

## **1. Background and Authority**

- 1.1 On June 9, 2021, Council of the Corporation of the City of Richmond Hill (“Council”) passed By-law 74-21 authorizing the use of optical scan vote tabulators for all municipal elections and by-elections held in the City of Richmond Hill.
- 1.2 On February 23, 2022, Council of the Corporation of the City of Richmond Hill (“Council”) passed By-law 39-22 authorizing the use of alternate voting methods, namely Internet Voting (also known as online voting), as an additional voting method (in addition to Vote Tabulators) for the purpose of voting in the 2022 Municipal Elections held in the City of Richmond Hill.
- 1.3 Pursuant to Section 11 of the *Municipal Elections Act, 1996*, S.O., 1996, c.32, as amended (the “Act”), the City Clerk (“Returning Officer”) is responsible for conducting elections (including By-elections) in the City of Richmond Hill.
- 1.4 Subsection 42(1)(a) of the Act provides that a municipal Council may enact a by-law authorizing the use of voting and vote-counting equipment such as voting machines, voting recorders or optical scan vote tabulators;
- 1.5 Subsection 42(1)(b) of the Act provides that a municipal Council may enact a by-law authorizing voters to use an alternative voting method that does not require voters to attend at a voting place in order to vote.
- 1.6 Clause 42(3)(a)(i) of the Act requires the Returning Officer to establish procedures and forms for the use of any voting and vote-counting equipment such as voting machines, voting recorders or optical scan vote tabulators.
- 1.7 Paragraph 42(4)1.ii of the Act requires the Returning Officer to establish the procedures referred to in paragraph 1.4 and 1.5 on or before June 1 in the year of an election.

## **2. Definitions**

The definitions applicable to these Procedures are included in Appendix “A”.

## **3. Application of Procedures**

- 3.1 These Tabulator Procedures (“Procedures” or “Tabulator Procedures”) shall apply to the 2022 Municipal Elections.
- 3.2 The Procedures only apply to the use of Vote Tabulators in the 2022 Municipal Elections. The use of Internet Voting shall be subject to the Internet Voting Procedures. Notwithstanding, these Procedures should be read and understood in conjunction with the provisions of the Internet Voting Procedures where appropriate.

- 3.3 In accordance with Section 12 of the Act, the Returning Officer may provide for any matter or Procedure that is not otherwise provided for in the Act or regulation, and, in the Returning Officer's opinion, is necessary or desirable for conducting the elections.
- 3.4 Where these Procedures do not specifically address a matter, the election to which these Procedures apply shall be conducted in accordance with the Principles of the Act.
- 3.5 It is well established that the Principles of the Act are:
  - (a) The secrecy and confidentiality of the vote is paramount;
  - (b) The election should be fair and non-biased;
  - (c) The election should be accessible to all eligible voters;
  - (d) The integrity of the process should be maintained throughout the election;
  - (e) There is to be certainty that the results of the election reflect the votes cast;
  - (f) Eligible voters and candidates should be treated fairly and consistently; and
  - (g) A proper majority vote decides the election by ensuring, so far as reasonably possible, that valid votes be counted and invalid votes be rejected.
- 3.6 The Returning Officer may appoint Designated Election Officials for the purposes of implementing these Procedures and may designate their titles and duties in writing.
- 3.7 These Procedures may be amended as deemed necessary by the Returning Officer. Copies of the revised Procedures shall be provided to all Candidates electronically via email.

#### **4. Paper Ballots**

- 4.1 The Ballot for Vote Tabulators shall be a composite Ballot containing the names of each Candidate listed in alphabetical order by surname or single name for each Office for which the Voter who was issued the Ballot is entitled to vote.
- 4.2 A rectangular box, with an arrow pointing to each Candidate's name shall appear on the Ballot to the right of each Candidate's name as the Designated Voting Space for the marking of the Ballot.
- 4.3 There shall appear on the Ballot an area where the Designated Election Official shall enter their initials.
- 4.4 There shall appear on the Ballot an area where the Designated Election Official may enter a Voting Subdivision number.
- 4.5 There shall appear on the Ballot timing marks that are interpreted by the Vote Tabulator to verify that the document being processed is a valid Ballot.
- 4.6 There shall appear instructions on the Ballot that direct the Voter to vote by filling in the Designated Voting Space.

- 4.7 Each type of Ballot to be used will be programmed into the Vote Tabulator.

## **5. Vote Tabulators - Deployment**

- 5.1 Each Vote Centre shall have at least one Vote Tabulator for the purpose of scanning Ballots and tabulating votes.
- 5.2 Subject to Section 15, the same Vote Tabulators assigned to a Vote Centre will be used on each day of the Tabulator Voting Period.
- 5.3 Notwithstanding Section 5.1, and subject to Section 5.4, the Returning Officer may designate that one Vote Tabulator be used for two or more different Special Voting Locations.
- 5.4 Where there exists any restriction on accessing a Special Voting Location as a result of an Emergency, public or any other form of health directive, the Returning Officer may provide that voting at that Special Voting Location be conducted wholly in accordance with the Internet Voting Procedures.

## **6. Vote Tabulators - Programming**

- 6.1 Vote Tabulators shall be programmed so that a printed record can be produced indicating the number of votes cast for each Candidate.
- 6.2 Vote Tabulators shall be programmed so that an audible beeping sound indicates to the Designated Election Official that one of the following Ballot errors have been detected by the Vote Tabulator and the Ballot is being returned for re-examination by the Voter:
  - (a) Designated Election Official's initials are missing;
  - (b) Blank Ballot;
  - (c) Over-voted Ballot;
  - (d) Ambiguously Marked Ballot;
  - (e) Misread Ballot; or,
  - (f) Invalid Ballot
- 6.3 Vote Tabulators shall be programmed to accept any Under-Voted Ballot.
- 6.4 Vote Tabulators will inform the Voter and Designated Election Official about any encountered Ballot error. The Designated Election Official shall follow the voting procedures outlined in Section 12 for the handling of all Ballot error scenarios.

## **7. Vote Tabulators - Testing**

- 7.1 Prior to the Voting Period, the Returning Officer shall conduct logic and accuracy testing ("L&A Testing" or "L&A Test") of all Vote Tabulators to be used in the elections, including replacement Vote Tabulators, to ensure that they will accurately count the votes cast for all Candidates and operate as programmed. The Returning Officer shall give notice of the date, time and location of L&A Testing to Candidates and the public.
- 7.2 The L&A Test shall be conducted by:
  - (a) Powering up the Vote Tabulator.

- (b) Loading the Memory Cards into the Vote Tabulators.
  - (c) Opening the Poll.
  - (d) Printing a Zero Report.
  - (e) Tabulating a pre-audited group of Ballots including Ballots that fall into each of the categories of Ballots described in Sections 6.2 and 6.3 on which are recorded a pre-determined number of votes for each Candidate.
  - (f) Printing the results from the Vote Tabulators.
  - (g) Closing the Poll.
  - (h) Reading the Memory Cards and testing the Results Tally System.
  - (i) Uploading results to a test version of the Election Reporting System.
  - (j) Comparing the output of the tabulation against the pre-audited results.
- 7.3 If the Returning Officer detects any error in the L&A Test, the cause of the error shall be identified and corrected and the test repeated until an errorless test is achieved and verified to the satisfaction of the Returning Officer.
- 7.4 The Returning Officer shall, at the completion of the L&A Test, clear the vote totals in the Memory Cards and seal the Memory Cards inside the Vote Tabulator.
- 7.5 The Returning Officer shall retain, pursuant to section 88 of the Act, the pre-audited group of Ballots referred to in Section 7.2(e), the results tapes that were produced during the L&A Test and other materials used in the programming and testing of the Vote Tabulators.
- 7.6 The Returning Officer shall not alter or make changes to the materials referred to in Section 7.5.

## **8. Voting Period**

- 8.1 In accordance with Subsection 42(5) of the Act, there shall be no Advance Vote for the 2022 Municipal Elections in view of the fact that the vote is being conducted according to both the Internet Voting Procedures and Tabulator Procedures.
- 8.2 Notwithstanding paragraph 9.1, there shall be a continuous Voting Period beginning at 10:00 a.m. on Tuesday, October 18, 2022, and ending at 8:00 p.m. on Voting Day, during which a Voter can vote according to the Internet Voting Procedures.
- 8.3 Notwithstanding paragraph 9.1, voting in accordance with the Tabulator Procedures shall be available during the Tabulator Voting Period.
- 8.4 Any Voter who arrives at a queue or check-in at a Vote Centre for the purpose of voting before the close of voting at 8:00 p.m. on Voting Day will be given an opportunity to vote as soon as possible under the circumstances, even if that opportunity occurs after the close of voting at 8:00 p.m. on Voting Day. The Returning Officer may direct that any such Voter is only permitted to vote in accordance with the Tabulator Procedures.

## **9. Vote Tabulator Set-up – Day One (October 22, 2022)**

- 9.1 The Designated Election Official shall check the Vote Tabulator identification located on the Vote Tabulator to verify it has been assigned to the correct Vote Centre.
- 9.2 The Designated Election Official shall, in the presence of at least one other Designated Election Official, verify that there are no Ballots or other materials present in the Tabulator Stand/Ballot Box.
- 9.3 The Designated Election Official shall position the Vote Tabulator on top of the Tabulator Stand/Ballot Box, plug-in the Vote Tabulator, and follow instructions provided for powering on the Vote Tabulator.
- 9.4 The Designated Election Official shall verify that the date and time is correct.
- 9.5 The Designated Election Official shall open the poll by selecting OPEN POLL from the administrative menu on the Vote Tabulator.
- 9.6 The Designated Election Official shall, witnessed by at least one other Designated Election Official, confirm that the Vote Tabulator indicates "Ballots Cast: 0".
- 9.7 If the totals are zero, the Designated Election Official shall print two Zero Reports and shall:
  - (a) Remove the first Zero Report from the Vote Tabulator, print and sign their name and display it in a place visible to all within the Vote Centre.
  - (b) Ensure that the second Zero Report remains affixed to the Vote Tabulator until the results are printed by the Vote Tabulator after the close of voting. Without removing the Zero Report, the Designated Election Official shall print and sign their name on the Zero Report.
- 9.8 If the totals are not zero for all Candidates, the Designated Election Official shall:
  - (a) immediately notify the Designated Election Official and follow the instructions to clear the vote totals from the Memory Cards; and
  - (b) direct Voters to another Vote Tabulator at the same Vote Centre until the Vote Tabulator is made operational or the Returning Officer provides another Vote Tabulator to the Vote Centre, or,
  - (c) if no other operational Vote Tabulator is available at the Vote Centre, conduct the vote using the Auxiliary Compartment until the Vote Tabulator is made operational or the Returning Officer provides another Vote Tabulator to the Vote Centre.

If a replacement Vote Tabulator is used, Sections 9.1 to 9.7 of these procedures shall be carried out for the replacement Vote Tabulator.
- 9.9 If the totals are zero, the Designated Election Official shall commence the voting process as outlined in Section 12.

## **10. Vote Tabulator Set-up – Day Two (October 23, 2022) and Voting Day (October 24, 2022)**

- 10.1 On each subsequent day (Day Two and Voting Day), the Designated Election Official shall open the poll in the following manner:

- (a) Check the Vote Tabulator identification located on the Vote Tabulator to verify it has been assigned to the correct Vote Centre.
  - (b) In the presence of at least one other Designated Election Official, verify that there are no Ballots or other materials present in the Tabulator Stand/Ballot Box.
  - (c) Remove any seals from the Vote Tabulator to allow the processing of Ballots.
  - (d) Position the Vote Tabulator on top of the Tabulator Stand/Ballot Box and follow the instructions provided for powering the Vote Tabulator.
  - (e) Verify that the date and time is correct.
  - (f) Verify that the number of Ballots cast displayed on the Vote Tabulator is the same number of Ballots cast as reported by the Designated Election Official from the previous day's voting.
  - (g) Select OPEN POLL and then select CONFIRM to resume voting and add results on the Vote Tabulator.
- 10.2 The Vote Tabulator will automatically print a Status Tape once the Designated Election Official has selected CONFIRM to resume voting and add results on the Vote Tabulator. This Status Tape is to remain affixed to the Vote Tabulator and no additional copies are to be printed.
- 10.3 The Designated Election Official shall initial the Status Tape at the opening of each of Day Two and Voting Day of the Tabulator Voting Period.
- 10.4 All Status Tapes shall remain affixed to the Vote Tabulator until the results report is generated at the close of voting on Voting Day.
- 10.5 Commence the voting process as outlined in Section 12.

## **11. Vote Tabulator Set-up and Closing – Special Voting Locations**

- 11.1 Where a Vote Tabulator is assigned to more than one Special Voting Location, the Designated Election Official shall follow the procedures in Section 9 when setting up the Vote Tabulator at the first Special Voting Location.
- 11.2 Where a Vote Tabulator is assigned to more than one Special Voting Location, the Designated Election Official shall follow the procedures in Section 10 when setting up the Vote Tabulator at each subsequent Special Voting Location.

## **12. Voting Procedures**

- 12.1 The Returning Officer shall delegate to a Designated Election Official the authority to place the appropriate Voting Subdivision number on the Ballot, initial the Ballot, demonstrate how to mark the Ballot, issue the Ballot to a Voter in a Secrecy Folder and provide them with a Ballot Marking Pen.
- 12.2 Upon receiving the Ballot, the Voter shall:
- (a) Proceed to the Voting Screen; and
  - (b) Vote by placing a mark in the desired Designated Voting Space using the Ballot Marking Pen provided. (Where a Voter marks a Ballot with any

other pen or pencil it is considered a validly marked Ballot provided that the Vote Tabulator is able to read the Ballot.)

- 12.3 After marking the Ballot, the Voter shall:
- (a) Insert the Ballot into the Secrecy Folder so as to conceal the votes and to expose the initials of the Designated Election Official;
  - (b) Leave the Voting Screen without delay;
  - (c) Deliver the Secrecy Folder containing the Ballot to the Designated Election Official at the designated Vote Tabulator; and
  - (d) Remain with the Designated Election Official until they insert the Ballot into the Vote Tabulator and the Ballot has been accepted.
- 12.4 The Designated Election Official shall, in the presence of the Voter and without removing the Ballot from the Secrecy Folder, verify the initials of the Designated Election Official and insert the Secrecy Folder containing the Ballot, with the initials of the Designated Election Official face down, into the feed area of the Vote Tabulator and slide the Ballot from the Secrecy Folder until the Ballot is drawn into the Vote Tabulator.
- 12.5 Blank Ballot:
- (a) If a Blank Ballot is returned by the Vote Tabulator and the Voter who delivered the Ballot is still present, the Designated Election Official shall:
    - i. Quietly advise the Voter that the Vote Tabulator does not detect any votes in any of the Designated Voting Spaces; and
    - ii. Instruct the Voter to mark the Ballot in accordance with the instructions on the Ballot.
  - (b) If the Voter is not present or declines the opportunity to re-mark the Ballot, the Designated Election Official shall, using the Vote Tabulator select the "CAST" button and cause the Vote Tabulator to accept the Ballot.
- 12.6 Over-Voted Ballot:
- (a) If an Over-Voted Ballot is returned by the Vote Tabulator and the Voter who delivered the Ballot is still present, the Designated Election Official shall:
    - i. Quietly advise the Voter that the Vote Tabulator detects more votes for an Office than the Voter is entitled to vote for;
    - ii. Ask the Voter if he or she wishes another Ballot and, if so, select the RETURN button on the Vote Tabulator, fold the Ballot and mark the reverse side of the Ballot "cancelled" and have the Voter return the Ballot to the Designated Election Official who initially issued the Ballot;
    - iii. The Designated Election Official who initially issued the Ballot shall place the Ballot in the Cancelled Ballot envelope; and,
    - iv. The Designated Election Official shall issue a replacement ballot to the Voter, and instruct the Voter to mark the Ballot in accordance with the instructions on the Ballot.

- (b) If the Voter is not present or declines the opportunity to mark another Ballot, the Designated Election Official shall, using the Vote Tabulator select the “CAST” button and cause the Vote Tabulator to accept the Ballot which will count all other valid votes for other Offices on the Ballot.

#### 12.7 Misread Ballot:

- (a) If a Ballot is returned by the Vote Tabulator because it is damaged or defective or is otherwise unreadable by the Vote Tabulator and the Voter who delivered the Ballot is still present, the Designated Election Official shall re-insert the Ballot into the feed area of the Vote Tabulator. If rejected again the Designated Election Official shall:
  - i. Quietly advise the Voter that the Ballot cannot be processed by the Vote Tabulator;
  - ii. Ask the Voter if he or she wishes another Ballot and, if so, select the RETURN button on the Vote Tabulator, fold the Ballot and mark the reverse side of the Ballot “Cancelled” and have the Voter return the Ballot to the Designated Election Official who initially issued the Ballot;
  - iii. The Designated Election Official who initially issued the Ballot shall place the Ballot in the Cancelled Ballot envelope; and
  - iv. The Designated Election Official shall issue a replacement ballot to the Voter, and instruct the Voter to mark the Ballot in accordance with the instructions on the Ballot.
- (b) If a Misread Ballot is returned by the Vote Tabulator and the Voter declines the opportunity to mark another Ballot, the Designated Election Official shall fold the Ballot and mark the reverse side of the Ballot “Declined”, return the Ballot to the Designated Election Official who initially issued the Ballot to the Voter so that it can be placed in the Declined Ballot envelope.
- (c) If a Misread Ballot is returned by the Vote Tabulator and the Voter who delivered the Ballot is not present, the Designated Election Official shall place the Ballot in the Special Circumstances Envelope and place the envelope in the Auxiliary Compartment.

#### 12.8 Ambiguously Marked Ballot

- (a) If a Ballot with an Ambiguous Mark is returned by the Vote Tabulator and the Voter who delivered the Ballot is still present, the Designated Election Official shall:
  - i. Quietly advise the Voter that in at least one of the Designated Voting Spaces on the Ballot, the mark which has been made is not sufficiently dark or complete to allow the Vote Tabulator to determine with certainty the Voter’s intention;
  - ii. Return the Ballot to the Voter; and
  - iii. Instruct the Voter to mark the Ballot in accordance with the instructions on the Ballot, or offer to replace the Ballot with a new Ballot.

- (b) If the Voter requests a new Ballot the Designated Election Official shall:
  - i. Select the RETURN button on the Vote Tabulator, fold the Ballot and mark the reverse side of the Ballot “Cancelled” and have the Voter return the Ballot to the Designated Election Official who initially issued the Ballot;
  - ii. The Designated Election Official who initially issued the Ballot shall place the Ballot in the Cancelled Ballot envelope; and
  - iii. The Designated Election Official shall issue a replacement ballot to the Voter, and instruct the Voter to mark the Ballot in accordance with the instructions on the Ballot.
- (c) If the Voter declines the opportunity to mark another Ballot, the Designated Election Official shall fold the Ballot and mark the reverse side of the Ballot “Declined”, return the Ballot to the Designated Election Official who initially issued the Ballot to the Voter so that it can be placed in the Declined Ballot envelope.
- (d) If an Ambiguously Marked Ballot is returned by the Vote Tabulator and the Voter who delivered the Ballot is not present, the Designated Election Official shall place the Ballot in the Special Circumstances Envelope and place the envelope in the Auxiliary Compartment.

#### 12.9 Ballot Missing Initial of Designated Election Official

- (a) If a Ballot is returned by the Vote Tabulator because the Vote Tabulator has detected that the Ballot is missing the initials of the Designated Election Official and the Voter who delivered the Ballot is still present, the Designated Election Official shall:
  - i. Quietly advise the Voter that the initials of the Designated Election Official are missing and that the Ballot cannot be processed without the initials of the Designated Election Official;
  - ii. Direct the Voter to the Designated Election Official who issued the Ballot to obtain the required initials; and
  - iii. Process the corrected Ballot once it is returned by the Voter with the required Designated Election Official’s initials.
- (b) If the Voter declines the opportunity to obtain the initial of the Designated Election Official who issued the ballot, or the Voter is not present, the Designated Election Official shall fold the Ballot and mark the reverse side of the Ballot “Declined”, return the Ballot to a Designated Election Official so that it can be placed in a Declined Ballot envelope.

### **13. Procedure for Closing Vote Centre – Day One and Day Two**

- 13.1 The procedures in this Section 13 shall be followed by the Designated Election Official at the close of voting on Day One and Day Two only.

- 13.2 The Designated Election Official shall, at the end of each of Day One and Day Two, check the Auxiliary Compartment for Ballots to ensure all Ballots have been processed, and shall immediately:
- (a) Process the Ballots, if any, from the Auxiliary Compartment in accordance with Section 12.
  - (b) If there are Ballots in the Auxiliary Compartment that cannot be processed, the Ballot(s) shall be placed in the Special Circumstances envelope and the Designated Election Official shall follow the procedures in Section 17.
  - (c) Record the total number of Ballots cast on the Continuous Ballot Count form as displayed on the Vote Tabulator.
  - (d) Ensure that the Zero Report and any Status Tapes remain affixed to the printer of the Vote Tabulator.
  - (e) Using the security key provided, select POWER DOWN on the Vote Tabulator and unplug the Vote Tabulator.
  - (f) Place a seal over the feeder slot of the Vote Tabulator.
  - (g) Remove the Vote Tabulator from the Tabulator Stand/Ballot Box and place the Vote Tabulator in the carrying case or box provided.
  - (h) Remove all voted Ballots from the Tabulator Stand/Ballot Box and place them in one or more Ballot Transfer Containers marked with the date, Vote Centre, and Vote Tabulator Identification, and seal the Ballot Transfer Container(s) to ensure that they cannot be re-opened without breaking the seal(s).
  - (i) Personally deliver the Transfer Container(s), Vote Tabulators and blank Ballots to a location designated by the Returning Officer.

#### **14. Procedure for Closing Vote Centre – Voting Day**

- 14.1 After the close of voting on Voting Day, the Designated Election Official shall:
- (a) Check the Auxiliary Compartment for any Ballots to ensure all Ballots have been processed by Vote Tabulator.
  - (b) If there are any Ballots stored in the Auxiliary Compartment they shall be processed in accordance with Section 12 of these Procedures. The procedures in Sections 14.1(c) to 14.1(h) shall only be completed when there are no more Ballots in the Auxiliary Compartment to be processed.
  - (c) Remove the Special Circumstances Envelope, if any, from the Auxiliary Compartment in accordance with the Procedure outlined in Section 17. If there are any Ballots in a Special Circumstances Envelope, the procedures in Sections 14.1(d) and 14.1(e) shall not be completed at the Vote Centre.
  - (d) Using the security key provided, select CLOSE POLL on the Vote Tabulator.
  - (e) Print two copies of the Results Tape from the Vote Tabulator indicating the votes cast for each Candidate and:

- i. Place the first copy of the Results Tape that includes the Zero Report printout in the designated envelope.
    - ii. Post the second copy of the Results Tape in the Vote Centre;
  - (f) Ensure all Cancelled and Declined Ballots are sealed in the designated envelopes, and placed into the designated Supply Carrier.
  - (g) Remove the Vote Tabulator from the Tabulator Stand/Ballot Box and place the Vote Tabulator in the carrying case or box provided.
  - (h) Remove the voted Ballots from the Tabulator Stand/Ballot Box and place them in one or more Ballot Transfer Containers.
    - i. Seal the Ballot Transfer Containers.
    - ii. Ensure that the Ballot Transfer Containers are marked with the date, Vote Centre, and Vote Tabulator Identification.
- 14.2 The Designated Election Official shall place all other election supplies in the Supply Carrier and seal it with the seal provided to ensure it cannot be re-opened without breaking the seal.
- 14.3 The Designated Election Official shall personally deliver the Vote Tabulator, the envelope containing the Results Tape, the sealed Ballot Transfer Container(s) and sealed Supply Carrier immediately to the location and person designated by the Returning Officer.

## **15. Vote Tabulator – Malfunction Procedures**

- 15.1 If a Vote Tabulator at a Vote Centre fails to operate:
  - (a) The Designated Election Official shall allow voting to continue by directing Voters to another Vote Tabulator at the same Vote Centre, or by inserting a marked Ballot from the Secrecy Folder, with the initials of the Designated Election Official face down, directly into the Auxiliary Compartment in full view of the Voter.
  - (b) Once the Vote Tabulator becomes operational the Designated Election Official shall insert the Ballots stored in the Auxiliary Compartment, if any, into the Vote Tabulator in accordance with Section 12 of these Procedures.
  - (c) The Designated Election Official shall seal the Auxiliary Compartment with tape provided for that purpose when it is not in use.
- 15.2 At a Vote Centre on Voting Day, if the tabulation of the votes cannot be completed because the Vote Tabulator is not operating or cannot be made to operate within a reasonable time following the close of the voting, the Designated Election Official shall:
  - (a) Notify the Returning Officer or designate for further instructions.
  - (b) Remove and place any Ballots from the Auxiliary Compartment in the Auxiliary Compartment Ballots envelope and seal the envelope.
  - (c) Place all Cancelled and Declined Ballots in the appropriate envelopes, seal the envelopes and place the envelopes in a Ballot Transfer Container.

- (d) Advise all Candidates and/or Scrutineers present in the Vote Centre that:
    - i. The Returning Officer will designate a time and a place for the tabulation of the ballots, and notify the Candidates of that date and place; or,
    - ii. The Ballots may be tabulated by the Returning Officer at the designated location immediately after they are received from the Vote Centre.
  - (e) Candidates, or one Scrutineer, are permitted to be present when the ballots are tabulated.
  - (f) At the designated location, and in the presence of all Candidates and/or Scrutineers, the Returning Officer shall remove the Memory Cards from the inoperable Vote Tabulator, insert the Memory Cards into a back-up Vote Tabulator and feed the Ballots from the Auxiliary Compartment Ballots envelope into the back-up Vote Tabulator in accordance with Section 12 of these Procedures.
  - (g) The Returning Officer shall follow the procedure to close the Vote Tabulator as outlined in Section 14.
- 15.3 If the Designated Election Official is unable to complete the tabulation of the votes because a Memory Card has malfunctioned, the Designated Election Official shall:
- (a) Notify the Returning Officer or designate for further instructions.
  - (b) Once replacement Memory Cards have been provided, insert the Memory Cards into the Vote Tabulator.
  - (c) Follow the procedures set out in Section 9 to ensure that the totals on the replacement Memory Cards are zero for all Candidates.
  - (d) Remove all Ballots from the Tabulator Stand/Ballot Box and feed the Ballots into the Vote Tabulator following the voting instructions outlined in Section 12.
  - (e) If the Vote Tabulator rejects a Ballot that has been retrieved from the Tabulator Stand/Ballot Box for any reason other than the Ballot is Ambiguous or Misread, the Designated Election Official shall, using the Vote Tabulator "CAST" button cause the Vote Tabulator to accept the Ballot.
  - (f) If the Vote Tabulator rejects a Ballot that has been retrieved from the Tabulator Stand/Ballot Box because of an Ambiguous Mark or Misread, the Designated Election Official shall place the Ballots in the Special Circumstances envelope and follow the procedures in Section 17.
- 15.4 If the Designated Election Official is unable to print the results from the Vote Tabulator they shall:
- (a) Remove and reinstall the report tape ensuring it is installed properly;
  - (b) Wait for the "Make sure paper is loaded and everything is OK" message to be displayed;
  - (c) Press the "OK" button; and

- (d) If the problem still exists, contact the Designated Election Official, or the Returning Officer immediately for further instructions.
- 15.5 If the Designated Election Official experiences other technical issues related to the Vote Tabulator in producing results, they shall immediately contact the Returning Officer or designate for further instructions.

## **16. Vote Centres**

- 16.1 The Returning Officer will establish one or more Vote Centres for the 2022 Municipal Elections. The Returning Officer will determine the days and hours during the Voting Period during which Vote Centres will be open, except that all Vote Centres shall be open on Voting Day from 10:00 a.m. to 8:00 p.m.
- 16.2 As may be required, a Vote Centre is a voting place within the meaning of Section 46 of the Act.
- 16.3 Voters' can obtain support at Vote Centres with the following election activities:
- (a) Amending the Voters' List (including any additions, amendments or deletions);
  - (b) Obtaining a Voter Information Package and/or Voting PIN;
  - (c) Accessing the Voting Site and using the Internet Voting System; and/or
  - (d) Voting by Vote Tabulator according to these Procedures or by Internet Voting according to the Internet Voting Procedures.
- 16.4 The Returning Officer shall appoint Designated Election Officials to provide the assistance referred to in Paragraph 15.3, each of whom shall be required by written oath or affirmation to maintain and aid in maintaining the secrecy of the vote. An oath or affirmation may be oral or written as determined by the Returning Officer.
- 16.5 A Voter can choose to have one person, who is not a Designated Election Official, provide them any support that the Voter may require at a Vote Centre. Each person so selected will be required to take any oath or affirmation established by the Returning Officer for this purpose. An oath or affirmation may be oral or written as determined by the Returning Officer. A Candidate or Scrutineer is not permitted to provide a Voter any support or assistance in any circumstances.
- 16.6 No campaigning or any campaign material is permitted at any Vote Centre. For the purpose of this paragraph, Vote Centre includes the entire property on which the Vote Centre is situated, including on or in any structure on the property, and the public land (such as parks, sidewalks, boulevards and highways) immediately adjacent to the property. Campaigning means any activity (other than Voting) by a Candidate (including any person under direction of a Candidate), or Third-party Advertiser (including any person under direction of a Third-party Advertiser). Campaign material includes, but is not limited to: (a) campaign signs; (b) campaign decals or signs placed anywhere that is visible on a vehicle; (c) brochures; (d) buttons; and, (e) clothing that is the colour associated with a particular Candidate as evidenced by any other campaign material as determined by the Returning Officer or a Designated Election Official.

## 17. Special Circumstances Envelope

- 17.1 The Returning Officer will determine the time and place for the review of any Ballots in a Special Circumstances Envelope, and shall notify the affected Candidates who may be present at the time of examination so long as they can attest that they are unaware of the identity of the person(s) who marked the affected Ballot(s).
- 17.2 If there are any Ballots in a Special Circumstances Envelope, the Designated Election Official shall:
  - (a) Ensure that all Candidates and or Scrutineers present in the Vote Centre have been advised that the Ballot(s) in the Special Circumstances Envelope will be examined by the Returning Officer, normally within 24 hours of the close of the voting.
  - (b) Remove the Special Circumstances Envelope from the Auxiliary Compartment, seal the envelope, and request that any Candidates and/or Scrutineers present sign the envelope;
  - (c) The Designated Election Official shall place the Special Circumstances Envelope in the container used to transport the Vote Tabulator, so that it rests on the Vote Tabulator itself;
  - (d) Place any Ballots that have been tabulated in one or more Ballot Transfer Containers, along with any Cancelled or Declined Ballot envelopes, seal the Ballot Transfer Containers so that they cannot be reopened without breaking the seal; and,
  - (e) Deliver the Tabulator and Ballot Transfer Containers to the location designated by the Returning Officer.
- 17.3 At the designated location and time, the Returning Officer shall remove all Ballots from the Special Circumstance Envelope and determine if the Ballots have valid votes or are a Rejected Ballot.
- 17.4 The determination of valid votes by the Returning Officer shall be conducted in the following manner:
  - (a) In full view of any Candidates or Scrutineers present, the Returning Officer shall determine valid votes on a Ballot, having regards to marks made within the Designated Voting Spaces;
  - (b) Upon completion of the review of the Ballots, the Ballots shall be returned to the Special Circumstance Envelopes, sealed and placed with the Ballot Transfer Container.
- 17.5 The number of valid votes as determined by the Returning Officer in accordance with this Section 17 will be added to the unofficial results.
- 17.6 The total number of Rejected Ballots shall be reported by the Returning Officer.

## 18. Special Voting Location and Unofficial Results

- 18.1 Ballots cast at a Special Voting Location will be tabulated on Voting Day at a time and location determined by the Returning Officer.
- 18.2 The Returning Officer will provide notice to all Candidates of the time and place where Ballots cast at a Special Voting Location will be tabulated. Candidates or one

Scrutineer for each Candidate may be present during the tabulation of the unofficial results. The Returning Officer may require Candidates to pre-register themselves or their Scrutineer before attending the tabulation.

- 18.3 The results of all Ballots cast at a Special Voting Location will be tabulated in accordance with the procedures in Section 14 with necessary modifications.

## **19. Unofficial Results and Official Results Reporting**

- 19.1 Tabulated votes from Internet Voting and Vote Tabulators will be compiled in the City's Results Tally System commencing at the close of voting on Voting Day by uploading the results stored on Memory Cards from every Vote Tabulator, at a location designated by the Returning Officer.
- 19.2 Results from Internet Voting conducted in accordance with Internet Voting Procedures will be combined with the results from the votes cast using Tabulators in the City's Results Tally System.
- 19.3 The Returning Officer will review, validate and publish unofficial vote results from the City's Results Tally System to the City's website. Web streamed unofficial vote results will be displayed at a public venue determined by the Returning Officer and communicated to the public and Candidates.
- 19.4 Official vote results will be made available to the public and Candidates by the Returning Officer in accordance with the provisions of the Act.
- 19.5 In respect to the Offices of Conseil Scolaire Viamonde and Conseil Scolaire Catholique MonAvenir, the Returning Officer shall provide the unofficial results from voting in the City to the Clerk of the City of Vaughan who is responsible for tabulating and certifying all voting results for those offices from all eligible French Voters in York Region.

## **20. Recounts**

- 20.1 If a recount is held, the recount shall be held in accordance with these Procedures subject to the necessary modifications acknowledging that the tabulation of votes will occur at a single location and in the absence of Voters. The votes shall be counted in the same manner as the original count, using Vote Tabulators.
- 20.2 If a recount is held, those persons present at the recount are not entitled to examine each ballot before it's inserted into a Vote Tabulator.

## **21. Candidates and Scrutineers**

- 21.1 Candidates may appoint Scrutineers, in writing, to represent them at a Vote Centre or Special Voting Location.
- 21.2 While in a Vote Centre a Candidate is deemed to be a Scrutineer unless he or she is in the Voting Location to vote as an Eligible Voter.
- 21.3 A maximum of one Scrutineer will be allowed for each Vote Tabulator at a Vote Centre.
- 21.4 In accordance with Section 47(4)(b) of the Act, a Scrutineer is entitled to enter a Vote Centre 15 minutes before opening and to inspect the Ballots and all other

paper, forms and documents relating to the Vote (but not so as to delay the timely opening of the voting place).

- 21.5 A Scrutineer who is present is entitled to:
- (a) Witness those things referred to in Sections 9, 10, 13 and 14 of the Procedures; and,
  - (b) To sign the Zero Report referred to in Section 9.7.
- 21.6 The Act does not provide that a Scrutineer is entitled to examine the Voters' List after the Vote Centre is open, nor to receive a list of Voters who have voted on Voting Day.
- 21.7 A Scrutineer is not permitted to be anywhere near any Vote Tabulator when a Voters' Ballot is being processed.
- 21.8 Candidates and Scrutineers may request, from time to time, to be advised of the number of Ballots processed by the Vote Tabulator.
- 21.9 A Scrutineer must comply with any other procedures, complete any form and take any oath or affirmation as required by the Clerk.

## **22. No Voting Proxy**

- 22.1 In accordance with Subsection 42(5) of the Act, the provisions of Section 44 of the Act, Appointment of Voting Proxy, shall not apply to the 2022 Municipal Elections.
- 22.2 Notwithstanding the generality of paragraph 20.1, and for greater certainty, no voting proxy shall be issued for the 2022 Municipal Elections which is being conducted by both vote counting equipment, namely Vote Tabulators, and alternative voting methods, namely Internet Voting.

## **23. Accessible Voting**

- 23.1 In accordance with the Act, the Returning Officer will have regard to the needs of Voters with disabilities.
- 23.2 Any Designated Election Official who has taken an oath or affirmation of secrecy from the Returning Officer may assist a Voter in any manner if he or she is unable to attend to a Voting Screen independently.
- 23.3 A Voter may request assistance from a friend to mark a ballot properly, provided they have taken an oath or affirmation of secrecy from the Designated Election Official.

## **24. Voters' List**

- 24.1 The Voters' List for the 2022 Municipal Elections shall be an electronic only list accessible to Designated Election Officials on any internet enabled device.
- 24.2 Consistent with the requirements of Section 55(1)(b) of the Act, following the close of voting on Voting Day, the Voters' List (including the list of Voters having voted) is deemed to be sealed in the Ballot Box and may only be accessed by the Returning Officer in accordance with the requirements of Section 55(5) of the Act.

## 25. Retention of Documents and Materials

- 25.1 The Returning Officer shall retain the Memory Cards, Test Materials, Ballots and any other records in the same manner as is provided for in accordance with Section 88 of the Act.

## 26. Secrecy, Offences and Penalties

- 26.1 No person shall obtain or attempt to obtain information about how a Voter intends to vote or has voted.
- 26.2 In accordance with the Act, a person is guilty of an offence and liable, upon conviction, to a financial penalty or imprisonment if they:
- (a) Vote by internet without being entitled to do so;
  - (b) Vote more than once in these 2022 Municipal Elections;
  - (c) Induce or procure a person to vote by internet when that person is not entitled to do so;
  - (d) Provide false or misleading information to a person whom this Act authorizes to obtain information;
  - (e) Without authority, supply their Internet Voting information to anyone for the purpose of allowing them to vote;
  - (f) Take, open or otherwise deal with Internet Voting information without having authority to do so;
  - (g) Attempt to do any of those things referred to in paragraphs (a) to (f);
  - (h) Directly or indirectly,
    - i. offer, give, lend, or promise or agree to give or lend any valuable consideration, in connection with the exercise or non-exercise of an Voter's vote;
    - ii. advance, pay or cause to be paid money intending that it be used to commit an offence referred to in clause (i), or knowing that it will be used to repay money used in that way;
    - iii. give, procure or promise or agree to procure an office or employment in connection with the exercise or non-exercise of a Voter's vote;
    - iv. apply for, accept or agree to accept any valuable consideration or office or employment in connection with the exercise or non-exercise of a Voter's vote.

## 27. Emergency

- 27.1 In accordance with Section 53 of the Act, the Returning Officer may declare an emergency if they are of the opinion that circumstances have arisen that are likely to prevent the elections being conducted in accordance with the principles of the Act.
- 27.2 Upon declaring an emergency, the Returning Officer is authorized to make any arrangements they consider advisable for the conduct of the elections.

- 27.3 The arrangements made by the Returning Officer, if they are consistent with the principles of the Act, prevail over anything in the Act and the regulations made under it.
- 27.4 If made in good faith, the Returning Officer's declaration of emergency and arrangements shall not be reviewed or set aside on account of unreasonableness or supposed unreasonableness.
- 27.5 The emergency continues until the Returning Officer declares that it has ended.

## **28. Mail Tampering – Criminal Offence and Prosecution**

- 28.1 The *Criminal Code of Canada* states that tampering with the mail of an individual is a criminal offence and a person(s) found guilty is liable to a term of imprisonment not exceeding ten (10) years.
- 28.2 In order to ensure the integrity and confidence of the voting process, the Returning Officer will investigate or cause to be investigated all complaints about possible mail tampering as it relates to election-related documents provided to Voters by the Returning Officer.

### **Approval:**

"Signed version on file in the Office of the Clerk"

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Stephen M.A. Huycke  
City Clerk & Returning Officer  
Richmond Hill 2022 Municipal Elections

**Effective Date:** June 1, 2022  
**Version:** 1.0  
**Version Approval Date:** May 30, 2022  
**Original Approval Date:** May 30, 2022

## Appendix “A” Definitions

In these Procedures,

- “2022 Municipal Elections” means, in accordance with requirements of Section 4(1) of the Act, the elections being held in the City on Monday October 24, 2022 to elect Candidates to the various Offices.
- “Act” means the *Municipal Elections Act, 1996*, S.O., 1996, c.32, as amended, and any regulation made thereunder.
- “Ambiguously Marked Ballot” means a Ballot that the Vote Tabulator reports as having one or more marks that are not capable of being detected with certainty and which will not be accepted by the Vote Tabulator.
- “Auxiliary Compartment” means the front compartment of the Tabulator Stand/Ballot Box where marked Ballots are temporarily stored in the event a Vote Tabulator fails to operate.
- “Ballot” means a composite paper Ballot which shows the names of all Candidates for each Office for which the Voter is eligible to vote that will be tabulated using Vote Tabulators.
- “Ballot Box” means the secure container in which voted Ballots are deposited, firstly being the Tabulator Stand, and after the close of the Vote Centre, the Ballot Transfer Container(s). It also includes containers into which voted Ballots are deposited at Vote Centres when Vote Tabulators are not immediately utilized, and any Supply Box or Supply Carriers so designated by the Returning Officer deemed to be an extension of the Ballot Box after the close of a Vote Centre.
- “Ballot Marking Pen” means the pen provided to the Voter by the Designated Election Official for the purposes of marking a Ballot in the Designated Voting Space.
- “Ballot Transfer Container” means a box, or other container designated by the Returning Officer, that can be sealed and used by a Designated Election Official to transfer voted Ballots that have been tabulated by the Vote Tabulator from a Vote Centre to another location or person designated by the Returning Officer. A Ballot Transfer Container that contains voted Ballots is deemed to be part of the Ballot Box.
- “Blank Ballot” means a Ballot without any marks in any of the Designated Voting Spaces.

“Cancelled Ballot”	means a Ballot that a Voter has returned to the Designated Election Official for replacement with a new Blank Ballot.
“Candidate”	means a person who has filed a Nomination Paper that has been certified by the Clerk in accordance with Section 35 of the Act.
“City”	means the Corporation of the City of Richmond Hill.
“City Clerk”	means the person appointed as Clerk of the City under Subsection 228(1) of the <i>Municipal Act, 2001</i> , S.O. 2001, c.25, who is the Returning Officer by virtue of that appointment and responsible for conducting elections pursuant to Section 11 of the Act, or designate.
“Day One”	means the first day of the Tabulator Voting Period, being October 22, 2022.
“Day Two”	means the second day of the Tabulator Voting Period, being October 23, 2022.
“Declined Ballot”	means a Ballot that a Voter returns to the Designated Election Official because the Voter has decided not to vote, and includes a Ballot that a Voter declines to re-mark if the Ballot marked by the Voter cannot be read by the Vote Tabulator. Declined Ballots are not processed by the Vote Tabulator, and are placed in a designated envelope.
“Designated Election Official”	means a person designated by the Returning Officer to assist in the conduct of 2022 Municipal Elections.
“Designated Voting Space”	means the space within the box appearing to the right of a Candidate’s name on a Ballot.
“Election Reporting System”	means the hardware and software used to capture voting results recorded on the Memory Card in a Vote Tabulator which are then combined with the voting results of the other Tabulators to determine the total number of votes cast for each Candidate.
“Election Management Team”	means the Returning Officer, and persons designated by the Returning Officer as Assistant Returning Officers, in charge of ensuring the integrity of the elections and the voting results, as well as guaranteeing the secrecy of the votes.
“Internet Voting”	means an alternative voting method by which a Voter casts his/her Ballot using a secure web-based online voting system.
“Internet Voting Procedures”	means the procedures established by the Returning Officer for the use of Internet Voting.

“Invalid Ballot”	means the message generated by the Vote Tabulator identifying the Ballot cannot be accepted by that particular Vote Tabulator.
“LCD Screen”	means a liquid crystal display screen on a Vote Tabulator which generates Ballot processing and Vote Tabulator operating messages and allows a Designated Election Official to perform administrative tasks.
“Mark”	means a mark made in the Designated Voting Space on a Ballot which is sufficiently dark or complete to allow a Vote Tabulator to determine the Voter’s voting intention.
"Memory Card"	means one or more removable compact flash cards that are sealed in a Vote Tabulator for the purpose of storing a record of all tabulated votes and vote totals.
“Misread Ballot”	means a Ballot that will not be accepted by the Vote Tabulator because essential Ballot identification markings cannot be found or the Ballot is damaged, defective or otherwise unreadable.
“Office”	means an Office to which Candidates are to be elected in the 2022 Municipal Elections, including: <ul style="list-style-type: none"><li>a) Richmond Hill Mayor (one to be elected at-large);</li><li>b) Richmond Hill Regional and Local Councillor (two to be elected at-large);</li><li>c) Richmond Hill Councillors (one to be elected for each of Wards 1 to 6);</li><li>d) York Region District School Board Trustee Wards 1, 2 and 4 (one to be elected by eligible Voters in Wards 1, 2 and 4);</li><li>e) York Region District School Board Trustee Wards 3, 5 and 6 (one to be elected by eligible Voters in Wards 3, 5 and 6);</li><li>f) York Region Catholic District School Board Trustees (two to be elected by all eligible Voters in Richmond Hill);</li><li>g) Conseil Scolaire Viamonde (one to be elected by all eligible Voters in York Region); and</li><li>h) Conseil Scolaire Catholique MonAvenir (one to be elected by all eligible Voters in York Region).</li></ul>

“Over-voted Ballot”	means a Ballot with more Designated Voting Spaces marked for an office than the Voter is entitled to vote for.
“Rejected Ballot”	means a ballot that is not accepted by the Vote Tabulator because it was improperly marked, including: <ul style="list-style-type: none"><li>a) Over-voted Ballot;</li><li>b) A ballot marked so that a Voter could be identified; and</li><li>c) A ballot marked in a location prohibited by legislation (i.e. outside the Designated Voting Space).</li></ul>
“Results Tally System”	means the system that the Internet Voting Provider supplies to the Returning Officer for the purpose of combining voting results from the Internet Voting System and Tabulators to produce unofficial voting results.
“Returning Officer”	means the person appointed under the Act to preside over the 2022 Municipal Elections, who is the City Clerk.
“Scrutineer”	means a Candidate, or any person appointed by a Candidate in accordance with the Act and any rules and procedures established by the Returning Officer, observing any part of the 2022 Municipal Elections, including, but not limited to, the testing of the Internet Voting System and Vote Tabulators, the voting at a Voter Centre or Special Voting Location, and the tabulation of any votes cast. A Candidate is deemed to be a Scrutineer unless he or she is attending a Vote Centre to cast a Ballot.
“Secrecy Folder”	means the folder in which a Ballot is placed so as to conceal the names of the Candidates and the marks made by the Voter upon the face of the Ballot but which exposes the initials of the Designated Election Official(s).
“Security Key”	means a key assigned to each Vote Tabulator which allows a Designated Election Official to perform the Vote Tabulators administrative tasks.
“Special Voting Location”	means a Vote Centre in an institution or retirement facility referred to in Section 45(7) of the Act with reduced voting hours as established by the Returning Officer pursuant to Section 46(3) of the Act.
“Special Circumstances Envelope”	means the envelope designated to hold Ballots from an Auxiliary Compartment that have been set aside

	for examination by the Returning Officer after the close of voting.
“Status Tape”	means the status report printed by the Vote Tabulator when the Vote Tabulator is turned on and includes the identification of the Vote Centre and the total number of Ballots that have been scanned by the Vote Tabulator.
“Supply Carrier”	means the container(s) used by the Designated Election Official for forms or supplies that is sealed after the polls close on Voting Day. The Supply Carrier is deemed to be an extension of the Ballot Box after the close of Voting.
“Tabulator Stand”	means a secure container in which Ballots are deposited by the Vote Tabulator with two (2) separate compartments, the first being a primary compartment for storing voted Ballots tabulated by the Vote Tabulator, and the second being an Auxiliary Compartment. The Tabulator Stand/Ballot Box is deemed to be part of the Ballot Box.
“Tabulator Voting Period”	means the period of time that is part of the Voting Period during which a Voter is able to vote using Vote Tabulators, being October 22, 2022 to Voting Day inclusive.
“Under-Voted Ballot”	means a ballot in which a Voter has either: <ul style="list-style-type: none"><li>(a) voted for one or more Offices but less than the total number of Offices listed on the Ballot;</li><li>(b) voted for less than the number of Candidates permitted to be selected for a particular Office.</li></ul>
“Vote Anywhere”	means a Voter can choose to vote at any one of the twelve designated Vote Centres to cast a ballot.
“Vote Centre”	means a physical location designated by the Returning Officer where a Voter can receive assistance from a Designated Election Official in the use of the Internet Voting System or vote using a Vote Tabulator.
“Vote Tabulator”	means a machine that digitally scans a specified area on a Ballot to read vote(s), store the read vote(s), and tabulate voting results so as to: (a) produce a paper record of the votes cast at a Vote Centre; and (b) facilitate the uploading of voting data to a centralized vote compilation system.
“Voter”	means a person who, as of Voting Day, is: <ul style="list-style-type: none"><li>a) is a Canadian citizen;</li><li>b) is at least 18 years old;</li></ul>

- c) a resident of Richmond Hill or the owner or tenant of land or spouse of such owner or tenant of land; and,
- d) is not otherwise prohibited from voting.

“Voting Day”	means the day on which the final vote is to be taken in the 2022 Municipal Elections (October 24, 2022).
“Voting Period”	means the continuous period of time beginning at 10:00 a.m. on October 18, 2022, and ending at 8:00 p.m. on Voting Day.
“Voting Screen”	means a physical barrier designed to provide privacy to a Voter while they mark their Ballot.
“Voting Subdivision”	means a defined geographical area within the City of Richmond Hill where a Voter resides or is the owner or tenant of land there or the spouse of such owner or tenant of land also known as a poll number.
“Zero Report”	means a report printed by a Vote Tabulator at the start of the Tabulator Voting Period that demonstrates that no votes have being recorded for any Candidate prior to the commencement of Voting.

**Table of Amendments and Revisions**

<b>Version</b>	<b>Version Approval Date</b>	<b>Revisions</b>	<b>Reason</b>
1.0	May 30, 2022	None – Original	