Office of the Chief Electoral Officer of Ontario		Bureau du directeur général des élections de l'Ontario

DIRECTIVE FOR THE 2022 GENERAL ELECTION

FOR ALL ELECTORAL DISTRICTS

FOR THE USE OF AN ALTERNATIVE VOTING PROCESS

This Directive describes changes to the voting process during an election to permit for the use of ePoll Books, pursuant to section 4.4 of the Act.

This Directive describes changes to the voting process during an election to permit for the use of electronic signatures (E-Signatures) on specified documents, pursuant to section 4.4 of the Act.

This Directive describes changes to the special ballot voting process during an election to permit for the use of VoterView, pursuant to section 4.4 of the Act.

The objective of these changes is to improve the voting process for electors, achieve administrative efficiencies, and maintain the integrity of the voting process.

The following provisions of this Directive describe the processes and methods to be adhered to.

Following the 2022 General Election, I will include a report on the use of the ePoll Books, VoterView and E-Signatures in accordance with section 4.4 (11) of the Act.

_____   _____
Greg Essensa   Date
Chief Electoral Officer

DIRECTIVE

Definitions

1.   In this Directive,

"Act" means the *Election Act,* R.S.O. 1990, c. E.6 (as amended).

"Adopted Mark" means an Electronic mark that a person adopts in order to sign an Electronic document;

"Advance Poll Declaration" means the statutory declaration signed by all electors at advance polls affirming that the elector is a qualified elector in the subject electoral district in the subject polling division and that the elector has not voted at any other advance poll during the election.

"Advance Poll Deputy Returning Officer" means the person appointed by the returning officer to perform the duties of that office for advance polls at a voting location.

"Advance Poll Supervising Deputy Returning Officer" means the person appointed by the returning officer to perform the duties of that office for advance polls at a voting location.

"CEO" means the Chief Electoral Officer, as defined in the Act;

"Client ePoll Book" means all ePoll Books that are not determined to be the Primary (Server) ePoll Book or the Secondary ePoll Book.

"Contingency Kit" means an envelope that includes, but is not limited to, the following items:

(a) a certified copy of the voters' list;

(b) revision and addition forms to update elector information on the voters' list; and

(c) the poll return envelopes.

"Deputy Returning Officer" means the persons appointed by the returning officer pursuant to section 39 of the Act to perform the duties of that office.

"Device" means a portable computer used by Elections Ontario officials and electors to complete documents at voting locations specified in this Directive that accepts input directly on its screen;

"ePoll Book" means a computer with the electronic poll book software installed and used for administering the voters' list at a voting location.

"E-Signature" means an Original Mark or an Adopted Mark;

"Elections Ontario Website" means https://www.elections.on.ca.

"Electronic" includes created, recorded, transmitted or stored in digital form or in other intangible form by electronic, magnetic or optical means or by any other means that has capabilities for creating, recording, transmitting or storing data, information, or documents, and "Electronically" has a corresponding meaning;

"EMS" means the Election Management System, which is Elections Ontario's system of record for electoral events;

"EO SFTP Site" means a file protocol for transferring large files over the web where a direct URL and username and password is provided from Elections Ontario to access a program allowing the user to log into another Device over a network to move files from one Device to another Device, or to view data in the files.

"Identification Document" means a document determined by the CEO under section 4.2 of the Act.

"Modem" means the piece of hardware that provides a wireless connection for the ePoll Books in the voting location and connectivity to the internet.

"Original Mark" means a unique and distinguishing Electronic mark that is created by a person in order to sign an Electronic document;

"Party Portal" means the website dashboard where registered political parties or registered independent candidates can view elector traffic, and the secure file transfer site where parties may download elector strike off information.

"Primary (Server) ePoll Book" means the ePoll Book in the voting location that acts as the database server for all transactions and electronic documents completed in that voting location.

"Returning Officer" means the persons appointed by the Lieutenant Governor in Council, upon the recommendation of the CEO pursuant to section 7 of the Act to perform the duties of that office;

"Revision or Addition Statutory Declaration" means the prescribed statutory declaration executed by an elector affirming that they reside in the appropriate electoral district, among other matters.

"Secondary ePoll Book" means the designated back-up ePoll Book in the voting location that will be promoted to the Primary (Server) ePoll Book, if the Primary (Server) ePoll Book is not working.

"Special Ballot Officer" means a person appointed by the CEO to perform the duties of that office for the purpose of voting by special ballot;

"Special Ballot Revision Officer" means a person appointed by the CEO to perform the duties of that office for the purpose of voting by special ballot;

"Supervising Deputy Returning Officer" means the person appointed by the returning officer to perform the duties of that office for election day at a voting location.

"Statutory Declaration At The Poll" means the statutory declaration affirmed by an elector confirming that the elector is a qualified elector in the subject electoral district in the subject polling division.

"Voter Information Card" means the notice issued to an elector by Elections Ontario providing the elector with information regarding their voting location addresses, dates, and times.

"VoterView" means a secure URL accessed by a device used for administering the voters' list at special ballot voting at the returning office.

"Wi-Fi" means a wireless local area network that establishes communication between each ePoll Book in a voting location and to the Modem.

Application

2.   This Directive authorizes the use of ePoll Books at voting locations specified herein and as determined by the CEO.

3.   This Directive authorizes the use of E-Signatures for documents and at voting locations specified herein and as determined by the CEO.

4.   This Directive authorizes the use of VoterView at voting locations specified herein and as determined by the CEO.

Electors with Disabilities

5.   The provisions set out in the Act and this Directive apply, with necessary modifications, to electors with disabilities.

PART I: ePoll Books

Use of ePoll Books

6.   ePoll Books will be used at voting locations specified by the CEO:

    (a)   in the advance poll at the returning office held from Saturday, May 21, 2022 to Friday, May 27, 2022;

    (b)   in the area advance polls from Thursday, May 19, 2022 to Saturday, May 28, 2022; and

    (c)   on election day, Thursday, June 2, 2022, at voting locations determined by the CEO.

Presentation of Voter Information Card

7.   If an elector presents a Voter Information Card on election day or at an advance poll, the Voter Information Card shall be entered into an ePoll Book by an Advance Poll Deputy Returning Officer or a Deputy Returning Officer, as applicable.

Attendance at Voting Location without a Voter Information Card

8.   At an advance poll, or on election day, if an elector fails to present a Voter Information Card, the elector will be asked to present an Identification Document and to provide their address to the Advance Poll Deputy Returning Officer or the Deputy Returning Officer, as applicable.

9.   Upon reviewing the Identification Document and confirming that the elector is at the correct voting location, the Deputy Returning Officer or the Advance Poll Deputy Returning Officer, as applicable, shall enter the elector's information into the ePoll Book and strike off the elector's name and residential address from the voters' list, or revise the voters' list to add the elector's name and residential address, and then strike it off.

Attendance at Voting Location without a Voter Information Card and without an Identification Document and Elector is On the Voters' List

10.   Should an elector fail to present a Voter Information Card or an Identification Document at the voting location and the elector is on the voters' list, the Advance Poll Deputy Returning Officer or the Deputy Returning Officer, as applicable, shall mark the ePoll Book accordingly, following which the elector shall execute the Statutory Declaration At The Poll, as applicable, and may do so by E-Signature.

Party Portal Updates

11.   Each voting location where ePoll Books are being used will update the Party Portal via the Primary (Server) ePoll Book database server in time intervals of no less than thirty minutes, subject to the contingency provisions herein.

Access to Electronic Copy of the List of Electors that have Voted

12.   Only registered parties and registered independent candidates that have filed an acceptable privacy policy with Elections Ontario will be granted access to the Party Portal containing an electronic copy of electors that have voted, in accordance with the Act.

Opening Procedures for Advance Polls at a Returning Office and Area Advance Polls

13.   The following procedures shall be followed by the Advance Poll Supervising Deputy Returning Officer on each day of the opening of the advance polls at a returning office and area advance polls:

   (a)   power on and log into all ePoll Books;

   (b)   verify that the voting location and the voting date on each ePoll Book setup screen are correct; and

   (c)   command the Primary (Server) ePoll Book to synchronize.

Nightly Closing Procedures for Advance Polls at Returning Office and Area Advance Polls

14.   The following procedures shall be followed by the Advance Poll Supervising Deputy Returning Officer on each day of the closing of the advance polls at a returning office and area advance polls:

   (a)   command the Primary (Server) ePoll Book to synchronize;

   (b)   exit the ePoll Book software on each ePoll Book; and

   (c)   power off each ePoll Book.

Opening Procedures for Polls on Election Day

15.   The following procedures shall be followed by the Supervising Deputy Returning Officer on election day at the opening of the poll:

(a)   power on and log into all ePoll Books;

(b)   verify that the voting location and the voting date on each ePoll Book setup screen are correct; and

(c)   command the Primary (Server) ePoll Book to synchronize.

Closing Procedures for Polls on Election Day

16.   The following procedures shall be followed by the Supervising Deputy Returning Officer on election day when closing of the poll:

(a)   command the Primary (Server) ePoll Book to synchronize;

(b)   exit the ePoll Book software on each ePoll Book; and

(c)   power off each ePoll Book.

Contingency Provisions for Advance Polls at the Returning Office and Area Advance Polls

Primary (Server) ePoll Book Not Working – Full Paper Contingency Procedure At Poll

17.   Should the Primary (Server) ePoll Book not be working at an advance poll at the returning office or an area advance poll, the Advance Poll Supervising Deputy Returning Officer shall:

(a)   instruct all Advance Poll Deputy Returning Officers to cease using all ePoll Books;

(b)   retrieve the paper forms from the Contingency Kit;

(c)   instruct one Advance Poll Deputy Returning Officer to process electors who have a Voter Information Card and an Identification Document as follows:

(i)   record the elector's information on the Advance Poll Record of Voters (F0517);

(ii)   have the elector affirm and execute the Advance Poll Declaration;

(iii)   issue a ballot to the elector; and

(iv)   at the end of each day, provide a copy of the Advance Poll Record of Voters (F0517) to the Advance Poll Supervising Deputy Returning Officer to return to the returning office;

(d)   instruct two Advance Poll Deputy Returning Officers to process electors with no Voter Information Card or no Identification Document as follows:

(i)   review the paper voters' list for the elector's name;

(ii)   complete the appropriate paper forms for revisions and additions, as necessary;

(iii)   record the elector's information on the Advance Poll Record of Voters (F0517);

(iv)   have the elector sign the Advance Poll Declaration;

(v)   have the elector sign the Revision or Addition Statutory Declaration, if required;

(vi)   issue a ballot to the elector;

(vii)   place the completed elector revisions and additions form in the Revision Documents Envelope – Envelope D (F000D); and

(viii) at the end of each day, provide the Revision Documents Envelope – Envelope D (F000D) and a copy of the Advance Poll Record of Voters (F0517) to the Advance Poll Supervising Deputy Returning Officer to be returned to the returning office; and

(e)   report the issue to the Elections Ontario technical support call centre for further instruction.

Modem or Wi-Fi Not Working – Primary (Server) ePoll Book still Operational – Partial (Forms Only) Contingency Procedure

18.   In the event that the Modem or Wi-Fi is not working at an advance poll at the returning office or at an area advance poll, the Advance Poll Supervising Deputy Returning Officer shall:

(a)   instruct the Advance Poll Deputy Returning Officers to cease using the Secondary ePoll Book and Client ePoll Books;

(b)   retrieve the paper forms from the Contingency Kit;

(c)   assign one Advance Poll Deputy Returning Officer to the Primary (Server) ePoll Book to process electors who have a Voter Information Card and Identification Document as follows:

    (i)   have the elector affirm and execute the Advance Poll Declaration;

    (ii)   strike the elector's name and residential address from the voters' list in the Primary (Server) ePoll Book; and

    (iii)   issue a ballot to the elector;

(d)   instruct two Advance Poll Deputy Returning Officers to process electors with no Voter Information Card or Identification Document by implementing the partial (forms only) contingency procedure as follows:

    (i)   review the paper voters' list for an elector's name and residential address;

    (ii)   complete the appropriate paper forms for revisions and additions, as necessary;

    (iii)   have the elector sign the Advance Poll Declaration;

    (iv)   have the elector sign the Revision or Addition Statutory Declaration, if required;

    (v)   issue a ballot to the elector;

    (vi)   place the completed elector revisions and additions form in the Revision Documents Envelope – Envelope D (F000D); and

    (vii)   at the end of each day, provide the Revision Documents Envelope – Envelope D (F000D) and a copy of the Advance Poll Record of Voters (0517) to the Advance Poll Supervising Deputy Returning Officer to return to the returning office; and

(e)   report the issue to the Elections Ontario technical support call centre.

One or More ePoll Books Not Working – Partial (Forms Only) Contingency Procedure

19.   In the event one or more ePoll Books are not working at the advance poll at the returning office or at an area advance poll, the Advance Poll Supervising Deputy Returning Officer shall:

(a)   retrieve the paper forms from the Contingency Kit:

(b)   instruct one or more Advance Poll Deputy Returning Officer(s) to continue to process electors with Voter Information Cards and Identification Documents as follows:

   (i)   have the elector affirm and execute the Advance Poll Declaration;

   (ii)   strike the elector's name and residential address from the voters' list in the ePoll Books that are working; and

   (iii)   issue a ballot to the elector;

(c)   instruct the remaining Advance Poll Deputy Returning Officer(s) with the non-working ePoll Books to process electors with no Voter Information Card or no Identification Document by implementing the partial (forms Only) contingency procedure as follows:

   (i)   review the paper voters' list for an elector's name and residential address

   (ii)   complete the appropriate paper forms for revisions and additions, as necessary;

   (iii)   have the elector affirm and execute the Advance Poll Declaration;

   (iv)   have the elector affirm and execute the Revision or Addition Statutory Declaration, if required;

   (v)   issue a ballot to the elector;

   (vi)   place the completed elector revisions and additions form in the Revision Documents Envelope – Envelope D (F000D); and

   (vii)   at the end of each day, provide the Revision Documents Envelope – Envelope D (F000D) and a copy of the Advance Poll Record of Voters (0517) to the Advance Poll Supervising Deputy Returning Officer to return to the returning office; and

(d)   report the issue to the Elections Ontario technical support call centre.

Contingency Provisions for Election Day

Primary (Server) ePoll Book Not Working – Full Paper Procedure At Poll

20.   Should the Primary (Server) ePoll Book not be working at a voting location on election day, the Supervising Deputy Returning Officer shall:

(a)   instruct all Deputy Returning Officers to cease using all ePoll Books;

(b)   retrieve the papers from the Contingency Kit;

(c)   instruct Deputy Returning Officer(s) to process electors who have a Voter Information Card and an Identification Document as follows:

(i)   review the paper voters' list for an elector's name and residential address;

(ii)   strike off the elector's name and residential address from the paper voters' list;

(iii)   issue a ballot to the elector;

(iv)   record the elector's poll sequence number on the paper form, Electors Who Voted on Polling Day (F0528) (bingo sheet); and

(v)   place the paper voters' list in The Poll Return Envelope – Envelope A (F000A) at the close of poll;

(d)   instruct Deputy Returning Officer(s) to process electors with no Voter Information Card or no Identification Document as follows:

(i)   review the paper voters' list for the elector's name and residential address;

(ii)   complete the appropriate paper forms for revisions and additions, as necessary;

(iii)   have the elector affirm and execute the Revision or Addition Statutory Declaration, if required;

(iv)   issue a ballot to the elector;

(v)   place the completed elector revisions and additions form in the Revision Documents Envelope – Envelope D (F000D); and

(vi)   provide the Revision Documents Envelope – Envelope D (F000D) to the Supervising Deputy Returning Officer to be returned to the returning office at the close of the poll; and

(e)   report the issue to the Elections Ontario technical support call centre for further instruction.

Printer Not Working – Partial (Forms Only) Contingency Procedure

21.   Should the printer at a voting location on election day not be working, the Supervising Deputy Returning Officer shall:

(a)   retrieve the paper forms from the Contingency Kit;

(b)   instruct Deputy Returning Officer(s) to process electors as follows:

(i)   strike off the elector's name and residential address from the voters' list in an ePoll Book;

(ii)   issue a ballot to the elector; and

(iii)   complete the Electors Who Voted on Polling Day (F0528) (Bingo Sheet);

(c) report the issue to the Elections Ontario technical support call centre.

Modem or Wi-Fi Not Working – Primary ePoll Book still Operational – Partial (Forms Only) Contingency Procedure

22.   In the event that the Modem or Wi-Fi is not working on election day, the Supervising Deputy Returning Officer shall:

(a)   instruct all Deputy Returning Officers to cease using the Secondary ePoll Book and Client ePoll Books;

(b)   retrieve the paper forms from the Contingency Kit;

(c)   assign one Deputy Returning Officer to operate the Primary (Server) ePoll Book and continue to process electors who have a Voter Information Card and an Identification Document as follows:

(i)   strike off the elector's name and residential address from the voters' list in the Primary (Server) ePoll Book; and

(ii)   issue a ballot to the elector;

(d)   instruct one or more Deputy Returning Officer(s) to process electors with no Voter Information Card or no Identification Document by implementing the partial (forms only) contingency process as follows:

(i)   review the paper voters' list for an elector's name and residential address;

(ii)   complete the appropriate paper forms for revisions and additions, as necessary;

(iii)   have the elector affirm and execute the Revision or Addition Statutory Declaration, if required;

(iv)   issue a ballot to the elector;

(v)   place the completed elector revisions and additions form in the Revision Documents Envelope – Envelope D (F000D); and

(vi)   provide the Revision Documents Envelope – Envelope D (F000D) to the Supervising Deputy Returning Officer to be returned to the returning office at the close of the poll; and

(e)   report the issue to the Elections Ontario technical support call centre.

One or More ePoll Books Not Working – Partial (Forms Only) Contingency Procedure

23.   In the event the Secondary ePoll Book is not working or any of the Client ePoll Books are not working, the Supervising Deputy Returning Officer shall:

(a)   retrieve the paper forms from the Contingency Kit;

(b)   instruct one or more Deputy Returning Officer(s) to process electors who have a Voter Information Card and an Identification Document as follows:

(i)   strike off the elector's name and residential address from the voters' list in any the operational ePoll Book(s); and

(ii)   issue a ballot to the elector;

(c)   instruct one or more Deputy Returning Officer(s) to process electors with no Voter Information Card or no Identification Document by implementing the partial (forms only) contingency process as follows:

(i)   review the paper voters' list for an elector's name and residential address;

(ii)   complete the appropriate paper forms for revisions and additions, as necessary;

      (iii)   have the elector affirm and execute the Revision or Addition Statutory Declaration, if required;

      (iv)   issue a ballot to the elector;

      (v)   place the completed elector revisions or additions forms in the Revision Documents Envelope – Envelope D (F000D); and

      (vi)   provide the Revision Documents Envelope – Envelope D (F000D) to the Supervising Deputy Returning Officer to be returned to the returning office at the close of the poll; and

    (d)   report the issue to the Elections Ontario technical support call centre.

Collection and Retention of Materials

24.   All ePoll Books shall be returned to the returning office in their protective cases by the Advance Poll Supervising Deputy Returning Officer or Supervising Deputy Returning Officer, as applicable.

25.   Any ePoll Book that operates as the Primary (Server) ePoll Book shall be collected and retained in accordance with sections 61 and 84 of the Act.

26.   At any voting location where ePoll Books are used after the close of the poll each day, and at the close of polls on election day, the Returning Officer shall cause the list of electors who have voted and all of the Electronically completed documents to be saved in PDF format on the Primary (Server) ePoll Book and uploaded to the Elections Ontario secure file transfer protocol (SFTP) site.

27.   Throughout the retention of the ePoll Books, the CEO may periodically direct employees of the office of the Chief Electoral Officer to recharge the ePoll Book batteries in accordance with the manufacturer's specifications.

PART II: E-Signatures

Use of E-Signatures

28.   E-Signatures will be used at voting locations specified by the CEO:

    (a)   in the returning office for special ballot voting from May 5, 2022 to June 1, 2022;

    (b)   in the advance poll at the returning office held from Saturday, May 21, 2022 to Friday, May 27, 2022;

(c)   in the area advance polls from Thursday, May 19, 2022 to Saturday, May 28, 2022; and

(d)   on election day, Thursday, June 2, 2022, at voting locations determined by the CEO.

Documents to be Completed by E-Signature

29.   The following documents may be completed Electronically either at voting locations or on the Elections Ontario Website, in accordance with this Directive, and if completed Electronically, the document shall be signed with an E-Signature:

(a)   Addition Form;

(b)   Deletion Forms;

(c)   Correction Form;

(d)   Declaration at the Poll;

(e)   Special Ballot Application;

(f)   Statutory Declaration at the Poll re Elector Named on List;

(g)   Statutory Declaration at the Poll re Addition to List;

(h)   Statutory Declaration at the Poll re Challenge.

E-Signatures Not Mandatory

30.   Electors are not required to sign forms Electronically, and if an elector so chooses, a paper form shall be provided.

31.   Consent to provide an E-Signature may be inferred from the conduct of a person, which shall include but not be limited to the person signing a document Electronically.

Types of E-Signature

32.   The following forms, documents and applications must be signed with an Original Mark, if signed Electronically:

(i)   Addition Form;

(j)   Deletion Forms;

(k)   Correction Form;

(l)   Declaration at the Poll;

(m)   Statutory Declaration at the Poll re Elector Named on List;

(n)   Statutory Declaration re Addition to List; and

(o)   Statutory Declaration at the Poll re Challenge.

33.   The following forms, documents and applications may be signed with an Adopted Mark, if signed Electronically:

(p)   Addition Form;

(q)   Deletion Forms;

(r)   Correction Form; and

(s)   Special Ballot Application.

Method of Accepting Original Marks

34.   An Electronic document that requires an Original Mark shall be prepared by a Special Ballot Officer, Deputy Returning Officer, Advance Poll Deputy Returning Officer, Advance Poll Supervising Deputy Returning Officer, or Supervising Deputy Returning Officer, as the case may be, on a Device in accordance with information provided by the elector.

35.   Once the document has been prepared by the Special Ballot Officer, Deputy Returning Officer, Advance Poll Deputy Returning Officer, Advance Poll Supervising Deputy Returning Officer, or Supervising Deputy Returning Officer, as the case may be, the Device shall be provided to the elector, and the elector may make an Original Mark in the designated area using the stylus provided.

36.   The Special Ballot Officer, Deputy Returning Officer, Advance Poll Deputy Returning Officer, Advance Poll Supervising Deputy Returning Officer, or Supervising Deputy Returning Officer, as the case may be, will review the document to ensure the elector made an Original Mark in the designated area and then save the document on the Device.

Method of Accepting Adopted Marks

37.   An Electronic document that requires an Adopted Mark shall be prepared on a subpage of the Elections Ontario Website by the elector completing the required fields.

38.   Upon completing the required fields, the elector shall review the draft Electronic document in its entirety.

39.   Upon review of the draft Electronic document, the elector shall be provided the option to create an Adopted Mark on the document, and prior to creating the Adopted Mark, the elector will be notified that creating the Adopted Mark evidences their digital signature on the Electronic document in accordance with the Election Act, R.S.O. 1990 c E.6 and this Directive.

40.   Upon creating the Adopted Mark and completing the Electronic document, the elector will have the option to submit the Electronic document through the Elections Ontario Website.

Metadata for E-Signatures

41.   All documents requiring E-Signatures shall be stamped with metadata that records the following information:

   (t)   the time and date that the Electronic document was created;

   (u)   the name of the user that created the Electronic document;

   (v)   the time and date that the last edit was made to the Electronic document;

   (w)   the name of the last user to edit the Electronic document; and

   (x)   the time and date that the Electronic document received an E-Signature.

Storage of Electronic Documents with E-Signatures

42.   All documents that have been signed with an E-Signature shall be stored on the Primary (Server) ePoll Book and on the EO SFTP Site for at least one year, in accordance with s. 85 of the Act.

43.   All documents completed in Electronic form on a subpage of the Elections Ontario Website shall be saved in PDF format on a secure hard drive and uploaded to the EO SFTP Site.

PART III: VOTERVIEW

Use of VoterView

44.   VoterView will be used at returning offices for special ballot voting from May 5, 2022 to June 1, 2022, as specified by the CEO;

Presentation of Voter Information Card and Identification Document

45.   If an elector presents a Voter Information Card at a returning office in order to vote by special ballot, the Voter Information Card shall be entered into VoterView by a Special Ballot Revision Officer or Special Ballot Officer.

Attendance at Voting Location without a Voter Information Card

46.   At a returning office, if an elector fails to present a Voter Information Card, the elector will be asked to present an Identification Document and to provide their address to the Special Ballot Officer or the Special Ballot Revision Office, as applicable.

47.   Upon reviewing the Identification Document and confirming that the elector is in the correct electoral district, the Special Ballot Officer shall enter the elector's information into VoterView and strike off the elector's name and residential address from the voters' list or revise the voters' list to add the elector's name and residential address, and then strike it off.

Attendance at Voting Location without a Voter Information Card and without an Identification Document and Elector is On the Voters' List

48.   Should an elector fail to present a Voter Information Card or an Identification Document at the returning office in order to vote by special ballot, and the elector is on the voters' list, the Special Ballot Officer shall mark VoterView accordingly, following which the elector shall execute the Statutory Declaration At The Poll, as applicable, and may do so by E-Signature.

Party Portal Updates

49.   Each returning office where VoterView is being used will update the Party Portal via VoterView Web server in time intervals of no less than thirty minutes, subject to the contingency provisions herein.

Opening Procedures for Special Ballot Voting at a Returning Office

50.   The following procedures shall be followed by the Special Ballot Officer on each day of the opening of special ballot voting at a returning office:

(a)   power on and log into VoterView; and

(b)   verify that the voting location and the voting date on the VoterView setup screen is correct.

Nightly Closing Procedures for Special Ballot at Returning Office

51.   The following procedures shall be followed by the Special Ballot Officer on each day of the closing of special ballot at a returning office:

(a)   log off the VoterView software; and

(b)   power off the laptop

VoterView in Returning Office Not Available or Not Working – Paper Contingency

52.   Should VoterView not be available or not working for Special Ballot voting at the returning office, the Special Ballot Revision Officer shall:

(f)   instruct all Special Ballot Officers to cease using VoterView;

(g)   retrieve the paper Special Ballot Application (F1001) forms from inventory;

(h)   instruct Special Ballot Officers to process electors as follows:

(i)   complete the Special Ballot Application (F1001) form;

(ii)   have the elector affirm and execute the Declaration;

(iii)   issue a ballot to the elector; and

(iv)   at the end of each day, enter the Special Ballot Application (F1001) form into EMS to strike off the elector;

Storage of Electronic Documents for VoterView

53. All documents that have been created through VoterView shall be stored on the EO SFTP Site for at least one year, in accordance with s. 85 of the Act.

Excluded and Modified Sections of the Act for ePoll books and VoterView

54. In order to facilitate the use of ePoll Books, the following specific sections of the Act will be modified: 21(2); 23(1); 24(2); 25(1) and (2); 36(1) and (3); 39(1), (4), (5) and (6); 42(1) and (2); 45(2) and (3); 46(1); 47(6) and (7); 47.1(1); 50(1); 55(1), (2), (3), (4) and (5); 61; 62(1); and 93. The modifications are as follows in the chart immediately below.

Election Act	**Process Being Modified**	**Modified Voting Process**
21(2)	Revision Assistants	During advance polls and on polling day the Deputy Returning Officers will complete additions and revisions to the voters' list.
23(1)	Corrections to list	A Deputy Returning Officer will make corrections to the voters' list.
24(2)	Election officials	Supervising Deputy Returning Officers and Tabulator Deputy Returning Officers will be appointed.
25(1)	Official polling list	The official polling list is an electronic voters' list and will be uploaded to the ePoll Books. The official polling list is an electronic voters' list and will be available on VoterView.
25(2)	Copy to D.R.O.s	Paper copies of the voters' list will not be given to Deputy Returning Officer. The voters' list will reside in electronic form in the ePoll Book. For contingency purposes the Advance Poll Supervising Deputy Returning Officer will have a certified paper printed copy of the Advance Poll List of Electors. For contingency purposes the Supervising Deputy Returning Officer will have a certified printed copy of the Polling Day List of Electors.
36(1)	Supply of ballots, etc., to D.R.O.	There is no paper copy of the voters' list given to Deputy Returning Officers. The voters' list will reside in electronic form in the ePoll Book. For contingency purposes the Advance Poll Supervising Deputy Returning Officer will have a certified printed copy of the Advance Poll List of Electors. For contingency purposes the Supervising Deputy Returning Officer will have a certified printed copy of the Polling Day List of Electors.
36(3)	Count of ballots by D.R.O.	The Advance Poll Supervising Deputy Returning Officer and Supervising Deputy Returning Officer will be receiving the ballots. At

Election Act	Process Being Modified	Modified Voting Process
		the close of the poll, the Tabulator Deputy Returning Officer will print the results from the vote counting equipment and the Advance Poll Supervising Deputy Returning Officer or Supervising Deputy Returning Officer will forward a statement of the count with the other poll documents and election materials.
39(1)	Poll Officials	There will be additional Deputy Returning Officers, as follows: 1. Advance Poll Deputy Returning Officers; 2. Advance Poll Supervising Deputy Returning Officers; 3. Advance Poll Tabulator Deputy Returning Offciers; 4. Supervising Deputy Returning Officers; and 5. Tabulator Deputy Returning Officers. There will be no Poll Clerks.
39(4)	Oath or affirmation	In addition to Deputy Returning Officer, the following officials shall also take the prescribed oath or affirmation and place it in the poll record: 1. the Advance Poll Deputy Returning Officer; 2. the Advance Poll Supervising Deputy Returning Officer; 3. the Advance Poll Tabulator Deputy Returning Offcier; 4. the Supervising Deputy Returning Officer; and 5. the Tabulator Deputy Returning Officer.
39(5)	Duties of poll clerk	There will be no poll clerks at polls with ePoll books. A Deputy Returning Officer will perform the duties of his or her office, which includes the duties of a poll clerk.
39(6)	Forfeiture of right to payment	Forfeiture of payment, as per s. 39(6) of the Act shall apply to the following offices in addition to those stated in the Act: 1. Advance Poll Supervising Deputy Returning Officer; 2. Advance Poll Tabulator Deputy Returning Officer 3. Supervising Deputy Returning Officer; and 4. Tabulator Deputy Returning Officer.
42(1)	Voter privacy	Subsection 42(1) regarding voter privacy applies to: 1. the Tabulator Deputy Returning Officer; 2. the Supervising Deputy Returning Officer; 3. the Advance Poll Supervising Deputy Returning Officer; and 4. the Advance Poll Tabulator Deputy Returning Officer.
42(2)	Oath or affirmation of secrecy	The following persons shall take an oath or affirmation of secrecy required by s. 42(2) of the Act: 1. the Tabulator Deputy Returning Officer; 2. the Supervising Deputy Returning Officer; 3. the Advance Poll Supervising Deputy Returning Officer; and 4. the Advance Poll Tabulator Deputy Returning Officer.
45(2)	List of electors who have voted	When the ePoll Books are working, the information will be recorded by Deputy Returning Officers in the ePoll Books. In instances where the ePoll Books are not working, the Deputy Returning Officers will record the information on paper and provide it to the returning officer to enter the information.

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45(3)	Noting other D.R.O. lists	The Polling Day List of Electors is contained in the ePoll Book. Electors who voted in the advance poll will be indicated by having a specific symbol before their name and those electors that voted by special ballot will be indicated by having a different specific symbol. The Deputy Returning Officers will be able to distinguish any elector that has voted in the advance polls or by special ballot.
46(1)	Ballot and ballot box security	In all polls the Deputy Returning Officers are instructed to arrive at the poll one hour before polls open.
47(6)	Instructions	The ballot will not be folded in polls using tabulators.
47(7)	Poll record	There will be no poll clerk. The Deputy Returning Officer will enter in the ePoll Book that the elector has been issued a ballot.
47.1(1)	Addition to list	An elector will be added to the ePoll Book by a Deputy Returning Officer, except under contingency circumstances where the voters' list will be updated at the returning office.
50(1)	Surrender of certificate	The elector with a transfer will hand it to the Deputy Returning Officer.
55(1) (2)(3)(4)(5)	Disabled elector	A Tabulator Deputy Returning Officer or a Supervising Deputy Returning Officer will be performing the same duties as a Deputy Returning Officer.
61	Polling list, etc., to be placed in poll return envelope	The Polling Day List of Electors is in electronic format in the ePoll Book and the ePoll Books will be secured in their case and returned by the Advance Poll Supervising Deputy Returning Officer or Supervising Deputy Returning Officer to the returning office. The Advance Poll Supervising Deputy Returning Officer or Supervising Deputy Returning Officer will be performing the final poll procedures.
62(1)	Delivery of poll return envelope to the returning office	The Advance Poll Supervising Deputy Returning Officer or the Supervising Deputy Returning Officer will return the poll return envelopes and ePoll Books to the returning office.
93	Neglect of duties (offence)	The offence provisions in s. 93 apply to: 1. the Advance Poll Deputy Returning Officers; 2. the Advance Poll Supervising Deputy Returning Officers; 3. the Advance Poll Tabulator Deputy Returning Offciers; 4. the Supervising Deputy Returning Officers; and 5. the Tabulator Deputy Returning Officers.

Excluded and Modified Sections of the Act for E-Signature

55.   In order to facilitate the use of E-Signatures, the following specific sections of the Act will be modified: 17.1.2(1) and (2); 21(1), (11) and (13); 22(1); 23(1) and (2); 24(1), (1.1) and (2); 45(1); 45.2(1) and (6) 1.; 47.1(1), and (2) (a); and 47.2(1).

Election Act	Process Being Modified	Modified Voting Process
17.1.2 (1)	Form of signature on application	The elector may now make the application using an E-Signature.
17.1.2 (2)	Form of signature on application	The elector may now make the application using an E-Signature.
21 (1)	Form of signature on application	The elector may now complete forms, and make applications and declarations, as set out herein, using E-Signatures.
21 (11)	Form of signature on application	The elector may now complete the form using an E-Signature.
21 (13)	Form of signature on application	The elector may now complete the form using an E-Signature.
22 (1)	Form of signature on application	The elector may now make the application using an E-Signature.
	Form of signature on statutory declaration	The elector may now swear the statutory declaration using an E-Signature.
23 (1)	Form of signature on application	The elector may now make the application using an E-Signature.
23 (2)	Form of signature on prescribed oath or affirmation	The elector may now make the prescribed oath or affirmation using an E-Signature.
24 (1)	Form of signature on application	The elector may now make the application using an E-Signature.
24 (1.1)	Form of signature on application	The elector may now make the application using an E-Signature.
24 (2)	Form of signature on application	The elector may now make the application using an E-Signature.
45 (1)	Form of signature on statutory declaration	The elector may now make the declaration using an E-Signature.
45.2 (1)	Form of signature on application	The elector may now make the application using an E-Signature through the Elections Ontario Website.
45.2 (6) 1.	Form of signature on application	The elector may now make the application using an E-Signature through the Elections Ontario Website.
47.1 (1)	Form of signature on application	The elector may now make the application using an E-Signature.
47.1 (2) (a)	Form of signature on statutory declaration	The elector may now make the declaration using an E-Signature.

Election Act	Process Being Modified	Modified Voting Process
47.2 (1)	Form of signature on statutory declaration	The elector may now make the declaration using an E-Signature.