

**Part 1 – TITLE**

BE IT ENACTED by the Council of the **Region of Windsor and West Hants Municipality (also known as West Hants Regional Municipality)**, under the authority of Section 146A of the *Municipal Elections Act*, 1989 R.S.N.S. c. 300, as amended, as follows:

**Short Title**

1. This By-law shall be known and cited as the "Municipal and School Board Elections Voting By-law".

**Part 2 – DEFINITIONS**

2. In this By-law:
  - (a) "Act" means the *Municipal Elections Act*, 1989 R.S.N.S. c. 300, as amended;
  - (b) "advance poll" means the Tuesday immediately preceding ordinary polling day; and either
    - (i) one other day fixed by the Council by resolution that is either Thursday, the ninth day before ordinary polling day, or Saturday the seventh day before ordinary polling day; or
    - (ii) if Council has delegated its authority to fix a day to the Returning Officer, one other day fixed by the Returning Officer that is either Thursday, the ninth day before ordinary polling day, or Saturday the seventh day before ordinary polling day;
  - (c) "alternative polling days" means any hours and dates fixed by a resolution of Council for alternative voting;
  - (d) "alternative voting" means voting by telephone or via the internet and may include a combination of telephone and internet voting;
  - (e) "ballot box" means a computer database in the system where cast internet ballots and telephone ballots are put, or a physical box where paper ballots are put;
  - (f) "candidate" means a person who has been nominated as a candidate pursuant to the *Act*;
  - (g) "Council" means the Council of the Municipality;
  - (h) "Deputy Returning Officer" means a person appointed under the *Act* to preside over a polling station;
  - (i) "*Education (CSAP) Act*" means the *Education (CSAP) Act*, 1995-1996 S.N.S. c. 1, as amended;
  - (j) "election" means an election held pursuant to the *Act*, including a school board election, a special election and a plebiscite;

*MUNICIPAL AND SCHOOL BOARD ELECTIONS VOTING BY-LAW*

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- (k) "Election Officer" means an election official under the Act;
- (l) "elector" means a person:
  - (i) qualified to vote pursuant to the *Act* and the *Education (CSAP) Act*; and
  - (ii) entitled to vote for an election pursuant to Section 7 of this By-law;
- (m) "friend voter" means a friend who votes for an elector pursuant to Section 9 of this By-law;
- (n) "internet ballot" means an image of a ballot on a computer screen including all the choices available to an elector and the spaces in which an elector marks a vote;
- (o) "Municipality" means the Region of Windsor and West Hants Municipality (also known as West Hants Regional Municipality);
- (p) "normal business hours" means the time between 8:30 am and 4:30 pm Monday through to and including Friday, excluding statutory holidays;
- (q) "ordinary polling day" means the third Saturday in October in a regular election year and in the case of any other election means the Saturday fixed for the election;
- (r) "paper ballot" is text on paper including all the choices available to an elector and the spaces in which an elector marks a vote;
- (s) "PIN" means the Personal Identification Number issued to:
  - (i) an elector for alternative voting on alternative polling days; or
  - (ii) to a System Elections Officer;
- (t) "plebiscite" means a plebiscite directed to be held by the Council pursuant to Section 53 of the *Municipal Government Act*;
- (u) "proxy voter" means an elector who votes by a proxy pursuant to the *Act*;
- (v) "regular election year" means 2020 and every fourth year thereafter;
- (w) "Returning Officer" means a Returning Officer appointed pursuant to the *Act*;
- (x) "seal" means to secure the ballot box and prevent internet, telephone or paper ballots from being cast;
- (y) "special election" means a special election held pursuant to the *Act*, including a special election for a vacancy on a school board;
- (z) "spoiled ballot" referring to alternative voting means an internet ballot or telephone ballot that is accepted by the elector that:
  - (i) is not marked for any candidate in a race; or
  - (ii) is marked by an elector indicating a refusal to cast a vote for any candidate in a race;
- (aa) "system" means the technology, including software, that:

*MUNICIPAL AND SCHOOL BOARD ELECTIONS VOTING BY-LAW*

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- (i) records and counts votes; and
  - (ii) processes and stores the results of alternative voting during alternative polling days;
- (bb) "System Elections Officer" means:
- (i) a person who maintains, monitors, or audits the system, and
  - (ii) a person who has access to the system beyond the access necessary to vote by alternative voting, and
  - (iii) a person who, pursuant to section 146A(3)(cd) of the *Act*, is appointed as auditor to audit and monitor the performance of the system of voting.
- (cc) "telephone ballot" means:
- (i) an audio set of instructions which describes the voting choices available to an elector; and
  - (ii) the marking of a selection by an elector by depressing the number on a touch tone keypad.

**Part 3 – VOTING PERMITTED**

3. (1) Subject to this By-law, Council may conduct elections by paper ballot, alternative voting or combination thereof.
- (2) Alternative voting shall be permitted on alternative polling days, and conducted in accordance with this By-law.
- (3) Paper ballot voting will be conducted in accordance with the *Act*.

**Part 4 – NOTIFICATION OF ELECTORS**

4. (1) The Returning Officer shall cause notice of alternative polling days to be published in a newspaper circulating in the Municipality, and if not available, in a newspaper in which can be readily available to the Municipality as well as on the Municipality's website and/or social media pages.
- (2) The notice of alternative polling days shall:
- (a) identify the alternative polling days for alternative voting; and
  - (b) inform the elector that telephone voting and/or internet voting is permitted during alternative polling days.
- (3) The notice may include any other information the Returning Officer deems necessary.

**Part 5 – FORM OF TELEPHONE AND INTERNET BALLOTS**

5. (1) A telephone ballot and internet ballot shall:
  - (a) identify by the title "Election for Mayor" or "Election for Councillor" or "Election for School Board Member", as the case may be;
  - (b) identify the names, or names by which they are commonly known, of the candidates with given names followed by surnames, arranged alphabetically in order of their surnames and, where necessary, their given names; and
  - (c) warn the elector to "vote for one candidate only" or "vote for not more than (the number of candidates to be elected) candidates", as the case may be.
- (2) No title, honour, decoration or degree shall be included with a candidate(s) name on an internet ballot or telephone ballot.

**Part 6 – OATH**

6. (1) Any oath that is authorized or required shall be made in the form required by the *Act*.

**Part 7 – ELECTORS**

7. (1) No person shall vote by alternative or paper voting unless:
  - (a) the person's name appears on the revised list of electors pursuant to section 50A of the *Act*; or
  - (b) the person's name does not appear on the revised list of electors and:
    - (i) the person appears before the Returning Officer or the Deputy Returning Officer during normal business hours during alternative polling days; and
    - (ii) the person swears an oath in the prescribed form by the *Act*.

**Part 8 – PROXY VOTING**

8. (1) A proxy voter shall not vote for an elector by alternative voting.

**Part 9 – FRIEND VOTING**

9. (1) A friend voter shall only vote for an elector by alternative or paper voting if:
  - (a) an elector is unable to vote because:
    - (i) the elector is blind;

*MUNICIPAL AND SCHOOL BOARD ELECTIONS VOTING BY-LAW*

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- (ii) the elector cannot read; or
  - (iii) the elector has a physical disability that prevents him or her from voting by alternative voting.
- (b) the elector and the friend appear, in person, before the Returning Officer or the Deputy Returning Officer and take the oaths prescribed by the *Act*.
- (2) A candidate shall not act as a friend voter unless the elector is a child, grandchild, brother, sister, parent, grandparent, or spouse of the candidate.
- (3) The elector shall take an oath in the prescribed form providing that he or she is incapable of voting without assistance.
- (4) The friend of the elector shall take an oath in the prescribed form that:
  - (a) the friend has not previously acted as a friend for any other elector in the election other than an elector who is a child, grandchild, brother, sister, parent, grandparent, or spouse of the friend of the elector;
  - (b) the friend will mark the ballot as requested by the elector; and
  - (c) the friend will keep secret the choice of the elector.
- (5) The Returning Officer shall enter in the poll book:
  - (a) the reason why the elector is unable to vote;
  - (b) the name of the friend; and
  - (c) the fact that the oaths were taken.

**Part 10 – VOTING**

- 10. (1) The system shall put internet ballots and telephone ballots cast by an elector in the ballot box.
- (2) The system shall put spoiled internet ballots and telephone ballots in the ballot box.

**Part 11 – SEAL**

- 11. (1) Where alternative voting closes before the close of the polls on ordinary polling day, the system shall seal the ballot box until after the close of the poll on ordinary polling day.
- (2) The system shall seal the ballot box even where fewer than ten persons from any polling district voted for a candidate during alternative polling days.

**Part 12 – LIST OF PERSONS WHO VOTED**

- 12. (1) Where alternative voting closes before the close of the polls on ordinary polling

day, the system shall:

- (a) generate a list of all electors who voted by alternative voting; and
  - (b) on the revised list of electors cause a line to be drawn through the name of all the electors who voted during alternative polling days.
- (2) A printed and electronic copy of the lists under subsection (1) shall be delivered to the Returning Officer within 24 hours of the close of alternative voting.
- (3) Where alternative voting closes at the close of the polls on ordinary polling day, the system shall generate a list of all electors who voted by alternative voting.

### **Part 13 – COUNTING**

13. (1) At the close of ordinary polling day, the system shall generate a count of the telephone ballots and internet ballots in the ballot box that were cast for each candidate during alternative polling days.
- (2) In counting the votes that were cast for each candidate during alternative polling days, the system shall count spoiled ballots.

### **Part 14 – TALLYING OF SPOILED BALLOTS**

14. (1) At the close of ordinary polling day, the system shall tally the number of spoiled ballots that were cast during alternative polling days and the tally shall be delivered to the Returning Officer.

### **Part 15 – Recount by System**

15. (1) In the event of a recount, the system shall regenerate the election count and a printed copy of the regenerated count shall be given to the Returning Officer.
- (2) If the initial count and the regenerated count match, the regenerated count shall be the final count of the votes cast by alternative voting.
- (3) If the regenerated count and the initial count do not match, the Returning Officer shall:
- (a) direct one final count be regenerated by the system of the votes cast by alternative voting, and
  - (b) attend while the final count is being regenerated.
- (4) The regenerated final count pursuant to subsection (3) shall be the final count of the votes cast by alternative voting.

**Part 16 – RECOUNT BY COURT**

16. (1) For a recount, the judge shall only consider the final count by the system, as determined by section 15(2) or 15(4), of the total number of votes that were cast by alternative voting for each candidate.
- (2) The final count by the system, as determined by section 15, of the total number of votes that were cast by alternative voting for each candidate shall be added to the judge's count of the number of votes for each candidate cast by paper voting.

**Part 17 – SECRECY**

17. (1) An Election Officer and System Election Officer shall maintain and aid in maintaining the secrecy of the voting.
- (2) Every person in attendance at a polling station, or at the counting of the votes, shall maintain and aid in maintaining the secrecy of the voting.

**Part 18 – OTHER METHODS OF VOTING**

18. (1) If voting via the Internet through the unsupervised use of a personal computing device is permitted during an election, voting shall be permitted by some other means on each advance polling day and on ordinary polling day; which may include telephone ballot and/or paper ballot.

**Part 19 – APPOINTMENT OF AUDITOR**

19. (1) The Returning Officer may appoint a System Elections Officer for the purpose of auditing and monitoring the performance of the system of voting.
- (2) A System Elections Officer so appointed shall carry out the duties of auditor as outlined in the procedures and forms for the conduct of voting pursuant to Section 146A(4) of the *Act*.
- (3) Before carrying out the duties described in subsection (2), the System Elections Officer shall swear an oath in the form prescribed by the regulations.

**Part 20 – SEVERABILITY**

20. (1) If a court of competent jurisdiction should declare any section or part of a section of this By-law to be invalid, such section or part of a section shall not be construed as having persuaded or influenced Council to pass the remainder of the By-law and it is hereby declared that the remainder of the By-law shall be valid and shall remain in force.

**Part 21 – Prohibitions**

21. (1) No person shall:
- (a) use another person's PIN to vote or access the system unless the person is a friend voter;
  - (b) take, seize, or deprive an elector of his or her PIN; or
  - (c) sell, gift, transfer, assign or purchase a PIN.
- (2). No person shall:
- (a) interfere or attempt to interfere with an elector who is casting an internet ballot, telephone ballot or paper ballot;
  - (b) interfere or attempt to interfere with alternative voting; or
  - (c) attempt to ascertain the name of the candidate for whom an elector is about to vote or has voted.
- (3) No person shall, at any time, communicate or attempt to communicate any information relating to the candidate for whom an elector has voted.

**Part 22 – Offences and Penalty**

22. (1) A person who:
- (a) violates any provision of this By-law; or
  - (b) permits anything to be done in violation of any provision of this By-law; is guilty of an offence.
- (2) A person who contravenes subsection (1) is guilty of an offence and is liable, on summary conviction, to a penalty of not less than five thousand dollars (\$5,000.00) and not more than ten thousand dollars (\$10,000.00) and in default of payment, to imprisonment for a term of two (2) years less a day, or both.
- (3) In determining a penalty under subsection (2), a judge shall take into account:
- (a) the number of votes attempted to be interfered with;
  - (b) the number of votes interfered with; and
  - (c) any potential interference with the outcome of an election.
- (4) Pursuant to section 146A of the *Act*:
- (a) the limitation period for the prosecution of an offence under this By-law is two years from the later of the date of the commission of the offence and the date on which it was discovered that an offence had been committed; and
  - (b) The *Remission of Penalties Act*, 1989 SNS c. 397, as amended, does not apply to a pecuniary penalty imposed by this By-law.

MUNICIPAL AND SCHOOL BOARD ELECTIONS VOTING BY-LAW

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I, Rhonda Brown, Municipal Clerk of the Region of Windsor and West Hants Municipality, the Province of Nova Scotia, do hereby certify that this is a true copy of the By-law as adopted by the Council of the Region of the Windsor and West Hants Municipality at a meeting duly called and held on the **28<sup>th</sup>** day of **July, 2020**.



R. N. Brown  
Municipal Clerk

By-Law Adoption	
First Reading:	June 23, 2020
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