

Corporation of the Municipality of Calvin

Council – Special Meeting Agenda Wednesday, April 27th, 2022, at 7:00 p.m. Electronic Meeting

- 1. CALL TO ORDER
- 2. WRITTEN DISCLOSURE OF PECUNIARY INTEREST/ CONFLICT OF INTERST
- 3. ACTION LETTERS
 - 3.1 2022 Municipal Election
 - 3.1.1 Alternative Voting Method
 - 3.1.2 Use of Municipal Resources
 - 3.1.3 Automatic Recount
 - 3.2 Credit Card

4. CLOSED SESSION

- 4.1 Moving into Closed Session (Resolution)
- 4.2 Pursuant to section 239(2)(b) to deal with a personal matter about an identifiable individual, including municipal employees, section 239(2)(d) labour relations or employee negotiations, section 239(2)(f) for Council to get advice from the Municipality's legal counsel which will be subject to solicitor-client privilege and section 239(2)(i) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization to deal with:
 - 4.2.1 Confidential Negotiations related to the 2022 Municipal Election
 - 4.2.2 Employment Contracts, Employee performance, Employee Wages and Workload management
 - 4.2.3 OILC Guarantee Postponement Agreement
 - 4.2.4 Confidential Workplace Investigation
- 4.3 Moving out of Closed Session (Resolution)
- 5. BUSINESS ARISING FROM CLOSED SESSION
- 6. CONFIRMATORY BYLAW
- 7. ADJOURNMENT

12-40 Thornhill Drive, Dartmouth, NS, B3B 1S1 Phone 1 (888) 481-1156

Peggy Lovelace Election Auditor For Municipality of Calvin 1355 Peddlers Drive, R.R.#2 Mattawa, ON P0H 1V0

April 21, 2022

Re: eVoting Services – Intelivote Systems Inc.

Dear Peggy,

Thanks very much for your interest in Intelivote's evoting services and we hope to be able to provide you with our industry leading service for the Municipality of Calvin 2022 Municipal Election if the opportunity arises. Reflecting on our experience in delivering online voting in both Ontario since 2006 (four election cycles), and in Nova Scotia since 2008 (four election cycles), we are excited to be offering services to all our Ontario clients again. We are pleased to provide you with this overview of our services for electronic voting (Internet and phone) for the Municipality of Calvin as per your request, and hopefully this will assist you with your planning.

Intelivote has assumed that part of your mandate may be to reduce and/or contain election costs and manage administrative efforts associated with the conducting an election. Additionally, in these pandemic times when gathering in groups or attending locations might impact your eligible electors' health and safety, online Internet and telephone voting offers a safe and secure option. Hopefully, these assumptions are accurate.

I have included a detailed breakdown of the services provided in our current minimum eVoting service fee of \$3,000 for municipalities with less than 1,500 eligible electors as well as the additional cost (\$1.35) for Intelivote to manage and coordinate production and distribution of voter instructions using Canada Post, and which includes all postage costs. These instructions are distributed to eligible electors by mail and include the Personal Identification Numbers (PINs) required for voting.

I can assure you that Intelivote continues to offer our industry leading evoting service and the requirements you would have in your request for Internet and telephone voting, can all be addressed using our system and the operational expertise of the Intelivote team.

The printing and distribution of Voter Information Letters and training for your staff on all the modules required for the successful execution of an electronic election, are all included as services we provide. Additionally, our expertise in delivering election services includes assistance in educating your eligible electors using our how-to-vote demonstration videos that can be added to your town's website to ensure everyone has a good idea of how the election will be conducted.

We provide you with an experienced project manager that will assist you during the entire election process from the early planning through to election night results generation. Additionally, our team of IT professionals ensures the security and integrity of the election while maintaining voter secrecy and anonymity, and compliance with accessibility requirements legislated by the province.

All the functions of the modules offered in our service are designed for the various stakeholders, including election officials, auditors, voter help staff, and candidates who enjoy the added value of the Candidate Module for assisting them in getting the vote out.

Please do not hesitate to contact me if you have any questions about the following service description and overview of our complete evoting solution.

Yours truly,

Dean Smith

President and Founder

Electronic Voting (eVoting) - Solution Overview

Intelivote Systems Inc. (ISI) a Canadian owned and operated company is the recognized Canadian leader in the successful implementation of eVoting; electors casting their ballots using the Internet, wireless devices and mobile or land line telephones.

The Intelivote solution even provides a seamless integration of traditional in-person polling station voting and mail-in balloting, with an electronic voting solution which includes telephone and Internet voting. ISI's leadership position comes because of our extensive experience in conducting municipal, union, association, and political leadership elections in a secure and auditable fashion ensuring voter anonymity and ballot privacy.

Intelivote has delivered more eVoting events in Canada than all our competitors combined and in addition to our Canadian elections and events, we have gained international experience and credibility in the successful implementation of both Internet and telephone-based voting applications used to deliver elections in the United States and the United Kingdom.



Intelivote understands that, in addition to other event requirements, event officials' mandate includes containing event

costs, managing administrative time/effort, and providing overall management for the voting event. These requirements are among the key objectives and benefits available through the implementation of eVoting options.

ISI's extensive subject matter expertise in Ontario Municipal Elections, in conjunction with the experience gained from conducting electronic elections, has resulted in a full suite of election system modules that address the needs of both the election officials and voters.

Intelivote does not sell its software; it is provided as a voting service. There is no additional software or hardware for clients to purchase to run a voting event using the Intelivote suite of modules. All the services are provided with our base service and all the modules are Internet enabled; secured by encryption, digital certificates and login IDs and passwords.



Voter anonymity, PIN security and event auditability are paramount in the design and delivery of the eVoting solutions ISI provides. In addition, the ability to import elector information from clients' eligible Elector Lists (MPAC), export updated elector information and perform demographic and statistical analysis on voting activity, further demonstrates the flexibility of our voting solution.

The ability for authorized event officials to review information on aspects of the eVoting event as it progresses (elector participation rates, etc.) provides increased visibility to those voting event metrics that can define a successful electronic voting event.

ISI maintains a hosted data centre environment in Halifax through Bell Canada, which also hosts some of the most sensitive government and financial applications running in Atlantic Canada. The full range of services we deliver, including high-speed high-bandwidth data capability, and scaleable IVR (telephone) port availability, further demonstrates our commitment to our ensuring an event with maximum performance, communications path diversity, application redundancy and high survivability.



ISI's project management capability, coupled with our established processes and procedures is delivered by a team of information systems professionals and electronic voting experts, providing clients with the best in-class Internet and telephone voting solution.

Our experience confirms that several other categories of electors; disabled electors, retirees, shift workers and electors travelling are positively impacted by offering electronic voting. It is clear that eVoting specifically and effectively addresses all their requirements while at the same time offering them a new degree of convenience and secrecy not offered in traditional balloting at a polling location.

Out of region voters, actively deployed military personnel, students away attending school, business travelers, and infirmed voters are all examples of voters who have made use of eVoting in other elections ISI has conducted and form an important portion of most constituencies.

The ability to cast your ballot using the telephone, in addition to the Internet, addresses another important social-economic issue often cited in Internet-only voting solutions. The fact that Internet enabled electors have a more ample opportunity to cast their ballot than those who do not have Internet service, has been defined as a form of "digital divide" between certain groups of voters.

This demographic of electors who for various reasons, either are not comfortable with the technology, or cannot afford the technology (PC) and/or Internet service, are addressed by Intelivote's solution with the use of our telephone enabled voting. Typically, everyone has access to phone service, and this presents an equal opportunity to all electors. In municipal elections and by-elections conducted by Intelivote over the past several years, on average, 15-18% of all electors casting their ballot electronically used a phone to cast their vote, clearly confirming the value of this option.

Intelivote has been proactive in accommodating persons with disabilities facilitating their comfort and participation when using eVoting services. Intelivote's solution is compliant with the guidelines as listed by the W3C technologies website principles which include organization, functionality and readability of information provided, as well as alternative ways of representing information (audio).



As traditional election costs continue to climb and elector participation rates continue to

drop, providing electors with choice in how they cast their ballot offers an opportunity to increase elector participation and selecting Intelivote as the service supplier has significant advantages over our competition.

As noted earlier we are the Canadian leader in delivering eVoting services. We are the only eVoting service organization with Federal Government security clearance for our personnel, system, and our operations location. Intelivote has the most experience in Canadian municipal elections amongst all the suppliers of eVoting services having conducted over 300 municipal elections and by-elections in Canada and we lead the industry in these types of events. A sample of our clients in other important sectors include:

 Ontario Municipal & School Board Elections - 212 Events 	 Nova Scotia Municipal & School Board Elections – 90 Events
 United Steelworkers (USW) - over 30 events 	Public Service Alliance of Canada – (PSAC) - over 40 events
CUPE (numerous locals)	Teamsters (numerous locals)
Unifor (numerous locals)	Teamsters Canada Rail Conference
Elementary Teachers of Toronto – ETT (16 events)	 Toronto Secondary Unit Teachers –TSU (7 Events)
ETFO – Halton, Peel Regions (5 events)	 Canadian Union of Postal Workers – CUPW (National and local events)
 York Catholic Teachers – OECTA (4 events) 	Toronto Elementary Catholic Teachers (6 events)
Saskatchewan Union of Nurses - SUN	Ontario Labour Relations Board
Manitoba Health Authority	Manitoba Labour Board
Public Service Labour Relations Board	 Public School Administrators of NS
 Newfoundland and Labrador Assoc. of Public and Private Employees (NAPE) 	 Nova Scotia Gov. Employees Union - NSGEU - over 30 events
 New Brunswick Union of Public and Private Employees (NBPEA) 	 Professional Association of Foreign Service Officers (PAFSO)
Innovation Credit Union	Nova Scotia Paramedics (IUOE)
Nova Scotia Nurses Union	Telecommunications Workers Union
 Canada Industrial Relations Board (CIRB) – over 30 events 	State of Washington - Public Employment Relations Commission
Alberta Labour Relations Board	Canadian Flight Attendant Union
Nurses Association of NB	Association of Cdn. Financial Officers
IBEW (numerous locals)	Canadian Merchant Services Guild
Customs and Immigration Union (CIU)	ACTRA
Union of BC Performers	Canada Actors Equity Assoc. (CAEA)
 Association of Academic Staff University of Alberta (AASUA) 	Telecommunications Employees Association of Manitoba (TEAM)
Canadian Broadcasting Corporation	Doctors Nova Scotia
 Association of Municipal Clerks and Treasurers of Ontario (AMCTO) 	 Confédération des syndicats nationaux (CSN) – numerous events
 Canadian Aboriginal and First Nations - over 20 events 	Canadian Political Leadership Elections (17)

Intelivote Modules

A series of modules are included in the Intelivote system that ensure all the key stakeholders in the eVoting process are provided with the information they require to perform their tasks in support of the event. These include:

- Auditor Module provides support for an independent third party to formally audit the voting and availability of the system during the eVoting period.
- Ballot Review module provides the opportunity for event officials to review the spelling and audio quality of information appearing on the eVoting ballots prior to the voting event starting.
- Chief Electoral Officer (CEO) module provides an interactive monitoring and reporting capability to review the activity of the electors as the eVoting progresses.
- Voter Help module provides assistance to electors who contact the HelpLine by allowing agents to review and query the status of a member's activity. It is important to note that the agent can never see how a elector has cast their ballot.
- Voter Help Supervisor module provides supervisory administration and management of the Voter HelpLine agents and their activities.
- Enumerator module provides the event officials the opportunity to add eligible electors to the Electors List during a defined enumeration period.
- Deputy Returning Office (DRO) module provides the DRO the capability to manage the electors appearing at a manual polling location by providing a capability to lookup electors, review their status within the eVoting system and strike them off the official list when a paper ballot is issued.
- Candidate module offers candidates the opportunity to review and track elector "attendance" whether they are using electronic voting or manual voting and assists them in "getting the vote out".
- Voter module facilitates electors casting their ballots using either a phone or an Internet enabled device.

The opportunity to provide your electors with the option of electronic voting is an important step in the evolution of democracy and will give electors the convenience of "Choice" in the method of casting their ballot in your eVoting event. Intelivote Systems has the experience and has laid the groundwork to ensure that when this step is taken it will be placed on a firm foundation.

eVoting Services Quote

This quote is based upon our current understanding of your requirement to conduct your municipal election. We have made the following assumptions, please do not hesitate to correct any of these assumptions:

- 1. The estimated number of eligible electors is 620.
- 2. Voting will be enabled by implementation of the eVoting solution, allowing voting over a 7-10 day period.
- 3. Electronic voting will be enabled for voters to cast ballots 24 hours a day over the duration of the eVoting period.
- 4. The Municipality will provide Voter HelpLine service staffed by its employees. Intelivote will provide all required training. Hours of operation will be determined by the Municipality.
- 5. Creation and mail-out of the Personal Identification Numbers and Voter Instruction Letters required for electors to vote will be provided based upon the List of Electors provided by the Municipality.
- 6. Internet and telephone voting is in English and French (if required).

Services Pricing

Pricing ± to be adjusted based on Eligible Electors once the Final List of Electors is produced. Postage costs are based on 2022 Canada Post rates and are subject to postal rate increases.

Intelivote eVoting rate (minimum fee)	Estimated # Eligible Electors	Voter Letter Production & Postage Rate
\$3,000.00	620	\$1.35
	eVoting Costs Summary	
Intelivote eVoting Solution	Electronic voting using the Internet and telephone, provided to the list of eligible electors maintained by the Municipality.	\$3,000
Voter Instruction Letter	Cost of creation, production and supplies for producing and mailing the Voter Instruction Letter. This is based on a single page letter with black & white print. Includes the cost of first class Canada Post postage for the mailout.	\$837
Total		\$3,837

Applicable taxes are additional

#	Base Fee Services Included	Description	Not Included
1	Multiple voting channels	Provides the elector with a choice of voting channel: internet, wireless device, and mobile or land line telephone. Includes the activities associated with the telecommunications setup for electronic voting; appropriate bandwidth; phone ports; website registration etc.	Elector equipment / hardware; equipment and internet connections for the Polling Stations (if required).
2	Election event system setup	This eVoting system is fully configurable, facilitating a wide array of voting configuration options. All activity associated with configuring the event is included in the base service. This includes such activities as: candidate or question assignment; race and candidate name recordings; elector list management; secure ID and password management; configuring and loading races/questions (i.e. type of race, sequence and presentation display).	
3	PIN management	Intelivote Systems will generate the PINs using the eligible elector population to determine the required PIN length and to determine the number of additional PINs required as spares. A unique PIN will be created for each eligible elector based on the file provided by the owner of the list. In addition to the PIN, an eligible elector category is created and finally a file is produced suitable for production of voter instruction letters.	
4	Customization of voter instructions	Creation of the Voter Instruction Letter providing specific instructions on how to successfully use the electronic voting process.	
5	Customized welcome webpage	Generation of a customized webpage working with the client ensuring all legislative issues and association by-laws relating to voter notification are adequately addressed.	
6	Full enumeration capability	Provides the ability to add electors to the official electors list, assign the necessary categorization based on geography or local for example, and issue a PIN for voting purposes.	Equipment or hardware used by the returning officer or clerk. A standard PC with internet access is required.

#	Base Fee Services Included	Description	Not Included
7	Support module for Voter's HelpLine	The Voter HelpLine workers will have secure login access to the Voter HelpLine module. It provides a full set of features designed for agents to provide support to electors who may have questions regarding the event or issues relating to the elector profile, PINs, ward/district assignment, etc.	The Voter HelpLine Centre and the agents who staff it. Telecommunications costs for the HelpLine. Equipment or hardware used by the staff. Standard PCs with internet access are required.
8	Event Official(s) management tools	The Event Officials will have a secure login which will allow for an up-to-the-minute view of critical eVoting data, required for the administration of the election.	Equipment or hardware used by the Event Official, standard PC with internet access is required.
9	Auditor control & management tools	The Auditor will have a secure login capability to audit the various processes as determined by the eVoting event authorities. They will have the capability to observe the voting event as it progresses, monitoring voting activity to the candidate level in a secure mode available only to them.	Equipment or hardware used by the Auditor. A standard PC with internet access is required.
10	Candidate 'Supporter Tracking' capability	Prior to and during the election, candidates will have the ability to identify their lists of supporters using a secure login in the Candidate module. During the voting period the candidate or approved designate can track the participation of supporters online.	Equipment or hardware used by the Candidate. A standard PC with internet access is required.
11	Reporting	A series of reports are available both during and after the election. These include vote results, audit reports, participation rate reports etc.	
12	Training	Training available on the features and use of the Auditor, CEO, Candidate, Enumeration, and Voter HelpLine modules. Training is normally provided via web training.	
13	Account Management	An experienced eVoting consultant, who assists with all aspects of the event and who is the single point-of-contact for the client.	

THE CORPORATION OF THE MUNICIPALITY OF CALVIN

BYLAW NUMBER 2022-031

BEING A BYLAW TO AUTHORIZE THE USE OF ALTERNATIVE VOTING METHODS IN THE 2022 MUNICIPALITY OF CALVIN SCHOOL BOARD AND MUNICIPAL ELECTIONS

Legal Authority

Scope of Powers

Section 8(1) of the *Municipal Act*, 2001, S.O. 2001, c.25, ("*Municipal Act*") as amended, provides that the powers of a municipality shall be interpreted broadly so as to confer broad authority on municipalities to enable them to govern their affairs as they consider appropriate, and to enhance their ability to respond to municipal issues.

Powers of a Natural Person

Section 9 of the *Municipal Act* provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act.

Powers Exercised by Council

Section 5 (1) of the *Municipal Act* provides that the powers of a municipality shall be exercised by its Council

Powers Exercised by By-law

Section 5(3) of the *Municipal Act* provides that a municipal power, including a municipality's capacity, rights, powers and privileges under section 9, shall be exercised by bylaw unless the municipality is specifically authorized to do otherwise.

Elections

Section 42 of the *Municipal Elections Act*, S.O. 1996, provides that a municipal council may pass bylaws authorizing the use of voting and vote-counting equipment and electors to use an alternative voting method that does not require electors to attend at a voting place to vote.

Section 11 of the *Municipal Elections Act* provides that it is the responsibility of the clerk of the municipality to conduct elections including but not limited to preparing for the election and maintaining peace and order in connection with the election.

Preamble

Council of the Corporation of the Municipality of Calvin

Decision

Council of the Corporation of the Municipality of Calvin decides it in the best interest of the Corporation to authorize the Clerk to use Telephone and Internet Voting for the 2022 School Board and Municipal Election.

Direction

NOW THEREFORE the Council of the Corporation of the Municipality of Calvin directs as follows:

- 1. That the use of electronic voting by Internet and Telephone as alternative voting methods is hereby authorized for the school board and municipal election to be held in 2022 pursuant to the provisions of the *Municipal Elections Act*.
- That the Municipal Clerk/Returning Officer responsible for the election shall establish
 procedures and required forms for the alternative voting methods and electronic vote
 counting equipment in accordance with Section 42 (3) of the Municipal Elections Act.
- That the counting of ballots by electronic method that is in keeping with the voting method is authorized.
- 4. That the Municipal Clerk/Returning Officer is authorized to enter into agreements with selected vendors necessary for the election.
- 5. That this Bylaw shall come into force and effect on the date it is passed.

Mayor	Clerk



Corporation of the Municipality of Calvin Council Resolution

Date : April 27, 2022				
Resolution Number:	Click or tap her	e to enter text.		
Moved By:	Choose a name.			
Seconded By:	Choose a name.			
Now Therefore Be it Ri	Now Therefore Be it Resolved That:			
"By-Law #2022-031 being a By-Law to authorize the use of alternative voting methods in the 2022 Municipality of Calvin school board and municipal elections be read and adopted"				
Result Options.				
Recorded Vote:				
Member of Council		<u>In Favour</u>	Opposed	
Mayor Pennell Councillor Brooker Councillor Castelijn Councillor Cross Councillor Shippam				



Corporation of the Municipality of Calvin Council Resolution

Date : April 27, 2022				
Resolution Number:	Click or tap he	re to enter text.		
Moved By:	Choose a name.			
Seconded By:	Choose a name.			
Now Therefore Be it Resolved That: "Council for the Corporation of the Municipality of Calvin prohibits Candidates and members of Council running in the 2022 Municipal Election from using Municipal Resources, financial, human, or otherwise, for any election-related purposes."				
Result Options.				
Recorded Vote:				
Member of Council		<u>In Favour</u>	<u>Opposed</u>	
Mayor Pennell Councillor Brooker Councillor Castelijn Councillor Cross Councillor Shippam				



Corporation of the Municipality of Calvin Council Resolution

Date : April 27, 2022	2			
Resolution Number:	Click or tap here	e to enter text.		
Moved By:	Choose a name.			
Seconded By:	Choose a name.			
Now Therefore Be IT Resolved That: "Council for the Corporation of the Municipality of Calvin will not set out an automatic recount for the 2022 Municipal Election."				
Result Options.				
Recorded Vote:				
Member of Council	<u>l</u>	n Favour	<u>Opposed</u>	
Mayor Pennell Councillor Brooker Councillor Castelijn Councillor Cross Councillor Shippam	[[[[