
Revenues	\$0	\$0	\$0	\$0	0
Taxation required:	\$223,719	\$221,340	\$295,120	\$2,379	75.81%

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	Actuals to Date	Budget to Date	2021 Budget	Actuals vs Budget to Date	Actuals to Annual Budget
Clerks Department					
Clerks					
Clerk's Wages and Salaries	\$195,702	\$174,990	\$233,320	\$20,712	83.88%
Election Wages and Salaries	\$0	\$0	\$0	\$0	0
Clerk's Operating Expenses	\$101,672	\$136,237	\$181,650	-\$34,565	55.97%
Election Operating Expenses	\$1,857	\$10,395	\$13,860	-\$8,538	13.40%
Total Expenses:	\$299,231	\$321,622	\$428,830	-\$22,391	69.78%
Revenues	-\$17,569	-\$22,537	-\$30,050	\$4,968	58.47%
Taxation required:	\$281,662	\$299,085	\$398,780	-\$17,423	70.63%
By-Law					
Wages and Salaries	\$70,540	\$97,794	\$130,392	-\$27,254	54.10%
Operating Expenses	\$4,638	\$27,188	\$36,250	-\$22,549	12.80%
Total Expenses:	\$75,179	\$124,982	\$166,642	-\$49,803	45.11%
Revenues	-\$20,266	-\$13,575	-\$18,100	-\$6,691	111.97%
Taxation required:	\$54,913	\$111,407	\$148,542	-\$56,494	36.97%
Animal Control					
Wages and Salaries	\$3,589	\$17,612	\$23,482	-\$14,022	15.28%
Operating Expenses	\$12,111	\$12,915	\$17,220	-\$804	70.33%
Total Expenses:	\$15,700	\$30,526	\$40,702	-\$14,826	38.57%
Revenues	-\$12,046	-\$13,575	-\$18,100	\$1,529	66.55%
Taxation required:	\$3,654	\$16,952	\$22,602	-\$13,297	16.17%
Operating Assistance					
Operating Expenses	\$7,300	\$6,750	\$9,000	\$550	81.11%
Taxation required:	\$7,300	\$6,750	\$9,000	\$550	81.11%

	Actuals to Date	Budget to Date	2021 Budget	Actuals vs Budget to Date	Actuals to Annual Budget
Treasury					
Finance Department					
Wages and Salaries	\$434,598	\$361,231	\$481,641	\$73,367	90.23%
Operating Expenses	\$692,010	\$3,310,893	\$4,414,524	-\$2,618,883	15.68%
Total Expenses:	\$1,126,608	\$3,672,123	\$4,896,165	-\$2,545,516	23.01%
Revenues	-\$428,061	-\$528,375	-\$704,500	\$100,314	60.76%
Taxation required:	\$698,546	\$3,143,748	\$4,191,665	-\$2,445,202	16.67%
Taxation					
Operating Expenses	\$11,693,064	\$0	\$0	\$11,693,064	0
Revenues	-\$26,856,576	-\$15,700,479	-\$20,933,972	-\$11,156,097	128.29%
Total Taxation:	-\$15,163,512	-\$15,700,479	-\$20,933,972	\$536,967	72.43%
General Revenues	-\$912,165	-\$3,614,963	-\$4,819,950	\$2,702,798	18.92%

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	Actuals to Date	Budget to Date	2021 Budget	Actuals vs Budget to Date	Actuals to Annual Budget
Fire / Emergency Services					
Fire Department					
Admin Wages and Salaries	\$212,763	\$242,864	\$323,819	-\$30,102	65.70%
Fire Fighting Wages and Salaries	\$202,756	\$261,375	\$348,500	-\$58,619	58.18%
Fire Training Wages and Salaries	\$72,795	\$108,750	\$145,000	-\$35,955	50.20%
Admin Operating Expenses	\$17,975	\$569,149	\$758,865	-\$551,174	2.37%
Fire Fighting Operating Expense	\$108,473	\$187,117	\$249,490	-\$78,645	43.48%
Fire Training	\$107	\$3,000	\$4,000	-\$2,893	2.68%
Angus Fire Hall	\$14,956	\$21,375	\$28,500	-\$6,419	52.48%
Thornton Fire Hall	\$15,028	\$21,000	\$28,000	-\$5,972	53.67%
Fleet	\$66,480	\$80,925	\$107,900	-\$14,445	61.61%
Total Expenses:	\$711,333	\$1,495,555	\$1,994,074	-\$784,223	35.67%
Revenues	-\$141,867	-\$93,450	-\$124,600	-\$48,417	113.86%
Taxation required:	\$569,466	\$1,402,105	\$1,869,474	-\$832,639	30.46%
Emergency Measures					
Wages and Salaries	\$17,023	\$10,572	\$14,096	\$6,451	120.76%
Operating Expenses	\$20,854	\$8,175	\$10,900	\$12,679	191.33%
Total Expenses:	\$37,877	\$18,747	\$24,996	\$19,130	151.53%
Revenues	\$0	\$0	\$0	\$0	0.00%
Taxation required:	\$37,877	\$18,747	\$24,996	\$19,130	151.53%
Policing					
Operating Expenses	\$1,471,537	\$2,280,007	\$3,040,010	-\$808,470	48.41%
Revenues	-\$22,114	-\$69,750	-\$93,000	\$47,636	23.78%
Taxation required:	\$1,449,423	\$2,210,257	\$2,947,010	-\$760,834	49.18%

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	Actuals to Date	Budget to Date	2021 Budget	Actuals vs Budget to Date	Actuals to Annual Budget
Planning and Development					
Planning					
Wages and Salaries	\$167,586	\$153,532	\$204,709	\$14,054	81.87%
Operating Expenses	\$30,717	\$274,016	\$365,355	-\$243,299	8.41%
Total Expenses:	\$198,303	\$427,548	\$570,064	-\$229,245	34.79%
Revenues	-\$44,990	-\$91,988	-\$122,650	\$46,998	36.68%
Taxation required:	\$153,313	\$335,561	\$447,414	-\$182,248	34.27%
Committee of Adjustment					
Wages and Salaries	\$12,037	\$37,004	\$49,338	-\$24,967	24.40%
Operating Expenses	\$409	\$4,687	\$6,250	-\$4,279	6.54%
Total Expenses:	\$12,445	\$41,691	\$55,588	-\$29,246	22.39%
Revenues	-\$46,118	-\$14,775	-\$19,700	-\$31,343	234.10%
Taxation required:	-\$33,673	\$26,916	\$35,888	-\$60,589	(93.83%)
Economic Development					
Wages and Salaries	\$9,994	\$8,948	\$11,930	\$1,047	83.77%
Operating Expenses	\$1,533	\$2,100	\$2,800	-\$567	54.75%
Total Expenses:	\$11,527	\$11,048	\$14,730	\$480	78.26%
Taxation required:	\$11,527	\$11,048	\$14,730	\$480	78.26%
Building Department					
Wages and Salaries	\$190,677	\$293,461	\$391,282	-\$102,785	48.73%
Operating Expenses	\$32,104	\$44,813	\$59,750	-\$12,708	53.73%
Total Expenses:	\$222,781	\$338,274	\$451,032	-\$115,493	49.39%
Revenues	-\$250,712	-\$338,274	-\$451,032	\$87,562	55.59%
Reserve Transfer From/ (To)	-\$27,931	\$0	\$0	-\$27,931	(\$232756.)



	Actuals to Date	Budget to Date	2021 Budget	Actuals vs Budget to Date	Actuals to Annual Budget
Public Works					
Public Works					
Public Works Operating Expenses	\$3,317	\$18,000	\$24,000	-\$14,682	13.82%
Sidewalk Wages and Salaries	\$87	\$28,312	\$37,750	-\$28,226	0.23%
Sidewalk Operating Expenses	\$25,183	\$56,400	\$75,200	-\$31,217	33.49%
Streetlights Operating Expense	\$53,077	\$78,750	\$105,000	-\$25,673	50.55%
Public Transit Operating Expense	\$0	\$0	\$0	\$0	0.00%
Tile Drainage	\$0	\$1,631	\$2,175	-\$1,631	0.00%
Total Expenses:	\$81,665	\$183,094	\$244,125	-\$101,429	33.45%
Revenues	-\$17,119	-\$2,250	-\$3,000	-\$14,869	570.62%
Taxation required:	\$64,546	\$180,844	\$241,125	-\$116,297	26.77%
Roads					
Wages and Salaries	\$962,694	\$989,485	\$1,319,313	-\$26,791	72.97%
Operating Expenses	\$163,372	\$381,718	\$508,957	-\$218,346	32.10%
Roadways Maintenance	\$159,144	\$276,375	\$368,500	-\$117,231	43.19%
Roadside Maintenance	\$168,584	\$280,125	\$373,500	-\$111,541	45.14%
Fleet	\$263,072	\$346,500	\$462,000	-\$83,428	56.94%
Bridges & Culverts	\$13,402	\$0	\$0	\$13,402	0.00%
Total Expenses:	\$1,730,268	\$2,274,203	\$3,032,270	-\$543,935	57.06%
Revenues	-\$75,506	-\$75,000	-\$100,000	-\$506	75.51%
Taxation required:	\$1,654,762	\$2,199,203	\$2,932,270	-\$544,440	56.43%



	Actuals to Date	Budget to Date	2021 Budget	Actuals vs Budget to Date	Actuals to Annual Budget
Water Works					
Wages and Salaries	\$30,718	\$100,689	\$134,252	-\$69,971	22.88%
Admin Operating Expenses	\$733,237	\$1,051,824	\$1,402,432	-\$318,587	52.28%
Angus Waterworks Expenses	\$107,834	\$132,000	\$176,000	-\$24,166	61.27%
Thornton Waterworks Expenses	\$16,053	\$62,325	\$83,100	-\$46,272	19.32%
Baxter Waterworks Expenses	\$5,186	\$15,420	\$20,560	-\$10,234	25.22%
Total Expenses:	\$893,029	\$1,362,258	\$1,816,344	-\$469,229	49.17%
Revenues	-\$1,587,894	-\$1,362,258	-\$1,816,344	-\$225,636	87.42%
Reserve Transfer From/ (To)	-\$694,865	\$0	\$0	-\$694,865	

Waste Water					
Wages and Salaries	\$30,718	\$35,883	\$47,844	-\$5,165	64.20%
Admin Operating Expenses	\$599,136	\$1,154,005	\$1,538,674	-\$554,869	38.94%
Wastewater Operations	\$185,424	\$199,607	\$266,143	-\$14,183	69.67%
Total Expenses:	\$815,279	\$1,389,496	\$1,852,661	-\$574,217	44.01%
Revenues	-\$1,345,842	-\$1,389,496	-\$1,852,661	\$43,654	72.64%
Reserve Transfer From/ (To)	-\$530,563	\$0	\$0	-\$530,563	

Parks and Recreation

Angus Arena					
Admin Wages and Salaries	\$25,246	\$23,879	\$31,839	\$1,367	79.29%
Arena Wages and Salaries	\$137,317	\$129,371	\$172,495	\$7,946	79.61%
Operating Expenses	\$111,767	\$164,710	\$219,613	-\$52,942	50.89%
Total Expenses:	\$274,331	\$317,960	\$423,947	-\$43,629	64.71%
Revenues	-\$132,558	-\$243,900	-\$325,200	\$111,342	40.76%
Taxation required:	\$141,772	\$74,060	\$98,747	\$67,712	143.57%



	Actuals to Date	Budget to Date	2021 Budget	Actuals vs Budget to Date	Actuals to Annual Budget
Thornton Arena					
Admin Wages and Salaries	\$25,245	\$23,879	\$31,839	\$1,366	79.29%
Arena Wages and Salaries	\$76,287	\$106,855	\$142,474	-\$30,568	53.54%
Operating Expenses	\$29,129	\$133,275	\$177,700	-\$104,146	16.39%
Total Expenses:	\$130,662	\$264,010	\$352,013	-\$133,348	37.12%
Revenues	-\$5,864	-\$66,056	-\$88,075	\$60,192	6.66%
Taxation required:	\$124,798	\$197,954	\$263,938	-\$73,156	47.28%
Recreation Programming					
Rec Programs Wages and Salaries	\$0	\$54,994	\$73,325	-\$54,994	0.00%
Day Camp Wages and Salaries	\$0	\$45,450	\$60,600	-\$45,450	0.00%
Rec Programs Operating Expenses	\$2,243	\$8,250	\$11,000	-\$6,007	20.39%
Day Camp Operating Expenses	\$240	\$20,400	\$27,200	-\$20,160	0.88%
Total Expenses:	\$2,483	\$129,094	\$172,125	-\$126,611	1.44%
Revenues	\$0	-\$68,250	-\$91,000	\$68,250	0.00%
Taxation required:	\$2,483	\$60,844	\$81,125	-\$58,361	3.06%
Golf Tournament					
Golf Tournament Expenses	\$0	\$26,250	\$35,000	-\$26,250	0.00%
Golf tournament Revenues	\$0	-\$26,250	-\$35,000	\$26,250	0.00%
Surplus/Deficit	\$0	\$0	\$0	\$0	0.00%

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	Actuals to Date	Budget to Date	2021 Budget	Actuals vs Budget to Date	Actuals to Annual Budget
Parks					
Park Operations Wages and Salaries	\$231,834	\$312,863	\$417,150	-\$81,029	55.58%
Recreation Activities Wages and Salaries	\$68,851	\$48,031	\$64,042	\$20,819	107.51%
Building Maintenance Wages and Salaries	\$112	\$0	\$0	\$112	0.00%
Admin Operating Expenses	\$14,990	\$202,490	\$269,986	-\$187,500	5.55%
Parks Operating Expense	\$140,966	\$194,531	\$259,375	-\$53,565	54.35%
Recreation Activities Operating Expense	\$697	\$2,025	\$2,700	-\$1,328	25.80%
Building Maintenance Operating Expense	\$12,718	\$25,350	\$33,800	-\$12,632	37.63%
Total Expenses:	\$504,149	\$787,165	\$1,049,553	-\$283,016	48.03%
Revenues	-\$52,395	-\$39,450	-\$52,600	-\$12,944	99.61%
Taxation required:	\$451,755	\$747,715	\$996,953	-\$295,960	45.31%
Salmon Derby					
Operating Expenses	\$0	\$9,075	\$12,100	-\$9,075	0.00%
Revenues	-\$6,300	-\$6,750	-\$9,000	\$450	70.00%
Surplus/Deficit	-\$6,300	\$2,325	\$3,100	-\$8,625	(203.23%)
Cemetery					
Cemetery Operating Expenses	\$37,425	\$0	\$0	\$37,425	0.00%
Total Expenses:	\$37,425	\$0	\$0	\$37,425	0.00%
Revenues	-\$36,129	\$0	\$0	-\$36,129	0.00%
Taxation required:	\$1,296	\$0	\$0	\$1,296	0.00%



	Actuals to Date	Budget to Date	2021 Budget	Actuals vs Budget to Date	Actuals to Annual Budget
Library					
Admin Wages and Salaries	\$433,237	\$487,710	\$650,280	-\$54,473	66.62%
Subsidized Program & Board Wages	\$10,466	\$9,371	\$12,495	\$1,094	83.76%
Admin Operating Expenses	\$4,926	\$68,385	\$91,180	-\$63,459	5.40%
Angus Branch Operating Expenses	\$19,663	\$39,157	\$52,210	-\$19,494	37.66%
Thornton Branch Operating Expenses	\$7,857	\$9,788	\$13,050	-\$1,931	60.20%
Operations Expenses	\$43,087	\$69,008	\$92,010	-\$25,920	46.83%
Subsidized Program & Board Operating Expenses	\$161	\$956	\$1,275	-\$795	12.66%
Total Expenses:	\$519,397	\$684,375	\$912,500	-\$164,978	56.92%
Revenues	-\$65,749	-\$81,416	-\$108,555	\$15,667	60.57%
Taxation required:	\$453,648	\$602,959	\$803,945	-\$149,311	56.43%

BIA					
Operating Expenses	\$15,918	\$0	\$0	\$15,918	0.00%
Revenues	-\$27,110	\$0	\$0	-\$27,110	0.00%
Taxation required:	-\$11,192	\$0	\$0	-\$11,192	0

NVCA					
Operating Expenses	\$142,360	\$142,360	\$189,814	\$0	75.00%
Revenues	\$0	\$0	\$0	\$0	0.00%
Taxation required:	\$142,360	\$142,360	\$189,814	\$0	75.00%

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Township of Essa
Capital Budget
For the 2021 Fiscal Year

	Project Code	Total Budget	Previously Approved Funding	2021 Budget Request	Actuals To Date	Variance
						Actuals to Total Budget
Administration						
New Vehicle for By-Law	GG2102	\$25,000	\$0	\$25,000	\$21,421	85.68%
Total for Administration:		\$25,000	\$0	\$25,000	\$21,421	85.68%

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**Township of Essa
Capital Budget
For the 2021 Fiscal Year**

	Project Code	Total Budget	Previously		Variance		
			Approved Funding	2021 Budget Request	Actuals To Date	Actuals to Total Budget	
Fire Service							
Thermal Imaging Cameras x2	FD2104	\$20,000	\$0	\$20,000	\$20,352	101.76%	
Replace Pump 2	FD2102	\$685,000	\$0	\$685,000	\$604,855	88.30%	
Mobile repeater, pagers, & Mics	FD2106 P6	\$25,000	\$0	\$25,000	\$2,315	9.26%	
PPE – improved hood protection & Boots one add't set	FD2103 P3	\$57,500	\$0	\$57,500	\$30,388	52.85%	
SCBA masks	FD2103 P3	\$7,000	\$0	\$7,000	\$6,305	90.07%	
Hose & Nozzles	FD2105 P5	\$20,000	\$0	\$20,000		0.00%	
Rescue Equipment – Extrication	FD2107 P4	\$8,000	\$0	\$8,000	\$8,981	112.27%	
New Fire Hall in Angus Land Purchase & Development	FD2101	\$250,000	\$0	\$250,000	\$100,235	40.09%	
Total for Fire Department:		\$1,072,500	\$0	\$1,072,500	\$773,431	72.11%	

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Township of Essa
Capital Budget
For the 2021 Fiscal Year

	Project Code	Total Budget	Previously		Actuals To Date	Variance
			Approved Funding	2021 Budget Request		Actuals to Total Budget
<u>Parks and Recreation</u>						
Canoe/Kayak Boat Launch	RD2001	\$78,000	\$7,200	\$70,800	\$15,078	19.33%
Video Surveillance	RD2103	\$13,537	\$0	\$13,537	\$11,016	81.38%
Mike Hart Basketball Court installation	RD2104	\$25,072	\$0	\$25,072	\$13,449	53.64%
Dump Truck 2020 carry forward	RD2005	\$80,277	\$73,550	\$6,727	\$78,969	98.37%
Pick-up	RD2102	\$50,000	\$0	\$50,000	\$41,985	83.97%
Grass cutting Equipment	RD2105	\$135,000	\$0	\$135,000	\$137,143	101.59%
Outdoor Pads LED Upgrade	RD2106	\$15,350	\$0	\$15,350	\$14,399	93.80%
Baxter Subdivision		\$850,000	\$0	\$850,000		0.00%
Total For Parks and Recreation:		\$1,247,236	\$80,750	\$1,166,486	\$312,039	25.02%

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Township of Essa
Capital Budget
For the 2021 Fiscal Year

	Project Code		Total Budget	Previously Approved Funding	2021 Budget Request	Actuals To Date	Variance
							Actuals to Total Budget
Roads/Public Works							
Elizabeth Street Culvert Replacement	TR2007	40-46-827-821-8520	\$1,423,252	\$737,000	\$686,252	\$269,442	18.93%
Margaret Street Urbanization Phase 1 & 2			\$3,769,474	\$1,100,000	\$2,669,474	\$2,121,569	
	TR2008	40-46-821-822-8110					56.28%
25th Sideroad Repaving (1.5km)	TR2004	40-46-821-823-8110	\$784,000	\$450,000	\$334,000	\$34,538	4.41%
Plow Truck to replace Unit 22 & Water Tank	PW2102		\$355,000	\$0	\$355,000	\$151,826	42.77%
Sidewalk Trackless Replacement & Attachment	PW2103		\$63,000	\$0	\$63,000	\$52,377	83.14%
Thornton Pedestrian Crossing	TR2005		\$165,307	\$115,000	\$50,307	\$68,813	41.63%
Traffic Calming			\$110,000	\$0	\$110,000	\$85,462	
	TR2109	40-46-821-890-8060					77.69%
RFP Engineering work for 2022	PW2105		\$80,000	\$0	\$80,000		0.00%
Angus Infra-Structure Master Plan	PW2106		\$200,000	\$0	\$200,000	\$56,964	28.48%
Bridge OSIM inspection	PW2107		\$30,000	\$10,000	\$20,000	\$31,410	104.70%
SWM Pond Maintenance	PW2108		\$15,000	\$0	\$15,000	\$9,507	63.38%
Survey equipment & Drones	PW2104		\$80,000	\$0	\$80,000	\$67,966	84.96%
Replace 2005 Hot Box	PW2004		\$55,000	\$45,000	\$10,000	\$32,676	59.41%
Slurry Seal	TR2101	40-46-821-820-8520	\$93,500	\$0	\$93,500	\$74,574	79.76%
Total for Roads/Public Works:			\$7,223,533	\$2,457,000	\$4,766,533	\$3,057,125	42.32%

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Township of Essa
Capital Budget
For the 2021 Fiscal Year

	<u>Project Code</u>		<u>Total Budget</u>	<u>Previously Approved Funding</u>	<u>2021 Budget Request</u>	<u>Actuals To Date</u>	<u>Variance Actuals to Total Budget</u>
Water							
	Thornton Standpipe Expansion	WD2001 40-48-831-840-8060	293,000		\$293,000		0.00%
	Disk Filter Integration	SD2101 40-48-833-850-806(x)	550,000	200,000	350,000	\$111,672	20.30%
Total for Water:			\$843,000	\$200,000	\$643,000	\$111,672	13.25%

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Township of Essa
Capital Budget
For the 2021 Fiscal Year

	Project Code	Total Budget	Previously		Actuals To Date	Variance Actuals to Total Budget
			Approved Funding	2021 Budget Request		
Library						
Angus Branch Debt Repayment		\$9,000	\$0	\$9,000		0.00%
Furniture	LB2101 P9 40-60-846-897-8040	\$2,500	\$0	\$2,500	\$816	32.64%
Equipment	LB2102 P9 40-60-846-898-8060	\$2,000	\$0	\$2,000	\$293	14.65%
Computer Equipment	LB2103 P9 40-60-846-899-8060	\$6,200	\$0	\$6,200	\$156	2.52%
Books Collection Materials	LB2104 P1 40-60-846-891-8060 x	\$76,165	\$0	\$76,165	\$52,085	68.38%
Total for Library:		\$95,865	\$0	\$95,865	\$53,351	55.65%

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TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: C027-21
DATE: October 20, 2021
TO: Committee of the Whole
FROM: Lisa Lehr, Manager of Legislative Services
SUBJECT: Changes to Closed Meeting Investigator Fees

RECOMMENDATION

That Staff Report C027-21 be received for information.

BACKGROUND

As Council is aware, the appointment of an independent Closed Meeting Investigator is required under the *Municipal Act* (s. 239.2). The Township of Essa has participated with the County of Simcoe and its lower tier municipalities in a Joint Closed Meeting Investigator arrangement since 2008.

At its meeting of January 15, 2020, Council received Staff Report C001-20 (Attachment No. 1), and passed Resolution CW007-2020 in respect of the appointment of a Closed Meeting Investigator for the Township of Essa:

*Be it resolved that Staff Report C001-20 be received; and
That Council renew its participation with the County of Simcoe and Local Authority Services (LAS) to provide Closed Meeting Investigator Services to the Township of Essa; and
That Council direct staff to provide future reports should there be any increase in fees associated with this service.*

Currently the Closed Meeting Investigator appointed by LAS after the RFP was issued is Aird & Berlis LLP. The current 5 year term is set to expire in January, 2025.

COMMENTS AND CONSIDERATIONS

As was directed via Resolution No. CW007-20 above, this Report is being provided in an effort to inform Council of an increase to investigation fees associated with Aird & Berlis LLP in respect of providing Closed Meeting Investigator Services on behalf of the Township of Essa for the 2022 term.

FINANCIAL IMPACT

The County of Simcoe pays the annual retainer on behalf of participating municipalities, amounting to \$200.00 per municipality per year.

The following is a summary of the new rates to be charged for investigation fees:

	2020	2021	2022
Investigation Fees	\$325.00/hr to \$725.00/hr	\$325.00/hr to \$775.00/hr	\$350.00/hr to \$795.00/hr

Investigation Fees to be charged vary and are based on the following factors:

- Length of investigation
- Use of a senior lawyer vs. junior lawyer

Rates in respect of expenses (photocopying, printing, filing, etc.) remain unchanged. Mileage rate remains unchanged.

Please Note: The above noted fees ONLY apply when a Closed Meeting investigation has commenced.

Manager of Finance

SUMMARY/OPTIONS

Council may:

1. Do nothing.
2. **Receive the Report.**
3. Direct Staff to discontinue with the Agreement, thereby providing 90 days notice in accordance with the terms of the Agreement.

CONCLUSION

It is recommended that Council receive the Report for information.

Respectfully submitted:

Lisa Lehr
Manager of Legislative Services

Reviewed by:

Colleen Healey-Dowdall
Chief Administrative Officer



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TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: C028-21
DATE: October 20, 2021
TO: Committee of the Whole
FROM: Lisa Lehr, Manager of Legislative Services
SUBJECT: Alternative Voting Methods and Vote Counting Equipment -
2022 Municipal and School Board Elections

RECOMMENDATION

That Staff Report C028-21 be received; and

That Council authorize the use of In-Person Electronic and Remote Internet/Telephone Voting for the 2022 Municipal and School Board Election.

BACKGROUND

Section 42(1) of the *Municipal Elections Act*, 1996 (the "Act") provides that the Council of a local municipality may pass By-laws:

- a) *Authorizing the use of voting and vote-counting equipment such as voting machines, voting recorders or optical scanning vote tabulators;*
- b) *Authorizing electors to use an alternative voting method, such as voting by mail or by telephone, that does not require electors to attend at a voting place in order to vote.*

In accordance with section 42(2), if an alternative voting method or vote-counting equipment is to be used for the 2022 election, a By-law must be passed on or before May 1 in the year of which the election is to occur.

Additionally, in accordance with section 42(3) of the Act, procedures and forms for the use of any alternative voting method and vote-counting equipment must be established by June 1 in the year of which the election is to occur.

As Council is aware, the establishment of the voting method(s) to be used in a Municipal Election is the responsibility of Council, and the procedures and forms for the use of alternative voting methods and vote-counting equipment is the responsibility of the Clerk.

While the deadline is May 1, 2022 for municipalities to establish their voting method and/or use of vote-counting equipment, it is important that municipalities determine their method to be used early in order to ensure that:

- a) vendors are available to provide the required services; and
- b) funds are included in the upcoming budget to cover the costs for the method to be used in the 2022 election.

As such, it is recommended that Council finalize the voting method to be used in Essa as soon as possible.

At its meeting of April 7, 2021, Staff presented Council with Report C010-21 (Attachment No. 1) in respect of the upcoming 2022 Municipal Election. The Report outlined the alternative voting methods that can be used in an election, in addition to vote-counting equipment.

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Upon receipt of the Staff Report, the following motion was passed by Council:

**Staff Report C010-21 submitted by the Manager of Legislative Services, re: 2022
Municipal Election.**

Resolution No: CW052-2021 Moved by: White Seconded by: Sander

*Be it resolved that Staff Report C010-21 be received; and
That Council direct staff to investigate costs associated with each alternative voting method and
vote-counting equipment, and report back to Council at a future meeting.*

----Carried----

This Report is being submitted to Council as a result of the direction provided to staff, and for Council to direct staff in which method is to be used in the 2022 Municipal and School Board Election.

COMMENTS AND CONSIDERATIONS

The 2022 Municipal and School Board Elections are scheduled to take place on October 24, 2022. As such, the Clerk’s Department is currently preparing for the 2022 Municipal and School Board Election as well as the 2022 Budget, and is seeking direction from Council in respect of the voting method(s) to be used by electors.

When considering alternative voting methods, it is important for the principles of the Act to be upheld. There is a legislative requirement for municipalities to uphold the principles of the Act, which are as follows:

- Providing an election that is accessible to all electors;
- Providing an election that is fair and non-biased;
- Maintaining the secrecy and confidentiality of the voting process and individual votes;
- Ensuring that the integrity of the process is maintained throughout the election;
- Ensuring that the results of the election reflect the votes cast, and that valid votes be counted, and invalid votes be rejected so far as reasonably possible; and
- Ensuring that voters and candidates are treated fairly and consistently.

COVID-19

It is noted that at the time of this Report, the COVID-19 Pandemic remains a cause for concern in Ontario. As we look ahead to the 2022 Municipal Election and acknowledge the uncertainty that COVID-19 presents, public health measures must be considered for each voting method. The Simcoe Muskoka District Health Unit would need to be consulted should we still be experiencing the effects of COVID-19 in our community at the time of the election to ensure proper protocols are put in place.

Methods of Alternative Voting and Vote Counting Equipment – Costing Estimates

There are a variety of voting methods available to municipalities of which include the following, or a combination of the following:

- Internet / Telephone
- Vote-by-mail
- Paper Ballot with use of tabulators for counting of votes

All voting methods outlined in this Report uphold the principles of the Act outlined above.

The following provides Council with an estimate for each Alternative Voting Method listed above, and has been calculated using the number of eligible electors for the 2018 election (13,100).

Recommended Method - Internet / Telephone Voting **Estimate - \$44,870.00**

Service	Approx. Cost
Internet/Telephone Voting Methodology - Includes all training, materials, support and project manager from election vendor	\$17,685.00
Voter Information Letter (VIL) - Includes preparation, printing, and stuffing of VIL	\$17,685.00
Postage for VIL	Included in VIL above
Rental of Tablets/IPads for Voting Locations	\$2,500.00
Election Workers: Use of existing Township staff is sufficient for this voting method, however, overtime or additional compensation would be required for after hours, weekend and additional time over 35 hrs per week.	\$7,000.00
Total approx. Cost:	\$44,870.00
Total approx. Cost per Elector	\$3.43 per elector

Internet/telephone voting has been used by various municipalities in order to enhance the convenience of voting, to accommodate changing lifestyles and demanding work schedules, and to enhance accessibility for persons who may not be available or able to vote in person. These two methods allow for voters to mark their ballots using a computer, tablet or mobile device, or by selecting options over the telephone. Internet and telephone voting are often offered together as one voting method.

For rural areas, internet voting offers a means by which to reach electors who are geographically disconnected. For others, it offers a potential means to further engage those who may be more inclined to vote from the comfort of their own home or office rather than travelling to a physical voting location. It also presents a viable method to replace voting by way of proxy for those electors who may be out of the Township either on vacation or at school, during election time. Some claim that online voting is more environmentally sustainable as it results in decreased paper production and an overall lower carbon footprint when compared to the resource requirements of a traditional in-person election.

Various methods of internet/telephone voting are gaining popularity with Ontario municipalities since its introduction in 2003. In 2014, a total of 97 Ontario municipalities used internet/telephone voting. In 2018, that number increased to 194 Ontario municipalities. It is estimated that this number will continue to grow for the 2022 municipal election.

Of the 16 municipalities in the County of Simcoe, 11 have already determined their voting method to be used in the 2022 Municipal Election. Of the 11 that have decided on their voting method, 9 are using some form of internet / telephone voting, 2 are using Vote-by-mail, and 5 are to be determined. (Refer to Appendix "A" for the Breakdown of Methods to be used by Municipalities in the County of Simcoe for the 2022 Election).

The following is a list of advantages and disadvantages associated with the internet/telephone voting method:



Advantage	Disadvantage
<p>Convenient - Electors are provided with a quick, simple, secure and convenient method of voting, while keeping the tradition of in-person voting as an option for those who prefer to visit a voting location during the advanced voting period or on Election Day.</p>	<p>Perceived Insecurity Some voters may not have full confidence in an internet and telephone voting system and may be concerned with the security of the internet including voter fraud, security breaches or other challenges or issues to controvert an election. It is the Clerk's responsibility to ensure that security and internal processes are put in place regardless of the method of election chosen to ensure that the integrity of the election process is upheld and the secrecy of the vote is maintained. Additionally, Section 49(2) of the Act provides that no person shall:</p> <ul style="list-style-type: none"> a) <i>Interfere or attempt to interfere with an elector who is marking their ballot;</i> b) <i>Obtain or attempt to obtain, at a voting place, information about how an elector intends to vote or who has voted;</i> c) <i>Communicate any information obtained at a voting place about how an elector intends to vote or has voted.</i>
<p>Accessible - Electors can vote from the comfort of their home or workplace, while using any accessibility device they require. This eliminates the need for Proxy Voting. Those who are unable to easily leave their home due to mobility issues, transportation issues or simply due to work/life schedules can exercise their right to vote quickly, efficiently and at a time when is most convenient for them.</p>	<p>Potential Interruptions in Internet Service - Back-up plans and redundancies must be put in place in the event of an interruption in internet services during the voting period. As the voting period is 10 days, there are many opportunities for electors to cast their ballot should they experience a service interruption.</p>
<p>Faster Results - Results would be available shortly after the close of voting on Election Day. The voting location would have to allow those in-line prior to the close of voting to cast their ballots, however delays would be minimal. The Clerk, in conjunction with the voting methods vendor would be able to register the on-site devices to stay open past the close of voting to accommodate anyone still in line. These devices would then be manually closed by the Clerk or designate prior to retrieving election results.</p>	<p>Service Interruptions: During Advanced Voting Period - Due to the length of advanced voting, any interruptions in service due to internet outages are mitigated as electors can chose to cast their ballot anytime during that period. An extended interruption is highly unlikely, and in that event, electors would have the choice of casting their ballot via telephone voting. On Election Day - A service interruption on Election Day would need to be treated differently then during an advanced vote. If the interruption is short and earlier in the day, no remedial action would need to be taken. Should an interruption last an hour or more or be after 4pm, the Clerk would need to determine if voting hours should be extended. The Clerk has legislative authority to extend voting hours for any purpose deemed as an</p>

	<p>emergency. As an example, if a service interruption took place for 2 hours on the afternoon of Election Day, it would be appropriate for voting to be extended by 2 hours.</p> <p>Back-up plans for the voting location include:</p> <ul style="list-style-type: none"> - Use of “hot-spotting” cellular data to the tablets used for in-person internet voting to ensure electors attending the polling location are able to cast their ballot in the event of an internet outage. - Promotion of telephone voting, with back-up phones at the Administration Centre for electors who are attending in-person.
<p>Staffing Resources - This voting method requires minimal additional staffing resources compared to a traditional paper ballot election. While the days leading up to the election are historically organized by existing Clerks staff, Election Day with a paper ballot election requires the hiring and training of up to 72 additional election workers. Approximately 6-8 of the election workers are existing Township staff, the remainder are hired on a temporary contract for training days and Election Day. With the Internet/Telephone method, approximately 6-8 staff will be needed to run one voting assistance centre on election day.</p>	
<p>Enhanced Focus on the Voters List - With less preparation and planning required for this voting method, staff would be able to spend more time and resources reviewing, maintaining, and correcting the preliminary voters list received by MPAC. The voter’s list is received in early August of the election year and staff must ensure that the list is ready to be finalised and provided to candidates by early September. The final voters list is also used to create the mail list for the Voter Information Letters. It is important that the data in the list is accurate. The preliminary list of electors is estimated to have a minimum of 13,100 eligible electors (based off of 2018 list of eligible electors). As such, the following reviews will take place:</p> <ul style="list-style-type: none"> • Review and removal of duplicates. • Review of all street names for consistency. Inconsistencies create 	

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<p>difficulty for candidates when using the list for campaign purposes.</p> <ul style="list-style-type: none"> • Additions and changes based on notices of ownership change through sales from the time the list is sent to the Township from MPAC to the time the list is finalized. • Review and removal of deceased persons. • Re-allocating properties to the correct poll. • Comparison to changes made during the past election to ensure they were captured by MPAC correctly. 	
<p>“Green” Option - There would be minimal paper required as there would be no printing of ballots and a reduced carbon footprint due to the reduction of travel to voting locations by electors.</p>	
<p>Processes – This method eliminates the need for proxy voting and in-person voting which saves staff time, resources and planning for these processes.</p>	
<p>Multiple Ways for Electors to Vote – Electors can choose to vote at home or work using the credentials sent in their Voter Information Letter; at a Township Library or any location that has access to Wi-Fi or Internet Services; In-Person at an Advanced Voting Assistance Centre; or, In-Person at a Voting Assistance Centre on Voting Day.</p>	

Please Note: Vote by Phone is not available on its own.

Should Council select internet voting as the method to be used in 2022, the selected vendor will be required to submit a technical plan which will be reviewed by the Town of Innisfil's IT Department to ensure that there are no connectivity issues as were experienced by Ontario municipalities in the 2018 election.

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Vote-by-Mail

Estimate - \$79,292.50

Service	Approx. Cost
Voter Kits - includes Voter Information Letter, ballot, secrecy folder, voter declaration card and a return envelope	\$28,310.00
Postage - includes outgoing postage costs per voter kit, postage for ballot return and Canada Post Administration Fee	\$24,511.00
Tabulator (1)	\$24,471.50
Election Workers Use of existing Township staff is sufficient for this voting method, however, OT or additional compensation would be required for after hours, weekend and additional time over 35 hrs per week. Most additional time would be accrued on Election Night to feed the ballots through the tabulator.	\$2,000.00
Total approx. Cost:	\$79,292.50
Total approx. Cost per Elector:	\$6.05 per elector

This method is typically used in rural municipalities where electors would otherwise be required to travel some distance to vote at a polling station. With this method, every elector on the Voters' List is mailed a voting package which includes a return envelope, a declaration form, ballot and ballot secrecy envelope. The elector marks their ballot and places it in the ballot secrecy folder, signs the voter declaration and returns both documents by mail, or in person, in the return envelope to the municipality's Election Centre by a specified date. After the specified date (typically 10 days before Voting Day), mail-in ballots are dropped off at the municipality's Election Centre or other designated location as identified in the Clerk's procedures. Ballots which have been mailed in or dropped off are counted either manually or using optical scan vote tabulators after the polls close on Voting Day. The vendor recommended that tabulators be rented to count the ballots.

Pros	Cons
Convenience – Voting kits are mailed to all electors at their preferred mailing address and electors are able to vote from the comfort of their home. This alleviates most public health concerns related to COVID-19.	Security from the public's perspective – Vote-by-mail presents the possibility of forged ballots or mail fraud such as opening or tampering with the mail or altering ballots. Although these concerns are limited, over the years this method has been cause for concern from the public perspective.
Processes - Vote-by-mail eliminates the need for proxy voting and in-person voting which saves staff time, resources and planning for these processes.	Resources – Vote-by-mail can get expensive considering the cost for postage and education campaigns required to ensure electors are aware of how to register to vote and how to vote using this method.
	Potential Barriers – Vote-by-mail requires a more extensive timeframe to get the voting kits mailed out while ensuring enough time for the ballots to be returned by Election Day. For example, a barrier is created when non-resident voters who may not receive their

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	voting kit and are unable to pick one up prior to Election Day.
	Effects on Campaigns – Voters may feel pressure to complete their ballot so they can be mailed back in time which would affect the campaign period, there would be little value in candidates campaigning close to Election Day.
	Canada Post Errors & Potential Strike – generally every election year, there is fear of a strike by Canada Post Workers.

Paper Ballot with use of Tabulators for Counting Votes

Estimate - \$64,121.50

Service	Approx. Cost
Tabulators (4) with cases (Rental) Software Training, Testing and Support Ballot design, preparation and coding	\$27,121.50
Election Workers <ul style="list-style-type: none"> - Hiring of approx. 72 election workers - 2 Advanced Voting Locations (20 workers total required for Advanced Voting Day) - 4 Election Day Voting Locations (52 election workers required plus 6 stand-bys) 	\$16,000.00
Paper Ballot Election Expenses	\$21,000.00
Total approx. Cost:	\$64,121.50
Total approx. Cost per Elector:	\$4.89 per elector

Paper ballots are the default election method contemplated under the Act, however this method allows for the use of vote counting equipment to provide for a much quicker tabulation of voting results.

Pros	Cons
Familiarity - The traditional vote in-person method is the most familiar to electors and is used in various government elections.	Resources – Voting in-person requires significant staff time and resources during the election. Polling stations require staff to work outside of normal working hours to assist in the election process and count ballots. The hiring of approximately 72 election workers would be required as the Township’s current staff compliment is not sufficient to conduct in-person voting.
No additional communications - As most residents are familiar with this method, it would require minimal education or instruction throughout the process.	Less accessible – Voting in-person requires fixed polling locations during set hours which may not meet the needs of some electors. Those who are unable to easily leave their

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	<p>home due to mobility issues, transportation issues or simply due to work/life schedules may have a hard time voting. This leads to lower voters turn-outs and disengagement of the community with its election process.</p>
<p>Trusted method - Offering a secure and monitored location for electors to cast their ballot, this method is the most trusted by electors. Polling stations are monitored by municipal staff, volunteers, and scrutineers, to ensure all votes are cast in a secure environment and that all ballots are accounted for in a controlled process.</p>	<p>Safety Protocols – Voting in-person requires significant planning for public health measures related to COVID-19 for example, directional signage, proper social distancing measures, mask requirements, sanitization of the voting booths and capacity limitations at the polling locations. This could also deter election workers from applying. Further to this, individuals may not be comfortable or may have become hesitant due to the past 16 months and having to deal with COVID-19, thus attending in person due to the potential of contracting COVID-19 and/or any other communicable disease could be a barrier.</p>

[Please Note: A detailed overview of how each method works is contained in Appendix “B”]

After examination of the estimates for all alternative voting methods including vote-counting equipment, and having considered the COVID impact on municipal elections, the author of this Report strongly believes that Internet/Telephone Voting is a much more efficient method to be used for the 2022 Municipal and School Board Election.

FINANCIAL IMPACT

An In-Person Internet and Remote Internet/Telephone voting method would cost approximately \$44,870.00 (or \$3.43 per elector).

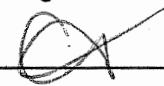
Additional costs for advertising/promotional materials (pens/styluses), and statutory notices in newspapers are not included in this figure, nor are costs for the Inaugural Meeting (Estimated to be \$5,000.00). Additionally, costs for Voter Helplines are not included in these costs.

The 2018 Municipal and School Board Election cost the municipality \$37,709.00. The breakdown of costs were as follows:

- Training / Wages for Election Workers - \$12,945.00
- Election Miscellaneous (Voters List, Supplies, Voting Booths, Advertising, etc.) - \$7,726.04
- Printing (Voter Notification Cards, Ballots, Postage, etc.) - \$15,537.00
- Computer Software (DataFix) - \$1,500.96

Since the 2018 Election, Council has budgeted \$12,000.00 each year towards the Election Reserve. At the time of writing this Report, the Election Reserve has a balance of \$36,000.00. It is anticipated that an additional \$12,000.00 will be contributed into the Election Reserve for the 2022 Budget.

Manager of Finance Approval:



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SUMMARY/OPTIONS


Council may:

1. Take no further action, thereby authorizing the use of the traditional paper ballot with a manual count of the ballots.
2. **Authorize the use of In-Person Electronic and Remote Internet/Telephone Voting for the 2022 Municipal and School Board Election.**
3. Authorize the use of In-Person Electronic and Remote Internet Voting for the 2022 Municipal and School Board Election.
4. Authorize the use of Vote-by-mail for the 2022 Municipal and School Board Election.
5. Authorize the use of Traditional Paper Ballots with Tabulators for the 2022 Municipal and School Board Election.

CONCLUSION

It is recommended that Council approve Option No. 2.

Respectfully submitted:



Lisa Lehr
Manager of Legislative Services

Reviewed by:



Colleen Healey-Dowdall
Chief Administrative Officer

Attachments:

- Appendix A – 2022 Voting Method Breakdown across Simcoe County Municipalities
- Appendix B – Voting Methods Review – How Each Method Works
- 1 – Copy of Staff Report C010-21 “2022 Municipal Election”

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**APPENDIX “A”
 2022 Voting Method Breakdown across Simcoe County Municipalities**

Many municipalities in the County of Simcoe have selected Internet/Telephone as a method of voting. The following is a breakdown of municipal responses in respect of the 2022 voting method to be used:

Municipality Name	2018 Voting Method	2018 Voter Turnout	2022 Voting Method
Adjala-Tosorontio	Paper Ballot / Manual Count	42.79%	TBD
Bradford-West Gwillimbury	Internet / Telephone	34%	Internet / Telephone
Clearview	Internet / Telephone	38.98%	Internet / Telephone / Paper Ballots
Collingwood	Internet	48.90%	Internet / Telephone / Paper Ballots
Essa	Paper Ballot / Manual Count	28.9%	TBD
Innisfil	Internet / Telephone	32.49%	Internet / Telephone
Midland	Paper Ballots / Tabulators	35.51%	TBD (likely Internet/Telephone)
New Tecumseth	Paper Ballot / Tabulator	35.39%	Internet / Telephone / Paper Ballot / Tabulator
Oro-Medonte	Paper Ballot / Internet / Telephone	42.67%	Paper Ballot / Internet / Telephone
Penetanguishene	Internet / Telephone	42.02%	Internet / Telephone
Ramara	Internet / Telephone	38.97%	TBD
Severn	Paper Ballot / Tabulators	22.19%	Paper Ballots / Tabulators / Internet
Springwater	Paper Ballot / Tabulator / Internet / Telephone	37.51%	Internet / Telephone
Tay	Vote-by-mail	40.21%	TBD
Tiny	Vote-by-mail	25.67%	TBD
Wasaga Beach	Internet / Telephone	46.53%	Paper Ballots / Tabulators / Internet



APPENDIX “B” VOTING METHODS REVIEW – HOW EACH METHOD WORKS

Telephone Voting

Telephone voting is an alternative voting method which allows voters to complete a ballot using any point-to-point telephone connection. Qualified electors on the voters’ list receive a Voter Information Letter containing instructions on how to dial in to access the system as well as how to navigate the audio ballot. Most interactive telephone voting systems rely on the voter to interact with the audio ballot by way of dialing on the keypad in relation to response requests, however, the potential exists to use voice activated responses to navigate and complete an audio ballot.

After voting selections have been made for each office, the voter is prompted to review their decisions and continue on. Once the ballot is completely “marked” by the voter, they are then asked to review their selections prior to submission. Once submitted, the respective data is transferred to a secure server which effectively separates the voters’ identity data (name, phone number etc.) from their ballot data. The former serves as the master voters’ list identifying, in real-time, those electors who have voted and the latter represents pending results which are not tabulated until the end of voting day.

Telephone voting is most commonly employed as part of a multi-channel voting solution in conjunction with remote internet voting. Telephone voting provides for an enhanced level of convenience as it allows voters to cast their ballot remotely from anywhere they have access to a phone line at any time within a defined voting period. A telephone-based system is also better able to fully qualify voter intent through use of automatic controls. In other words, the system could be programmed to disallow a voter from proceeding to the next office if their current selection resulted in an over-vote. This all but eliminates unintentional spoiled ballots, a control which can also be engaged on vote scanners/tabulators.

One of the most commonly cited concerns regarding telephone voting has been that it can take a significant amount of time to navigate through and complete an audio ballot. A ballot for a local municipality in Ontario can consist of a multitude of offices with which to vote including municipal candidates and school board candidates. Depending on the number and sequencing of selections and the review options engaged, a lengthy audio ballot can even serve to disengage and confuse voters. Furthermore, the clear pronunciation of candidate names can be a challenge if call quality on either end is compromised. Other documented issues relate to network congestion as the host telecommunications system must be able to support call volumes that are often difficult to predict. As with most technology solutions, the overall cost of telephone voting can fluctuate based on the scale and composition of the system. Often, the largest contributor to cost in this regard relates to the capacity of the system to be able to support high volumes of traffic and its ability to provide for an adequate backup system.

Internet Voting

Internet voting can be conducted in the following ways:

- remotely, from the comfort of someone’s home, work or other location using their personal computer, tablet or smartphone anywhere there is an internet connection.
- within a physical voting location supervised by election workers on an electronic device (tablet or computer).
- A combination of the above methods.

To vote online, a voter enters the website address provided on their Voter Information Letter into a web browser on a computer, tablet or smartphone to go to the secure internet voting website dedicated to the municipality. They will first register to vote online, which requires that they enter the unique voter ID and PIN provided on their voter notification card and verify other personal information to confirm their identity. This usually asks for the voters' birthdate. This automatically checks that they are eligible to vote if all information matches the voters' list.

The voter will be asked to accept a voter declaration statement indicating that they are aware of offences and penalties under the *Municipal Elections Act* and that they are not committing fraudulent or corrupt acts by voting. The voter then receives their ballot. Instructions are provided on how to mark and navigate from one race to the next. Once the voter has completed all races on the ballot, they are presented with a confirmation screen which provides an overview of how each race is marked and shows any warning messages if the voter has left any races blank, under-voted or over-voted. This is an opportunity to update the selections.

Once everything is marked as intended, the voter clicks the 'cast ballot' button. If the voter is disconnected before selecting 'cast ballot', their voter credentials are still valid. They simply have to re-log in to the internet voting system and would begin marking a blank ballot again. The ballot is only cast when the voter provides final confirmation to cast it at the very end. When a voter casts their ballot online, the ballot is sent through an encrypted channel to secure servers. Ballot information is encrypted to protect the information on the ballot and hash coded to ensure the ballot is not altered by malicious intent before reaching the election servers.

Once at the application servers, the integrity of the information is then verified one last time against business rules then the ballot is stored on secure servers. It is stored with an electronic audit trail that can be used to audit, investigate or conduct a recount if needed. This includes the storing of IP addresses for auditing purposes should there be concern of fraudulent voting. Once a ballot is cast the voter is struck off the voters' list and cannot receive another ballot online or at an in-person voting location.

Vote-by-mail

The vote-by-mail method requires vote-by-mail kits that contain a ballot, secrecy folder, voter information letter, voter declaration card and a return envelope with postage pre-paid, to be sent to each elector listed on the final list of electors, several weeks in advance of election day, approximately one (1) month.

Once received, a voter would mark their ballot and seal it inside the secrecy envelope provided in the vote-by-mail kit. They would also sign their voter declaration card and mail it/deliver it along with the secrecy envelope back to the Administration Centre using the provided return envelope. The voter declaration card acts as an affidavit or solemn oath and must be signed in order for the ballot to be counted.

When election officials receive the returned envelope, they will open the vote-by-mail package and separate the voter declaration card from the ballot, which is kept secret and sealed in the secrecy envelope. Election officials review and scan the voter declaration card to automatically strike that voter off the voters list. This is completed in pre-scheduled sessions with candidate appointed scrutineers in attendance to view the process. This is an important step to ensuring a secure voting process by verifying the details on the voter declaration card and confirming that the voter is struck off the voters list at the time the mailed ballot is received. The election worker will take the secrecy envelope containing the ballot and place it in a ballot box for safe keeping until Election Day. At the end of the session, the ballot box will be sealed and all scrutineers in attendance initial or sign the seal. At the next scheduled session, the sealed ballot box is

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inspected by the scrutineers and then opened for the addition of more ballots. This process is repeated as necessary leading up to Election Day. Multiple ballot boxes may be used for this process as they start to reach their capacity.

If the voter declaration card is not signed, the ballot cannot be accepted or counted. These vote-by-mail packages will be separated out and securely stored should candidates or scrutineers wish to review this decision at the time of vote counting.

On Election Day, tabulators will be deployed at the election office (Administration Centre). At the start of the scanning process, a report will be run to demonstrate to all officials and scrutineers that the results database is empty, and all candidate totals are zero. Secrecy envelopes containing ballots, which are anonymous and separated from anything identifying the voter, would then be opened. Ballots would be flattened and stacked in batches by election staff, and the batches would then be placed in the feeding trays of the tabulators. After the close of voting locations on Election Day, the vote by mail results would be counted.

In-Person Voting: Traditional Paper Ballot and Tabulators

In the lead up to the election, voters receive a Voter Information Letter advising them of voting locations, voting dates, how to cast their ballot and identification requirements. Voting can take place at an advanced voting location(s), and at voting locations on Election Day. Advanced voting locations are generally scheduled within the 2 weeks leading up to Election Day and are established by the Clerk. Having advanced voting locations provides voters who are not available on Election Day the opportunity to vote, and it also alleviates the number of persons visiting voting locations on Election Day.

Upon entry to the voting location, election staff will view an elector's Voter Information Letter along with acceptable identification. If satisfied that the elector is eligible to vote, the election staff will provide them with a paper ballot and direct them to a privacy screen to mark their ballot. Once marked, the elector will insert it into a tabulator that records their vote on an internal memory card. Upon the close of polls, all memory cards are securely brought to a central location and collated to determine election results. Unofficial results are certified by the Clerk and the successful candidates announced.



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: C010-21
DATE: April 7, 2021
TO: Committee of the Whole
FROM: Lisa Lehr, Manager of Legislative Services
SUBJECT: 2022 Municipal Election

RECOMMENDATION

That Staff Report C010-21 be received; and
 That Council direct staff to investigate costs associated with each alternative voting method and vote-counting equipment, and report back to Council at a future meeting.

BACKGROUND

Elections for municipal government are held every four years on the fourth Monday of October. In accordance with the *Municipal Elections Act*, the next municipal and school board election is scheduled to occur on October 24, 2022.

The Township of Essa has historically used the traditional paper ballots with manual count and has not ever used any form of alternative voting methods or vote-counting equipment.

Since the previous municipal election in 2018, Bill 218 "*Supporting Ontario's Recovery and Municipal Elections Act, 2020*" introduced changes to the *Municipal Elections Act* (MEA), which are summarized as follows:

- The option to hold ranked ballot elections in Ontario was revoked in its entirety
- Nomination Day in a regular election has been moved from the fourth Friday in July to the third Friday in August (August 19, 2022 for the 2022 election)
- Section 42 of the MEA has been amended to allow By-laws authorizing the use of vote-counting equipment and alternative voting methods to be passed on or before May 1st in the year of the election (previously it was May 1st in the year preceding the election); and
- The date for establishing procedures and forms for the use of any voting and vote-counting equipment or alternative voting method has been moved to June 1st in the year of the election (previously it was in the year preceding the election).

COMMENTS AND CONSIDERATIONS

The purpose of this report is to seek Council's guidance in respect of planning and preparation for the upcoming municipal and school board election in 2022, particularly as municipalities have undergone unexpected challenges posed by the COVID-19 pandemic. As planning for municipal elections begins prior to the year in which the election is held so that programs and practices can be safely implemented by voting day, and given that COVID-19 remains an ongoing concern and health experts believe that there may be additional waves of the virus for months or years to come, it is imperative that all aspects of the 2022 election planning shift to accommodate the reality of this global pandemic. The continued impact on public health and civic participation must now move to acknowledge and accommodate the existence of COVID-19. As COVID-19 has introduced new risks that may impact proceeding with the traditional

voting method, Council may want to consider taking this time to explore alternative methods of voting in an effort to mitigate risks associated with the new reality of COVID-19.

The pandemic introduces new challenges and complexities into nearly all election processes. Since many of the pandemic's long-term effects are difficult to forecast (ie: will the Province's COVID Framework still be in place? How will electors be permitted to vote if indoor capacity limits are restricted or reduced?), significant contingency planning will be required to cover a range of possible pandemic scenarios that may exist through to October 2022.

Anticipated Challenges to Traditional Ballot / Manual Count of Votes (In-Person Voting)

The traditional in-person election method utilizing paper ballots with manual count presents obvious public health risks in the midst of a pandemic. As it involves crowding voters, election workers and scrutineers into each voting location, the pandemic will require the municipality to adopt measures that reduce the risks of contagion. The Clerk's Department will have to rethink the concept of voting in the advent of a pandemic so that electors feel safe when casting their ballot. In respect to in-person voting, the following will have to be considered (at a minimum):

- Voting places will have to be re-imagined looking through a social distancing lens
- Current voting procedures will have to be reviewed, taking into consideration reduced touchpoints
- Evaluation and investigation will be required in order to determine what personal protective equipment (PPE) or other tools may be needed to protect electors, election workers, scrutineers and/or candidates.
- Accommodations will be required to be made inside and outside of the voting locations to allow for the required social distancing and mask-wearing
- Frequent sanitization practices will be required to be performed after each elector has visited the revision clerk / poll clerk / voting booth, which will take time and effort from election workers, thus creating for delayed turnaround for electors casting their vote.
- Extra staff will be required to monitor the number of electors inside each voting location (dependent on capacity limits at the time of the election)
- For the most part, a good majority of election workers are from the vulnerable sector (seniors) who are at high risk of catching COVID – will the Returning Officer be able to recruit enough election workers?
 - Additional back-up / stand-by workers will be required to be recruited so that they are on-call for Election Day work.
 - What happens if election workers and/or stand-by workers are ill or are mandated to isolate and have to cancel their commitment to working the election at the last minute?
- The Clerk's Department may have to investigate additional voting locations so as to decrease the number of electors / election workers / scrutineers / candidates in each voting location.
 - There may be the need to have additional voting days which will result in additional election costs

Potential Administrative Changes, re: Election Planning

When planning for the 2022 election, a series of administrative changes will have to be implemented that aim at maintaining the safety and integrity of the electoral process for all involved (electors, candidates, scrutineers, workers, public, etc.). These changes include, but are not limited to, the following:

- Implementation of physical distancing and other public health guidelines at polling stations and voting locations



- Implementation of new staffing model and procedures to reduce the number of election workers at polling stations and the number of shared touch points with voters
- Procuring personal protective equipment such as masks and single-use pencils to provide to electors (we cannot refuse to allow electors to cast their vote if they forgot a mask/pencil; also, if an elector claims that they are medically exempt from mask-wearing, we cannot refuse them entrance to the voting location) and election workers (goggles / face shields, gloves, hand sanitizer, etc.).
- The model of operations at the polls will have to facilitate physical distancing
- Expanding virtual training for electoral workers in order to limit the number of in-person interactions

What Alternative Voting Methods are Available?

Method of Alternative Voting	Pros (to name a few)	Cons (to name a few)
Vote by mail	<ul style="list-style-type: none"> • Offers the elector the option to cast their vote without attending the physical voting location • Accessible for all that don't have transportation to voting locations on Election Day • Offers convenience for voters who know that they will be unable to attend a voting location well in advance of Election Day; thereby potentially increasing voter participation • Reduces costs associated with recruiting/training election workers • Eases the need to find additional voting sites • Recount is possible as there is a paper ballot • No need for advanced voting dates • No need for proxies • As ballots come in, names can be struck from voters list (via electronical voters list) <p>(*If used with vote-counting equipment, quicker turnaround time for results than current manual count)</p>	<ul style="list-style-type: none"> • Mail processing timelines impact how long it takes a voter to receive and return a ballot • Ballots may be lost/damaged in the mail • Heavy reliance on electors following instruction (ie: Voter needs to ensure that ballot is returned on time and that they have signed their declaration card) • Additional costs to support mail-out and return of ballots • Heavy reliance on voter registration PRIOR to Election • Increased manual administrative processes to send/receive • Potential impact if a postal strike occurs during mail-in voting • Due to the massive quantity of ballots to be received and secrecy envelopes to be opened (of which contain elector ballots), and with reduced staff needed using this method, vote-counting equipment should be used with this method • An alternative method may be required to be made available to those with vision impairments and/or a process will be required to be put in place to assist those with vision impairments that are requesting an alternate format.
Vote by phone	<ul style="list-style-type: none"> • Offers the elector the option to cast their vote without attending the physical voting location • Flexible voting times with an automated system 	<ul style="list-style-type: none"> • Time-consuming to voter on phone (ie: frustrating when stuck in a long phone automation script that reads out all of the candidates for each

	<ul style="list-style-type: none"> •Decreased chance of ballot being marked in error or spoiled unintentionally (the system flags ballot marking errors thereby allowing voter to correct before casting their ballot) •Fast and accurate tabulation of votes •Digital audit trail for audit, investigation or recount •Cost effective based on flat rate per voter that uses the system •No need for advanced voting dates •No need for proxies 	<ul style="list-style-type: none"> race, and then verifying the voter's selections) •Operates on the same platform as internet voting system, so any security considerations with that system would apply to this method as well •Potential for technical difficulties that could pause or delay in voting •No manual recount possible because there is no manual ballot •Some areas in Essa Township have poor cellphone reception, which may interfere with connection while elector is casting their vote utilizing this method •Secrecy of vote cannot be guaranteed (ie: if somebody else is with elector at time of voting using this method)
<p>Internet voting</p>	<ul style="list-style-type: none"> •Offers the elector the option to cast their vote without attending the physical voting location •Offers increased voters with disabilities to completely mark a ballot in private without the assistance of a designated friend or election official •Flexible voting time (24/7) •Supports accessible voting with options to adjust colour contrast, screen size, font size and ability to use a screen reader on a personal device •Decreased change of ballot being marked or spoiled unintentionally as the system flags ballot marking errors and allows the voter to correct before casting the ballot •Efficient automated administration of voter identity verification, ballot receipt and striking voter off the voters' list and counting •Fast and accurate results tabulation •Cost effective based on flat rate per voter that uses the system •Digital audit trail for audit, investigation or recount •No need for advanced voting dates •No need for proxies 	<ul style="list-style-type: none"> •High reliance on internet which is not available in some rural areas of the municipality •Potential for technical difficulties that could pause or delay in voting •Two-step registration process to enhance security with personal information verification and a PIN sent by encrypted email (may be confusing to some electors) •Security of voting online and potential for fraudulent activity has been raised, based on use of personal devices or potential to interfere with the internet voting system •No manual recount is possible because there is no paper ballot •Secrecy of vote cannot be guaranteed (ie: if somebody else is with elector at time of voting using this method).

Attachment No. 1 contains a review of each alternative voting method for Council's information.

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To Note: Should Council wish, a hybrid model for voting can also be implemented (ie: Vote by Mail and In-person; Internet Voting and In-person; Internet Voting and Telephone Voting, etc.).

FINANCIAL IMPACT

As this report is seeking direction from Council as to how they would like staff to proceed, there is no financial impact at this time.

Manager of Finance concurrence:



SUMMARY/OPTIONS

Council may:

1. Take no further action, thereby instructing staff to remain with the traditional ballot, manual count in-person method.
2. Direct staff to investigate costs associated with each alternative voting method and vote-counting equipment, and report back to Council at a future meeting.
3. Direct staff to investigate costs associated with the Vote by Mail method utilizing tabulators and report back to Council at a future meeting.
4. Direct staff to investigate costs associated with the Vote by Phone method and report back to Council at a future meeting.
5. Direct staff to investigate costs associated with the Internet Voting method and report back to Council at a future meeting.
6. Direct staff to investigate costs associated with the use of vote-counting equipment to assist with counting the traditional ballot method.
7. Direct staff as Council deems appropriate.

CONCLUSION

It is recommended that Council approve Option No. 2.

Respectfully submitted:

Lisa Lehr
Manager of Legislative Services

Reviewed by:



Colleen Healey-Dowdall
Chief Administrative Officer

Attachments:

1 – Review of Alternative Voting Methods

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REVIEW OF ALTERNATIVE VOTING METHODS

1. Vote by Mail

- a. To vote by mail, a voter would need to complete a form requesting a mail-in ballot and submit it online, in person at the Administration Centre, or by mail to the Clerk's Office. This form would have to be received by the Clerk's Office by a set cut-off date in order to ensure that the vote-by-mail kit could be sent out and received by the elector, and completed kit sent back in time prior to Election Day.
- b. The Clerk's Office would process requests to vote by mail and track who requests a vote-by-mail kit on the voter's list for security purposes.
- c. Once a request for a vote-by-mail was processed, election officials would prepare and mail the vote-by-mail kit with the ballot, secrecy folder, voter declaration card and a return envelope with postage pre-paid up to the cut-off date.
- d. Once received, a voter would mark their ballot and seal it inside the secrecy envelope provided in the vote-by-mail kit. They would also sign their voter declaration card and mail it along with the sealed secrecy envelope back to the election office using the provided return envelope. The voter declaration card acts as an affidavit or solemn oath and must be signed in order for the ballot to be counted.
- e. When election officials receive the returned envelope, they will open the vote-by-mail package and separate the voter declaration card from the ballot, which is kept secret and sealed in the secrecy envelope. Election officials review and scan the voter declaration card and automatically strike that voter off the voters list at the time the mailed ballot is received. They will take the secrecy envelope containing the ballot and place it in a ballot box for safe keeping until Election Day.
- f. If the voter declaration card is not signed, the ballot cannot be accepted or counted. These vote by mail packages will be separated out and securely stored should candidates or scrutineers wish to review this decision at the time of vote counting.
- g. On Election Day, tabulators (if Council approves for use) will be deployed at the election office (Administration Centre). At the start of the scanning process, a report will be run to demonstrate to all officials and scrutineers that the results database is empty, and all candidate totals are zero. Secrecy envelopes containing ballots, which are anonymous and separated from anything identifying the voter, would then be opened. Ballots would be flattened and stacked in batches by election staff, and the batches would then be placed in the feeding trays of the tabulators.
- h. At the close of voting locations on Election Day, the vote by mail results would be counted and announced at the same time as unofficial results on election night.

REVIEW OF ALTERNATIVE VOTING METHODS

2. Vote by Phone

- a. To vote by phone, a voter will use a touchtone phone to call the toll-free number provided on their voter notification card. They are prompted to input the voter identification (ID) listed on their voter notification card and are asked to answer a security question to verify their identity. This question is usually the voters' birthdate which can be verified with the voters' list. Once the voter credentials are validated, the voter is presented with an audio version of their respective ballot.
- b. The telephone voting system uses pre-recorded interactive voice commands to guide the voter through the voting process. Voters are prompted to make their ballot selections from the list of candidates for each ballot race. Voting will take more or less time depending on how many candidates there are in each race.
- c. In the case of a single-member race, ie Mayor, the voting system will read back the candidate selection and prompts the voter to confirm that the selection is correct. Once the voter confirms their selection, the system moves on to the next available ballot race.

In a multi-member race, ie: Councillor of respective wards, the voter is prompted to make their next selection from a list of available candidates (the assigned voter identification number is tied to the voters' list and determines the ward that the elector is tied to). They will be asked to confirm their selection, and the automated system will move on to the next available ballot race (ie: School Board) until all votes have been cast by the eligible elector for all ballot races.

- d. Upon completed of all ballot races, the voter is provided the opportunity to hear the full ballot prior to providing a final confirmation and casting their ballot. They can return to the ballot and update their choices before final confirmation if anything is not correct.
- e. Once final confirmation is provided by the elector, the ballot is received electronically through the same system as internet voting. It is sent through an encrypted channel to secure servers. Ballot information is encrypted to protect the information on the ballot and hash-coded to ensure the ballot is not altered by malicious intent before reaching the election servers.
- f. Once at the application servers, the integrity of the information is then verified one last time against business rules. If there are any issues, the voter is prompted to review and make any further changes. If there are no errors, then the ballot is received and stored on secure servers. It is stored with an electronic audit trail that can be used to audit, investigate or conduct a recount if needed.
- g. Once the ballot is cast, the voter is then struck off the voters' list and cannot receive another ballot over the phone or at an in-person voting location.

REVIEW OF ALTERNATIVE VOTING METHODS

3. Internet Voting

- a. To vote online, a voter enters the website address provided on their voter notification card into a web browser on a computer, mobile phone or tablet to go to the secure internet voting website.
- b. They will first register to vote online, which requires that they enter a unique voter ID provided on their voter notification card and verify other personal information to confirm their identity. This usually asks for the voters' birthdate. This automatically checks that they are eligible to vote if all information matches the voters' list. Once the registration step is complete, the voter will receive an encrypted email with a unique PIN for that voter. This two-step process increases security by ensuring that single voter credential cannot be used alone to access, mark and cast a ballot.
- c. The voter can now log in using their voter ID and PIN. They will be asked to accept a voter declaration statement indicating that they are aware of offences and penalties under the Municipal Elections Act and that they are not committing fraudulent or corrupt acts by voting.
- d. The voter then receives their ballot. Instructions are provided on how to mark and navigate from one race to the next. Once the voter has completed all races on the ballot, they are presented with a confirmation screen which provides an overview of how each race is marked and shows any warning messages if the voter has left any races blank, under-voted or over-voted. This is an opportunity to update the selections. Once everything is marked as intended, the voter clicks the "cast ballot" button.
- e. If the voter is disconnected before selecting "cast ballot", their voter credentials are still valid. They simply have to re-log in to the internet voting system and would begin marking a blank ballot again. The ballot is only cast when the voter provides final confirmation to cast it at the very end.
- f. When the voter casts their ballot online, the ballot is sent through an encrypted channel to secure servers. Ballot information is encrypted to protect the information of the ballot and hash coded to ensure the ballot is not altered by malicious intent before reaching the election servers.
- g. Once at the application servers, the integrity of the information is then verified one last time against business rules. If there are any issues, the voter is prompted to review and make any further changes. If there are no errors, then the ballot is received and stored on secure servers. It is stored with an electronic audit trail that can be used to audit, investigate or conduct a recount if needed.
- h. Once the ballot is cast, the voter is struck off the voters' list and cannot receive another ballot online or at an in-person voting location.