




# TELEPHONE AND INTERNET VOTING ELECTION PROCEDURES FOR THE 2022 MUNICIPAL ELECTION

Approved by the Clerk/Returning Officer of the  
Township of North Huron

In accordance with the *Municipal Elections Act, S.O. 1996, c.32*, as amended and as Clerk/Returning Officer of the Township of North Huron for the municipal elections, I do hereby certify the following procedures for conducting the 2022 municipal election and also certify the forms attached (or similar versions, either paper or electronic) as being those permitted to be used during the election process.

This policy will be amended as required, for the purposes of the 2022 municipal election, and any amendments will be underlined and will state the date of the amendment.

April 22, 2022  
Date

  
Carson Lamb, Clerk/Returning Officer

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## DEFINITIONS AND ABBREVIATIONS

1. **Act:** Means the *Municipal Elections Act, 1996*, S.O. 1996, C. 32, as amended.
2. **Advance Voting Period:** Means the time during the Voting Period in which eligible electors may cast ballots before Voting Day in an election.
3. **Auditor:** Means the person appointed by the Clerk who performs the prescribed combination of processes and procedures (audit duties) designed to validate a range of activities and/or functions of the Voting System.
4. **Ballot:** Means an image on an internet-enabled device of a ballot for an election to be voted for, including all choices available to the electors and containing spaces in which the electors mark their votes, or when voting using a telephone or wireless phone, an audio set of instructions which describe all choices available to the electors and instruction to mark their selection by depressing the numbered touchtone keypad.
5. **Candidate:** Means a person who has submitted their nomination under Section 33 of the *Municipal Elections Act, 1996*.
6. **Certified Candidate:** Means a candidate whose nomination has been certified by the Clerk under Section 35 of the *Municipal Elections Act, 1996*.
7. **Clerk:** Means the Clerk of the Township who is responsible for conducting the election under the authority of the *Municipal Elections Act, 1996*, as amended. All references to the Clerk for the purposes of this manual shall mean the Clerk for the Township of North Huron, and shall also be the Returning Officer for the 2022 Municipal Election. All references to the Clerk's Designate shall mean the delegated duties of the Returning Officer.
8. **Corporation:** Means a firm that meets certain legal requirements to be recognized as having a legal existence, as an entity separate and distinct from its owners. Corporations are owned by their stockholders (shareholders) who share in profits and losses generated through the firm's operations. A legal entity has legal capacity to enter into agreements or contracts, assume obligations, incur and pay debts, sue and be sued in its own right, and to be held responsible for its actions.  
  
A Corporation may include a numbered company, a co-op, an incorporated company, an association, a partnership, a proprietorship (excludes sole-proprietorship as it's not a legal entity), trust, etc. A legal entity cannot vote, only an individual (a person) can vote.

### What is a Sole Proprietorship?

Income and losses are taxed on the individual's personal income tax return. The sole proprietorship is the simplest business form under which one can operate a business. The sole

proprietorship is not a legal entity. It simply refers to a person who owns the business and is personally responsible for its debts.

What is a Co-op?

A business or organization that is owned and operated by the people who work there or the people who use its services.

9. **Deputy Returning Officer:** Subsection 15(2), (3), (4) of the *Municipal Elections Act*, 1996: The Clerk of the Township of North Huron may delegate authority to a Deputy Returning Officer. (**Form T107**)
10. **Election Campaign Advertisement:** Means an advertisement in any broadcast, print, electronic or other medium that has the purpose of promoting or supporting the election of a Candidate.
11. **Election Official:** Means the Clerk or other person(s) appointed in writing by the Clerk to carry out election duties under the *Municipal Elections Act*, 1996. An Election Official can only carry out those tasks and duties as assigned in writing by the Clerk, and must take the prescribed oath (**Form T107**).
12. **Elector:** Means an individual eligible to vote in an election for The Township.
13. **Friend:** A person who has been requested by an elector to assist him or her in the voting process in accordance with the *Municipal Elections Act*, 1996.
14. **Interim List of Changes:** Means, for a regular election, the list of changes made to the Voters' List between the time that the Voters' List was originally published and September 15th in the year of the election.
15. **Interpreter:** Means a person who has been requested by a non-English speaking elector to assist him or her in the voting process.
16. **Lame Duck:** Means the certain periods of time within an election year when there could be restrictions on Council's powers (Municipal Act, Section 275). A Council is considered to be a Lame Duck Council when: (a) before Voting Day it is determined that the new Council will include less than three-quarters of the members of the outgoing Council before Voting Day, or (b) it is determined on Voting Day after the results are known that the new Council is composed of less than three quarters of the members of the outgoing Council.
17. **Municipal Office:** Means the Township of North Huron Municipal Office located at 274 Josephine Street, Wingham, ON N0G 2W0.

18. **The Municipality/The Township:** Means the Corporation of the Township of North Huron, Ontario.
19. **Owner or Tenant:** In relation to an election, means a person who is the owner or tenant shown on the assessment roll of land assessed under the Assessment Act and a non-residential tenant of land assessed under the Assessment Act, whether or not the tenant is shown on the assessment roll, but does not include an owner or tenant of land who is entitled to use the land under a time share contract unless the person is entitled to use the land,
- (a) on Voting Day, or
  - (b) for a period of six weeks or more during the calendar year in which Voting Day of the election is held
- Tenant includes an occupant and a person in possession other than the owner or the spouse of such owner or tenant.
20. **Password:** Means an additional access control word assigned by Simply Voting to each authorized user (ie. Clerk, Election Official) to provide additional security access to the voting system.
21. **Personal Identification Number or PIN:** Means a unique multiple digit number assigned to each elector to provide security for access to the voting system.
22. **Preliminary List of Electors:** Means a list of eligible electors compiled by the Municipal Property Assessment Corporation (MPAC) for an election in The Municipality.
23. **Proof of Identification:** Proof of identity and residence as prescribed in O. Reg. 304/13.
24. **Registered Third Party (Third Party Advertiser):** Means an individual who is normally resident in Ontario, a corporation that carries on business in Ontario or a trade union that holds bargaining rights for employees in Ontario, and who's Notice of Registration for Third Party Advertiser has been certified by the Clerk under section 88.6 of the *Municipal Elections Act, 1996*.
25. **Restricted Period for Third Party Advertisements:** Begins on the earliest day that an individual, corporation or trade union is permitted to file a notice of registration as a registered third party and ends at the close of voting on Voting Day.
26. **Revision Centre:** Means the locations and times designated by the Clerk where members of the public can apply to make additions, deletions and corrections to the list of electors.
27. **Scrutineer:** Means an individual, appointed in writing by a certified candidate, to represent him or her during the voting process.
28. **Third Party Advertisement:** Means an advertisement in any broadcast, print, electronic or other medium that has the purpose of promoting, supporting or opposing a candidate, or a "yes" or

“no” answer to a question on the ballot, but does not include an advertisement by or under the direction of a candidate, or an advertisement that incurs no expenses in relation to the advertisement, or an advertisement that is transmitted to employees, shareholders, or directors of the registered third party.

29. **Trade Union:** Means a trade union as defined in the *Labour Relations Act*, 1995 or the Canada Labour Code (Canada) and includes a central, regional or district labour council in Ontario.
30. **Voter Help Centre/Help Centre:** Means a location designated by the Clerk where individuals may be added to the Voters’ List or receive assistance or clarification on the election process, as well as receive access to a telephone and/or kiosk to accommodate voting during the voting period. The ability to vote at the Help Centre will be limited to hours designated by the Clerk.
31. **Voter Information Letter:** Means a letter containing a PIN, a telephone number and an internet address for voting, a telephone number for assistance and a list of candidates for the office; mailed directly to an elector's address or provided by Election Officials to persons who have completed an application for inclusion on the Voters’ List, that provides information necessary for the elector to exercise their right to vote.
32. **Voters’ List:** Means the Preliminary List of Electors, as corrected by the Clerk, under the provisions of Section 22 of the *Municipal Elections Act*, 1996.
33. **Voting Day:** Means the final day on which ballots may be cast in an election in The Municipality.
34. **Voting Kiosk:** Means a physical internet-enabled device at a Voter Help Centre which is specifically configured to permit electors to cast a ballot on the Voting System during an election.
35. **Voting Period:** Means the time during which electors may cast ballots using the Voting System provided in an election, and includes both the Advanced Voting Period and Voting Day.
36. **Voting System:** Means the platform(s) chosen by The Municipality to provide electors with a means of casting their ballot in an election.

## AUTHORITY

On Monday, March 1, 2021, the Council of the Township of North Huron adopted By-law No. 16-2021 authorizing the use of an alternative voting method, that being the Telephone/Internet Voting method.

Section 42 (3) of the *Municipal Elections Act*, 1996, states as follows:

- (3) *The clerk shall,*  
(a) *establish procedures and forms for the use of,*

- (i) any voting and vote-counting equipment authorized by by-law, and*
- (ii) any alternative voting method authorized by by-law; and*
- (b) provide a copy of the procedures and forms to each candidate.*

In addition, the Corporation of the Township of North Huron has entered into an agreement with Simply Voting Inc. for the provision of telephone and internet voting services for the 2022 Municipal and School Board elections.

Section 11(2) of the *Municipal Elections Act, 1996*, states that the clerk of a local municipality is responsible for conducting elections within that municipality, which includes responsibility for:

- (a) preparing for the election;*
- (b) preparing for and conducting a recount in the election;*
- (c) maintaining peace and order in connection with the election; and*
- (d) in a regular election, preparing and submitting the report described in subsection 12.1 (2).*

With respect to the duties and authority of a municipal clerk, Section 12(1) of the *Municipal Elections Act, 1996*, further states as follows:

- 12. (1) A clerk who is responsible for conducting an election may provide for any matter or procedure that,*
  - (a) is not otherwise provided for in an Act or regulation; and*
  - (b) in the clerk's opinion, is necessary or desirable for conducting the election.*

The power conferred by Section 12 (1) includes the power to establish forms, including forms of oaths and statutory declarations, and the power to require their use. It also includes the power to require a person, as a condition of doing anything or having an election official do anything under the Act, to furnish proof that is satisfactory to the election official of the person's identity or qualifications or of any other matter.

With respect to the duties and authority of a municipal clerk, the *Municipal Elections Act, 1996*, further states as follows:

Section 13 of the *Municipal Elections Act, 1996*, further states as follows:

- (1) Any notice or other information that this Act requires the clerk to give shall be given in a form and manner and at a time that the clerk considers adequate to give reasonable notice or to convey the information, as the case may be. 1996, c. 32, Sched., s. 13 (1).*
- (2) The clerk shall provide electors, candidates and persons who are eligible to be electors with information to enable them to exercise their rights under this Act.*

Section 42(4)2. Also states that the procedures and forms established by the Clerk, if they are consistent with the principles of this Act, prevail over anything in this Act and the regulations made under it.

*The Municipal Elections Act, 1996*, Section 53, also provides that the clerk may declare an emergency if they are of the opinion that circumstances have arisen that are likely to prevent the election from being conducted in accordance with the Act and provides the authority to the clerk to make arrangements for the proper conduct of the election. Any arrangements made by the clerk, if they are consistent with the

principles of the *Municipal Elections Act, 1996*, prevail over anything in the Act and the regulations and all such arrangements, if made in good faith, shall not be reviewed or set aside on account of unreasonableness or supposed unreasonableness.

Any unforeseen cases not dealt with in these procedures will be recorded, action taken, and reflected in an addendum signed by the Clerk, to these procedures and circulated to all candidates and third-party advertisers, as applicable.

## APPLICATION

These procedures apply to the 2022 Municipal and School Board Elections in the Township of North Huron including any contests for which the Township collects a vote on behalf of another Returning Officer for which the election spans municipal boundaries (e.g. French School Board contest).

The procedures and forms established by this document prevail over anything in the Act and its regulations, provided that they are consistent with the principles of the Act as per Subsection 42(4) 2. of the *Municipal Elections Act, 1996*.

Where these procedures do not provide for any matter, the election shall be conducted in a manner that is both practicable and consistent with the principles of the *Municipal Elections Act, 1996*, with the same being determined and established by the Clerk.

These procedures may be amended, as necessary and deemed appropriate, by the Clerk. Any amendment to these procedures shall be signed by the Clerk and a copy of the amendment(s) shall be provided forthwith to all candidates and registered third party advertisers, as applicable.

The Clerk will provide access to these procedures to the Returning Officer of any contests for which the Township collects a vote on behalf of, and request that the procedures are distributed to candidates who register to run for those offices.

## LANGUAGE (SECTION 9)

### **English**

With respect to an election held for offices of a municipal council and an English public or separate school board, notices, forms and other information provided under this Act shall be made available in English only, unless the council of the municipality passes a by-law to authorize the use of:

- a) French, in addition to English, in the prescribed forms; and
- b) French, other languages other than English, or both, in notices, forms (other than prescribed forms) and other information provided under this Act.

### **English and French**

Section 9.1 of the Act requires notices, forms and other information provided under the Act to be made available in both English and French for the election of:

- a) Members of a French-language district school board; or
- b) Members of a school authority that,

- i. has established, operated or maintained a French-language instructional unit within the year before Voting Day, or
- ii. is subject to an agreement, resolution or order under Part XII of the *Education Act* that requires the school authority to establish, operate or maintain a French-language instructional unit.

### Other Languages

A municipal council may pass a by-law to authorize the use of other languages other than English and French in notices, forms (other than the prescribed forms) and other information provided under the Act with respect to the election of the aforementioned members.

## NOMINATIONS

### NOMINATION PAPERS

The giving of notice for nominations shall be on the “Notice of Nomination for Office” **Form LC01** and shall be placed in a local newspaper(s), at least once, between May 2<sup>nd</sup> and August 19<sup>th</sup>, 2022, and continuously posted during the campaign period in the municipal office and on the municipal website.

The “Nomination Paper” **PR Form 1** for the following offices will be available at the Clerk’s Office from May 2, 2022 to Thursday, August 18, 2022 during regular office hours, and between 9:00 am and 2:00 pm on Friday, August 19, 2022 and on the municipal website for the following offices:

Reeve  
Councillor  
School Board Trustee – English Public  
School Board Trustee – English Separate  
School Board Trustee – French Public  
School Board Trustee – French Separate

Nomination papers for school boards must be filed at the appropriate municipal office.

Nominations must be on the prescribed form and are to be filed with the Clerk or his or her designate at the Municipal Office, at 274 Josephine Street, Wingham in the following manner:

- In person or through an agent;
- During regular office hours at the Clerk’s Office from May 2, 2022 to Thursday, August 18, 2022, and between 9:00 am and 2:00 pm on Friday, August 19, 2022 (Nomination Day);
- With the endorsement of nomination for Council, being at least 25 signatures unless the candidate is running for office in a municipality with less than 4000 electors, in which case the candidate is exempt from this provision of O. Reg. 101/97;
- With the prescribed statement of qualifications, signed by the person being nominated;
- With the prescribed nomination fee of \$200.00 for Head of Council and \$100.00 for all other offices – the filing fee shall be paid by cash, certified cheque, money order or by debit machine.
- With proof of identity and residence as prescribed in O. Reg. 304/13; and
- No electronic transmitted nomination paper will be accepted – original signatures are required.

The Clerk will administer the Declaration of Qualifications on the “Nomination Paper” **PR Form 1** and the “Declaration of Qualification – Council” **Form EL18(A)** or the “Declaration of Qualifications – School Board” **Form EL18(B)** oaths to the candidate. The date and time of filing are to be filled in by the Clerk and initialed by the candidate or his/her agent. The Clerk will review the Nomination Paper and the Declaration of Qualifications to determine if the nomination complies with the *Municipal Elections Act*, 1996, and then sign the form.

#### ESTIMATED MAXIMUM CAMPAIGN EXPENSES (SECTION 33.0.1)

The Clerk shall calculate the estimated maximum campaign expenses for each office on the “Estimated Maximum Campaign Expenses - Candidates” **Form LC23** and provide a copy to the candidate or their agent the day that the Nomination Paper is filed in accordance with Section 33.0.1. The Clerk’s calculation is final.

#### ESTIMATED MAXIMUM AMOUNT OF CONTRIBUTIONS TO OWN CAMPAIGN (SECTION 33.0.2)

The Clerk shall calculate the estimated maximum amount of contributions to a candidate’s own campaign for each office on the “Estimated Maximum Amount Of Contributions Own Campaign” **Form LC24** and provide a copy to the candidate or their agent the day that the Nomination Paper is filed in accordance with Section 33.0.1. The Clerk’s calculation is final.

#### ESTIMATED MAXIMUM AMOUNT OF EXPENSES FOR PARTIES, ETC. AFTER VOTING DAY (SECTION 88.20(9))

The Clerk shall calculate the estimated maximum amount of expenses for parties, etc., after Voting Day for each office on the “Estimated Maximum Amount Of Expenses For Parties Etc. After Voting Day - Candidates” **Form LC25** and provide a copy to the candidate or their agent the day that the Nomination Paper is filed in accordance with Section 33.0.1. The Clerk’s calculation is final.

#### NOTICE OF PENALTIES (s.33.1)

The Clerk shall, prior to Voting Day, provide a notice of penalties on the “Notice of Penalties and Corrupt Practices - Candidates” (**Form TI12**) to the candidate or their agent.

#### MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

The candidate may sign the “Notice of Collection/Consent to Release Personal Information” **Form LC02** authorizing the Clerk to release personal information to the public and media.

#### UNOFFICIAL LIST OF CANDIDATES

The Clerk shall provide notice of the unofficial list of candidates by preparing and posting in the municipal office and on the website a “List of Nominations Filed/Unofficial List of Candidates” **Form LC03** which is to be updated as each nomination paper is filed. On or before Monday, August 22, 2022

at 4:00 pm, the Clerk will examine and if satisfied, will formally certify the Nomination Papers which will then be filed.

### NOMINATION DAY – AUGUST 19, 2022 (SECTION 31)

Nomination Papers will be received at the Municipal Office between 9:00 am and 2:00 pm on Nomination Day. The procedure for handling of Nomination Papers on Nomination Day will be the same as above. As soon as practicable after 2:00 pm on Nomination Day, the Clerk shall determine using the Nomination Papers received, whether a lame duck Council exists.

### CERTIFICATION OF NOMINATION PAPERS (SECTION 35)

On or before Monday, August 22, 2022, at 4:00 p.m., the Clerk will do a review of each nomination received to determine qualification and if the nomination complies with the *Municipal Elections Act*, 1996. Once satisfied the candidate is qualified, the Clerk will complete the “Certification by Clerk” section on “Nomination Paper” **PR Form 1**.

### REJECTION OF NOMINATION PAPERS (SECTION 35 (3))

If the Candidate is not qualified to be nominated, or the nomination does not comply with the *Municipal Elections Act*, 1996, the Clerk will reject the Nomination. Notice shall be given, as soon as possible, to:

1. The person who sought to be nominated; and,
2. All candidates for the office.

The Clerk’s decision is final.

Notice will be given by the Clerk on “Notice of Rejection of Nomination” **Form TI13**.

### WITHDRAWAL OF NOMINATION PAPERS (SECTION 36)

Candidates may withdraw their Nomination by filing in person a “Withdrawal of Nomination” **Form EL19** with the Clerk before 2:00 pm on Nomination Day, Friday, August 19, 2022, if the person was nominated on or before Nomination Day; and before 2:00 pm on the Wednesday following Nomination Day (August 24, 2022), if the person was nominated under Section 33(5) –Additional Nominations. The withdrawal shall be noted on the Unofficial List of Candidates.

### OFFICIAL LIST OF CANDIDATES

The final list of Certified Candidates will be posted at the Municipal Office and on the website on Thursday, August 25, 2022 using the “Official List of Certified Candidates” **Form LC05**.

### DECLARATION OF ELECTION (SECTION 40)

If after 4:00 pm on Monday, August 22, 2022 the number of Certified Nominations filed for an office is more than the number of persons to be elected to the office, the Clerk shall declare an election be conducted.

The Clerk shall give the electors notice of:

- a. Under clause 42(1)(b), the manner in which electors may use the alternative voting method;
- b. The dates and times of the voting period; and
- c. The location and hours of operation of the Voting Centers and the Municipal Office.

The form and manner of such notice of election shall be shown in “Sample Voter Information Letter” **Form TI08**.

### **ACCLAMATIONS (SECTION 37(1))**

If after 4:00 pm on Monday, August 22, 2022, the number of Certified Candidates for an office is the same as or less than the number to be elected, the Clerk shall immediately declare the candidate(s) elected by acclamation. The Clerk shall cause to be posted a “Declaration of Acclamation to Office” on **Form EL20**. In this situation, there shall be no election conducted for the position(s).

### **FEWER NUMBER OF NOMINATION PAPERS THAN OFFICES (SECTION 33(5))**

If at 4:00 pm on Monday, August 22, 2022 the number of certified nominations filed for an office is less than the number of persons to be election to the office, additional nominations may be filed between 9:00 am and 2:00 pm on Wednesday, August 24, 2022. The Clerk shall cause to be posted a “Notice of Additional Nominations” **Form LC06** advising that additional Nomination Papers may be filed for that office during the specified time. If at 2:00 pm on Wednesday, August 24, 2022, additional Nomination Papers have been filed, the above procedure to certify or reject Nomination Papers shall be followed.

### **ADDITIONAL NOMINATIONS – MORE THAN NUMBER OF OFFICES REMAINING (SECTION 33 (5))**

If between 9:00 am and 2:00 pm on Wednesday, August 24, 2022 there are more than a sufficient number of certified Nominations to fill the office(s), an election shall be conducted with the names of the persons who have filed a certified Nomination Paper.

### **WITHDRAWAL OF ADDITIONAL NOMINATIONS (SECTION 36)**

Withdrawal of additional nominations must take place prior to 2:00 p.m. on Wednesday, August 24, 2022. Follow the procedure in the Withdrawal of Nomination Paper section above.

### **ADDITIONAL NOMINATIONS – EQUIVALENT TO NUMBER OF OFFICES (SECTION 35(1) AND 37(2))**

If at 4:00 pm on Thursday, August 25, 2022 there is a sufficient number of certified Nomination Papers filed to fill the offices, the Clerk shall cause to be posted a “Declaration of Acclamation to Office – Additional Nominations” on **Form LC07**.

### **INSUFFICIENT NUMBER OF PAPERS FILED TO FORM A QUORUM – MUNICIPAL COUNCIL (SECTION 37(4)(1))**

If the number of Nomination Papers filed is insufficient to form a quorum of the Municipal Council, a by-election shall be held.

## SUFFICIENT NUMBER OF NOMINATION PAPERS FILED TO FORM QUORUM – MUNICIPAL COUNCIL (SECTION 37(4)(2))

If the number of Nomination Papers filed is less than the number of positions for an office of the Municipal Council, but does form a quorum, Section 263 (1) of the Municipal Act, 2001 shall apply.

## DEATH OR INELIGIBILITY OF A CANDIDATE (SECTION 39)

If a Certified Candidate dies or becomes ineligible before the close of voting and:

- The result would be an acclamation for an office; the election to such office is void and a by-election for such office shall be held (Section 65(4) provides that the sixty-day (60) period starts as of the date of death).
- The result would be one less candidate only and no acclamation; the candidate's name shall be omitted from the ballot. If the ballots are already printed, the Clerk shall cause notice of the death to be posted in a conspicuous place in every voting place and the election shall proceed as if the deceased or ineligible candidate has not been nominated.

No votes are to be counted for the candidate who has died or becomes ineligible.

## CANDIDATE NAME PRONUNCIATION

All certified candidates are to provide to the Clerk the proper pronunciation of their name prior to August 26, 2022.

## REFUND OF NOMINATION FILING FEE (SECTION 34)

A candidate is entitled to receive a refund of the nomination filing fee if the documents required under Section 88.25 (1) are filed on or before 2:00 p.m. on the filing date in accordance with that subsection.

## FINAL CALCULATION OF MAXIMUM CAMPAIGN EXPENSES (SECTION 88.20(6))

The Clerk shall, after determining from the number of eligible electors from the Voters' List for each office, calculate the maximum amount of campaign expenses that each candidate may incur for that office and prepare a "Certificate of Maximum Campaign Expenses - Candidates" **Form EL37**. The certificate shall be delivered to each candidate on or before September 26th, 2022. The Clerk's calculation is final and shall be made in accordance with the prescribed formula in Ontario Regulation 101/97.

## FINAL CALCULATION OF MAXIMUM AMOUNT OF CONTRIBUTIONS TO OWN CAMPAIGN (SECTION 88.9.1(4))

The Clerk shall, after determining from the number of eligible electors from the Voters' List for each office, calculate the maximum amount of contributions to own campaign that each candidate may incur for that office and prepare a "Certificate of Maximum Amount of Contributions Own Campaign" **Form EL38**. The certificate shall be delivered to each candidate on or before September 26th, 2022. The

Clerk's calculation is final and shall be made in accordance with the prescribed formula.

## FINAL CALCULATION OF MAXIMUM AMOUNT OF EXPENSES FOR PARTIES, ETC. AFTER VOTING DAY (SECTION 88.20(9))

The Clerk shall, after determining from the number of eligible electors from the Voters' List for each office, calculate the maximum amount of expenses for parties, etc. after Voting Day that each candidate may incur for that office and prepare a "Certificate of Maximum Amount of Expenses for Parties Etc. After Voting Day - Candidates" **Form EL39**. The certificate shall be delivered to each candidate on or before September 26th, 2022. The Clerk's calculation is final and shall be made in accordance with the prescribed formula.

## CANDIDATE CAMPAIGN CONTRIBUTIONS AND EXPENSES

### CAMPAIGN CONTRIBUTIONS:

#### CONTRIBUTIONS TO REGISTERED CANDIDATES (SECTION 88.8 (1) – (5))

A contribution shall not be made to or accepted by a person or an individual acting under the person's direction unless the person is a candidate.

A contribution made to or accepted by a candidate, or to an individual acting under the candidate's direction, shall only be made during the candidate's election campaign period.

Contributions shall only be made by the following:

- An individual who is normally resident in Ontario;
- The candidate and his or her spouse. If the spouse of a candidate is not normally resident in Ontario, a candidate and his or her spouse may make contributions only to the candidate's election campaign.

The following shall not make a contribution:

- A federal political party registered under the *Canada Elections Act* or any federal constituency association or registered candidate at a federal election endorsed by that party.
- A provincial political party, constituency association, registered candidate or leadership contestant registered under the *Election Finances Act*.
- A corporation that carries on business in Ontario;
- A trade union that holds bargaining rights for employees in Ontario;
- The Crown in right of Canada or Ontario, a municipality or local board.

#### ACCEPTANCE OF CONTRIBUTIONS (SECTION 88.8 (6) – (10))

A contribution may be accepted only by a candidate or an individual acting under the direction of the candidate.

A contribution may be accepted only from a person or entity that is entitled to make a contribution.

A contribution of money that exceeds \$25 shall not be contributed in the form of cash and shall be contributed in a manner that associates the contributor's name and account with the payment or by money order signed by the contributor.

The listing of the phone number and email address and/or hyperlink to the candidate's website by the municipality or local board does not constitute a contribution to a candidate.

### **MAXIMUM CONTRIBUTIONS TO CANDIDATES (SECTION 88.9)**

A contributor shall not make contributions exceeding a total of \$1,200 to any one candidate in an election. If a person is a candidate for more than one office, a contributor's total contributions to him or her in respect of all the offices shall not exceed \$1,200.

A contributor shall not make contributions exceeding a total of \$5,000 to two or more candidates for office on the same council or local board.

If the candidate or his/her spouse is contributing to the candidate's own election campaign, then the maximum contributions noted above do not apply.

### **MAXIMUM CONTRIBUTIONS TO A CANDIDATE'S OWN ELECTION CAMPAIGN (SECTION 88.9.1)**

There is a limit on the total amount that a candidate for an office on a council and his or her spouse may collectively contribute to the candidate's own campaign. The contribution limit is calculated based on the number of electors who are eligible to vote for the office that the candidate is running for. The formula to calculate the limit is as follows:

- for head of council: \$7,500 plus \$0.20 per eligible elector
- for council member: \$5,000 plus \$0.20 per eligible elector

There is a cap of \$25,000 to the calculation limit. For clarity, if the formula results in a number greater than \$25,000, the limit will still be \$25,000.

### **FUNDRAISING FOR CANDIDATES (SECTION 88.10)**

A fund-raising function shall not be held for a person who is not a candidate. Fund-raising functions may only be held during the campaign period.

### **WHAT CONSTITUTES A CONTRIBUTION (SECTION 88.15)**

For the purposes of this Act, money, goods and services given to and accepted by a person for his or her election campaign, or given to and accepted by another person who is acting under the person's direction, are contributions.

**Contributions [88.15 (3)]:**

In addition to the statement above, the following amounts are contributions:

- An amount charged for admission to a fund-raising function.
- If goods and services are sold for more than their market value at a fund-raising function, the difference between the amount paid and the market value. However, if the amount received for the goods or services is \$25 or less, the amount is not a contribution.
- If goods and services used in the person's election campaign or in relation to third party advertisements are purchased for less than their market value, the difference between the market value and the amount paid.
- Any unpaid but guaranteed balance in respect of a loan under section 88.17 (Campaign Account Loans).

**Not Contributions [88.15 (4)]:**

In addition to the statement above, the following amounts are not contributions:

- The value of services provided by voluntary unpaid labour.
- The value of services provided voluntarily, under the direction of the person or the individual, corporation or trade union, by an employee whose compensation from all sources for providing the services does not exceed the compensation the employee would normally receive for the period the services are provided.
- An amount of \$25 or less that is donated at a fund-raising function.
- The amount received for goods and services sold at a fund-raising function, if the amount is \$25 or less.
- The amount of a loan under section 88.17 (Campaign Account Loans).
- For a person referred to in 88.15 (1), the value of political advertising provided without charge on a broadcasting undertaking as defined in section 2 of the *Broadcasting Act* (Canada), if,
  - it is provided in accordance with that Act and the regulations and guidelines made under it, and
  - it is provided equally to all candidates for office on the particular council or local board.

**Value of Goods and Services [88.15 (5)]:**

If the contributor is in the business of supplying these goods and services, the value of the goods and services provided as a contribution is the lowest amount the contributor charges the general public in the same market area for similar goods and services provided at or about the same time.

If the contributor is not in the business of supplying these goods and services, the value of the goods and services provided as a contribution is the lowest amount a business providing similar goods or services charges the general public for them in the same market area at or about the same time.

### **RESTRICTION: USE OF OWN MONEY (SECTION 88.16)**

A contributor shall not make a contribution of money that does not belong to the contributor.

However, this does not apply to the personal representative of a deceased person whose will directs that a contribution be made to a named candidate out of the funds of the estate.

### **CAMPAIGN ACCOUNT LOANS (SECTION 88.17)**

A candidate and his or her spouse may obtain a loan only from a bank or other recognized lending institution in Ontario, to be paid directly into the candidate's campaign account. Only the candidate and his or her spouse may guarantee a loan.

### **CAMPAIGN EXPENSES:**

#### **WHAT CONSTITUTES AN EXPENSE (SECTION 88.19)**

Costs incurred for goods or services by or under the direction of a person wholly or partly for use in his or her election campaign are expenses.

Without restricting the generality of the above, the following amounts are expenses:

- The replacement value of goods retained by the person from any previous election in the municipality and used in the current election.
- The value of contributions of goods and services.
- Audit and accounting fees.
- Interest on loans under section 88.17 (Campaign Account Loans).
- The cost of holding fund-raising functions.
- The cost of holding parties and making other expressions of appreciation after the close of voting.
- For a candidate, expenses relating to a recount or a proceeding under section 83 (Controverted Elections).
- Expenses relating to a compliance audit.
- Expenses that are incurred by a candidate with a disability, are directly related to the disability, and would not have been incurred but for the election to which the expenses relate.
- The cost of election campaign advertisements (within the meaning of section 88.3).

For greater certainty, the cost of holding fund-raising functions does not include costs related to,

- events or activities that are organized for such purposes as promoting public awareness of a candidate and at which the soliciting of contributions is incidental; or
- promotional materials in which the soliciting of contributions is incidental.

#### **CANDIDATES' EXPENSES (88.20)**

An expense shall not be incurred by or under the direction of a person unless he or she is a candidate.

An expense shall not be incurred by or under the direction of a candidate outside his or her election campaign period. However, a candidate whose election campaign period ends as described in paragraph 2, 3 or 4 of subsection 88.24 (1) (Election Campaign Period for Candidates) may incur expenses related to the preparation of an auditor's report under section 88.25 (Candidates' Financial Statements, etc.) after the campaign period has ended.

For greater certainty, expenses, including audit and accounting fees, related to the preparation of an auditor's report after the campaign period has ended constitute campaign expenses.

### **MAXIMUM AMOUNT (88.20(6))**

During the period that begins on the day a Candidate is nominated and ends on Voting Day, his or her expenses shall not exceed an amount calculated in accordance with the prescribed formula.

A Candidate shall be provided with the estimated maximum campaign expenses amount upon filing of his or her Nomination Papers, and shall be provided with the Certificate of Final Maximum Campaign Expenses on or before September 26th, 2022 (see Nominations section of this manual).

### **MAXIMUM AMOUNT FOR PARTIES, ETC. AFTER VOTING DAY (88.20(9))**

The expenses of a candidate that are for the holding of parties and making other expressions of appreciation after the close of voting shall not exceed an amount calculated in accordance with the prescribed formula.

A Candidate may be provided with the estimated maximum of expenses for parties etc. after Voting Day upon filing of his or her Nomination Papers, and shall be provided with the Certificate of Maximum Amount of Expenses for Parties Etc. After Voting Day on or before September 26th, 2022 (see Nominations section of this manual).

## **CANDIDATES FINANCIAL DISCLOSURE**

Pursuant to Section 88.25(9) at least 30 days before the filing date, the Clerk shall give notice to every candidate whose nomination was filed:

- Notice of all of the filing requirements of this section;
- Notice of the candidate's entitlement to receive a refund of the nomination filing fee if he or she meets the requirements of section 34; and
- Notice of the penalties set out in subsections 88.23 (2) and 92 (1).

The notice shall be given on "Notice to Candidate of Filing Requirements" **Form EL42**.

Pursuant to Section 88.23 (3), A "Notice to Default - Candidates" **Form EL44** shall be given to the candidate by registered mail and to the relevant council or local board in the event that a candidate has not submitted the "Financial Statement – Auditor's Report Candidate" **PR Form 4** by 2:00 pm on March

31, 2023. The Clerk shall also make available to the public the name of the candidate and a description of the nature of the default.

Pursuant to Section 88.23 (4)(5), the Clerk shall publish on the municipal website a report detailing all candidates in an election and indicate whether each candidate complied with Section 88.25.

Clarification on Campaign Expenses should be directed to Sections 88.19 to 88.32.

## THIRD PARTY ADVERTISING REGISTRATION

A Third Party Advertiser means an individual who is normally resident in Ontario, a corporation that carries on business in Ontario or a trade union that holds bargaining rights for employees in Ontario, and whose Notice of Registration to be a Registered Third Party Advertiser submitted on the prescribed form has been filed with and certified by the Clerk.

### ELIGIBILITY FOR REGISTRATION (SECTION 88.6 (4), (5) AND (6))

Registration shall be restricted to the following persons and entities:

- An individual who is normally resident in Ontario.
- A corporation that carries on business in Ontario.
- A trade union that holds bargaining rights for employees in Ontario.

The following persons and entities are deemed ineligible to register:

- A candidate whose nomination has been filed under section 33.
- A federal political party registered under the *Canada Elections Act* or any federal constituency association or registered candidate at a federal election endorsed by that party.
- A provincial political party, constituency association, registered candidate or leadership contestant registered under the *Election Finances Act*.
- The Crown in right of Canada or Ontario, a municipality or local board.

A Candidate whose nomination has been filed shall not direct any third party advertisements.

### FILING THE NOTICE OF REGISTRATION (SECTION 88.6 (2), (7) AND (13))

“Notice for Registration – Third Party” **PR FORM 7** shall be filed with the Clerk from the first day for filing nominations under subsection 33 (4) \*May 2, 2022) and cannot be filed later than the Friday before voting day (October 21, 2022), at a time when the clerk’s office is open.

The form shall be filed in the following manner:

- in person or by an agent

- no faxed or other electronically transmitted registration notices will be accepted – original signatures required
- with proof of identity as prescribed in O. Reg. 304/13, as amended
- with the declaration of qualifications **Form TI15**, signed by the individual or by a representative of the corporation or trade union
- a resolution from the corporation or trade union that authorizes the person or agent to register on their behalf, if applicable

The Clerk shall administer the Declaration of Qualifications on the “Notice for Registration – Third Party” **PR FORM 7** and the “Declaration of Qualifications – Third Party Advertiser” **Form TI15** oaths to the individual or to the representative of the corporation or trade union. The date and time of filing are to be filled in by the Clerk and initialled by the individual or by a representative of the corporation or trade union. The Clerk will then sign the Notice for Registration and Declaration of Qualifications.

For registrations for a By-Election, refer to Section 88.6 (8) to (12).

#### **ESTIMATED MAXIMUM THIRD PARTY EXPENSES (SECTION 88.21 (15))**

The Clerk shall calculate the estimated maximum third party expenses for registered third parties on the “Estimated Maximum Third Party Expenses” **Form TI16** and provide a copy to the individual filing the registration. The Clerk’s calculation is final.

#### **ESTIMATED MAXIMUM THIRD PARTY AMOUNT OF EXPENSES FOR PARTIES, ETC. AFTER VOTING DAY (SECTION 88.21 (9) (13))**

The Clerk shall calculate the estimated maximum amount of expenses for parties, etc., after Voting Day on the “Estimated Maximum Amount Of Expenses For Parties Etc. After Voting Day – Third Party” **Form TI24** and provide a copy to the individual filing the registration. The Clerk’s calculation is final.

#### **NOTICE OF PENALTIES (SECTION 88.29 (7))**

The Clerk shall, at least 30 days before the financial statements filing date, provide a notice of the penalties on the “Notice of Penalties – Registered Third Parties” **Form TI17** to every Registered Third Party that registered in the municipality.

#### **FINAL CALCULATION OF THIRD PARTY EXPENSES (SECTION 88.21 (11) TO (17))**

The Clerk shall, after determining from the number of eligible electors from the Voters’ List, calculate the maximum amount of third party expenses that each registered third party may incur and prepare a “Certificate of Maximum Amount of Campaign Expenses – Registered Third Party” **Form TI18**. The certificate shall be given to each individual that filed a Notice of Registration for Third Party Advertising in the case of a regular election, on or before September 26, 2022. The Clerk’s calculation is final and

shall be made in accordance with the prescribed formula in Ontario Regulation 101/97.

### FINAL CALCULATION OF THIRD PARTY MAXIMUM AMOUNT OF EXPENSES FOR PARTIES, ETC. AFTER VOTING DAY (SECTION 88.21 (11) TO (17))

The Clerk shall, after determining from the number of eligible electors from the Voters' List, calculate the maximum amount of third party expenses for parties, etc. after Voting Day that each registered third party may incur and prepare a "Certificate of Maximum Amount of Expenses for Parties Etc. After Voting Day – Third Party" **Form TI25**. The certificate shall be delivered to each candidate on or before September 26th, 2022. The Clerk's calculation is final and shall be made in accordance with the prescribed formula.

### CERTIFICATION OF NOTICE OF REGISTRATION (SECTION 88.6 (13) AND (14))

The Clerk will do a review of each notice received to determine qualification and if the notice complies with the *Municipal Elections Act, 1996*. Once satisfied the third party is qualified, the Clerk will complete the "Certification by Clerk" section on the "Notice for Registration" **PR FORM 7**. If not satisfied the Clerk shall reject the notice. The Clerk's decision is final.

### ADVERTISEMENTS

#### **Restricted Period and Expenses (Section 88.4)**

No individual, corporation or trade union shall incur expenses for a third party advertisement that appears during the restricted period for third party advertisements unless the individual, corporation or trade union is a registered third party under when the expenses are incurred and when the advertisement appears.

The Restricted Period for Third Party Advertisements begins on the earliest day that an individual, corporation or trade union is permitted to file a notice of registration as a registered third party (first business day in May) and ends at the close of voting on Voting Day.

The expenses for these advertisements cannot exceed the amount calculated under Section 88.21 (registered third parties' expenses).

#### **Mandatory Information in Advertisements (Section 88.5 (1))**

All Third Party Advertisements shall contain the following information:

1. the name of the registered third party;
2. the municipality where the registered third party is registered; and
3. a telephone number, mailing address or email address at which the registered third party may be contacted regarding the advertisement.

### **Mandatory Information for Broadcaster, etc. (Section 88.5 (2))**

A registered third party shall not cause a third party advertisement to appear during the restricted period unless he, she or it provides the following information to the broadcaster or publisher in writing:

1. the name of the registered third party;
2. the name, business address and telephone number of the individual who deals with the broadcaster or publisher under the direction of the registered third party;
3. The municipality where the registered third party is registered.

No broadcaster or publisher shall cause a third party advertisement to appear during the restricted period if the information set out above has not been provided.

### **MUNICIPAL AUTHORITY TO REMOVE ADVERTISEMENTS (SECTION 88.7)**

If a municipality is satisfied that there has been a contravention of section 88.3 (candidates' election campaign advertisements), 88.4 (third party advertisements) or 88.5 (mandatory information in third party advertisements), the municipality may require a person who the municipality reasonably believes contravened the section or caused or permitted the contravention, or the owner or occupier of the land on which the contravention occurred, to remove the advertisement or discontinue the advertising.

### **LIST OF REGISTERED THIRD PARTIES (SECTION 88.12 (9) AND (10))**

A list of registered third parties shall be posted at the Municipal Office and on the website on Thursday, August 25, 2022 using the "Official List of Registered Third Parties" **Form TI19** and may also include the phone number and email address provided by the registered third party in the notice of registration filed and, if applicable, a hyperlink to the website of the registered third party.

### **DUTIES OF REGISTERED THIRD PARTIES (SECTION 88.26)**

The Clerk shall provide the "Duties of Registered Third Parties" **Form TI20** at the time of filing.

## **THIRD PARTY ADVERTISING CONTRIBUTIONS AND EXPENSES**

### **CONTRIBUTIONS:**

A contribution shall not be made to or accepted by an individual, corporation or trade union in relation to third party advertisements that appear during an election in a municipality, or made to or accepted by an individual acting under his, her or its direction, unless the individual, corporation or trade union is a registered third party in relation to the election in the municipality.

A contribution shall not be made to a registered third party, or to an individual acting under his, her or its direction, if the contribution is made outside the campaign period.

Contributions shall only be made by the following:

1. An individual who is normally resident in Ontario.
2. A corporation that carries on business in Ontario.
3. A trade union that holds bargaining rights for employees in Ontario.
4. The registered third party and, in the case of an individual, his or her spouse (only if the spouse of a registered third party is not normally resident in Ontario).

The following shall not make a contribution:

1. A federal political party registered under the *Canada Elections Act* or any federal constituency association or registered candidate at a federal election endorsed by that party.
2. A provincial political party, constituency association, registered candidate or leadership contestant registered under the *Election Finances Act*.
3. The Crown in right of Canada or Ontario, a municipality or local board.

#### ACCEPTANCE OF CONTRIBUTIONS (SECTION 88.12 (7) TO (8))

A contribution shall not be made to or accepted by an individual, corporation or trade union in relation to third party advertisements that appear during an election in a municipality, or made to or accepted by an individual acting under his, her or its direction, unless the individual, corporation or trade union is a registered third party.

A contribution may be accepted only from a person or entity that is entitled to make a contribution.

A contribution of money that exceeds \$25 shall not be contributed in the form of cash and shall be contributed in a manner that associates the contributor's name and account with the payment or by money order signed by the contributor.

#### MAXIMUM CONTRIBUTIONS TO REGISTERED THIRD PARTIES (SECTION 88.13)

A contributor shall not make contributions exceeding a total of \$1,200 to a registered third party in relation to third party advertisements that appear during an election in a municipality.

A contributor shall not make contributions exceeding a total of \$5,000 to two or more registered third parties registered in the same municipality in relation to third party advertisements.

The above shall not apply to contributions to a registered third party that are made by the registered third party itself and, if the registered third party is an individual, by his or her spouse.

The Clerk shall provide the "Contributions to Registered Third Parties" **Form T121** at the time of filing.

### **FUND-RAISING FOR REGISTERED THIRD PARTIES (SECTION 88.14)**

Only registered third parties in the municipality may hold a fund-raising function relating to third party advertisements.

Fund-raising functions may only be held during the campaign period.

### **WHAT CONSTITUTES A CONTRIBUTION (SECTION 88.15)**

For the purposes of this Act, money, goods and services given to and accepted by a person for his or her election campaign, or given to and accepted by another person who is acting under the person's direction, are contributions.

#### **Contributions [88.15 (3)]:**

In addition to the statement above, the following amounts are contributions:

- An amount charged for admission to a fund-raising function.
- If goods and services are sold for more than their market value at a fund-raising function, the difference between the amount paid and the market value. However, if the amount received for the goods or services is \$25 or less, the amount is not a contribution.
- If goods and services used in the person's election campaign or in relation to third party advertisements are purchased for less than their market value, the difference between the market value and the amount paid.
- Any unpaid but guaranteed balance in respect of a loan under section 88.17 (Campaign Account Loans).

#### **Not Contributions [88.15 (4)]:**

In addition to the statement above, the following amounts are not contributions:

- The value of services provided by voluntary unpaid labour.
- The value of services provided voluntarily, under the direction of the person or the individual, corporation or trade union, by an employee whose compensation from all sources for providing the services does not exceed the compensation the employee would normally receive for the period the services are provided.
- An amount of \$25 or less that is donated at a fund-raising function.
- The amount received for goods and services sold at a fund-raising function, if the amount is \$25 or less.
- The amount of a loan under section 88.17 (Campaign Account Loans).
- For a person referred to in 88.15 (1), the value of political advertising provided without charge on a broadcasting undertaking as defined in section 2 of the *Broadcasting Act* (Canada), if,
  - it is provided in accordance with that Act and the regulations and guidelines made under it, and

- it is provided equally to all candidates for office on the particular council or local board.

**Value of Goods and Services [88.15 (5)]:**

If the contributor is in the business of supplying these goods and services, the value of the goods and services provided as a contribution is the lowest amount the contributor charges the general public in the same market area for similar goods and services provided at or about the same time.

If the contributor is not in the business of supplying these goods and services, the value of the goods and services provided as a contribution is the lowest amount a business providing similar goods or services charges the general public for them in the same market area at or about the same time.

**RESTRICTION: USE OF OWN MONEY (SECTION 88.16)**

A contributor shall not make a contribution of money that does not belong to the contributor.

However, this does not apply to the personal representative of a deceased person whose will directs that a contribution be made to a registered third party out of the funds of the estate.

**CAMPAIGN ACCOUNT LOANS (SECTION 88.17)**

A registered third party and, in the case of an individual, his or her spouse, may obtain a loan in relation to third party advertisements only from a bank or other recognized lending institution in Ontario, to be paid directly into the campaign account. Only the registered third party and, in the case of an individual, his or her spouse may guarantee a loan.

**EXPENSES:**

**WHAT CONSTITUTES AN EXPENSE (SECTION 88.19)**

Costs incurred by or under the direction of an individual, corporation or trade union for goods or services for use wholly or partly in relation to third party advertisements that appear during an election in a municipality are expenses.

Without restricting the generality of the above, the following amounts are expenses:

- The replacement value of goods retained by the individual, corporation or trade union from any previous election in the municipality and used in the current election.
- The value of contributions of goods and services.
- Audit and accounting fees.
- Interest on loans under section 88.17 (Campaign Account Loans).
- The cost of holding fund-raising functions.
- The cost of holding parties and making other expressions of appreciation after the close of voting.
- Expenses relating to a compliance audit.

- Expenses that are incurred by a registered third party who is an individual with a disability, are directly related to the disability, and would not have been incurred but for the election to which the expenses relate.
- The cost of third party advertisements (within the meaning of section 88.3).

For greater certainty, the cost of holding fund-raising functions does not include costs related to,

- events or activities that are organized for such purposes as promoting public awareness of a candidate and at which the soliciting of contributions is incidental; or
- promotional materials in which the soliciting of contributions is incidental.

### REGISTERED THIRD PARTIES' EXPENSES (SECTION 88.21)

An expense shall not be incurred by or under the direction of an individual, corporation or trade union in relation to third party advertisements that appear during an election in a municipality unless he, she or it is a registered third party in the municipality.

An expense shall not be incurred by or under the direction of a registered third party in relation to third party advertisements outside the campaign period for the registered third party in relation to the election in the municipality. However, a registered third party whose campaign period in relation to an election in a municipality ends as described in paragraph 2 or 3 of section 88.28 (Campaign Period for Registered Third Parties) may incur expenses related to the preparation of an auditor's report under section 88.29 (Financial Statements, etc., of Registered Third Parties) after the campaign period has ended.

For greater certainty, expenses, including audit and accounting fees, described above constitute third party expenses.

### MAXIMUM AMOUNT (88.21(6))

During the campaign period for third party advertisements, the expenses of a registered third party in relation to third party advertisements that appear during an election in a municipality shall not exceed an amount calculated in accordance with the prescribed formula.

A Third Party shall be provided with the maximum third party expenses amount upon registering as a Third Party Advertiser (see Third Party Advertising section of this manual).

### MAXIMUM AMOUNT FOR PARTIES, ETC. AFTER VOTING DAY (88.21(9))

The expenses of a registered third party that are for the holding of parties and making other expressions of appreciation after the close of voting shall not exceed an amount calculated in accordance with the prescribed formula.

The formula that is prescribed must be written so that the amount calculated under it varies based on the maximum amount determined under 88.21 (6) (Maximum Amount).

## THIRD PARTY ADVERTISER'S FINANCIAL DISCLOSURE

Pursuant to Section 88.29(7), at least 30 days before the filing date, the Clerk shall give notice to every registered third party that registered in the municipality:

- Notice of the filing requirements of this section; and
- The penalties set out in subsections 88.27 (1) and 92 (4)

The notice shall be given on “Notice to Registered Third Party of Filing Requirements” **Form T122**.

All Registered Third Parties shall file with the Clerk, the “Financial Statement – Auditor’s Report” **PR Form 8** on or before 2:00 p.m. on March 31, 2023, reflecting the Registered Third Party’s campaign finances in relation to third party advertisements as of December 31 in the year of the election. The earliest the “Financial Statement – Auditor’s Report” **PR Form 8** can be filed is the first day the Municipal Office is open in January 2023.

Pursuant to Section 88.27(2), A “Notice of Default – Registered Third Party” **Form T123** shall be given to the registered third party by registered mail, has not submitted the “Financial Statement – Auditor’s Report Third Party” **PR Form 8** on or before 2:00 pm on March 31, 2023. The Clerk shall make available to the public the name of the registered third party and a description of the nature of the default.

## CAMPAIGNING AND CAMPAIGN MATERIAL

### CAMPAIGNING AND CAMPAIGN MATERIAL

All election signs and campaign advertisements, including third party advertising must adhere to the provisions of the Township of North Huron Election Sign By-law (By-law No. 47-2022).

Election signs are not permitted to be placed earlier than the day all nominations have been certified by the Clerk of the Township. Nominations will be certified by the Clerk before 4:00 p.m. on the Monday following Nomination Day (August 22, 2022) or, if the number of nominations filed for an office and certified is less than the number of persons to be elected to the office, those additional nominations will be certified before 4:00p.m. on the Thursday following Nomination Day (August 25, 2022).

No person shall Place or permit to be Placed an Election Sign on or in a Voting Place or Public Property. Election campaigning or the distribution or posting of election campaign material at municipally owned property or leased facilities is not permitted. No person shall display on any Election Sign a logo, trademark or official mark, in whole or in part, owned or licensed by the Municipality.

All election signs, banners, or posters shall be removed within three (3) working days following the election (October 27, 2022).

Election signs or similar campaign material that will be installed or affixed to the Ministry of Transportation road system or the County of Huron road system will require the permission of these respective approval authorities.

### OTHER POLICIES RELATED TO SIGNAGE

Posters and similar campaign material that will be installed or affixed to poles belonging to public utility companies will require the permission of the respective approval authority.

The Municipality or any of its municipal servants, employees or agents will not be responsible for investigating or prosecuting for any acts of vandalism to the posters or campaign material of the candidates.

## USE OF CORPORATE RESOURCES DURING AN ELECTION

All candidates must adhere to the provisions of the Township of North Huron “Use of Corporate Resources During an Election” Policy (By-law No. 28-2022).

No Candidate shall use the facilities, equipment, supplies, services, Staff or other resources of the Township (including Council newsletters and Council budgets) for any election campaign purpose or campaign related activities.

No Candidate shall undertake any election campaign or campaign related activities on Township property during regular working hours or during meetings.

No sitting member of Council shall use any equipment provided by the Township for any election campaign purpose or campaign related activities.

No Candidate or sitting member of Council shall use the services of Staff during hours in which those Staff received any compensation from the Township, for any election campaign purpose or campaign related activities.

In accordance with the provisions of the *Municipal Elections Act, 1996*, the following are guidelines established by the Township:

- Corporate resources and assets, including equipment, facilities, supplies, staff and funding, shall not be used by candidates for any election-related purpose or campaign related activities.
- Staff shall not canvass or actively work in support of a candidate or party during normal working hours unless they are on a leave of absence without pay, lieu time or vacation leave.
- Candidates shall not use the services of staff during hours in which those staff received any compensation from the Township, for any election related purpose or campaign-related activities.
- Candidates shall not use Town Hall, municipal facilities, or municipally-provided facilities for any election campaign purpose or campaign related activities including but not limited to the display

of any campaign or election related materials or signs in the window or on the premises. All Candidates shall adhere to any current or future by-laws relating to election signage.

- Candidates shall not:
  - Print or distribute material paid by municipal funds that illustrates that an individual is registered in any election or where they will be running for office.
  - Profile (name or photograph or image) or make reference to, in material paid by municipal funds, any individual who is registered as a candidate in any election.
  - Print or distribute material using municipal funds that make reference to, or contains the names or photographs or images or identifies registered candidates for municipal elections.
- Websites, domain names, and any/all social media platforms that are funded by the Township shall not include any election-related campaign material:
  - Effective Nomination Day, individual Councillor biographical information and links to personal websites and/or social media sites shall be removed from the Township's website or any communication channel.
  - The online Candidate Election List is the only area of the Township's website where a single link to an election campaign website, or social media site, will be posted during an election period.
- Candidates are responsible for ensuring that the content of any communication material funded or resourced by the Township does not contain or allude to any election-related material including the name, photograph or identity of a registered candidate.
- Council Members shall not use corporate information technology assets, infrastructure or data (ie. computers, wireless devices, corporate email, webpages, social media pages or telephones) to communicate election-related messages.
- No photographic or video material created or funded by the Township shall be used in campaign-related materials.
- Candidates are prohibited from using the Township's crest, logo, Coat of Arms, brand or slogan for any election related purpose an in campaign-related material (either printed, social media or on a campaign website/social media site).

## PERSONNEL

### RETURNING OFFICER

The Returning Officer shall take and sign the "Oath of Returning Officer" **Form TI09**.

### ELECTION OFFICIALS

The Clerk shall, in writing, appoint election officials for the purposes of these Procedures and may designate their titles and duties using "Delegation of Powers and Duties of Clerk" **Form TI10** and "Appointment and Preliminary Oath or Affirmation for Election Officials" **Form TI07**.

## AUDITOR

The Auditor, appointed by the Clerk, shall test the voting system on several occasions. The test(s) shall include, but not be limited to the following:

- a) checking the wording of the script;
- b) checking the Help Centre telephones and/or internet access;
- c) checking Script and input timing;
- d) attempting to use a PIN more than once;
- e) balancing a predetermined number of votes with those cast;
- f) matching PINs to names and addresses;
- g) checking the system which is used for activating PINs through the revision process; and deliberately entering the wrong information.

## ALTERNATIVE VOTING METHOD – TELEPHONE AND INTERNET VOTING

### SECRECY

The Clerk shall require all Election Officials and or other persons working in connection with the municipal elections to swear or affirm an “Oath of Secrecy” **Form TI03** in accordance with Section 49(1) of the *Municipal Elections Act, 1996*.

No person shall interfere or attempt to interfere with an elector while in the process of accessing the Telephone/Internet Voting service or interfere or attempt to interfere in the voting process while using the Telephone/Internet Voting service unless expressly requested and authorized by an elector to provide assistance.

Electors voting at the Help Centre may vote with assistance of a “friend” or “interpreter”. The elector and those providing assistance shall take the appropriate oaths on “Oral Oaths at Voter Help Centre” **Form TI06** and shall vote according to the instructions and wishes of the elector. No person shall be allowed to act as a Friend of more than one voter at a Voter Help Centre.

No person shall obtain or attempt to obtain information about how an elector intends to vote or has voted. Any individual requested by an elector to assist him or her in voting is required to maintain the secrecy of the vote(s) cast by the elector and, if marking the ballot on behalf of the elector, shall vote according to the instructions and wishes of the elector.

No person shall communicate any information that might have been inadvertently obtained about how an elector intends to vote or has voted.

No elector shall reveal how he or she intends to vote while in a Voter Help Centre, except for the purposes of obtaining assistance in voting from either a Friend or an Election Official. Any other person present must withdraw until the voter finishes instructing the Friend or Election Official, as the case may be.

All complaints regarding breaches of secrecy may be investigated by the proper authorities and may be prosecuted according to the provisions of “Offences, Penalties and Enforcement” under Sections 89 through 94 of the *Municipal Elections Act*, 1996.

## **VOTERS’ LIST**

The Preliminary List of Electors (PLE) shall be requested from the Municipal Property Assessment Corporation (MPAC) in an electronic format, by July 31, 2022, or such date as to be agreed upon by the Clerk and MPAC. The Preliminary List of Electors shall be delivered between July 31, 2022 and September 1, 2022. (Section 19(1))

The PLE shall contain the name and the address of each person who is entitled to be an elector and additional information the Clerk needs to determine for which offices each elector is entitled to vote, such as school support. An elector’s name should appear on the PLE for a local municipality only once.

The list shall be reviewed by the Clerk and obvious errors shall be corrected as permitted under Section 22 of the *Municipal Elections Act*, 1996. The Clerk may use any information that is in the municipality’s custody or control (subject to MFIPPA) when correcting the list for obvious errors (Section 22(2)).

The corrected PLE becomes the Voters’ List and shall be approved for use as the Voters’ List by the Clerk on or before September 1, 2022. The Voters’ List shall be reproduced and identified with a “Voters’ List Cover Sheet” **Form LC08** on or before September 1, 2022.

The Clerk may place in a local newspaper(s) on or before Tuesday, September 1, 2022 a “Notice of the Posting of the Voters’ List” **Form LC09**.

Upon written request, the Clerk shall give every certified candidate a copy of the Voters’ List. Each candidate will be required to sign the “Declaration of Proper Use of the Voters’ List” **Form TI11** stating that the Voters’ List shall not be used for any purposes other than the 2022 Municipal and School Board elections, in accordance with Section 88(10) of the *Municipal Elections Act*, 1996. The Clerk, at their sole discretion, may determine which data fields shall be included in the copy of the Voters’ List provided to Candidates for each electoral category.

The list shall be accessible by authorized Election Officials, who will use the DataFix VoterView system to facilitate additions and changes during the revision period and perform other functions as required, subject to the security permissions assigned to each Official.

Requests to amend the Voters’ List will be received using the “Application to Amend Voters’ List” **Form EL15** in conjunction with proof of identity and residence as prescribed in O. Reg. 304/13, between September 1 and October 21, 2022 during the normal office hours of 8:30 am to 4:30 pm, and on October 24, 2022 until 8:00 pm.

Other names can be removed from the Voters’ List by using the form “Application for Removal of Another’s Name From Voters’ List” **Form EL16** and providing proof of identity and residence as prescribed in O. Reg. 304/13, between September 1 and October 24, 2022.

The use of the Voters’ List shall be in accordance with the “Policy for Use of the Voters’ List” **Form LC11**.

On Monday, September 26, 2022, the Clerk will determine the total number of electors on the Voters' List. This number will be necessary to calculate the "Certificate of Maximum Campaign Expenses - Candidates" **Form EL37** for the 2022 Municipal Election and "Estimated Maximum Campaign Expenses - Candidates" **Form LC23** for the 2022 Municipal Election.

The Clerk shall, during the period beginning September 15, 2022 and ending September 26, 2022, prepare an "Interim List of Changes to the Voters' List" **Form LC12** reflecting changes made up until September 15, 2022, using VoterView. The Interim List of Changes shall be given to each certified candidate and to each person who received a copy of the Voters' List.

The Voters' List shall be provided by DataFix to Simply Voting Inc. in computer format at a time to be determined by the Clerk, to allow for activation of the Voting System. Once the Voters' List has been loaded into the Voting System it will remain synchronized; any additions, deletions or changes to elector information in VoterView will automatically and instantly be reflected in the Voting System.

The Clerk shall prepare the "Final List of Changes to the Voters' List" **Form LC14** by November 23, 2022. A certified copy of the final list of changes shall be sent, via the Municipality's service provider Datafix, to the Municipal Property Assessment Corporation together with a copy of the approved applications "Applications to Amend the Voters' List" **Form EL15**.

The Clerk may remove a person's name from the Voters' List up to 8:00 p.m. on October 24, 2022 if the Clerk is satisfied that the person has died.

A person may make an application requesting that a deceased person's name be removed from the Voters' List by using the form "Application for Removal of a Deceased Person's Name from the Voters' List" **Form TI14** and providing proof of identity and residence as prescribed in O. Reg. 304/13, between the 1<sup>st</sup> day of September, 2022 to the 21<sup>st</sup> day of October, 2022 during normal hours and on the 24<sup>th</sup> day of October until 8:00 p.m.

## **REVISION CENTRE**

The Municipal Office will be treated as a Revision Centre for the Voters' List during normal business hours from September 1, 2022 to October 21, 2022 and until 8:00 p.m. on October 24, 2022. The Municipal Office is located at 274 Josephine Street, Wingham. The Voters' List shall be available at the Municipal Office in electronic format to accommodate the voting process.

The Revision Centre shall be responsible for the following:

1. Eligible electors who attend at the Revision Centre and are not on the Voters' List will be able to be added to the list by filling out an "Application to Amend Voters' List" **Form EL15** and provide proof of identity and residence as prescribed in O. Reg. 304/13. Their names will be added to the Voters' List and they will be assigned and sent a Voter Information Letter containing a PIN along with the rest of the electorate.
2. For additions to the list made after the mailing of the Voter Information Letters, the Voter Information Letter containing a PIN will be provided to the individual immediately.

3. A person may make an application requesting that a deceased person's name be removed from the Voters' List by using the form "Application for Removal of a Deceased Person's Name from the Voters' List" **Form TI14** and providing proof of identity and residence as prescribed in O. Reg. 304/13.
4. Where an eligible voter has received a notice on their Voter Information Letter that their date of birth is missing or incomplete, the voter can attend the Revision Centre and provide their date of birth. The elector will be required to fill out an "Application to Amend Voters' List" **Form EL15** and provide proof of identity and residence as prescribed in O. Reg. 304/13.
5. Where an eligible voter has received an incorrect Voter Information Letter in terms of ward, if applicable, and/or school support, and has not already voted, the voter can attend the Revision Centre and have the proper category applied. The elector will be required to fill out an "Application to Amend Voters' List" **Form EL15** and provide proof of identity and residence as prescribed in O. Reg. 304/13.
6. Eligible voters who attend the Revision Centre will be able to request a replacement Voter Information Letter and PIN under certain circumstances:
  - a. Where a person on the Voters' List has lost his or her Voter Information Letter or did not receive it in the mail, he or she can prove to the satisfaction of the authorized Election Official that they require a new PIN. Upon providing proof of identity and residence as prescribed in O. Reg. 304/13 to an Election Official, an oath on "Application for Re-Issuance of a Voter Information Letter (Lost and Unused)" **Form TI01** shall be taken by the elector and a new Voter Information Letter containing a new PIN shall be issued. The new PIN shall replace the old Pin in the voting system.
  - b. Where a person on the Voters' List has attempted to vote and their PIN has already been used, he or she can provide to the satisfaction of the Election Official that they did not vote using the PIN and that they require a new PIN. Upon providing proof of identity and residence as prescribed in O. Reg. 304/13 to an Election Official, an oath on "Application for Re-Issuance of a Voter Information Letter (Used by an Impersonator)" **Form TI02** shall be taken by the elector and the elector's status shall be reset to allow a second vote. Furthermore, a new Voter Information Letter containing a new PIN shall be issued. The new PIN shall replace the old PIN in the voting system.
7. Answer general election questions, and refer detailed questions to the Returning Officer or Deputy Returning Officer.

## **PREPARATION OF VOTER INFORMATION LETTERS**

The Voters' List shall be provided by Simply Voting Inc. to Taylor Demers Mail Processing Inc. in computer format at a time to be determined by the Clerk, to allow for printing of the Voter Information Letters in

time for delivery. Voter Information Letters shall be sent via Canada Post Lettermail to all eligible Electors no later than October 4, 2022 to enable them to use the Telephone/Internet Voting service.

All certified candidates shall receive usernames and passwords by September 26, 2022 allowing them to access a Candidates Module of the Voters' List, for the purposes of viewing which electors have voted during the Voting Period. The Municipality will not produce a physical or electronic excerpt of the Voters' List indicating Electors that have voted; it is expected that Candidates will use this access. This access does not provide information on how an elector has voted, only whether or not they have participated in the election. Candidates may access this information anytime from the start of the Voting Period until October 24, 2022 at 8:00pm.

In the event of a postal strike by Canada Post, the Voter Information Letters will be circulated by email, courier and/or personal service.

## **NOTICE OF ELECTION**

When a municipal election is to be held, the Clerk shall notify electors of the following through the use of newspaper advertisements social media, the municipal website, direct mail-outs, any combination of the aforementioned methods, or any other method deemed appropriate by staff of The Municipality:

1. That a municipal election is being held and that the Municipality has adopted an alternative voting method, being Telephone/Internet Voting;
2. The times and dates of the voting period, as well as in-person voting assistance opportunities and special polls;
3. Who is eligible to vote in the municipal election;
4. The location and hours of the Voter Help Centre, where eligible electors can check to see if their name is on the Voters' List and follow the procedures by which their name can be added, deleted or information corrected on the Voters' List as well as the procedure by which another person's name may be deleted from the list;
5. The offices for which persons may be nominated and the nomination procedure; and
6. The opportunity to become a registered third party advertiser and the registration procedure.

The Clerk shall determine the date(s) of all advertisements including the newspaper(s) and the notices that are to appear in order to comply with the requirements and principles of the *Municipal Elections Act*, 1996.

On or about October 4, 2022, each person on the Voters' List shall be mailed, by first class mail, a sealed Voter Information Letter containing:

1. Their PIN, as well as the telephone number and designated internet address (URL) to cast their vote;
2. Instructions on how to vote;
3. Dates and hours of Telephone/Internet Voting;
4. The email address and telephone number of the Voter Help Desk;
5. Locations, dates and hours of Voter Assistance Centres;

6. A list of contests and candidates;
7. Voter eligibility criteria; and
8. Illegal and corrupt practices.

Where possible and if desirable, cooperative advertising with other municipalities may take place.

## VOTER QUALIFICATIONS

Section 17(2) of the *Municipal Elections Act*, 1996 states, a person is entitled to be an elector at an election held in a local municipality if, on Voting Day (October 24, 2022) he or she:

1. Resides in the local municipality or is the owner or tenant of land there, or the spouse of such owner or tenant;
2. Is a Canadian Citizen;
3. Is at least 18 years old; and
4. Is not prohibited from voting under subsection 17(3) of the *Municipal Elections Act*, 1996 or otherwise, by law.

For clarity, the following are prohibited from voting under subsection 17(3) of the *Municipal Elections Act*, 1996:

- (i) a person who is serving a sentence of imprisonment in a penal or correctional institution.
- (ii) a corporation.
- (iii) a person acting as executor or trustee or in any other representative capacity, except as a voting proxy in accordance with section 44.
- (iv) a person who was convicted of the corrupt practice described in subsection 90 (3), if voting day in the current election is less than five years after voting day in the election in respect of which he or she was convicted.

## VOTING PROCESS

A Telephone/Internet Voting method shall be used for the 2022 municipal election.

- The Voting System provided by Simply Voting Inc. shall allow electors to vote using a telephone or the internet. Electors shall be required to access a designated internet address or telephone a designated number in order to cast their ballot.
- Every elector shall be limited to only one vote through the use of a PIN distributed via Canada Post Lettermail in a sealed and personalized Voter Information Letter, or issued in person or by e-mail or telephone by an Election Official, as necessary. Every elector shall be required to provide their date of birth along with their PIN.

- Once the Voter PIN has been used with the Telephone/Internet Voting service to cast a vote, it cannot be used for voting again.
- Following the voter's selection for all offices on a single composite ballot, the Voting System shall identify the voter's choices and provide the voter with the option of changing or confirming their vote selections prior to submission.
- The Voting System shall enable the elector to under-vote a contest or contests, or decline from voting the ballot in its entirety, if they wish to do so.
- For the purposes of reporting declined ballots in accordance with Subsection 55(4.1) 2 of the *Municipal Elections Act*, 1996, an under-voted ballot shall be considered an abstention from voting for one or more contests on the ballot or voting for fewer candidates than is permitted within a single contest, whereas a declined ballot shall be considered a deliberate choice by the Elector to decline the entire ballot by selecting a 'declined' option on the ballot. A declined ballot shall not include votes cast for any contest, which is separate and distinct from an under-voted ballot which may or may not include votes for all contests, one contest, or no contests on the ballot.
- The Voting System shall not permit a voter to overvote, or to spoil a ballot.
- If an elector is interrupted before casting their vote, they may re-commence voting later using the same method or the other method. Once a voter has cast the vote, that voter will not be granted access to Telephone/Internet Voting again.
- Voting will commence on October 11, 2022 at 9:00 a.m. and close on October 24, 2022 at 8:00 p.m. Notwithstanding the closure of remote voting at 8:00 p.m. on the final day, persons present at a Voter Help Centre at 8:00 p.m. will continue to be allowed to access the Voting System and complete the voting process. Persons who have gained access to the Voting System through their own device prior to 8:00 p.m. on October 24, 2022 will be permitted to complete the voting process, provided that they do so by 8:05 p.m.
- Prior to the activation of the system by Simply Voting Inc., being on October 11, 2022 at 9:00 a.m., Simply Voting Inc. shall allow access by the Clerk, the Auditor, or other authorized Election Officials as determined by the Clerk, to the Voting System by secure username and password, for the purposes of viewing a list of all of the candidates' names and possible selections for any questions or by-laws on the ballot, including the sum total of votes cast to ensure that the total votes cast indicates "0" (Zero).

- Candidates or their scrutineer may be present on October 11, 2022 at 9:00 a.m. to verify and ensure that all totals of votes cast are at “0” and shall be required to sign the “Activation of Simply Voting System” **Form TI05** that attests to this fact.
- Where a voter qualifies at more than one location in the municipality, the voter may vote only once for each office and the qualifying address to determine eligibility for voting shall be the elector’s place of residence. Duplication of names on the preliminary list of electors shall be investigated by the Clerk and/or Election Official(s) and all obvious duplicate names of individuals shall be deleted prior to the final preparation of the Voters’ List as certified by the Clerk. However, should an eligible voter receive more than one Voter Information Letter, the eligible elector may only vote once and must return the other Voter Information Letter to the Municipal Office and complete an application to correct the Voters’ List by removing the duplicate name. All voters that vote more than once, or who improperly use the Voter Information Letter shall be reported to the police for further investigation as to possible corrupt practices under the *Municipal Elections Act, 1996*.
- Section 42 (5) states that when a by-law authorizing the use of an alternative voting method is in effect, Section 44 (voting proxies) applies only if the by-law so specifies. By-law No. 16-2021 does not permit proxy voting. Therefore, with respect to proxies, a person cannot give his or her Voter Information Letter to another eligible elector or other individual for the purpose of voting. Acceptance or theft of another person’s Voter Information Letter including the actual voting thereof will be considered an illegal and corrupt practice and therefore subject to the penalty provisions under the *Municipal Elections Act, 1996*.
- The Clerk shall arrange one or more Voter Help Centres to be set up throughout The Municipality on specific dates and times during the Voting Period. Voter Help Centres shall be equipped with one or more Voting Kiosks for use by electors to cast their ballot.
- The Voters’ List shall be available to Election Officials at the Voter Help Centres in electronic format to provide all the services performed at a Revision Centre in accordance with these procedures.
- Where a person on the Voters’ List has attempted to vote and their PIN has already been used, he or she can provide to the satisfaction of the Election Official that they did not vote using the PIN and that they require a new PIN. Upon providing proof of identity and residence as prescribed in O. Reg. 304/13 to an Election Official, an oath on “Application for Re-Issuance of a Voter Information Letter (Used by an Impersonator)” **Form TI02** shall be taken by the elector and the elector’s status shall be reset to allow a second vote. Furthermore, a new Voter Information Letter containing a new PIN shall be issued. The new PIN shall replace the old PIN in the voting system.

- Where an eligible elector has tried to use his or her PIN and they have determined that it has already been used, the elector can attend the Voter Help Centre and prove to the satisfaction of the Election Official that they did not vote using the PIN and that they require a new PIN. Upon providing proof of identity and residence as prescribed in O. Reg. 304/13 to an Election Official, an oath on “Application for Re-Issuance of a Voter Information Letter (Used by an Impersonator)” **Form TI02** shall be taken by the elector and the elector’s status shall be reset to allow a second vote. The original ballot that was cast by the unauthorized individual will remain in the Voting System, as ballots are disassociated from the electors’ PINs once they are cast. The elector will be directed immediately to cast their ballot at a Voting Kiosk to eliminate any further misuse of the PIN. Should the elector leave without voting the new PIN will be disabled.
- Where an elector’s PIN is assigned an incorrect ward and/or school board support information, the elector can attend a Revision Centre or Voter Assistance Centre and have the proper categories of ward and/or school support applied to the existing PIN before casting their ballot. The elector will be required to fill out an “Application to Amend Voters’ List” **Form EL15** and provide proof of identity and residence as prescribed in O. Reg. 304/13. If the eligible voter has already cast their ballot and exhausted their PIN, they cannot make any further changes to their eligibility or re-cast any part of their ballot.

Eligible voters may vote by:

1. Accessing the telephone number provided by using a cellular or land line, touch tone telephone but not a rotary dial telephone. “Diga-pulse” telephones will be able to access the system using their PIN providing the over-ride button on their telephone to a “touch-tone” mode is completed; or
2. Accessing the internet address (URL) provided by using a viable internet connection; or
3. Attending a Voter Help Centre during the dates and times and at the locations established by the Clerk and provided below, either by themselves or with a friend or interpreter who may assist the elector in voting using the Voting Kiosk after having been administered the “Oral Oaths at Voter Help Centre” **Form TI06**. In the absence of a friend or interpreter, the voter may request the assistance of the Election Official, who may provide assistance only after the appropriate oath has been taken.

**Voter Help Centre Dates and Times:**

*North Huron Township Office, 274 Josephine Street, Wingham:*

- Tuesday, October 11, 2022 between the hours of 9:00 a.m. to 4:30 p.m.
- Weekdays from Wednesday, October 12<sup>th</sup> to Friday, October 21<sup>st</sup> during regular office hours (8:30 a.m. to 4:30 p.m.)
  - Extended hours will be offered on Wednesday, October 19, 2022 until 7:00 p.m.
- Monday, October 24, 2022 between the hours of 10:00 a.m. and 8:00 p.m

During the aforementioned times, kiosk access will be provided at this location.

*Blyth Community Centre, 377 Gypsy Lane, Blyth:*

- Wednesday, October 19, 2022 between the hours of 2:00 p.m. and 7:00 p.m. During the aforementioned times, voter kiosk access will be provided at this location.

*Belgrave Community Centre, 12 Queen Street, Belgrave:*

- Wednesday, October 19, 2022 between the hours of 2:00 p.m. and 7:00 p.m. During the aforementioned times, voter kiosk access will be provided at this location.

## UNOPENED VOTER INFORMATION LETTERS

Unopened Voter Information Letters returned to the Municipal Office will be opened and the PIN status will be set so that the PIN cannot participate in the voting process. The opened Voter Information Letters will then be marked “disabled” and be maintained in a secure fashion and will be destroyed at the same time as all other municipal election material as provided for under Section 88 of the *Municipal Elections Act*, 1996.

Should a Voter Information Letter be returned to the Municipal Office that has been opened but has not been used for voting purposes, the PIN shall be disabled so that it cannot participate in the voting process. In this circumstance, the Voter Information Letter shall be marked “disabled” and be secured and destroyed as in the paragraph above.

The Clerk and the Election Official(s) shall ensure a complete audit trail is maintained of all Voter Information Letters:

1. That were sent to eligible voters by Taylor Demers Mail Processing Inc.;
2. That were returned from the Post Office;
3. That were returned by an elector or other individual(s) either opened or unopened but unused for voting purposes;
4. That were set to a status that prevented them from being voted;
5. That were re-issued to an eligible elector; and
6. That were generated by Election Officials for eligible electors added to the Voters List after completing an “Application to Amend Voters’ List” **Form EL15**.

New PIN(s) shall not be given out over the telephone or by mail. The voter must attend the Municipal Office with proof of identity and resident as prescribed in O. Reg. 304/13 and complete the appropriate form.

Exceptions will be considered at the sole discretion of the Clerk when satisfied that extenuating circumstances require special accommodation. Such situations shall be documented by the Clerk with measures to ensure security and privacy of the elector, and integrity of the voting process.

## **VOTING SYSTEM INTEGRITY**

The integrity of the voting process shall be the responsibility of the Clerk and shall be preserved by:

- Ensuring that every eligible elector on the Voters' List is mailed, via Canada Post Lettermail, a sealed Voter Information Letter which contains the voter's unique PIN;
- Ensuring that no one except authorized Simply Voting Inc. and Taylor Demers Mail Processing Inc. staff shall have access to a comprehensive list of PINs that matches each voter's name and address;
- Providing an opportunity for eligible electors to be added to the Voters' List or to make amendments to the list, up to and including Election Day, October 24 at 8:00 pm.;
- Establishing proper procedures to ensure that no person is added to the Voters' List unless an Election Official is completely satisfied of their identity and qualification as an elector in The Municipality;
- Establishing proper procedures to ensure that no replacement PIN is issued unless an Election Official is completely satisfied of the eligible elector's identity;
- Ensuring that no replacement PIN is issued by anyone other than an employee of The Municipality who has been appointed in writing by the Clerk to do so; and
- Appointing an Auditor to test the Voting System in accordance with the below provisions, and providing same with read-only access to the Voting System.

The Auditor, appointed by the Clerk, shall be tested thoroughly through a comprehensive logic and accuracy audit prior to the Voting Period. The tests shall include but not be limited to the following:

- Voting System refuses ballots before the start of the Voting Period
- Voting System is 'zeroed out' at the start of the Voting Period
- Voting System presents electors with the correct ballot based on their elector information
- Voting System accepts ballots from un-used eligible PINs
- Voting System refuses ballots from used PINs
- Voting System does not allow over-votes on any ballot
- Voting System acknowledges under-voted ballots and prompts elector if they wish to complete under-voted contests on their ballot
- For telephone voting specifically, the wording and clarity of the recordings and the input timing is accurate
- Voting System 'times out' after a period of voter inactivity
- Voting System accepts ballots from PINs that previously 'timed out' or were abandoned before being submitted
- Voting System refuses ballots after the end of the Voting Period, except from specifically authorized Voting Kiosks
- Voting System accurately counts votes for all candidates in each contest

The Voting System shall be further tested through an ongoing audit during the Voting Period. The tests shall include but not be limited to the following:

- Voting System refuses ballots before the start of the Voting Period

- Voting System is ‘zeroed out’ at the start of the Voting Period
- Voting System presents electors with the correct ballot based on their elector information
- Voting System does not allow over-votes on any ballot
- Voting System acknowledges under-voted ballots and prompts elector if they wish to complete all contests on their ballot
- Voting System ‘times out’ after a period of voter inactivity
- Voting System refuses ballots after the end of the Voting Period, except from specifically authorized Voting Kiosks

All Voting Kiosks and associated information technology infrastructure used at Voter Help Centres will be tested for internet access, network security, proper configuration, and device security.

All certified candidates are to provide to the Clerk the proper pronunciation of their name for programming into the telephone Voting System no later than August 26, 2022.

## **CLOSE OF POLLS AND RESULTS**

The Municipality shall keep its public voting access open until October 24, 2022 at 8:00 p.m.

Any person remaining within a Voter Help Centre after 8:00 p.m. will still be permitted to vote from Voting Kiosks. Persons who have gained access to the Voting System remotely through their own device prior to 8:00 p.m. on October 24, 2022 will be permitted to complete the voting process, provided that they do so by 8:05 p.m.

At such a time as all eligible electors within a Voter Help Centre have voted and after 8:05 p.m. to ensure no remote voters remain logged into the system, the Clerk shall order the close and deactivation of the Telephone/Internet Voting service and shall also order the generation of the results for each contest.

Following the close of voting, the appointed Auditor will attempt to vote from both a privately-owned computer and a Voting Kiosk, and confirm that it is not possible to access the voting site.

As soon as possible after 8:00 p.m. on October 24, 2022, the Clerk shall download unofficial results for each contest from the Voting System. Only the Clerk, appointed Election Officials, certified candidates or their scrutineer may be present, and those present shall sign the unofficial results. The Clerk shall publish the unofficial results on the municipal website and/or the Voting System website, as the case may be.

As soon as possible after Voting Day, the Clerk shall declare the official results Day using the “Declaration of Election – Candidate” **Form LC26**, and then post the official results at the Municipal Office and on the municipal website and/or Voting System website, as the case may be.

As soon as practicable after the end of the voting period, the Clerk shall determine whether a lame duck Council exists.

## RECOUNT

### CIRCUMSTANCES FOR A RECOUNT (SECTIONS 56-58)

The Clerk shall hold a recount:

- Of the votes for two or more candidates who receive the same number of votes and cannot both or all be declared elected to the office;
- Of the votes on a by-law, if the votes for the affirmative and negative are equal;
- Of the votes for two or more answers to a question, if the votes are equal.
- If the Council of the Municipality passes a resolution requiring a recount of the votes cast (for Council offices or questions; or by-laws submitted by Council)
- If a local board passes a resolution requiring a recount of the votes cast (for offices on a local board or questions or by-laws submitted by a local board)
- If the Minister makes an order requiring a recount of the votes cast for all or specified answers to a question submitted by him or her.
- If an order requiring a recount has been made by of the Superior Court of Justice.

### RECOUNT PROCEDURES

In the case of a recount, the Clerk shall require Simply Voting Inc. to provide a re-tabulation of the votes cast. All votes for all candidates in the contested race will be counted.

All recounts will be held within the required timeframes as set out in sections 56(2), 57(2), and 58(4) of the Act.

Pursuant to Subsection 61(1) of the *Municipal Elections Act*, 1996, the following persons will be authorized to attend the recount:

- the Clerk and any other Election Official appointed by the Clerk for the recount procedure;
- every certified candidate for the office;
- the applicant, in the case of a recount ordered under section 58.
- the lawyer or agent for each of the candidate(s); and
- only one (1) scrutineer for each of the candidate(s).

At the precise hour designated for the recount, the Clerk shall re-tabulate the results for the contest(s) that are subject to the recount procedure and publish the results of the recount.

Upon receipt of the final results of the recount, the Clerk shall announce the results of the recount and in the event of a tied vote, Subsection 62(3) of the *Municipal Elections Act*, 1996 shall apply, being as follows:

*“If the recount indicates that two or more candidates who cannot both or all be declared elected to an office have received the same number of votes, the clerk shall choose the successful candidate or candidates by lot”*

In the event that a tied vote occurs after the recount, the following procedure shall be used and applied:

- The Clerk shall determine the texture and quality of the paper used for this process and each candidate or the candidate’s lawyer and/or scrutineer will have an opportunity of examining the paper to be used to inscribe the names of the candidates;
- The Clerk shall print the name of each candidate on a similar size paper and the candidate(s), the candidates’ lawyer and/or scrutineer, without touching the paper, may examine the same. The writing of each name shall be clear and concise, and no ink shall appear within half an inch of the edge of the paper. In addition, all persons present will have an opportunity of examining the box which will be used for conducting the lot;
- Upon acceptance of all the candidates that the process outlined above has been adhered to, the Clerk shall fold the papers bearing each candidate’s name twice in two (2) equal parts and shall deposit these papers, in full view of all persons present and authorized to attend, in an open-end box that will be acceptable to all persons present. In the event of a conflict or difference of opinion as to the selection of the box, the Clerk shall determine the box to be used for this process.
- Once all Candidate’s names are inserted into the box, the top of the box shall be closed. Any individual entitled to be in attendance at the drawing shall be given the opportunity to inspect the box before it is closed. The Clerk shall shake the closed box vigorously ten (10) times. Before opening the box, the Clerk shall select another Election Official member to draw from the box.
- The Clerk shall open the box and hold the box at such a height as to prevent any individual from seeing inside the box before a name is drawn from it.
- At the Clerk’s direction, the individual drawing from the box shall reach in and pull out one (1) piece of paper at a time for each office to be filled. When a piece of paper is drawn, the individual shall unfold it and show the name on it to all in attendance and say the name aloud.
- Once completed, the person appointed by the Clerk shall remove the remaining contents from the box and provide an opportunity for all persons present to examine the remaining slips of papers and the box.

### **COSTS OF THE RECOUNT (SECTION 7(3), 7(4))**

The costs incurred by the Clerk to conduct a recount are to be paid by the municipality as soon as possible after the Clerk has signed a certificate verifying the amount. The municipality is to be reimbursed for its reasonable costs in the following situations:

- A regular election when the recount is for:
  - An office on a local board or an upper tier municipality
  - A By-law or question submitted by an upper-tier municipality; or
  - A question submitted by a local board or by the Minister.
- A by-election for a local board or for an upper tier municipality; or for the Minister, or a recount in such a by-election.

Any expenses incurred by a candidate will be the responsibility of the candidate ie: legal counsel in attendance on behalf of the candidate.

The Clerk shall submit a signed certificate verifying the costs to the appropriate local board, upper tier municipality or Minister who shall in turn be responsible for paying the costs as soon as possible.

The Court, if satisfied there are sufficient grounds, shall make an order requiring the Clerk to hold a recount.

The recount is to be held within 15 days after the Clerk receives a copy of the order.

### **NOTIFICATION OF RECOUNT DATE, TIME, PLACE (SECTION 56, 57, 58)**

The Clerk must send the date, time and place for the recount within the prescribed time frames on “Notice of Recount” **Form LC27** to the following:

- All certified candidates for the office which is the subject of the recount;
- Where a Council resolution is involved, the Council or local/school board which passed the resolution;
- The Minister when an order has been made;
- The applicant in the case of a court order;
- In the case of a recount concerning an office, by-law or question in respect of which electors of another municipality are entitled to vote, the Clerk who was responsible for the conduct of the vote in the other municipality;
- Notice of recount will be given by registered mail or personal service.

### **NOTICE OF FINAL CERTIFIED RESULTS (RECOUNT) (SECTION 62(1) AND 62(4))**

Persons authorized to be in attendance at the recount may also be at the announcement of the results of the recount.

The Clerk of the Municipality will announce the result of the recount as soon as it is complete.

Unless an application has been made for a Judicial recount, the Clerk, on the 16<sup>th</sup> day after the recount is completed, will declare the successful candidate or candidates elected or will declare the result of the vote with respect to a by-law or a question by posting the “Declaration of Recount Results” **Form LC28** at the Municipal Office and on the website.

Such Declaration shall be sent to everyone previously given notice of the recount.

## ELECTION RECORDS

### DESTRUCTION OF RECORDS (SECTION 88)

Subject to a Judge’s order or recount proceedings, after 120 days from declaring the results under Section 55, the Clerk shall destroy the ballots in the presence of two witnesses. The Clerk may also destroy any other documents and materials related to the election except those specified in 88.25, 88.29 and 88.32. The witnesses shall complete the “Witness Statements as to Destruction of Ballots” **Form LC30**.

At no time after voting day shall any information regarding the voter, PINs and ballots come together to allow anyone to know how an elector has voted.

Having returned all pertinent documents to the municipality, Simply Voting shall confirm in writing the destruction of all records in its possession.

The documents shall not be destroyed if:

- A court orders that they be retained; and
- A recount has been commenced and not finally disposed of.

The Clerk shall retain the candidates’ financial statements until the members of the council or local board elected at the next regular election have taken office.

### CANDIDATE’S ELECTION RECORDS

Use of online, electronic and paper versions of the Voters’ List, Interim List of Changes to the Voters’ List, Voter Participation Status reports and all other information containing personal voter information shall be protected by the Candidate and shall not be used for any purpose other than the 2022 Municipal Election. All Voter information obtained by the Candidate during the 2022 Municipal Election shall be destroyed by the Candidate after the election, either by returning same to the Clerk for destruction with other election material or by deleting it completely from the candidate’s computer hardware. If records are shared by the candidates with others (campaign workers) an oath administered by the Candidate, similar to the one taken by the Candidate shall be administered and all shared records shall also be protected and destroyed.

## SCRUTINEERS (SECTION 16)

### APPOINTMENT BY CANDIDATE

A candidate may appoint scrutineers to represent him or her during the voting and during the receipt of voting results. The appointment shall be made using the “Appointment of Scrutineer” **Form TI04**. This form must be signed by the Candidate with an original signature.

Not more than one scrutineer representing each candidate may be in the Voter Help Centre for any of the purposes specified in Section 47(1) at any time. Only one candidate or his/her appointed scrutineer may be in attendance at a Voter Help Centre at one time. The scrutineer/candidate must take the “Oath of Secrecy” **Form TI03** at the Voter Help Centre.

Use of mobile communication devices and cameras shall not be permitted within any Voter Assistance Centre by any candidate or scrutineer.

Scrutineers who do not follow the instructions of the Election Official(s) or who attempt to interfere, influence and to determine how an elector is voting will be requested to leave the Voter Help Centre immediately, their appointment will be revoked and they will not be permitted to re-attend at a Voter Help Centre or during the announcement of results. Scrutineers may also have their appointment revoked if they contravene the rules and guidelines established by the Clerk as provided to the Candidates.

### APPOINTMENT – BY ELECTOR – RECOUNT (SECTION 61 (1))

An elector who applies for a recount may appoint one scrutineer. The “Appointment of Scrutineer” **Form TI04** must be signed by the elector. Forms are available at the Municipal Office.

### APPOINTMENT – EVIDENCE OF

A person appointed as a scrutineer, before being admitted to the voting location, shall show their “Appointment of Scrutineer” **Form TI04** and provide proof of identity and residence as prescribed in O. Reg. 304/13 to the election official.

### RIGHTS OF SCRUTINEERS (INCLUDES CANDIDATES, EXCEPT CANDIDATES ELECTED BY ACCLAMATION)

1. To be present to verify and ensure that all totals of votes cast are at “0” and shall be required to sign the “Activation of Simply Voting System” **Form T105** that attests to this fact.
2. To be present at the time and place where results are received by the Clerk to sign the results report indicating the results and votes cast.
3. In the event of a recount, Section 61 of the Act prescribes the number of scrutineers entitled to be present.

### SCRUTINEERS AND CANDIDATES ARE PROHIBITED FROM THE FOLLOWING:

1. Attempting, directly or indirectly, to interfere with how an elector votes, and prohibited from attempting to campaign or persuade an elector to vote for a particular candidate;
2. Displaying a candidate's elections campaign material in the Help Centre;
3. Compromising the secrecy of the voting;
4. Interfering or attempting to interfere with an elector who is marking a ballot;
5. Obtaining or attempting to obtain any information about how an elector intends to vote or has voted; and
6. Communicating any information obtained about how an elector intends to vote or has voted.

Any person failing to abide by the above rights and prohibitions shall be directed to leave.

## ACCESSIBILITY (SECTION 12.1)

The Clerk shall have regard to the needs of electors and candidates with disabilities.

The Clerk shall prepare a plan regarding the identification, removal and prevention of barriers that affect electors and candidates with disabilities and shall make the plan available to the public before Voting Day.

In establishing the locations of Voter Help Centres, the Clerk shall ensure that each location is accessible to electors and candidates with disabilities.

Within 90 days after Voting Day, the Clerk shall prepare a report regarding the identification, removal and prevention of barriers that affect electors and candidates with disabilities and shall make the report available to the public.

## EMERGENCIES (SECTION 53)

The Clerk may declare an emergency if he or she is of the opinion that circumstances have arisen that are likely to prevent the election being conducted in accordance with this Act.

On declaring an emergency, the Clerk shall make such arrangements as he or she considers advisable for the conduct of the election.

The arrangements made by the Clerk, if they are consistent with the principles of the *Municipal Elections Act, 1996*, prevail over anything in the Act and the regulations made under it.

The emergency continues until the Clerk declares it has ended.

If made in good faith, the Clerk's declaration of emergency and arrangements shall not be reviewed or set aside on account of unreasonableness or supposed unreasonableness.

In the event of an emergency, the Clerk shall advertise on radio, social media, and television stations if possible, and post notices to the extent possible, that the election has been delayed or extended as the case may be.

If required, the Clerk may consider alternate options for reporting results, notification of electors, alternate facilities, voting period and or election officials.

In the event of an emergency, Simply Voting, under direction from the Clerk shall stop the Voting System from accepting calls via a telephone and connections from the internet thus preventing the election from continuing, or starting, as the case may be.

In the event the Clerk is unable to be present to conduct procedures on Voting Day, there shall be a substitute qualified person appointed or available to attend the election details.

Given the options available to electors to vote from any touch-tone telephone or internet-enabled device with an internet connection, any event that results in one or more voting locations becoming unavailable for use on Voting Day (e.g. flooding, power failure) shall not be sufficient to cause the Clerk to declare an emergency, delay the vote, open a new voting location, or extend the voting hours.

## CORRUPT ELECTION PRACTICES

### PROVINCIAL OFFENCES AND PROSECUTION

Sections 89 and 90 of the *Municipal Elections Act*, 1996 provides for penalties and enforcement of corrupt practices and other offences during an election process.

Although the municipality will be using an alternate voting method, being Telephone/Internet Voting, the principles and the integrity of the election process will remain and are enforceable.

Section 89 of the *Municipal Elections Act*, 1996 provides that a person is guilty of an offence if he or she:

- a) Votes without being entitled to do so;
- b) Votes more times that this Act allows;
- c) Induces or procures a person to vote when that person is not entitled to do so;
- d) Before or during an election, publishes a false statement of a candidate's withdrawal;
- e) Furnishes false or misleading information to a person whom this Act authorizes to obtain information;
- f) Without authority, supplies a PIN/ballot to anyone;
- g) Deals with a PIN/ballot, without having authority to do so;
- h) Attempts to do something described above.

No person(s) shall solicit a Voter Information Letter, containing a PIN, from an eligible elector. All valid complaints or knowledge of solicitation shall be reported immediately to the police for investigation of corrupt practices.

In addition, under the provision of Section 90(1) of the *Municipal Elections Act*, 1996 if a person is convicted of an offence and the offence was committed knowingly, the offence also constitutes a corrupt practice and the person is liable, in addition to any other penalty, for a term of imprisonment not more than six (6) months.

Although many provisions of the *Municipal Elections Act*, 1996, also deal with voting places, ballots and ballot boxes, etc. the same must be used interchangeably with the “alternate form” of voting since the principles of the Act must be maintained and are therefore enforceable and subject to penalties.

As such, the Clerk, in this alternate form of voting, has agreed to the following rules and regulations:

- a) That all complaints submitted in writing about actions which may contravene the provisions of the *Municipal Elections Act*, 1996, will be reviewed by the Clerk;
- b) That all such valid complaints submitted in writing, once deemed by the Clerk to be valid and not frivolous, will be submitted to the appropriate authorities
- c) That the Clerk or any Election Official will not attempt to intervene in the prosecution and may be called to give evidence during prosecution.

## PENALTIES

An individual who is convicted of an offence is liable to penalties that include but are not limited to a maximum fine of up to \$25,000, ineligibility to run for office in the following election, and/or imprisonment up to 6 months.

### **Candidate [Section 91 (1)]**

If a person is convicted of a corrupt practice under the *Act*, or of an offence under the *Criminal Code* (Canada) in connection with an act or omission that relates to an election to which the Act applies, then, in addition to any other penalty provided for in the Act:

- a) any office to which the person was elected is forfeited and becomes vacant; and
- b) the person is ineligible to be nominated for or elected or appoint to, any office until the next two regular elections have taken place after the election to which the offence relates.

However, if the presiding judge finds that the person committed the corrupt practice or offence under the *Criminal Code* (Canada) without any intent of causing or contributing to a false outcome of the election, clause b) does not apply.

### **Individual [Section 94 (1)]**

An individual who is convicted of an offence is liable to the following penalties in addition to any other penalty provided for in the Act:

1. for any offence, a fine not more than \$25,000;

2. for any offence other than a corrupt practice, the penalties described in Subsection 88.23 (2) – Effect of Default by Candidate and 88.27 (1) – Effect of Default by Registered Third Party.
3. for an offence under Section 90 (Corrupt Practices: Certain Offences Committed Knowingly), imprisonment for a term of not more than 6 (six) months;
4. for any offence that the presiding judge finds that the individual committed knowingly, imprisonment for a term of not more than 6 (six) months.

### **Trade Unions [Section 94 (2)]**

A corporation or trade union that is convicted of an offence is liable to a fine of not more than \$50,000 in addition to any other penalty provided for in the Act.

### **MAIL TAMPERING – CRIMINAL OFFENCE AND PROSECUTION**

Notification of the voting process and how electors can access the voting system will be provided in the Voter Information Letters and will be sent via Canada Post Lettermail.

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. Since The Municipality's election methods rely on delivery of the VIL to eligible electors in order to allow those electors to exercise their right to vote, any instance or substantiated account of mail tampering will be taken very seriously and reported to the authorities.

In order to ensure the integrity and confidence of the voting process for all electors and candidates, the Clerk agrees to the following rules and regulations:

- a) That all complaints about actions which may contravene the provisions of the Criminal Code of Canada with respect to mail tampering, submitted in writing, will be considered by the Clerk.
- b) That all such valid complaints, once deemed by the Clerk to be substantiated, will be submitted to the appropriate authorities;
- c) That the Clerk or any Election Official will not attempt to intervene in the prosecution and may be called to give evidence during prosecution.

## **COMPLIANCE AUDIT COMMITTEE**

### **ESTABLISH COMPLIANCE AUDIT COMMITTEE (SECTION 88.37)**

A council shall before October 1 of an election year establish a compliance audit committee for the purposes of the *Municipal Elections Act, 1996*.

In Huron County, a joint Compliance Audit Committee will be established. Terms of Reference will be developed and adopted by By-law by all participating municipalities. Once adopted, the recruitment

process will be initiated through an advertisement that must be, at minimum, posted to the municipal website.

Council shall approve the appointment of members by resolution or by-law.

#### **REVIEW OF CONTRIBUTIONS TO CANDIDATES (SECTION 88.34 (1) TO (4))**

The Clerk shall review the contributions reported on the financial statements submitted by a candidate under section 88.25 to determine whether any contributor appears to have exceeded any of the contribution limits under section 88.9 (Maximum Contributions to Candidates).

As soon as possible after the day that is 30 days after the filing date or supplementary filing date, as the case may be, under section 88.30, the Clerk shall prepare a report identifying each contributor to a candidate for office on a council who appears to have contravened any of the contribution limits under section 88.9 and,

- (a) if the contributor's total contributions to a candidate for office on a council appear to exceed the limit under section 88.9, the report shall set out the contributions made by that contributor to the candidate; and
- (b) if the contributor's total contributions to two or more candidates for office on the same council appear to exceed the limit under section 88.9, the report shall set out the contributions made by that contributor to all candidates for office on the same council.

The Clerk shall prepare a separate report in respect of each contributor who appears to have contravened any of the contribution limits under section 88.9.

The Clerk shall forward each report prepared to the Compliance Audit Committee. See Section 88.30 (2) for supplementary filing date provisions.

#### **DECISION OF COMPLIANCE AUDIT COMMITTEE REGARDING CANDIDATES (SECTION 88.34 (8))**

Within 30 days after receiving a report regarding Contributions to Candidates, the Compliance Audit Committee shall consider it and decide whether to commence a legal proceeding against a contributor for an apparent contravention.

#### **REVIEW OF CONTRIBUTIONS TO REGISTERED THIRD PARTIES (SECTION 88.36 (1) TO (4))**

The Clerk shall review the contributions reported on the financial statements submitted by a Registered Third Party under section 88.23 to determine whether any contributor appears to have exceeded any of the contribution limits under section 88.13 (Maximum Contributions to Registered Third Parties).

As soon as possible following the day that is 30 days after the filing date or supplementary filing date, as the case may be, under section 88.30, the Clerk shall prepare a report identifying each contributor to

a Registered Third Party who appears to have contravened any of the contribution limits under section 88.13 and,

- (a) if the contributor's total contributions to a Registered Third Party that is registered in the municipality appear to exceed the limit under section 88.13, the report shall set out the contributions made by that contributor to the Registered Third Party in relation to third party advertisements; and
- (b) if the contributor's total contributions to two or more Registered Third Parties that are registered in the municipality appear to exceed the limit under section 88.13, the report shall set out the contributions made by that contributor to all Registered Third Parties in the municipality in relation to third party advertisements.

The Clerk shall prepare a separate report in respect of each contributor who appears to have contravened any of the contribution limits under section 88.13.

The Clerk shall forward each report prepared to the Compliance Audit Committee. See Section 88.30 (2) for supplementary filing date provisions.

#### **DECISION OF COMPLIANCE AUDIT COMMITTEE REGARDING REGISTERED THIRD PARTIES (SECTION 88.36) (5))**

Within 30 days after receiving a report regarding Contributions to Registered Third Parties in the municipality, the Compliance Audit Committee shall consider it and decide whether to commence a legal proceeding against a contributor for an apparent contravention.

#### **COMPLIANCE AUDIT APPLICATION BY ELECTOR (SECTION 88.33 (1) AND 88.35 (1))**

An elector who is entitled to vote in an election and believes on reasonable grounds that a candidate or a Registered Third Party who is registered in relation to the election in the municipality has contravened a provision of the Act relating to election campaign finances may apply for a compliance audit of the Candidate's or Registered Third Party's election campaign finances, even if the Candidate or Registered Third Party has not filed a financial statement.

An application for a compliance audit shall be made to the Clerk of the municipality for which the candidate was nominated for office, and it shall be in writing and shall set out the reasons for the elector's belief.

#### **COMPLIANCE AUDIT COMMITTEE (SECTION 88.33 (4) AND (14))**

Within 10 days after receiving the Compliance Audit Application, the Clerk shall forward the application to the Compliance Audit Committee.

Within 10 days after receiving the Auditor's Report, if applicable, the Clerk shall forward the report to the Compliance Audit Committee.

# FORMS

## EL15 - APPLICATION TO AMEND THE VOTERS' LIST

**APPLICATION FOR REMOVAL OF ANOTHER'S NAME FROM VOTERS' LIST***Municipal Elections Act, 1996 (s. 25)***Application to Amend Voters' List** *Municipal Elections Act, 1996 (s.17, s.24, s.25) Form EL15*

Check only one

- ☐ add applicant's name to list  
☐ correct applicant's information on list  
☐ delete applicant's or family member's name from list ( ☐ deceased ☐ moved ☐ other )

Name of applicant		date of birth	
last	first	year	month   day

Qualifying address on voting day		<input type="checkbox"/> commercial property	At qualifying address, applicant is:	
street number & name	apt. #	roll number	ward number	voting subdiv.
city	postal code	(if house apartment, indicate floor level - e.g. basement, 1st floor, etc.)		
<input type="checkbox"/> owner since _____ <input type="checkbox"/> tenant since _____ <input type="checkbox"/> other since _____ <input type="checkbox"/> spouse <input type="checkbox"/> or s.s.p. date _____ <input type="checkbox"/> unqualified (deleted name only)				

Previous qualifying address (if applicable)		At previous address, applicant was:	
street number & name	apt. #	roll number	ward number   voting subdiv.
city	postal code	(if house apartment, indicate floor level - e.g. basement, 1st floor, etc.)	
<input type="checkbox"/> owner <input type="checkbox"/> tenant <input type="checkbox"/> other <input type="checkbox"/> spouse <input type="checkbox"/> or s.s.p.			

Current mailing address of applicant (if different than Qualifying address above)		At mailing address, applicant is:	
street number & name	apt. / unit #	city	postal code
<input type="checkbox"/> owner <input type="checkbox"/> tenant <input type="checkbox"/> other <input type="checkbox"/> spouse <input type="checkbox"/> or s.s.p.			

**School Support**

- ☐ Applicant is Roman Catholic (includes Greek & Ukrainian Catholics)  
☐ Applicant has French Language Education Rights

**Applicant wishes to be an elector for the following school board**

- ☐ English-Public (anyone can support English-public)  
☐ English-Separate (must be Roman Catholic)  
☐ French-Public (must have French Language Education Rights)  
☐ French-Separate (must be Roman Catholic & have French Language Education Rights)

I, the undersigned, hereby declare that I am a Canadian citizen, that I have attained the age of eighteen (18) on or before Voting Day, and that on Voting Day, I am entitled to be an elector in accordance with the facts or information submitted on this form, and that I understand the effect thereof. I hereby apply to have my name included or amendments made on the Voters' List in accordance with such facts or information.

signature of applicant \_\_\_\_\_ date \_\_\_\_\_

This information is collected under authority of s.17, s.24 and s.25 of the Municipal Elections Act and s.15 and s.16 of the Assessment Act and will be used to determine voter eligibility.

**Certificate of Approval** (to be completed by Clerk or designate)☐ Approved☐ Refused (state reason)

I hereby certify that the Voters' List for said voting subdivision in this municipality shall be amended in accordance with the statement of facts or information contained herein.

signature of clerk or designate \_\_\_\_\_ date \_\_\_\_\_

MPAC-1209/02

## EL16 - APPLICATION FOR REMOVAL OF ANOTHER'S NAME FROM VOTERS' LIST

*Municipal Elections Act, 1996 (s. 25(2))*

Surname:	Given Names:	
Full Address of Residence:		Postal Code:

In Respect of:

Name as Entered in Voters List:	
Full Address of Residence:	Postal Code:

Entered on List for:

Ward:	Assessment Roll Number (to be completed by Clerk or designated election official):
-------	--

I, \_\_\_\_\_, hereby state:

That I have good reason to believe that the person named above as entered on the Voters' List for this municipality is not entitled to be an elector and to have his/her name entered thereon; and,

The facts in support of which are as follows:

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Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Signature of Applicant

## EL18(A) - DECLARATION OF QUALIFICATIONS – COUNCIL

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*Municipal Election Act, 1996*

### MUNICIPAL CANDIDATES

I, \_\_\_\_\_, a nominated candidate for the office of:

☐ Reeve

☐ Councillor, Ward \_\_\_\_\_

#### **Do solemnly declare that:**

1. I am qualified pursuant to the *Municipal Elections Act, 1996*, and the *Municipal Act, 2001* to be elected to and to hold the office of:

☐ Reeve

☐ Councillor, Ward \_\_\_\_\_

2. Without limiting the generality of paragraph 1, on Voting Day, October 24, 2022, I will be at least eighteen years of age, am a Canadian citizen, a resident of the Township of North Huron or the owner or tenant of land in the Township of North Huron or the spouse or same-sex partner of such owner or tenant.

3. I am not ineligible or disqualified under the *Municipal Election Act, 1996*, the *Municipal Act, 2001*, the *Municipal Conflict of Interest Act* or any other *Act* to be elected to or hold the above-mentioned office.

4. Without limiting the generality of paragraph 3,

- I am not an employee of the Township of North Huron, or if I am an employee of the Township of North Huron, I am on an unpaid leave of absence as provided for by section 30 of the *Municipal Elections Act, 1996*.
- I am not a judge of any court.
- I am not a member of the Assembly as provided in the *Legislative Assembly Act* or of the Senate or House of Commons of Canada or, if I am such a person, I will provide proof of my resignation in a form satisfactory to the Clerk of the Township of North Huron prior to 2:00 pm on Nomination Day, August 19, 2022. I understand that the Clerk of the Township of North Huron will reject my nomination for the above-mentioned office if I fail to provide proof of resignation by this deadline.
- I am not a member of the Executive Council of Ontario or a federal Minister of the Crown.
- I am not a Crown employee within the meaning of the *Public Service Act*, or if I am a Crown employee, I have followed and will continue to follow all the relevant

provisions of Part III of such Act.

5. I am not prohibited from voting at the municipal election under subsection 17(3) of the *Municipal Election Act, 1996*.
6. Without limiting the generality of paragraph 5,
  - I am not a person who is serving a sentence of imprisonment in a penal or correctional institution.
  - I am not a person who was convicted of a corrupt practice described in subsection 90(3) of the *Municipal Elections Act, 1996*, during an election that occurred less than four years prior to Monday, October 22, 2022.
7. I am not a candidate who was convicted of a corrupt practice under the *Municipal Elections Act, 1996* or of an offence under the *Criminal Code* (Canada), in connection with an act or omission with respect to a municipal election if the Voting Day in that election is less than six years prior to Monday, October 24, 2022.
8. I am not disqualified from being elected to or holding office by reason of any violations of the election campaign financial requirements or violations for not filing the financial statement pursuant to the *Municipal Elections Act, 1996*.

I, \_\_\_\_\_ make this solemn Declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the *Canada Evidence Act*.

Declared before me at the Township of North Huron

This \_\_\_\_\_ day of \_\_\_\_\_, 2022

\_\_\_\_\_  
Signature of Candidate

\_\_\_\_\_  
Signature of the Clerk, or designate

Personal information on this form is collected under the authority of the *Municipal Election Act, 1996*, and will be used for the nomination process for office in the municipal election and will be available for public inspection in the Office of the Clerk, Township of North Huron until the next municipal election. Questions about this collection of personal information should be directed to the Clerk, Township of North Huron (519-357-3550)

## EL18(B) -DECLARATION OF QUALIFICATIONS – SCHOOL BOARD

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*Municipal Election Act, 1996*

### SCHOOL BOARD CANDIDATES

I, \_\_\_\_\_, a nominated candidate for the office of: Trustee, School Board Ward \_\_\_\_\_, for the:

- ☐ Avon Maitland District School Board
- ☐ Huron Perth Catholic District School Board
- ☐ Conseiller, Le Conseil scolaire public de district du Centre-Sud-Ouest
- ☐ Conseiller, Le Conseil scolaire de district des écoles Catholique du Sud-Ouest

#### **Do solemnly declare that:**

1. I am qualified pursuant to the *Municipal Elections Act, 1996*, and the *Municipal Act, 2001* and the *Education Act* to be elected to and to hold the office of Trustee, Ward \_\_\_\_\_ for the above noted School Board.
2. Without limiting the generality of paragraph 1, on Voting Day, October 24, 2022, I am a resident of the area of jurisdiction of the School Board, a Canadian citizen and at least eighteen years of age.
3. I am qualified under the *Education Act* to vote for members of the School Board to which I am seeking office.
4. I am not ineligible or disqualified under the *Municipal Election Act, 1996*, the *Education Act*, the *Municipal Conflict of Interest Act* or any other *Act* to be elected to or hold the above mentioned office.
5. Without limiting the generality of paragraph 4,
  - I am not an employee of the School Board, or if I am an employee of the School Board, I am on an unpaid leave of absence as provided for by section 219 of the *Education Act* and section 30 of the *Municipal Elections Act, 1996*.
  - I am not Clerk or Treasurer or Deputy-Clerk or Deputy-Treasurer of any municipality within the area of jurisdiction of the School Board or if I am such a person, I am on an unpaid leave of absence as provided for by section 219 of the *Education Act* and Section 30 of the *Municipal Elections Act, 1996*.
  - I am not a member of the Assembly as provided in the *Legislative Assembly Act* or of the Senate or House of Commons of Canada or, if I am such a person, I will provide proof of my resignation in a form satisfactory to the Clerk of the Township of North Huron prior to 2:00 pm on Nomination Day, August 19, 2022. I understand that the Clerk of the

Township of North Huron will reject my nomination for the above-mentioned office if I fail to provide proof of resignation by this deadline.

- I am not a member of the Executive Council of Ontario or a federal Minister of the Crown.
6. I am not prohibited from voting at the municipal election under subsection 17(3) of the *Municipal Election Act, 1996*.
7. Without limiting the generality of paragraph 6,
- I am not a person who is serving a sentence of imprisonment in a penal or correctional institution.
  - I am not a person who was convicted of a corrupt practice described in subsection 90(3) of the *Municipal Elections Act, 1996*, during an election that occurred less than four years prior to Monday, October 24, 2022.
8. I am not a candidate who was convicted of a corrupt practice under the *Municipal Elections Act, 1996* or of an offence under the *Criminal Code* (Canada), in connection with an act or omission with respect to a municipal election if the Voting Day in that election is less than six years prior to Monday, October 24, 2022.
9. I am not disqualified from being elected to or holding office by reason of any violations of the election campaign financial requirements or violations for not filing the financial statement pursuant to the *Municipal Elections Act, 1996*.

I, \_\_\_\_\_ make this solemn Declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the *Canada Evidence Act*.

Declared before me at the Township of North Huron

This \_\_\_\_\_ day of \_\_\_\_\_, 2022

\_\_\_\_\_  
Signature of Candidate

\_\_\_\_\_  
Signature of the Clerk, or designate

Personal information on this form is collected under the authority of the *Municipal Election Act, 1996*, and will be used for the nomination process for office in the municipal election and will be available for public inspection in the Office of the Clerk, Township of North Huron until the next municipal election. Questions about this collection of personal information should be directed to the Clerk Township of North Huron (519-357-3550)

## EL19 - WITHDRAWAL OF NOMINATION

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*Municipal Election Act, 1996 (s. 36)*

A person who has been nominated may withdraw his or her nomination by filing a written withdrawal in the Clerk's office by 2:00 pm on Nomination Day, August 19, 2022 if the nomination was filed on or before Nomination Day and by 2:00 pm on August 24, 2022 if the nomination was filed under subsection 33(5).

The Candidate is required to appear in person with identification.

I, \_\_\_\_\_, hereby withdraw my name as a candidate  
(Name of Candidate)

for the office of \_\_\_\_\_.  
(Name of Elected Office)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Candidate

This withdrawal delivered to me at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 2022.  
(time)

\_\_\_\_\_  
Municipal Clerk or designate

I hereby declare the certified candidates listed below to be acclaimed to the office that follows their respective names pursuant to Section 37 of the *Municipal Elections Act, 1996*:

[illegible]

Signature of the Clerk

## EL37 - CERTIFICATE OF MAXIMUM CAMPAIGN EXPENSES - CANDIDATES

*Municipal Elections Act, 1996 (s. 88.20(6))*

TO:

<div style="display: flex; justify-content: space-between; align-items: center;"><div style="width: 45%; border-bottom: 1px solid black; margin-bottom: 5px;"></div><div style="width: 10%; text-align: center; font-size: 24px;">/</div><div style="width: 45%; border-bottom: 1px solid black; margin-bottom: 5px;"></div></div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"><span>(Name of Candidate)</span><span>(Office)</span></div> <div style="border-top: 1px solid black; margin-top: 20px; text-align: center; padding-top: 10px;">(Address)</div>
--

FROM:

<p>The Clerk, or designated election official, of</p> <p><b>The Township of North Huron</b></p>
---

I hereby certify that the maximum campaign expenses that a candidate is permitted to incur for the office of \_\_\_\_\_ in the Municipal Election to be held October 24, 2022 is:

\$\_\_\_\_\_.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Municipal Clerk or designate

In accordance with MEA, s.88.20(12)(13), the Clerk shall give candidates a preliminary calculation of the maximum campaign expenses at the time of filing the nomination paper, based upon the number of electors on the Voters' List as of Nomination Day for the 2018 election, including changes made that day.

By September 26<sup>th</sup>, the Clerk shall give a "final" certificate of the applicable maximum campaign expenses to each candidate. The number of electors to be used in this final calculation is to be the greater of the number of electors from the 2018 or 2022 elections. (s. 88.20(11))

Certificate is to be given to candidate in accordance with Section 13.

EL38 - CERTIFICATE OF MAXIMUM AMOUNT OF CONTRIBUTIONS  
OWN CAMPAIGN

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*Municipal Elections Act, 1996 (s.33.0.2, 88.9.1)*

TO:

_____ (Name of Candidate)	/	_____ (Office)
_____ (Address)		

FROM:

The Clerk, or designated election official, of  <b>The Township of North Huron</b>
--

I hereby certify that the maximum amount of contributions to your own campaign that a candidate is permitted to incur for the office of \_\_\_\_\_  
in the Municipal Election to be held October 24, 2022, is:

\$\_\_\_\_\_.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Municipal Clerk or designate

In accordance with MEA, s.33.0.2(1), the Clerk shall give the candidate a preliminary calculation of the permitted amount of contributions to a candidate's own campaign as of the filing date, using the number of electors from the Voters' List as it existed on Nomination Day of the previous election, adjusted for applications under s.24 and s.25 that were approved as of that day. (s.88.9.1(7))

On or before September 26, 2022, the Clerk shall give the candidate a final calculation of the permitted amount of contributions to a candidate's own campaign. The number of electors to be used in this final calculation is to be the greater number of electors for the office from the Voters' List as it existed on Nomination Day of the previous election, adjusted for changes on that day or the number of electors on September 15 in the year of the current election, adjusted for changes made on that day.

In accordance with s.88.9.1(5), the Clerk is not required to give a certificate if the maximum amount is \$25,000.

Certificate to be given to candidate in accordance with Section 13.

EL39 - CERTIFICATE OF MAXIMUM AMOUNT OF EXPENSES FOR PARTIES ETC. AFTER  
VOTING DAY - CANDIDATES

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*Municipal Elections Act, 1996 (s.88.20(9)(13))*

TO:

<hr/>	<hr/>	<hr/>
(Name of Candidate)		(Office)
<hr/>		
(Address)		

FROM:

The Clerk, or designated election official, of  <b>The Township of North Huron</b>
--

I hereby certify that the maximum amount of expenses for parties, etc. after Voting Day that a candidate is permitted to incur for the office of \_\_\_\_\_ in the Municipal Election to be held October 24, 2022, is \_\_\_\_\_.

\$\_\_\_\_\_.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Municipal Clerk or designate

In accordance with MEA, s., the 88.20(13), the Clerk shall give candidates a certificate of the maximum amount permitted on or before September 26, 2022.

The formula to be used is the greater of the number of electors for the office on September 15 of the previous election, adjusted for changes approved as of that day or the number of electors as it exists on September 15 in the 2022 municipal election, adjusted for changes made on that day.

## EL42 - NOTICE TO CANDIDATE OF FILING REQUIREMENTS

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*Municipal Elections Act, 1996 (s. 88.25(9))*

TO:

<div style="display: flex; justify-content: space-between; align-items: center;"><div style="flex-grow: 1; border-bottom: 1px solid black; margin-bottom: 5px;"></div><div style="font-size: 2em;">/</div><div style="flex-grow: 1; border-bottom: 1px solid black; margin-bottom: 5px;"></div></div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"><span>(Name of Candidate)</span><span>(Office)</span></div> <div style="border-top: 1px solid black; margin-top: 10px; padding-top: 5px;">(Address)</div>
--

FROM:

The Clerk, or designated election official, of

**The Township of North Huron**

**TAKE NOTICE** Every Candidate shall file by March 31, 2023, with the Clerk with whom their nomination was filed a financial statement and auditor's report in accordance with Section 88.25 of the *Municipal Elections Act, 1996*.

1. On or before 2:00 p.m. on the filing date, a candidate shall file with the Clerk with whom the nomination was filed a financial statement and auditor's report, each in the prescribed form, reflecting the candidate's election campaign finances,
  - (a) in the case of a regular election, as of December 31 in the year of the election; and
  - (b) in the case of a by-election, as of the 45th day after Voting Day.
2. If a candidate's election campaign ends as described in paragraph 3 of subsection 88.24(1), the financial statement and auditor's report must reflect the candidate's election campaign finances as of the day the election campaign period ended.
3. If an error is identified in a filed financial statement, the candidate may withdraw the statement and, at the same time, file a corrected financial statement and auditor's report on or before the applicable filing date under section 88.30.
4. If the candidate's election campaign period continues during all or part of the supplementary reporting period, the candidate shall, before 2:00 p.m. on the supplementary filing date, file a supplementary financial statement and auditor's report for the supplementary reporting period.

5. If a candidate's election campaign period ends as described in paragraph 3 of subsection 88.24(1) and the election campaign period continued during all or part of the supplementary filing period, the candidate shall, before 2:00 pm on the supplementary filing date, file a supplementary financial statement and auditor's report for the period commencing on the day the candidate's election campaign period ends and including the six-month period following the year of the election.
6. A supplementary financial statement or auditor's report shall include all the information contained in the initial statement or report filed under subsection (1) and in any previous supplementary statement or report under subsection (2), as the case may be, updated to reflect the changes to the candidate's election campaign finances during the supplementary reporting period.
7. An auditor's report shall be prepared by an auditor licensed under the *Public Accounting Act, 2004*.
8. No auditor's report is required if the total contributions received and total expenses incurred in the election campaign up to the end of the relevant period are each equal to or less than \$10,000.
9. Failure to adhere to these filing requirements may result in the forfeit of office and ineligibility to be elected or appointed to any office to which this act applies.

\_\_\_\_\_  
Signature of the Clerk

\_\_\_\_\_  
Date

At least 30 days before the filing date, the Clerk shall give notice to candidates of all the filing requirements under MEA, s.88.25, along with the candidate's entitlement to receive a refund of the nomination filing fee if he or she meets the requirements of MEA, s.34 and the penalties set out in MEA, s.88.23(2) and s.92(1)

Notice to be given in accordance with MEA, s.13.

## EL44 - NOTICE OF DEFAULT - CANDIDATES

*Municipal Elections Act, 1996 (s.88.23 (3))*

TO:

<hr/>	<hr/>	<hr/>
(Name of Candidate)		(Office)
<hr/>		
(Address)		

FROM:

The Clerk, or designated election official, of  <b>The Township of North Huron</b>
--

**TAKE NOTICE** that you are in default of the requirements of the *Municipal Elections Act, 1996* because:

- ☐ You have failed to file documents with the Municipal Clerk as required by Section 88.25 or 88.32 of the *Municipal Elections Act, 1996* on or before the relevant date; or
- ☐ You failed to pay the amount of the surplus shown in documents which were filed with the Municipal Clerk by the relevant date as required by Section 88.31(4) of the *Municipal Elections Act, 1996*; or
- ☐ A document filed under Section 88.25 of the *Municipal Elections Act, 1996* shows on its face that you have incurred expenses exceeding the amount permitted under Section 88.20 of the Act; or
- ☐ You failed to pay the amount under s.88.32 and failed to pay the amount required by that section to the Clerk by the relevant date.

### NOTICE OF DEFAULT

If this notice indicates that you have failed to file a document required by Section 88.25 or 88.32 the *Municipal Elections Act*, the following provisions and penalties apply:

#### TO A SUCCESSFUL CANDIDATE:

- a) You forfeit any office to which you were elected and the office shall deem to be vacant
- b) Until the next regular election has taken place, you are ineligible to be elected or appointed to any office to which the *Municipal Elections Act, 1996* applies.

**TO AN UNSUCCESSFUL CANDIDATE:**

- a) Until the next regular election has taken place, you are ineligible to be elected or appointed to any office to which the *Municipal Elections Act, 1996* applies.

**NOTICE OF PENALTIES**

Sections 91, 92 and 94 of the *Municipal Elections Act, 1996* set out penalties with respect to violations under the Act as follows:

**Corrupt practice and ineligibility for office**

- 91.(1) If a person is convicted of a corrupt practice under this Act, or of an offence under the Criminal Code (Canada) in connection with an act or omission that relates to an election to which this Act applies, then, in addition to any other penalty provided for in this Act,
- (a) any office to which the person was elected is forfeited and becomes vacant, and
  - (b) the person is ineligible to be nominated for, or elected or appointed to, any office until the next two regular elections have taken place after the election to which the offence relates.

**Exception**

- 91.(2) However, if the presiding judge finds that the person committed the corrupt practice or offence under the Criminal Code (Canada) without any intent of causing or contributing to a false outcome of the election, clause (1)(b) does not apply.

**Offences by candidate**

- 92.(1) A candidate is guilty of an offence and, on conviction, in addition to any other penalty that may be imposed under this Act, is subject to the penalties described in subsection 88.23(2),
- (a) if the candidate incurs expenses that exceed the amount determined for the office under section 88.20; or
  - (b) if the candidate files a document under 88.25 or 88.32 that is incorrect or otherwise does not comply with that section.

**General penalty, individual**

- 94.1 (1) An individual who is convicted of an offence under this Act is liable to the following penalties in addition to any other penalty provided for in this Act:
1. For any offence, a fine of not more than \$25,000.
  2. For any offence other than a corrupt practice, the penalties described in subsection 88.23 (2) and 88.27 (1).
  3. For an offence under section 90, imprisonment for a term of not more than six months.
  4. For any offence that the presiding judge finds that the individual committed knowingly, imprisonment for a term of not more than six months.

**Same, corporation or trade union**

- (2) A corporation or trade union that is convicted of an offence under this Act is liable to a fine of not more than \$50,000 in addition to any other penalty provided for in this Act.
- (a) if the candidate incurs expenses that exceed the amount determined for the office under section 88.20; or
  - (b) if the candidate files a document under section 88.25 or 88.32 that is incorrect or otherwise does not comply with that section.

**Exception**

92.(2) However, if the presiding judge finds that the candidate, acting in good faith, committed the offence inadvertently or because of an error in judgement, the penalties described in subsection 88.23(2) do not apply.

**Additional Penalty, Candidates**

92.(3) if the expenses incurred by or under the direction of a candidate exceed the amount determined for the office under section 88.20, the candidate is liable to a fine equal to the excess, in addition to any other penalty provided for in the Act.

**General Offence**

94. A person who contravenes any provision of this Act or regulation under this Act or a by-law passed by a municipality under this Act is guilty of an offence.

**General penalty, individual**

94.1 (1) An individual who is convicted of an offence under this Act is liable to the following penalties in addition to any other penalty provided for in this Act:

1. For any offence, a fine of not more than \$25,000.
2. For any offence other than a corrupt practice, the penalties described in subsection 88.23 (2) and 88.27 (1).
3. For an offence under section 90, imprisonment for a term of not more than six months.
4. For any offence that the presiding judge finds that the individual committed knowingly, imprisonment for a term of not more than six months. 2009, c. 33, Sched. 21, s. 8 (68); 2016, c. 15, s. 70.

**Same, corporation or trade union**

(2) A corporation or trade union that is convicted of an offence under this Act is liable to a fine of not more than \$50,000 in addition to any other penalty provided for in this Act. 2009, c. 33, Sched. 21, s. 8 (68)

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Signature of the Clerk

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Date

## LC01 -NOTICE OF NOMINATION FOR OFFICE

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### *2022 Municipal and School Board Elections*

Notice is hereby given to the Municipal Electors of the Township of North Huron that Nominations for the following offices may be made by completing and filing the prescribed forms accompanied by the prescribed nomination filing fee in the Office of the Clerk, 274 Josephine Street, Wingham:

- **Reeve** – One (1) to be elected **at large**;
- **Councillor** – Six (6) to be elected (2 from Blyth Ward, 2 from East Wawanosh Ward, and 2 from Wingham Ward)

Nominations for the following School Board offices must be filed with the appropriate municipal office:

- **Avon Maitland District School Board – North Huron/Howick/Morris-Turnberry Trustee** – One (1) to be elected;
- **Huron-Perth Catholic District School Board - Trustee** – One (1) to be elected;
- **French Public School Board Representative** – One (1) to be elected;
- **French Separate School Board** – One (1) to be elected.

The filing fee of \$100 for Councillor or School Board Trustee and \$200 for Reeve, is payable by cash, certified cheque, money order or debit machine. A nomination must be signed by the candidate and filed in person or by agent during regular business hours between May 2, 2022 to August 18, 2022 from 8:30 a.m. and 4:30 p.m. and between 9:00 a.m. to 2:00 p.m. on Friday, August 19, 2022 (Nomination Day).

Nomination forms may be picked up from the Clerk's Office at 274 Josephine Street, Wingham during business hours beginning May 2, 2022 or from the Municipal website at <https://www.northhuron.ca/en/municipal-government/elections.aspx>

Electors are hereby given notice that if a greater number of candidates are certified than are required to fill the said offices, then voting will be held on **Monday October 24, 2022**.

Municipal and School Board Candidates are reminded that the campaign period begins on the day on which the Candidate files a Nomination Paper with the Clerk responsible, through to December 31, 2022. Contributions may not be made to or accepted by a Candidate nor expenses incurred outside the campaign period.

Additional information regarding the 2022 Municipal and School Board elections may be obtained from the Clerk at 519-357-3550 during regular business hours.

Dated this \_\_\_\_\_ Day of \_\_\_\_\_, 2022

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Municipal Clerk

## LC02 - NOTICE OF COLLECTION / CONSENT TO RELEASE PERSONAL INFORMATION

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*(Municipal Freedom of Information and Protection of Privacy Act)*

Personal information on the Nomination Paper is collected under the authority of the *Municipal Elections Act, 1996* and will be used to assist the Clerk in the administration of the 2022 Municipal Elections.

Questions regarding this collection should be directed to the Clerk at 274 Josephine Street, Wingham (519-357-3550).

I, \_\_\_\_\_, a nominated candidate for the office of:

- ☐ Reeve
- ☐ Councillor, Ward \_\_\_\_\_
- ☐ Trustee, Avon Maitland District School Board
- ☐ Trustee, Huron-Perth Catholic District School Board
- ☐ Trustee, French Public School Board
- ☐ Trustee, French Separate School Board

I acknowledge that the Nomination Form (PR Form 1) filed by me contains personal information and I hereby authorize the Clerk to disclose it to the general public.

\_\_\_\_\_  
Signature of Candidate

\_\_\_\_\_  
Signature of the Clerk, or designate

Dated at the Township of North Huron, this \_\_\_\_\_ day of \_\_\_\_\_, 2022

## LC03 - LIST OF NOMINATIONS FILED/UNOFFICIAL LIST OF CANDIDATES

As of the \_\_\_\_\_ day of \_\_\_\_\_, 2022, nomination papers have been filed for the 2022 Municipal Election as follows:

[illegible]

## LC05 – OFFICIAL LIST OF CERTIFIED CANDIDATES

---

### *Municipal Elections Act, 1996, s.11(4)2*

Notice is hereby given to the Municipal Electors of the Township of North Huron that during the period commencing on May 2, 2022 and completed on Nomination Day, August 19, 2022, the following persons filed all necessary papers, declarations and fees and as Clerk, I am satisfied that such persons are qualified and that their Nominations satisfy the requirements of the *Municipal Elections Act, 1996*. I have, therefore certified such candidates for the office which follows their respective name:

NAME OF CANDIDATE	OFFICE	QUALIFYING ADDRESS	CONTACT INFORMATION

Dated this 22<sup>nd</sup> day of August, 2022.

---

Municipal Clerk or designate

## LC06 - NOTICE OF ADDITIONAL NOMINATIONS

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### *Municipal Elections Act, 1996 (Section 33(5))*

TAKE NOTICE that the number of candidates for the office of \_\_\_\_\_  
was not sufficient to fill the number of vacancies to which candidates may be elected.

AND FURTHER, TAKE NOTICE that the Clerk may receive and certify additional nominations for the remaining vacancies in the Clerk's Office between the hours of 9:00 am and 2:00 pm on August 24, 2022, subject to the provisions of Subsection 33(5) of the *Municipal Elections Act, 1996*.

### **OFFICES FOR WHICH PERSONS MAY BE NOMINATED:**

\_\_\_\_\_, \_\_\_\_\_ to be elected.  
(Office) (Number)

AND FURTHER, TAKE NOTICE that the manner in which nominations shall be filed is set forth in Section 33 of the *Municipal Elections Act, 1996*. Nomination forms and full particulars of procedures to be followed may be obtained from the undersigned.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Municipal Clerk or designate

I hereby declare the certified candidates listed below to be acclaimed to the office that follows their respective names pursuant to Section 37 of the *Municipal Elections Act, 1996*:

[illegible]

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

Signature of the Clerk

## LC08 - VOTERS' LIST COVER SHEET

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### *Municipal Elections Act, 1996 (s.23)*

This Voters' List was prepared in accordance with Section 23 of the *Municipal Elections Act, 1996*, as amended. In accordance with Section 88(11), the Voters' List shall not be posted in a public place or made available to the public in any other manner.

Electors should ensure their names and relevant information are correctly shown on the Voters' List.

Any person may make an application to the Clerk requesting that the person's name be added to or removed from the Voters' List or that information on the Voters' List relating to the person be amended by completing and filing the prescribed form available at the Municipal Office during the regular office hours between September 1, 2022 to October 21, 2022 and from 10:00 am to the close of voting on October 24, 2022. The application shall be in writing and shall be filed in person, by the applicant or his/her agent or by mail, by the applicant.

**NO PERSON SHALL USE ANY INFORMATION OBTAINED FROM THE VOTERS' LIST EXCEPT FOR ELECTION PURPOSES.**

The last day for filing applications concerning inclusion, additions, corrections or deletions from the List is October 24, 2022 at 8:00 pm.

Carson Lamb  
Clerk/Returning Officer  
Township of North Huron

## LC09 - NOTICE OF THE POSTING OF THE VOTERS' LIST

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### *Municipal Elections Act, 1996*

**NOTICE IS HEREBY GIVEN** that the list of all persons entitled to be electors for the municipal elections in this municipality has been prepared by the Clerk's office.

As of September 1, 2022, all electors should ensure that their names and relevant information are correct on the Voters' List.

Any person may make an application to the Clerk requesting that the person's name be added to or removed from the Voters' List or that information on the Voters' List relating to the person be amended by completing and filing the prescribed form available at:

The Office of the Clerk  
The Township of North Huron  
274 Josephine Street  
Wingham, Ontario, N0G 2W0

during regular office hours between September 1, 2022 and October 21, 2022 and from 10:00 am to the close of voting (8:00 pm) on October 24, 2022. The application shall be in writing on the appropriate form (Form EL15 or EL16) available at the municipal office and shall be filed in person, by the applicant or his/her agent or by mail, by the applicant.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

Carson Lamb  
Clerk/Returning Officer  
Township of North Huron

## LC11 - POLICY FOR USE OF THE VOTERS' LIST

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The Voters' List has been compiled for election purposes only.

All electors should ensure that their names and relevant information are correct on the Voters' List.

### **Copies - Local boards – Municipalities – Minister:**

On written request, the Clerk shall provide a copy of the Voters' List to:

- The secretary of a local board any of whose members are required to be electors at an election conducted by the Clerk, or that has submitted a question to the electors;
- The Clerk of the local municipality responsible for conducting the elections in any combined area for school board purposes;
- The Clerk of an upper-tier municipality any of whose members are required to be elected to an election conducted by the Clerk, or that has submitted a by-law or question to the electors; and
- The Minister, if he or she has submitted a question to the electors.

### Copies – For Candidates

On written request of a candidate for an office, the Clerk shall provide him or her with the part of the Voters' List that contains the names of the electors who are entitled to vote for that office.

### Copies – For MPs and MPPs

On written request from a member of the House of Commons or of the Legislative Assembly who represents any part of the Clerk's municipality, the Clerk shall provide him or her with a copy of the Voters' List.

Eligible candidates who request a copy of the Voters' List must sign a "Declaration of Proper Use of the Voters' List" **Form T111** prior to receiving a copy of all or any part of the Voters' List.

Where facilities exist for the Voters' List to be provided electronically to a Candidate, who has signed a "Declaration of Proper Use of the Voters' List" **Form T111** provided by the Clerk stating the list shall be used for election purposes only, the Clerk may choose to provide it in this format.

Eligible candidates who obtain additional copies of the Voters' List or any part thereof shall pay the Clerk a fee prescribed by the Clerk for photocopies which must be the lowest fee charged by the municipality for copies.

## LC12 - INTERIM LIST OF CHANGES TO THE VOTERS' LIST

---

*Municipal Election Act, 1996 (Section 27 (1) a))*

Ward: \_\_\_\_\_

I hereby certify that the following revisions, as attached, were made to the Voters' List for this Municipality.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Municipal Clerk

**Note:** This form is the cover sheet for the Interim List of Changes. Information should be the same as it appears on the Voters' List with the addition of a column indicating D = Deletion, A = Addition, and C = Correction.

## LC14 - FINAL LIST OF CHANGES TO THE VOTERS' LIST

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*Municipal Election Act, 1996 (Section 27 (2) a))*

Ward: \_\_\_\_\_

I hereby certify that the following revisions, as attached, were made to the Voters' List for this Municipality.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Municipal Clerk

**Note:** This form is the cover sheet for the Final List of Changes. Information should be the same as it appears on the Voters' List with the addition of a column indicating D = Deletion, A = Addition, and C = Correction.

## LC23- ESTIMATED MAXIMUM CAMPAIGN EXPENSES - CANDIDATES

*Municipal Elections Act, 1996 (s. 33.0.1(1) and 88.20(6))*

BASED ON 2018 ELIGIBLE ELECTORS AS OF SEPTEMBER 15, 2018

1. There is a limit of \$1,200 per individual contribution to a candidate.
2. A contributor shall not make contributions exceeding a total of \$5,000 to candidates running for office on the same Council.
3. Limits are placed on campaign expenses based on a formula related to the number of electors (O.Reg. 101/97). For the office of Reeve, it is \$7,500 plus \$0.85 per elector entitled to vote for the office. For all other offices, it is \$5,000 plus \$0.85 per elector entitled to vote for the office.

Spending Limit Estimate – Council Offices				
Office	Base Rate	Number of Electors	Rate Per Elector (\$0.85)	Total Spending Limit
Reeve	\$7,500			
Councillor - Blyth	\$5,000			
Councillor - East Wawanosh	\$5,000			
Councillor - Wingham	\$5,000			

Spending Limit Estimate – School Board Trustee				
Office	Base Rate	Number of Electors	Rate Per Elector (\$0.85)	Total Spending Limit
Avon Maitland District School Board	\$5,000			
Huron Perth Catholic District School Board	\$5,000			
French Public School Board	\$5,000			
French Separate School Board	\$5,000			

4. On or before September 26, 2022, each candidate will receive a Final Certificate of Maximum Campaign Expenses pursuant to Section 88.20(6) of the *Municipal Elections Act, 1996*.
5. The Clerk's calculation is final.

Dated this 2<sup>nd</sup> day of May, 2022.

\_\_\_\_\_  
Carson Lamb  
Clerk

## LC24 – ESTIMATED MAXIMUM AMOUNT OF CONTRIBUTIONS OWN CAMPAIGN

---

*Municipal Elections Act, 1996 (s. 33.0.2, and 88.9.1)*

BASED ON 2018 ELIGIBLE ELECTORS AS OF SEPTEMBER 15, 2018

1. A candidate for an office on a council and his or her spouse shall not make contributions to the candidate's own election campaign that, combined, exceed the following: For the office of Reeve, it is \$7,500 plus \$0.20 per elector. For all other offices, it is \$5,000 plus \$0.20 per elector.

Spending Limit Estimate – Council Offices				
Office	Base Rate	Number of Electors	Rate Per Elector (\$0.20)	Total Spending Limit
Reeve	\$7,500			
Councillor – Blyth	\$5,000			
Councillor – East Wawanosh	\$5,000			
Councillor – Wingham	\$5,000			

2. On or before September 26, 2022, each candidate will receive a Final Certificate of Maximum Amount of Contributions Own Campaign pursuant to Section 33.0.2, and 88.9.1 of the *Municipal Elections Act, 1996*.
3. The Clerk's calculation is final.

Dated this 2<sup>nd</sup> day of May, 2022.

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Carson Lamb  
Clerk

## LC25 – ESTIMATED MAXIMUM AMOUNT OF EXPENSES FOR PARTIES ETC. AFTER VOTING DAY - CANDIDATES

---

*Municipal Elections Act, 1996 (s.88.20 (9) (13))*

BASED ON 2018 ELIGIBLE ELECTORS AS OF SEPTEMBER 15, 2018

1. The maximum amount of expenses for holding parties and making other expressions of appreciation after the close of voting is (calculated as 10% of the Estimated Maximum Campaign Expenses – Candidates – Form LC23, (O. Reg, 101/97, s. 6 (1)):

Office	Total Spending Limit
Reeve	
Councillor – Blyth	
Councillor – East Wawanosh	
Councillor – Wingham	

2. On or before September 26, 2022, each candidate will receive a Certificate of Maximum Amount of Expenses for Parties Etc. After Voting Day – Candidates” pursuant to Section 88.20 (9) (13) of the *Municipal Elections Act, 1996*.
3. The Clerk’s calculation is final.

Dated this 2<sup>nd</sup> day of May, 2022.

---

Carson Lamb  
Clerk

I, \_\_\_\_\_, Clerk of the Corporation of the Township of North Huron in the County of Huron, do hereby declare the following candidate or candidates elected as a result of the Municipal Election held on October 24, 2022.

[illegible]

Municipal Clerk

Date \_\_\_\_\_

*Note: The Clerk shall as soon as possible after voting day declare the candidate or candidates who received the highest number of votes to be elected (s. 55 (4)(a))*

## LC27 - NOTICE OF RECOUNT

---

*Municipal Elections Act, 1996 (s.56-58) O. Reg. 101/97*

I, \_\_\_\_\_, Clerk of the Corporation of the Township of North Huron in the County of Huron do hereby declare that a recount of the votes cast in the Municipal Election held on October 24, 2022 for the office of \_\_\_\_\_ shall be commencing at the hour of \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_, 2022 at the following location: \_\_\_\_\_.

The recount is being conducted pursuant to Section \_\_\_\_ of the *Municipal Elections Act, 1996*.

Date \_\_\_\_\_

\_\_\_\_\_  
Municipal Clerk

*Note: A recount may be held pursuant to Sections 56, 57, or 58.*

## LC28 - DECLARATION OF RECOUNT RESULTS

---

*Municipal Elections Act, 1996 (s.62 (4))*

I, \_\_\_\_\_, Clerk of the Corporation of the Township of North Huron in the County of Huron do hereby declare that:

1. On the \_\_\_\_ day of \_\_\_\_\_, 2022, I conducted a recount of the ballots cast in the Municipal Elections held on October 24, 2022 for the office(s) of:

---

---

---

---

2. No application has been made for a judicial recount under Section 63.

3. The successful candidate(s) elected are/is:

---

---

---

---

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
Municipal Clerk

## LC30 - WITNESS STATEMENTS AS TO DESTRUCTION OF BALLOTS

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*Municipal Elections Act, 1996 (s.88 (2))*

### **First Witness**

I, \_\_\_\_\_ state that I was present on \_\_\_\_\_ and did witness the Clerk of the Township of North Huron destroy all ballots used in the Municipal Election held on October 24, 2022 for the election of persons to the offices listed below.

\_\_\_\_\_  
Signature

### **Second Witness**

I, \_\_\_\_\_ state that I was present on \_\_\_\_\_ and did witness the Clerk of the Township of North Huron destroy all ballots used in the Municipal Election held on October 24, 2022 for the election of persons to the offices listed below.

\_\_\_\_\_  
Signature

**List of Offices for which Ballots were Destroyed:**

**Category of Documents and Other Materials Destroyed:**

*Note: The Clerk shall retain the ballots and all other documents and materials related to an election for 120 days after declaring the results of the election under Section 55 and, unless there is a court order that they be retained for a recount has been commenced and not finally disposed of, shall then destroy the ballots in the presence of two witnesses (s. 88). At the time of destroying the ballots pursuant to Section 88, other documents and other materials related to the Election (with the exception of documents filed under Section 88.25, 88.29, and 88.32) may also be destroyed.*

## PR FORM 1 - NOMINATION PAPER



Ministry of Municipal Affairs  
and Housing

**Nomination Paper – Form 1**  
*Municipal Elections Act, 1996 (Sections 33, 35)*

**Instructions**

It is the responsibility of the person being nominated to file a complete and accurate nomination paper. Please print or type information (except signatures).

Nomination paper of a person to be a candidate at an election to be held in the following municipality

Nominated for the Office of			Ward Name or Number (if any)		
Nominee's name as it is to appear on the ballot paper (subject to agreement of the municipal clerk)					
Last Name or Single Name			Given Name(s)		
Nominee's full qualifying address within municipality					
Suite/Unit Number	Street Number	Street Name			
Municipality			Province		Postal Code
Mailing Address <input type="checkbox"/> Same as qualifying address					
Suite/Unit Number	Street Number	Street Name			
Municipality			Province		Postal Code
If nominated for school board, full address of residence within its jurisdiction					
Suite/Unit Number	Street Number	Street Name			
Municipality			Province		Postal Code
Email Address			Telephone Number		Telephone Number 2

**Declaration of Qualification**

I, \_\_\_\_\_, declare that I am presently legally qualified  
(or would be presently legally qualified if I were not a member of the Legislative Assembly of Ontario or the Senate or House of Commons of Canada) to be elected and to hold the office for which I am nominated.

Signature of Nominee			Date (yyyy/mm/dd)		
Date Received (yyyy/mm/dd)	Time Received	Initial of Nominee or Agent (if filed in person)	Signature of Clerk or Designate		

**Certification by Clerk or Designate**

I, the undersigned clerk of this municipality, do hereby certify that I have examined the nomination paper of the aforesaid nominee filed with me and am satisfied that the nominee is qualified to be nominated and that the nomination complies with the Act.

Signature	Date Certified (yyyy/mm/dd)
-----------	-----------------------------

## PR FORM 4 – FINANCIAL STATEMENT – AUDITOR'S REPORT CANDIDATE



Ministry of Municipal Affairs  
and Housing

**Financial Statement –  
Auditor's Report Candidate – Form 4**  
*Municipal Elections Act, 1996 (Section 88.25)*

**Instructions**

All candidates must complete Boxes A and B. Candidates who receive contributions or incur expenses must complete Boxes C, D, Schedule 1 and Schedule 2 as appropriate. Candidates who receive contributions or incur expenses in excess of \$10,000 must also attach an Auditor's Report.

All surplus funds (after any refund to the candidate or their spouse) shall be immediately paid to the clerk who is responsible for the conduct of the election.

For the campaign period from (day clerk received nomination) 

YYYY	MM	DD
------	----	----

 to 

YYYY	MM	DD
------	----	----

☐ Initial filing reflecting finances from start of campaign to December 31 (or 45 days after voting day in a by-election)

☐ Supplementary filing reflecting finances from start of campaign to end of extended campaign period

**Box A: Name of Candidate and Office**

Candidate's name as shown on the ballot

Last Name or Single Name

Given Name(s)

Office for Which the Candidate Sought Election

Ward Name or Number (if any)

Municipality

Spending Limit

General

\$

Parties and Other Expressions of Appreciation

\$

Contribution Limit

Contributions from Candidate and Spouse

\$

☐ I did not accept any contributions or incur any expenses. (Complete Boxes A and B only)

**Box B: Declaration**

I, \_\_\_\_\_, declare that to the best of my knowledge and belief that these financial statements and attached supporting schedules are true and correct.

Signature of Candidate

Date (yyyy/mm/dd)

Date Filed (yyyy/mm/dd)

Time Filed

Initial of Candidate or Agent (if filed in person)

Signature of Clerk or Designate

**Box C: Statement of Campaign Income and Expenses**

\* Note – No entry is required. Values will auto-populated once the applicable details are calculated.

**LOAN**

Name of bank or recognized lending institution Amount borrowed  
\$

**INCOME**

Total amount of all contributions (from line 1A in Schedule 1)	+ \$	see Note *
Revenue from items \$25 or less	+ \$	
Sign deposit refund	+ \$	
Revenue from fundraising events not deemed a contribution (from Part III of Schedule 2)	+ \$	see Note *
Interest earned by campaign bank account	+ \$	
Other (provide full details)		
1. <input type="text"/>	+ \$	<input type="text"/>
2. <input type="text"/>	+ \$	<input type="text"/>
3. <input type="text"/>	+ \$	<input type="text"/>
4. <input type="text"/>	+ \$	<input type="text"/>
5. <input type="text"/>	+ \$	<input type="text"/>
6. <input type="text"/>	+ \$	<input type="text"/>

**Add Item (+)**

**Total Campaign Income (Do not include loan)** = \$ **C1**

**EXPENSES** (Note: Include the value of contributions of goods and services)**1. Expenses subject to general spending limit**

Inventory from previous campaign used in this campaign (list details in Table 2 of Schedule 1)	+ \$	see Note *
Advertising	+ \$	
Brochures/flyers	+ \$	
Signs (including sign deposit)	+ \$	
Meetings hosted	+ \$	
Office expenses incurred until voting day	+ \$	
Phone and/or internet expenses incurred until voting day	+ \$	
Salaries, benefits, honoraria, professional fees incurred until voting day	+ \$	
Bank charges incurred until voting day	+ \$	
Interest charged on loan until voting day	+ \$	
Other (provide full details)		
1. <input type="text"/>	+ \$	<input type="text"/>
2. <input type="text"/>	+ \$	<input type="text"/>
3. <input type="text"/>	+ \$	<input type="text"/>
4. <input type="text"/>	+ \$	<input type="text"/>
5. <input type="text"/>	+ \$	<input type="text"/>
6. <input type="text"/>	+ \$	<input type="text"/>

**Add Item (+)**

**Total Expenses subject to general spending limit** = \$ **C2**

**2. Expenses subject to spending limit for parties and other expressions of appreciation**

1.		+ \$		—
2.		+ \$		—
3.		+ \$		—
4.		+ \$		—
5.		+ \$		—

Add Item (+)

**Total Expenses subject to spending limit for parties and other expressions of appreciation**= \$ **C3****3. Expenses not subject to spending limits**

Accounting and audit	+ \$		
Cost of fundraising events/activities (list details in Part IV of Schedule 2)	+ \$		see Note *
Office expenses incurred after voting day	+ \$		
Phone and/or internet expenses incurred after voting day	+ \$		
Salaries, benefits, honoraria, professional fees incurred after voting day	+ \$		
Bank charges incurred after voting day	+ \$		
Interest charged on loan after voting day	+ \$		
Expenses related to recount	+ \$		
Expenses related to controverted election	+ \$		
Expenses related to compliance audit	+ \$		

Expenses related to candidate's disability (provide full details)

1.		+ \$		—
2.		+ \$		—
3.		+ \$		—
4.		+ \$		—
5.		+ \$		—

Add Item (+)

Other (provide full details)

1.		+ \$		—
2.		+ \$		—
3.		+ \$		—
4.		+ \$		—
5.		+ \$		—

Add Item (+)

**Total Expenses not subject to spending limits**= \$ **C4****Total Campaign Expenses (C2 + C3 + C4)**= \$ **C5****Box D: Calculation of Surplus or Deficit**Excess (deficiency) of income over expenses  
(Income minus Total Expenses) (C1 – C5)+ \$ **D1**If there is a surplus, deduct any refund of candidate's or spouse's  
contributions to the campaign

– \$

Surplus (or deficit) for the campaign

= \$ **D2**

If line D2 shows a surplus, the amount must be paid in trust, at the time the financial statements are filed, to the municipal clerk who is responsible for the conduct of the election.

**Schedule 1 – Contributions****Part I – Summary of Contributions**

Contributions in money from candidate and spouse

+ \$

Contributions in goods and services from candidate and spouse  
(include value listed in Table 1 and Table 2)

+ \$ see Note \*

Total value of contributions not exceeding \$100 per contributor

- Include ticket revenue, contributions in money, goods and services where the total contribution from a contributor is \$100 or less (do not include contributions from candidate or spouse).

+ \$

Total value of contributions exceeding \$100 per contributor  
(from line 1B; list details in Table 3 and Table 4)

- Include ticket revenue, contributions in money, goods and services where the total contribution from a contributor exceeds \$100 (do not include contributions from candidate or spouse).

+ \$ see Note \*

**Less:** Ineligible contributions paid or payable to the contributor

– \$

Contributions paid or payable to the clerk, including contributions from anonymous sources exceeding \$25

– \$

Total Amount of Contributions (record under Income in Box C)

= \$ 1A

**Part II – Contributions from candidate or spouse****Table 1: Contributions in goods or services**

Description of Goods or Services	Date Received (yyyy/mm/dd)	Value (\$)	
			–
			–
			–
			–
			–
			–
		<b>Total</b>	

**Add Item (+)**

Additional information is listed on separate supplementary attachment, if completed manually.

**Table 2: Inventory of campaign goods and materials from previous municipal campaign used in this campaign**  
 (Note: Value must be recorded as a contribution from the candidate and as an expense.)

Description	Date Acquired (yyyy/mm/dd)	Supplier	Quantity	Current Market Value (\$)	
					–
					–
					–
					–
					–
				<b>Total</b>	

**Add Item (+)**

Additional information is listed on separate supplementary attachment, if completed manually.

**Part III – Contributions exceeding \$100 per contributor – individuals other than candidate or spouse****Table 3: Monetary contributions from individuals other than candidate or spouse**

Name	Full Address	Date Received (yyyy/mm/dd)	Amount Received (\$)	Amount Returned to Contributor or Paid to Clerk (\$)	
					—
					—
					—
					—
					—
					—
					—
					—
					—
<b>Total</b>					

**Add Item (+)**

Additional information is listed on separate supplementary attachment, if completed manually.

**Table 4: Contributions in goods or services from individuals other than candidate or spouse****(Note: Must also be recorded as Expenses in Box C.)**

Name	Full Address	Description of Goods or Services	Date Received (yyyy/mm/dd)	Value (\$)	
					—
					—
					—
					—
					—
					—
					—
					—
<b>Total</b>					

**Add Item (+)**

Additional information is listed on separate supplementary attachment, if completed manually.

**Total for Part III – Contributions exceeding \$100 per contributor****(Add totals from Table 3 and Table 4 and record the total in Part 1 – Summary of Contributions)**\$ \_\_\_\_\_ **1B**

**Schedule 2 – Fundraising Events and Activities****Complete a separate schedule for each event or activity held.**

Additional schedule(s) attached, if completed manually.

**Fundraising Event/Activity 1**

Description of fundraising event/activity

Date of event/activity (yyyy/mm/dd)

**Part I – Ticket revenue**

Admission charge (per person)

\$ 2A

(If there are a range of ticket prices, attach complete breakdown of all ticket sales)

Number of tickets sold

x 2B

**Total Part I (2A X 2B) (include in Part I of Schedule 1)**

= \$

**Part II – Other revenue deemed a contribution**

Provide details (e.g., revenue from goods sold in excess of fair market value)

1.		+ \$	–
2.		+ \$	–
3.		+ \$	–
4.		+ \$	–
5.		+ \$	–

Add Item (+)

**Total Part II (include in Part I of Schedule 1)**

= \$

**Part III – Other revenue not deemed a contribution**

Provide details (e.g., contribution of \$25 or less; goods or services sold for \$25 or less)

1.		+ \$	–
2.		+ \$	–
3.		+ \$	–
4.		+ \$	–
5.		+ \$	–

Add Item (+)

**Total Part III (include under Income in Box C)**

= \$

**Part IV – Expenses related to fundraising event or activity**

Provide details

1.		+ \$	–
2.		+ \$	–
3.		+ \$	–
4.		+ \$	–
5.		+ \$	–

Add Item (+)

**Total Part IV Expenses (include under Expenses in Box C)**

= \$

Add Event (+)

Remove Event (–)

**Auditor's Report – Municipal Elections Act, 1996 (Section 88.25)**

A candidate who has received contributions or incurred expenses in excess of \$10,000 must attach an auditor's report.

Professional Designation of Auditor

Municipality

Date (yyyy/mm/dd)

**Contact Information**

Last Name or Single Name

Given Name(s)

Licence Number

Address

Suite/Unit Number

Street Number

Street Name

Municipality

Province

Postal Code

Telephone Number

Email Address

The report must be done in accordance with generally accepted auditing standards and must:

- set out the scope of the examination
- provide an opinion as to the completeness and accuracy of the financial statement and whether it is free of material misstatement

☐ Report is attached

Personal information, if any, collected on this form is obtained under the authority of sections 88.25 and 95 of the *Municipal Elections Act, 1996*. Under section 88 of the *Municipal Elections Act, 1996* (and despite anything in the *Municipal Freedom of Information and Protection of Privacy Act*) documents and materials filed with or prepared by the clerk or any other election official under the *Municipal Elections Act, 1996* are public records and, until their destruction, may be inspected by any person at the clerk's office at a time when the office is open. Campaign financial statements shall also be made available by the clerk in an electronic format free of charge upon request.

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## PR FORM 5 – FINANCIAL STATEMENT – SUBSEQUENT EXPENSES



Ministry of Municipal Affairs  
and Housing

**Financial Statement –  
Subsequent Expenses – Form 5**  
*Municipal Elections Act, 1996 (Section 88.32)*

**Instructions**

This form must be completed by any candidate or registered third party who has:

- incurred costs related to a compliance audit, after the supplementary filing period has passed; and
- applied for the return of their surplus funds from the clerk in order to defray those costs.

Any surplus funds remaining when the costs have been defrayed shall be immediately paid to the clerk who was responsible for the conduct of the election.

A new form must be completed and filed with the clerk 90 days after the surplus was returned to the candidate or third party advertiser, and every 90 days thereafter, until:

- the costs are defrayed and any remaining surplus has been paid to the clerk, or
- there is no surplus remaining.

For the reporting period from	YYYY	MM	DD	to	YYYY	MM	DD
-------------------------------	------	----	----	----	------	----	----

**Box A: Name of Candidate and Office**

Candidate's name as shown on ballot

Last Name or Single Name

Given Name(s)

Office for Which the Candidate Sought Election

Ward Name or Number (if any)

Municipality

**Box B: Name of Registered Third Party**

Name of Registered Third Party

Municipality

Official Representative (if trade union or corporation)

Last Name or Single Name

Given Name(s)

**Box C: Summary of Expenses**

**Surplus at Start of Reporting Period** \$ (A)

Expenses related to compliance audit (provide full details)

1.		+	\$		
2.		+	\$		
3.		+	\$		
4.		+	\$		
5.		+	\$		

Add Item (+)

**Total Expenses** = \$ (B)

**Surplus Remaining (A) – (B)** = \$

**Amount Paid to Clerk (if applicable)** \$

### Box D: Declaration

I, , declare that to the best of my knowledge and belief that these financial statements and attached supporting schedules are true and correct.

\_\_\_\_\_  
Signature of Candidate or Registered Third Party (or Official Representative)

Date (yyyy/mm/dd)

Time Filed

Date Filed (yyyy/mm/dd)

Signature of Clerk or Designate

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## PR FORM 6 – NOTICE OF EXTENSION OF CAMPAIGN PERIOD



Ministry of Municipal Affairs  
and Housing

## Notice of Extension of Campaign Period – Form 6

*Municipal Elections Act, 1996 (Sections 88.24, 88.28)*

### Instructions

- To be completed and filed with the clerk by a candidate or registered third party requesting an extension of the campaign period due to a deficit.
- This notice must be filed on or before December 31 in the year of a regular election and 45 days after voting day in the case of a by-election.

### Box A: Name of Candidate and Office

Name of Candidate

Last Name or Single Name

Given Name(s)

Office for Which the Candidate Sought Election

Ward Name or Number (if any)

Municipality

### Box B: Name of Registered Third Party

Name of Registered Third Party

Municipality

Official Representative (if trade union or corporation)

Last Name or Single Name

Given Name(s)

### Box C: Declaration

I, \_\_\_\_\_, hereby give notice and declare to the clerk

that I (or the registered third party that I represent) have a deficit and wish the campaign period to be extended in accordance with section 88.24.

\_\_\_\_\_  
Signature of Candidate or Registered Third Party (or Official Representative)

\_\_\_\_\_  
Date (yyyy/mm/dd)

## PR FORM 7 – NOTICE OF REGISTRATION – THIRD PARTY



Ministry of Municipal Affairs  
and Housing

### Notice of Registration – Third Party – Form 7

*Municipal Elections Act, 1996 (Section 88.6)*

#### Instruction

It is the responsibility of the person incurring expenses to file a complete and accurate notice. Please print or type information (except signatures).

#### Box A: Notice of Registration (Individuals, Corporations and Trade Unions)

Registration for an Individual, Corporation or Trade Union in the Following Municipality

Name of Individual, Corporation or Trade Union (Registrant)

Mailing Address (Registrant)

Suite/Unit Number Street Number Street Name

Municipality

Province

Postal Code

Email Address

Telephone Number

ext.

Telephone Number 2

#### Box B: Designation of an Official Representative (Corporations and Trade Unions)

Name of person signing (Official Representative)

Last Name or Single Name

Given Name(s)

Mailing Address (Official Representative)

Suite/Unit Number Street Number Street Name

Municipality

Province

Postal Code

Email Address

Telephone Number

ext.

Telephone Number 2

#### Box C: Additional Information (Corporations)

Business Name

Ontario Corporation Number

Names of Principal Officers

1.		2.	
3.		4.	
5.		6.	
7.		8.	
9.		10.	
11.		12.	

[Add Principle Officer \(+\)](#)

**Box D: Declaration of Qualification**

I, , the Registrant (or Official Representative of the Registrant), referred to in this notice, do hereby declare that:

- (1) The information in this notice of registration is, to the best of knowledge and belief, true;
- (2) The Registrant is qualified to be registered as a third party advertiser; and
- (3) I am authorized to sign on behalf of the Registrant (applies only where the Registrant is a corporation or trade union).

\_\_\_\_\_  
Signature of Registrant (or Official Representative)

Date (yyyy/mm/dd)

Date Received (yyyy/mm/dd)	Time Received	Initial of Registrant (or Official Representative) (if filed in person)	Signature of Clerk or Designate
----------------------------	---------------	---	---------------------------------

**Certification by Clerk or Designate**

I, the undersigned clerk of this municipality, do hereby certify that I have examined the notice of registration of the aforesaid registrant filed with me and am satisfied that the registrant is qualified to incur expenses and that the notice of registration complies with the Act.

Signature of Clerk or Designate

\_\_\_\_\_  
Date Certified (yyyy/mm/dd)

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## PR FORM 8 – AUDITOR’S REPORT – THIRD PARTY



Ministry of Municipal Affairs  
and Housing

**Financial Statement –  
Auditor’s Report Third Party – Form 8**  
*Municipal Elections Act, 1996 (Section 88.29)*

**Instructions**

All registrants must complete Boxes A, B, C and D and Schedule 1. All registrants must complete Schedule 2 as appropriate. Registrants who receive contributions or incur expenses in excess of \$10,000 must also attach an Auditor’s Report.

All surplus funds (after any refund to the registrant or, if the registrant is an individual, their spouse) shall be immediately paid to the clerk who was responsible for the conduct of the election.

For the campaign period from	YYYY	MM	DD	to	YYYY	MM	DD
<input type="checkbox"/> Initial filing reflecting finances from start of campaign to December 31 (or 45 days after voting day in a by-election) <input type="checkbox"/> Supplementary filing reflecting finances from start of campaign to end of extended campaign period							

**Box A: Name of Registrant**

Name of Registrant (individual, trade union or corporation)	
Official Representative (name of person signing on behalf of trade union or corporation)	
Last Name or Single Name	Given Name(s)
Municipality	
Spending Limit – General \$	Spending Limit – Parties and Other Expressions of Appreciation \$

**Box B: Declaration**

I, \_\_\_\_\_, a registrant (or official representative), declare that to the best of my knowledge and belief that these financial statements and attached supporting schedules are true and correct.

Signature of Registrant (or Official Representative)		Date (yyyy/mm/dd)	
Date Filed (yyyy/mm/dd)	Time Filed	Initial of Registrant, Official Representative or Agent (if filed in person)	Signature of Clerk or Designate

**Box C: Statement of Campaign Income and Expenses**

\* Note – No entry is required. Values will auto-populated once the applicable details are calculated.

**LOAN**

Name of bank or recognized lending institution	Amount borrowed
<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	\$ <div style="border: 1px solid black; width: 100px; height: 20px;"></div>

**INCOME**

Total amount of all contributions (from line 1A in Schedule 1)	+ \$		see Note *
Revenue from items \$25 or less	+ \$	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>	
Sign deposit refund	+ \$	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>	
Revenue from fundraising events not deemed a contribution (from Part III of Schedule 2)	+ \$		see Note *
Interest earned by campaign bank account	+ \$	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>	
Other (provide full details)			
1. <div style="border: 1px solid black; width: 350px; height: 20px;"></div>	+ \$	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>	<div style="border: 1px solid black; width: 30px; height: 20px; background-color: #00FFFF;"></div>
2. <div style="border: 1px solid black; width: 350px; height: 20px;"></div>	+ \$	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>	<div style="border: 1px solid black; width: 30px; height: 20px; background-color: #00FFFF;"></div>
3. <div style="border: 1px solid black; width: 350px; height: 20px;"></div>	+ \$	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>	<div style="border: 1px solid black; width: 30px; height: 20px; background-color: #00FFFF;"></div>
4. <div style="border: 1px solid black; width: 350px; height: 20px;"></div>	+ \$	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>	<div style="border: 1px solid black; width: 30px; height: 20px; background-color: #00FFFF;"></div>
5. <div style="border: 1px solid black; width: 350px; height: 20px;"></div>	+ \$	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>	<div style="border: 1px solid black; width: 30px; height: 20px; background-color: #00FFFF;"></div>
6. <div style="border: 1px solid black; width: 350px; height: 20px;"></div>	+ \$	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>	<div style="border: 1px solid black; width: 30px; height: 20px; background-color: #00FFFF;"></div>

Add Item (+)

**Total Campaign Income (Do not include loan)** = \$ **C1**

**EXPENSES** (Note: Include the value of contributions of goods and services)**1. Expenses subject to general spending limit**

Inventory from previous campaign used in this campaign (list details in Table 2 of Schedule 1)	+ \$		see Note *
Advertising	+ \$	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>	
Brochures/flyers	+ \$	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>	
Signs (including sign deposit)	+ \$	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>	
Meetings hosted	+ \$	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>	
Office expenses incurred until voting day	+ \$	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>	
Phone and/or internet expenses incurred until voting day	+ \$	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>	
Salaries, benefits, honoraria, professional fees incurred until voting day	+ \$	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>	
Bank charges incurred until voting day	+ \$	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>	
Interest charged on loan until voting day	+ \$	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>	
Other (provide full details)			
1. <div style="border: 1px solid black; width: 350px; height: 20px;"></div>	+ \$	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>	<div style="border: 1px solid black; width: 30px; height: 20px; background-color: #00FFFF;"></div>
2. <div style="border: 1px solid black; width: 350px; height: 20px;"></div>	+ \$	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>	<div style="border: 1px solid black; width: 30px; height: 20px; background-color: #00FFFF;"></div>
3. <div style="border: 1px solid black; width: 350px; height: 20px;"></div>	+ \$	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>	<div style="border: 1px solid black; width: 30px; height: 20px; background-color: #00FFFF;"></div>
4. <div style="border: 1px solid black; width: 350px; height: 20px;"></div>	+ \$	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>	<div style="border: 1px solid black; width: 30px; height: 20px; background-color: #00FFFF;"></div>
5. <div style="border: 1px solid black; width: 350px; height: 20px;"></div>	+ \$	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>	<div style="border: 1px solid black; width: 30px; height: 20px; background-color: #00FFFF;"></div>
6. <div style="border: 1px solid black; width: 350px; height: 20px;"></div>	+ \$	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>	<div style="border: 1px solid black; width: 30px; height: 20px; background-color: #00FFFF;"></div>

Add Item (+)

**Total Expenses subject to general spending limit** = \$ **C2**

**2. Expenses subject to spending limit for parties and other expressions of appreciation**

1.		+ \$		—
2.		+ \$		—
3.		+ \$		—
4.		+ \$		—
5.		+ \$		—

Add Item (+)

**Total Expenses subject to spending limit for parties and other expressions of appreciation**= \$ **C3****3. Expenses not subject to spending limits**

Accounting and audit	+ \$		
Cost of fundraising events/activities (list details in Part IV of Schedule 2)	+ \$		see Note *
Office expenses incurred after voting day	+ \$		
Phone and/or internet expenses incurred after voting day	+ \$		
Salaries, benefits, honoraria, professional fees incurred after voting day	+ \$		
Bank charges incurred after voting day	+ \$		
Interest charged on loan after voting day	+ \$		
Expenses related to recount	+ \$		
Expenses related to controverted election	+ \$		
Expenses related to compliance audit	+ \$		

Expenses related to candidate's disability (provide full details)

1.		+ \$		—
2.		+ \$		—
3.		+ \$		—
4.		+ \$		—
5.		+ \$		—

Add Item (+)

Other (provide full details)

1.		+ \$		—
2.		+ \$		—
3.		+ \$		—
4.		+ \$		—
5.		+ \$		—

Add Item (+)

**Total Expenses not subject to spending limits**= \$ **C4****Total Campaign Expenses (C2 + C3 + C4)**= \$ **C5****Box D: Calculation of Surplus or Deficit**Excess (deficiency) of income over expenses  
(Income minus Total Expenses) (C1 – C5)+ \$ **D1**

If there is a surplus, deduct any refund of registrant's or spouse's contributions to the campaign

– \$

Surplus (or deficit) for the campaign

= \$ **D2**

If line D2 shows a surplus, the amount must be paid in trust, at the time the financial statements are filed, to the municipal clerk who was responsible for the conduct of the election.

**Schedule 1 – Contributions****Part I – Summary of Contributions**

Contributions in money from registrant and (if individual) spouse	+ \$	
Contributions in goods and services from registrant and (if individual) spouse (include value listed in Table 1 and Table 2)	+ \$	see Note *
Total value of contributions not exceeding \$100 per contributor		
• Include ticket revenue, contributions in money, goods and services where the total contribution from a contributor is \$100 or less (do not include contributions from registrant or spouse).	+ \$	
Total value of contributions exceeding \$100 per contributor (from line 1B; list details in Tables 3-6)		
• Include ticket revenue, contributions in money, goods and services where the total contribution from a contributor exceeds \$100 (do not include contributions from registrant or spouse).	+ \$	see Note *
<b>Less:</b> Ineligible contributions returned or payable to the contributor	– \$	
Contributions paid or payable to the clerk, including contributions from anonymous sources exceeding \$25	– \$	
<b>Total Amount of Contributions (record under Income in Box C)</b>	<b>= \$</b>	<b>1A</b>

**Part II – Contributions from registrant or spouse****Table 1: Contributions in goods or services**

Description of Goods or Services	Date Received (yyyy/mm/dd)	Value (\$)	
			–
			–
			–
			–
			–
<b>Total</b>			

**Add Item (+)**

Additional information is listed on separate supplementary attachment, if completed manually.

**Table 2: Inventory of campaign goods and materials from previous municipal campaign used in this campaign**  
(Note: Value must be recorded as a contribution from the registrant and as an expense.)

Description	Date Acquired (yyyy/mm/dd)	Supplier	Quantity	Current Market Value (\$)	
					–
					–
					–
					–
					–
<b>Total</b>					

**Add Item (+)**

Additional information is listed on separate supplementary attachment, if completed manually.

## Part III – Contributions exceeding \$100 – contributors other than registrant or spouse

Table 3: Monetary contributions from individuals other than registrant or spouse

Name	Full Address	Date Received (yyyy/mm/dd)	Amount Received (\$)	Amount Returned to Contributor or Paid to Clerk (\$)	
					—
					—
					—
					—
					—
					—
Total					

Add Item (+)

Additional information is listed on separate supplementary attachment, if completed manually.

Table 4: Monetary contributions from corporations or trade unions

Name (legal and carrying on business as)	Full Address	President or Business Manager	Authorized Representative	Date Received (yyyy/mm/dd)	Amount Received (\$)	Amount Returned to Contributor or Paid to Clerk (\$)	
							—
							—
							—
							—
							—
							—
							—
Total							

Add Item (+)

Additional information is listed on separate supplementary attachment, if completed manually.

**Table 5: Contributions in goods or services from individuals other than registrant or spouse**  
 (Note: Must also be recorded as Expenses in Box C.)

Name	Full Address	Description of Goods or Services	Date Received (yyyy/mm/dd)	Value (\$)	Amount Returned to Contributor or Paid to Clerk (\$)	
						—
						—
						—
						—
						—
<b>Total</b>						

**Add Item (+)**

Additional information is listed on separate supplementary attachment, if completed manually.

**Table 6: Monetary contributions from corporations or trade unions**  
 (Note: Must also be recorded as Expenses in Box C.)

Name (legal and carrying on business as)	Full Address	President or Business Manager	Authorized Representative	Date Received (yyyy/mm/dd)	Amount Received (\$)	Amount Returned to Contributor or Paid to Clerk (\$)	
							—
							—
							—
							—
							—
<b>Total</b>							

**Add Item (+)**

Additional information is listed on separate supplementary attachment, if completed manually.

**Total for Part III (Add totals from Tables 3-6) (Record in Part 1 – Summary of Contributions)**

\$ \_\_\_\_\_ **1B**

**Schedule 2 – Fundraising Events and Activities****Complete a separate schedule for each event or activity held.**☐ Additional schedule(s) attached, if completed manually.**Fundraising Event/Activity 1**

Description of fundraising event/activity

Date of event/activity (yyyy/mm/dd)

**Part I – Ticket revenue**

Admission charge (per person)

\$ 2A

(If there are a range of ticket prices, attach complete breakdown of all ticket sales)

Number of tickets sold

x 2B

**Total Part I (2A X 2B) (include in Part I of Schedule 1)**

= \$

**Part II – Other revenue deemed a contribution**

Provide details (e.g., revenue from goods sold in excess of fair market value)

1.		+ \$	–
2.		+ \$	–
3.		+ \$	–
4.		+ \$	–
5.		+ \$	–

**Add Item (+)****Total Part II (include in Part I of Schedule 1)**

= \$

**Part III – Other revenue not deemed a contribution**

Provide details (e.g., contribution of \$25 or less; goods or services sold)

1.		+ \$	–
2.		+ \$	–
3.		+ \$	–
4.		+ \$	–
5.		+ \$	–

**Add Item (+)****Total Part III (include under Income in Box C)**

= \$

**Part IV – Expenses related to fundraising event or activity**

Provide details

1.		+ \$	–
2.		+ \$	–
3.		+ \$	–
4.		+ \$	–
5.		+ \$	–

**Add Item (+)****Total Part IV Expenses (include under Expenses in Box C)**

= \$

**Add Event (+)****Remove Event (–)**

**Auditor's Report*****Municipal Elections Act, 1996 (Section 88.25)***

A registrant who has received contributions or incurred expenses in excess of \$10,000 must attach an auditor's report.

Professional Designation of Auditor

Municipality

Date (yyyy/mm/dd)

**Contact Information**

Last Name or Single Name

Given Name(s)

Licence Number

Address

Suite/Unit Number

Street Number

Street Name

Municipality

Province

Postal Code

Telephone Number

Email Address

The report must be done in accordance with generally accepted auditing standards and must:

- set out the scope of the examination
- provide an opinion as to the completeness and accuracy of the financial statement and whether it is free of material misstatement

☐ Report is attached

Personal information, if any, collected on this form is obtained under the authority of sections 88.29 and 95 of the *Municipal Elections Act, 1996*. Under section 88 of the *Municipal Elections Act, 1996* (and despite anything in the *Municipal Freedom of Information and Protection of Privacy Act*) documents and materials filed with or prepared by the clerk or any other election official under the *Municipal Elections Act, 1996* are public records and, until their destruction, may be inspected by any person at the clerk's office at a time when the office is open. Campaign financial statements shall also be made available by the clerk in an electronic format free of charge upon request.

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## PR FORM 9 – DECLARATION OF IDENTITY



Ministry of Municipal Affairs  
and Housing

**Declaration of Identity – Form 9**  
*Municipal Elections Act, 1996 (Section 52 (1)1)*

**Instructions**

- To be completed by persons whose names appear on the voters' list and who do not present the prescribed proof of identity and residence.
- This application must be completed at the voting place.

**Voting Place**

Municipality \_\_\_\_\_

Ward Name or Number (if any) \_\_\_\_\_

**Declaration**

I, \_\_\_\_\_, hereby declare that I am  
\_\_\_\_\_ at  
(Name of Elector)

\_\_\_\_\_  
(Address)

as shown on the voters' list, and I make this declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

Declared before Deputy Returning Officer

in the \_\_\_\_\_

Date (yyyy/mm/dd) \_\_\_\_\_

\_\_\_\_\_  
Signature of Deputy Returning Officer

\_\_\_\_\_  
Signature of Person Requesting a Ballot

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**Print Form**

**Clear Form**

## T101 - APPLICATION FOR RE-ISSUANCE OF A VOTER INFORMATION LETTER (LOST AND UNUSED)

Surname:	Given Names:	
Qualifying Address: (Street No & Name)	City:	Postal Code:
Mailing Address: (if different):		
Telephone:	Roll Number:	

I, \_\_\_\_\_, being the above named individual and having provided proof of identity and residence as prescribed in O. Reg. 304/13, to the Election Official, do hereby make the following declaration:

1. I am an eligible elector for the municipality and that I am on the Voters' List or have made an application to be included on the Voters' List;
2. That:
 

☐ I have not received by mail a Voter Information Letter from the municipality;

**OR**

☐ I have lost or misplaced the Voter Information Letter provided by the municipality and I am unable to locate the said Voter Information Letter for the purpose of voting by telephone/internet;
3. I understand that should the Voter Information Letter be received by mail or found that I shall not attempt to use or to give to someone else for voting purposes.

I declare that all the statements contained in this application are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath by virtue of the *Canada Evidence Act*. I further understand that making a false statement is an offence under the *Municipal Elections Act, 1996* and that I will be subject to prosecution.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Election Official

**FOR USE BY ELECTION OFFICIAL:**

Generation of new Personal Identification Number (Initial) \_\_\_\_\_

## TI02 - APPLICATION FOR RE-ISSUANCE OF A VOTER INFORMATION LETTER (USED BY AN IMPERSONATOR)

Surname:	Given Names:	
Qualifying Address: (Street No & Name)	City:	Postal Code:
Mailing Address: (if different):		
Telephone:	Roll Number:	

I, \_\_\_\_\_, being the above named individual and having provided proof of identity and residence as prescribed in O. Reg. 304/13, to the Election Official, do hereby make the following declaration and provide the following information to the Election Official:

1. I am an eligible elector for the municipality and that I am on the Voters' List or have made an application to be included on the Voters' List;
  
2. That:
 

☐ I have not received by mail a Voter Information Letter from the municipality;

**OR**

☐ I have lost or misplaced the Voter Information Letter provided by the municipality and I am unable to locate the said Voter Information Letter for the purpose of voting by telephone/internet;

**OR**

☐ I have possession of the Voter Information Letter provided by the municipality;
  
3. I have not voted or have not personally used the Voter Information Letter to vote nor have I provided and given my Voter Information Letter to another person for the purpose of voting.
  
4. That:
 

☐ I have no knowledge, direct or indirect, as to who has used my Voter Information Letter to vote in my name;

**OR**

☐ I have personal knowledge of who has used my Voter Information Letter to vote and I have provided such information to the Election Official for the purpose of providing the same to the Police for further investigation and prosecution.
  
5. I have answered all questions of the Election Official truthfully and to the best of my knowledge and further understand that the Police may be communicating with me for the

purpose of furthering this investigation and prosecution of the imposter(s) of corrupt election practices or mail tampering or fraud.

6. I further agree that should I obtain any additional information as to who has voted on my behalf that I will communicate such information with the Election Official and the Police.

I declare that all the statements contained in this application are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath by virtue of the *Canada Evidence Act*. I further understand that making a false statement is an offence under the *Municipal Elections Act, 1996* and/or the Criminal Code of Canada and that I will be subject to penalties and/or a term of imprisonment.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Election Official

**FOR USE BY ELECTION OFFICIAL:**

Reset voter's status to allow re-vote (Initial) \_\_\_\_\_

Generation of new Personal Identification Number (Initial) \_\_\_\_\_

### TI03 - OATH OF SECRECY

---

I, \_\_\_\_\_, do solemnly swear (or affirm):

- That I will maintain and aid in maintaining the secrecy of the voting; and
- That I will not, nor attempt to:
  - interfere with an elector when he/she is marking his/her ballot;
  - obtain or communicate any information as to how an elector is about to vote or has voted; or
  - directly or indirectly induce an elector to show his/her marked ballot to any person.

**Name and Capacity of Person Taking Oath:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Signature of Person Administering the Oath:** \_\_\_\_\_

**Date and Time:** \_\_\_\_\_

**NOTE: TO BE DECLARED BY ANY SCRUTINEER OR CANDIDATE WISHING TO REMAIN  
AT THE VOTING PLACE**

## TI04 - APPOINTMENT OF SCRUTINEER

---

*Municipal Election Act, 1996 s. 16(1)*

I, \_\_\_\_\_, a candidate for the office of \_\_\_\_\_  
hereby appoint \_\_\_\_\_ to act as a scrutineer to represent me during the  
voting process of the Municipal Election to be held from October 11<sup>th</sup> to October 24<sup>th</sup>, 2022 at  
the voting locations as may be determined by the Clerk, and for the receipt of voting results.

\_\_\_\_\_  
Signature of Candidate

\_\_\_\_\_  
Date

### **Requirements for Admittance:**

Before being admitted to the voting location or during the receipt of voting results, a person appointed as scrutineer shall produce and show his/her Form TI04 to the Election Official for the voting location and take the Oath of Secrecy Form TI03 from the Election Official, and shall show proof of identity and residence as prescribed in O. Reg. 304/13.

### **Conduct of Scrutineers:**

1. Anyone who is creating a disturbance at the voting centre will be removed as directed by the Returning Officer.
2. All electronic devices shall be turned off upon entering the voting centre and their use is prohibited while in the voting centre and during the receipt of voting results.
3. No candidate or scrutineer has the right to interfere with the Election Official in the discharge of their duties.
4. Scrutineers/candidates wishing to be in attendance for the receipt of the voting results must be at the receipt of voting results location as determined by the Clerk prior to 8:00 pm. No one will be admitted to the receipt of voting results location after 8:00 pm.

### **Rights of Scrutineers – Includes Candidates, Except Candidates Elected by Acclamation:**

1. To be present to verify and ensure that all candidate's names are listed and that no votes have been cast and shall be required to sign the "Activation of Simply Voting System" Form TI05 that attests to this fact.
2. To be present at the time and place where results are received by the Clerk to sign the results report indicating the result and votes cast.
3. In the event of a recount, Section 61 of the Act prescribes the number of scrutineers

entitled to be present.

**Scrutineers and Candidates are Prohibited from the Following:**

1. From attempting, directly or indirectly, to interfere with how an elector votes, and prohibited from attempting to campaign or persuade an elector to vote for a particular candidate.
2. Displaying a candidate's election campaign material in the voting centre.
3. Compromising the secrecy of the voting.
4. Interfering or attempting to interfere with an elector who is marking a ballot.
5. Obtaining or attempting to obtain, in the voting centre, any information about how an elector intends to vote or has voted.
6. Communicating any information obtained about how an elector intends to vote or has voted.

Any person failing to abide by the above rights and prohibitions shall be directed to leave.

## TI05 - ACTIVATION OF SIMPLY VOTING SYSTEM

---

I, one of the undersigned, swear (or solemnly affirm):

That at 9:00 am on Thursday, October 11, 2022, I verify that all candidates' names are listed and that no votes have been cast prior to the voting system being activated.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Municipal Clerk

Signature of all present to verify:

NAME AND CAPACITY OF PERSON (IF SCRUTINEER, NAME CANDIDATE)	SIGNATURE

## TI06 - ORAL OATHS AT THE VOTER HELP CENTRE

---

### ORAL OATH TO VOTE WITH ASSISTANCE

I,       (state name)      , being an elector entitled to vote in this municipality, declare that I require assistance to vote by telephone/internet with a friend or Election Official.

### ORAL OATH OF FRIEND OF ELECTOR

I,       (state name)      , being a friend of       (name of elector)      , an elector who requires assistance to vote and who is entitled to vote in this municipality, declare that I will vote by telephone/internet as directed by the elector, and I will keep secret the manner in which the elector voted.

### ORAL OATH OF INTERPRETER

I,       (state name)      , acting as interpreter for       (name of elector)      , an elector who is entitled to vote in this municipality, declare that I will faithfully translate the necessary oaths as well as any lawful questions necessarily put to the elector and his/her answers at this Voter Help Centre.

## TI07 - APPOINTMENT AND PRELIMINARY OATH OR AFFIRMATION FOR ELECTION OFFICIALS

---

*Municipal Election Act, 1996 (Sections 15 (1) and (2) and Section 48 (1))*

I, \_\_\_\_\_, appointed in the capacity of:

- ☐ Deputy Returning Officer
- ☐ Election Official

do hereby swear or solemnly affirm:

THAT I will act faithfully in the capacity set out in my appointment and perform all the duties required by law without partiality, fear, favour or affection;

THAT I will maintain and aid in maintaining the secrecy of the voting; and

THAT I will not, nor attempt to:

- Interfere with an elector when he/she is marking his or her ballot;
- Obtain or communicate any information as to how an elector is about to vote or has voted;
- Directly or indirectly induce an elector to show his/her marked ballot to any person; or
- Directly or indirectly influence how an elector votes.

Sworn or Affirmed before me at the Township of North Huron, in the County of Huron.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Appointee

## T108 – SAMPLE VOTER INFORMATION LETTER

JOHN SAMPLE  
1826 PRINCE STREET  
ANYTOWN, ON B2N 3K3

**Address:**  
1826 Prince Street.

### VOTER INSTRUCTIONS

#### HOW CAN I VOTE?



##### VOTE USING THE INTERNET OR PHONE

- Using your PIN (see box below) and your Date of Birth, vote anytime from **Day, Month Date** starting at HH:MM am until **Day, Month Date** ending at HH:MM pm.
- To vote online, go to [www.anytownvote.com](http://www.anytownvote.com) and follow the instructions.
- To vote by phone, call the voting phone number at 1-800-XXX-XXXX and follow the instructions.
- Please be aware that if you should be interrupted while voting electronically, you may re-access the voting system to complete your voting.
- By casting a ballot or by entering the electronic voting system and entering your assigned PIN number and Date of Birth, you are **DECLARING THAT YOU ARE ELIGIBLE TO VOTE** in this election.

#### IMPORTANT INFORMATION

##### You qualify to vote if:

- You are at least 18 years old on Election Day (Month, Day, Year)
- You are a Canadian citizen
- You have been resident in the Town for a period of three months immediately preceding Election Day (since Month, Day, Year), and continue to so reside

**Your PIN**  
**8765 4321**

This PIN is assigned to, and may only be used by, the elector identified in this correspondence.

##### Additional Detail

#### QUESTIONS & ASSISTANCE

If you require assistance please contact the Help Centre:

**Phone:** XXX-XXXX or toll free at 1-888-XXX-XXXX.

**Hours of operation are:**

HH:MM am to HH:MM pm on weekdays from October XX to October XX.

HH:MMam to HH:MMpm on Election Day Day, October XX.

**Email:** election@anytown.ca

**Website:** www.anytown.ca/elections

## CANDIDATE INFORMATION

You can vote for the following candidates based on your qualifying address. If the information listed below is incorrect for the district in which you are eligible to vote then please call the Voter Help Centre for assistance.

REEVE Vote for ONE of the following:	COUNCILLORS Vote for TWO of the following:	School Board Vote for ONE Candidate only:
Sydney CROSBY	Anna ASHFORM-MORTON	Davis CROMWELL
Dalton MULROWNEY	Donald E CLARKE	Allison SMITH
	Danny LECKY	Davis CROMWELL
	Anthony L MORSE	
	Michael MUNDAY	
	Mike TRINACTY	
	Gary W WHITTIER	

## TI09 - OATH OF RETURNING OFFICER

---

### *Municipal Election Act, 1996*

I, \_\_\_\_\_, appointed in the capacity of Returning Officer for the 2022 Municipal Election swear or solemnly affirm that:

- I will act faithfully in the capacity set out in my appointment and perform all the duties required by law without partiality, fear, favour or affection;
- I will maintain and aid in maintaining the secrecy of the voting; and
- I will not attempt to:
  - Interfere with an elector when he or she is marking their ballot;
  - Obtain or communicate any information as to how an elector is about to vote or has voted; or
  - Directly or indirectly induce an elector to show his or her marked ballot to any person.

Sworn or Affirmed before me at the Township of North Huron, in the County of Huron.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

---

Commissioner of Oaths

---

Returning Officer

## TI10 - DELEGATION OF POWERS AND DUTIES OF CLERK

Municipal Elections Act, 1996 (s. 15 (2), (3), and (4))

I, Carson Lamb, Clerk for the Township of North Huron, in the exercise of the authority granted to me by subsections 15(2), (3) and (4) of the *Municipal Elections Act, 1996*, hereby delegate the powers and duties to \_\_\_\_\_, as set out below:

Delegated Power or Duty	Statutory Authority
Responsibility of maintaining peace and order in connection with the election.	Section 11(2)(c)
Use of forms and administer oaths as supplied by the Clerk.	Section 12(2)
Require a person to provide proof of identity and residence.	Section 12(3)
Authority to sign certificates of corrections and additions to the Voters' List.	Section 24

Where deemed appropriate in the conduct of the 2022 municipal election, I may, in accordance with subsection 15(3) of the Act, continue to exercise the delegated power and duties notwithstanding the delegation of responsibility hereby made.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Carson Lamb  
Clerk

## TI11 - DECLARATION OF PROPER USE OF THE VOTERS' LIST

---

*Municipal Election Act, 1996 (Section 23 (3), (4), and (5))*

I, \_\_\_\_\_, being a:

☐ Candidate for the office of \_\_\_\_\_

OR

☐ A person entitled to a copy of the Voters' List pursuant to Section 23 of the Municipal Elections Act, 1996, namely \_\_\_\_\_

hereby request the Clerk to provide me with the following information when it becomes available:

- ☐ A copy of the Voters' List;
- ☐ A copy of the revisions made to the Voters' List (Interim List of Changes);
- ☐ Candidates module to view the list of electors;

I, the undersigned, do hereby agree to use the Voters' List for election purposes only and I understand that I am prohibited by the *Municipal Elections Act, 1996* from using the Voters' List for commercial purposes.

Name: \_\_\_\_\_  
(please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## TI12 – NOTICE OF PENALTIES AND CORRUPT PRACTICES - CANDIDATES

---

### *Municipal Elections Act, 1996, as amended, as amended s.33.1*

This serves as notice of penalties related to election campaign finances. Please refer to the Act for complete text. Before Voting Day, the Clerk is required to give each person nominated for an office, notice of the penalties under s.88.23(2) and 92(1) related to election campaign finances and the refund of the nomination filing fee that the candidate is entitled to receive based on the circumstances in s.34.

#### **Section 88.23 – Effect of default by Candidate**

- (1) A candidate is subject to the penalties listed in subsection (2), in addition to any other penalty that may be imposed under this Act,
- (a) if the candidate fails to file a document as required under section 88.25 or 88.32 by the relevant date;
  - (b) if a document filed under section 88.25 shows on its face a surplus, as described in section 88.31, and the candidate fails to pay the amount required by subsection 88.31 (4) to the clerk by the relevant date;
  - (c) if a document filed under section 88.25 shows on its face that the candidate has incurred expenses exceeding what is permitted under section 88.20; or
  - (d) if a document filed under section 88.32 shows on its face a surplus and the candidate fails to pay the amount required by that section by the relevant date.

#### **Section 92 – Offences regarding Campaign Finances; Offences by Candidate**

- (1) A candidate is guilty of an offence and, on conviction, in addition to any other penalty that may be imposed under this Act, is subject to the penalties described in subsection 88.23 (2),
- (a) if the candidate incurs expenses that exceed the amount determined for the office under section 88.20; or
  - (b) if the candidate files a document under section 88.25 or 88.32 that is incorrect or otherwise does not comply with that section.

#### **Exception, action in good faith**

- (2) However, if the presiding judge finds that the candidate, acting in good faith, committed the offence inadvertently or because of an error in judgment, the penalties described in subsection 88.23 (2) do not apply.

#### **Additional penalty, candidates**

- (3) If the expenses incurred by or under the direction of a candidate exceed the amount determined for the office under section 88.20, the candidate is liable to a fine equal to the excess, in addition to any other penalty provided for in the Act.

---

Clerk, Township of North Huron

## TI13 – NOTICE OF REJECTION OF NOMINATION

---

*Municipal Elections Act, 1996 [s. 35 (3), (4), (5)]*

TO:

_____ (Name of Candidate)	/	_____ (Office)
_____ (Address)		_____ (Postal Code)

**TAKE NOTICE** that the nomination you filed has been examined and has been rejected for the following reasons:

<input type="checkbox"/>	I am not “ <i>satisfied</i> ” that you are a “ <i>person qualified to be nominated</i> ” as required by the <i>Municipal Elections Act, 1996</i> or by the relevant legislation which sets out qualification for the office for which you filed your nomination.
--------------------------	--

OR

<input type="checkbox"/>	I am not “ <i>satisfied</i> ” that your “ <i>nomination complies with</i> ” the requirements of the <i>Municipal Elections Act, 1996</i> .
--------------------------	--

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Municipal Clerk or designate)

## TI14 – APPLICATION FOR REMOVAL OF DECEASED PERSONS NAME FROM VOTERS' LIST

---

*Municipal Elections Act, 1996 [s. 25 (2), (3), (4)]*

Municipality		
Surname of Applicant		Given Names
Full Address of Residence	Apt #	Postal Code

IN RESPECT OF:

Name as Entered in Voters' List		
Full Address of Residence	Apt #	Postal Code

ENTERED ON LIST FOR:

Ward No.	Assessment Roll Number (to be completed by Clerk or designated election official)
----------	---

I, the undersigned, hereby solemnly affirm and declare that the contents of this form as completed by me are true.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date Signed

## TI15 – DECLARATION OF QUALIFICATIONS – THIRD PARTY ADVERTISER

---

### *Municipal Elections Act, 1996 (Section 88.6)*

I, \_\_\_\_\_, am:

- ☐ An individual who is normally resident in Ontario
- ☐ A corporation that carries on business in Ontario
- ☐ A trade union that holds bargaining rights for employees in Ontario

I, \_\_\_\_\_, am:

- ☐ A Person
- ☐ An Agent

### **Do solemnly declare that:**

1. I am qualified pursuant to the *Municipal Elections Act, 1996* to file a notice of registration to be a registered third party advertiser for the election.
2. I am not:
  - A Candidate whose nomination has been filed.
  - A federal political party registered under the *Canada Elections Act* or any federal constituency association or registered candidate at a federal election endorsed by that party.
  - A provincial political party, constituency association, registered candidate or leadership contestant registered under the *Election Finances Act*.
3. I am not under the direction of a Candidate whose nomination has been filed.

I, \_\_\_\_\_ make this solemn Declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the *Canada Evidence Act*.

Declared before me at the Township of North Huron.

This \_\_\_\_\_ day of \_\_\_\_\_, 2022

---

(Signature of individual or representative of the corporation or trade union)

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(Signature of Municipal Clerk or designate)

**Note:** *Each individual or representative of the corporation or trade union may be asked for ID and each person or agent filing on behalf of a corporation or trade union may be requested to provide a resolution from the corporation or trade union that authorizes the person or agent to register on their behalf.*

Personal information on this form is collected under the authority of the <i>Municipal Elections Act, 1996</i> and will be used for the registration of third party advertisers for the municipal election and will be available for public inspection in the office of the Clerk, Township of North Huron until the next municipal election. Questions about this collection of personal information should be directed to Township of North Huron, 274 Josephine Street, Wingham (519-357-3550).
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## TI16 – ESTIMATED MAXIMUM THIRD PARTY EXPENSES

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*Municipal Elections Act, 1996 [s. 88.21(15)]*

TO:

_____ (Name of Third Party)	/	_____ (Name of Representative)
_____ (Address)		_____ (Postal Code)

I hereby certify that the estimated maximum third party expenses that a registered third party is permitted to incur in the Municipal Election to be held October 24, 2022, is

\_\_\_\_\_ \*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Municipal Clerk or designate

## TI17 – NOTICE OF PENALTIES AND CORRUPT PRACTICES – REGISTERED THIRD PARTIES

---

*Municipal Elections Act, 1996 [Section 88.29 (7)]*

TO:

_____ / _____	
(Name of Individual, Corporation or Trade Union)	(Name of Individual Who Registered)
_____	
(Address)	(Postal Code)

### **EFFECT OF DEFAULT BY REGISTERED THIRD PARTY (88.27(1))**

**TAKE NOTICE THAT A REGISTERED THIRD PARTY SHALL**, subject to subsection 88.27 (6) and in addition to any other penalty that may be imposed under this Act, an individual, corporation or trade union that is registered as a registered third party in relation to an election in a municipality is not entitled to register in relation to a subsequent election in the municipality until after the next regular election has taken place,

- (a) if the registered third party fails to file a document as required under section 88.29 or 88.32 by the relevant date;
- (b) if a document filed under section 88.29 shows on its face a surplus, as described in section 88.31, and the registered third party fails to pay the amount required by subsection 88.31 (4) to the clerk by the relevant date;
- (c) if a document filed under section 88.29 shows on its face that the registered third party has incurred expenses exceeding what is permitted under section 88.21; or
- (d) if a document filed under section 88.32 shows on its face a surplus and the registered third party fails to pay the amount required by that section by the relevant date

### **OFFENCES (92 (4))**

**TAKE NOTICE THAT A REGISTERED THIRD PARTY SHALL** be guilty of an offence and, on conviction, in addition to any other penalty that may be imposed under this Act, is subject to the penalty described in subsection 88.27 (1),

- (a) if the registered third party incurs expenses that exceed the amount determined under section 88.21; or
- (b) if the registered third party files a document under section 88.29 or 88.32 that is incorrect or otherwise does not comply with that section.

---

Date

---

Municipal Clerk or designate

**TI18 – CERTIFICATE OF MAXIMUM AMOUNT OF CAMPAIGN EXPENSES –  
REGISTERED THIRD PARTY**

---

*Municipal Elections Act, 1996 [s. 88.21(15)]*

TO:

_____ / _____	_____
(Name of Registered Third Party)	(Name of Representative)
_____	_____
(Address)	(Postal Code)

FROM:

The Clerk, or designated election official, of

**The Township of North Huron**

I hereby certify that the maximum amount of campaign expenses that a registered third party is permitted to incur in the Municipal Election to be held October 24, 2022, is

\_\_\_\_\_.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Municipal Clerk or designate

In accordance with the MEA, s.88.21(15), upon registering the registered third party, the Clerk shall give the individual filing the registration a certificate setting out the maximum amount for campaign expenses. For the preliminary certificate, the Clerk shall calculate an estimated amount using the number of electors from the Voters' List as it existed on Nomination Day for the 2018 municipal election.

On or before September 26, 2022, the Clerk shall give the registered third party a final calculation of the permitted amount of maximum campaign expenses. The formula to be used is the greater number of electors on Nomination Day for the previous election, adjusted for changes made that day or the number of electors as of September 15 in the 2022 municipal election, adjusted for changes made on that day.

Certificate to be given to registered third party in accordance with Section 13.

**TI19 – OFFICIAL LIST OF REGISTERED THIRD PARTIES**

---

*Municipal Elections Act, 1996 [Section 88.12 (9) and (10)]*

Notice is hereby given that during the period commencing May 2, 2022 and ending on October 21, 2022, the following third parties have filed all the necessary papers and declarations and as Clerk, I am satisfied that such third parties are qualified and that their Registration complies with the requirements of the *Municipal Elections Act, 1996*. I have, therefore, certified the following third parties:

<b>NAME OF THIRD PARTY</b>	<b>CONTACT PERSON</b>	<b>EMAIL ADDRESS</b>	<b>PHONE NUMBER</b>

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Municipal Clerk

## T120 – DUTIES OF REGISTERED THIRD PARTIES

---

### *Municipal Elections Act, 1996 (Section 88.26)*

**A registered third party shall ensure that,**

- (a) no contributions of money are accepted or expenses are incurred in relation to third party advertisements that appear during an election in a municipality unless one or more campaign accounts are first opened at a financial institution exclusively for the purposes of the election campaign;
- (b) all contributions of money are deposited into the campaign accounts;
- (c) all funds in the campaign accounts are used exclusively for the purposes of the election campaign;
- (d) all payments for expenses are made from the campaign accounts;
- (e) contributions of goods or services are valued;
- (f) receipts are issued for every contribution and obtained for every expense;
- (g) records are kept of,
  - (i) the receipts issued for every contribution,
  - (ii) the value of every contribution,
  - (iii) whether a contribution is in the form of money, goods or services, and
  - (iv) the contributor's name and address;
- (h) records are kept of every expense including the receipts obtained for each expense;
- (i) records are kept of any claim for payment of an expense that the registered third party disputes or refuses to pay;
- (j) records are kept of the gross income from a fund-raising function and the gross amount of money received at a fund-raising function by donations of \$25 or less or by the sale of goods or services for \$25 or less;
- (k) records are kept of any loan and its terms under section 88.17 (Account Loans);
- (l) the records described in clauses (g), (h), (i), (j) and (k) are retained by the registered third party for the term of office of the members of the council or local board and until their successors are elected and the newly elected council or local board is organized;
- (m) financial filings are made in accordance with sections 88.29 (Financial Statements, etc.) and 88.32 (Return of Surplus for Subsequent Expenses);
- (n) proper direction is given to the persons who are authorized to incur expenses and accept or solicit contributions under the direction of the registered third party;

- (o) a contribution of money made or received in contravention of this Act or a by-law passed under this Act is returned to the contributor as soon as possible after the registered third party becomes aware of the contravention;
- (p) a contribution not returned to the contributor under clause (o) is paid to the clerk of the municipality in which the registered third party is registered;
- (q) an anonymous contribution is paid to the clerk of the municipality in which the registered third party is registered; and
- (r) each contributor is informed that a contributor shall not make contributions exceeding,
  - (i) a total of \$1,200 to any one registered third party in relation to third party advertisements, and
  - (ii) a total of \$5,000 to two or more registered third parties registered in the same municipality in relation to third party advertisements.

**Exclusion of certain expenses**

Expenses described in paragraph 2 of subsection 88.19 (3) (Audit and Accounting Fees) are not expenses for the purpose of clause (a) above.

**Contributions paid to clerk**

Contributions paid to the clerk under clause (p) or (q) above become the property of the local municipality.

## TI21 – CONTRIBUTIONS TO REGISTERED THIRD PARTIES

---

*Municipal Elections Act, 1996 (Sections 88.12, 88.13, 88.14)*

### **CONTRIBUTIONS TO REGISTERED THIRD PARTIES [SECTION 88.12 (1) to (5)]**

A contribution shall not be made in relation to third party advertisements that appear during an election in a municipality unless they are a registered third party.

A contribution to a registered third party, or to an individual acting under his, her or its direction, shall only be made during the campaign period.

Contributions shall only be made by the following:

- An individual who is normally resident in Ontario.
- A corporation that carries on business in Ontario.
- A trade union that holds bargaining rights for employees in Ontario.
- The registered third party and, in the case of an individual, his or her spouse, subject to if the spouse of a registered third party is not normally registered in Ontario, the spouse may make contributions only to the registered third party.

The following shall not make a contribution:

- A federal political party registered under the *Canada Elections Act* or any federal constituency association or registered candidate at a federal election endorsed by that party.
- A provincial political party, constituency association, registered candidate or leadership contestant registered under the *Election Finances Act*.
- The Crown in right of Canada or Ontario, a municipality or local board.

### **ACCEPTANCE OF CONTRIBUTIONS [SECTION 88.12 (7) to (8)]**

A contribution may be accepted only by a registered third party or an individual acting under the direction of the registered third party.

A contribution may be accepted only from a person or entity that is entitled to make a contribution.

A contribution of money that exceeds \$25 shall not be contributed in the form of cash and shall be contributed in a manner that associates the contributor's name and account with the payment or by money order signed by the contributor.

### **MAXIMUM CONTRIBUTIONS TO REGISTERED THIRD PARTIES (SECTION 88.13)**

A contributor shall not make contributions in relation to third party advertisements exceeding a total of:

- \$1,200 to a registered third party that appear during an election in a municipality;

- \$5,000 to two or more third parties registered in the same municipality;
- Except if the third party is contributing to itself, then the maximum contributions do not apply;
- Except if the contributor is the spouse of an individual that is a registered third party, then the maximum contributions do not apply.

#### **FUND-RAISING FOR REGISTERED THIRD PARTIES (SECTION 88.14 AND 88.28)**

Only registered third parties in the municipality may hold a fund-raising function relating to third party advertisements.

Fund-raising functions may only be held during the campaign period.

**\*NOTE:** Please note the third party advertiser is solely responsible for complying with the legislation in the *Municipal Elections Act, 1996* relating to third party advertising.

## T122 – NOTICE TO REGISTERED THIRD PARTY OF FILING REQUIREMENTS

*Municipal Elections Act, 1996 (Section 88.29)*

TO:

_____	/	_____
(Name of Individual, Corporation or Trade Union)		(Name of Individual Who Filed Registration)
_____		_____
(Address)		(Postal Code)

FROM:

The Clerk, or designated election official, of  
**The Township of North Huron**

**TAKE NOTICE** Every Registered Third Party shall file on or before 2:00 pm on March 31, 2023, with the Clerk, a financial statement and auditor's report (PR Form 8) in accordance with section 88.29 of the *Municipal Elections Act, 1996*.

1. On or before 2 p.m. on the filing date, a registered third party shall file with the clerk of the municipality in which he, she or it registered a financial statement and auditor's report, each in the prescribed form, reflecting the registered third party's campaign finances in relation to third party advertisements,
  - (a) in the case of a regular election, as of December 31 in the year of the election;
  - and
  - (b) in the case of a by-election, as of the 45<sup>th</sup> day after Voting Day.
2. If an error is identified in a filed financial statement, the registered third party may withdraw the statement and, at the same time, file a corrected financial statement and auditor's report on or before the applicable filing date under section 88.30.
3. If the campaign period for the registered third party in relation to an election in the municipality continues during all or part of the supplementary reporting period, the registered third party shall, before 2 p.m. on the supplementary filing date, file a supplementary financial statement and auditor's report for the supplementary reporting period.
4. A supplementary financial statement or auditor's report shall include all the information contained in the initial statement or report filed under subsection (1), updated to reflect the changes to the registered third party's campaign finances during the supplementary reporting period.

5. An auditor's report shall be prepared by an auditor licensed under the Public Accounting Act, 2004.
6. No auditor's report is required if the total contributions received and total expenses incurred in the registered third party's campaign in relation to third party advertisements during an election in the municipality up to the end of the relevant period are each equal to or less than \$10,000.

\_\_\_\_\_  
Signature of the Clerk

\_\_\_\_\_  
Date

If the documents required to be filed under this section are not filed by 2 p.m. on the day that is 30 days after the applicable day for filing the documents, the clerk shall accept the documents only for the purpose of making the documents available under subsection 88 (9.1).

## TI23 – NOTICE OF DEFAULT – REGISTERED THIRD PARTY

*Municipal Elections Act, 1996 [Section 88.27 (1) & (2), 88.29, 92 (4)]*

TO:

_____ / _____	
(Name of Individual, Corporation or Trade Union)	(Name of Individual Who Registered)
_____	_____
(Address)	(Postal Code)

FROM:

The Clerk, or designated election official, of

**The Township of North Huron**

**TAKE NOTICE** that you are in default of the requirements of the *Municipal Elections Act, 1996*, because:

- ☐ You failed to file a document (a financial statement and if applicable, an auditor's report) with the Municipal Clerk as required by Section 88.29 (Financial Statements, etc. of Registered Third Parties) or 88.32 (Return of Surplus for Subsequent Expenses) of the *Municipal Elections Act 1996* on or before the relevant date, or
- ☐ You failed to pay the amount of the surplus shown in a document (a financial statement and if applicable, an auditor's report) which were filed with the Municipal Clerk by the relevant date as required by Section 88.31 (4) (Treatment of Surplus and Deficit) of the *Municipal Elections Act, 1996*, or
- ☐ A document (a financial statement and if applicable, an auditor's report) filed under Section 88.29 of the *Municipal Elections Act 1996* shows on its face that you have incurred expenses exceeding the amount permitted under Section 88.21 (Registered Third Parties' Expenses) of that Act; or
- ☐ You failed to pay the amount of the surplus shown in a document (a financial statement and if applicable, an auditor's report) filed with the Municipal Clerk by the relevant date as required by Section 88.32 (Return of Surplus for Subsequent Expenses) of the *Municipal Elections Act 1996*.

### NOTICE OF DEFAULT

If this notice indicates that you have failed to file a document required by Section 88.29 or 88.32 of the *Municipal Elections Act, 1996* the following provisions and penalties apply:

- (i) until the next regular election has taken place, you are ineligible to be a registered

third party in the municipality to which the *Municipal Elections Act, 1996* applies.

## NOTICE OF PENALTIES

Sections 91, 92 and 94 of the *Municipal Elections Act, 1996* set out penalties with respect to violations under the Act as follows:

### **Corrupt practice and ineligibility for office**

- 91.(1) If a person is convicted of a corrupt practice under this Act, or of an offence under the Criminal Code (Canada) in connection with an act or omission that relates to an election to which this Act applies, then, in addition to any other penalty provided for in this Act,
- (a) any office to which the person was elected is forfeited and becomes vacant, and
  - (b) the person is ineligible to be nominated for, or elected or appointed to, any office until the next two regular elections have taken place after the election to which the offence relates.

### **Exception**

- 91.(2) However, if the presiding judge finds that the person committed the corrupt practice or offence under the Criminal Code (Canada) without any intent of causing or contributing to a false outcome of the election, clause (1)(b) does not apply.

### **Offences by registered third party**

- 92.(4) A registered third party is guilty of an offence and, on conviction, in addition to any other penalty that may be imposed under this Act, is subject to the penalties described in subsection 88.27(1),
- (a) if the registered third party incurs expenses that exceed the amount determined for the office under section 88.21; or
  - (b) if the registered third party files a document under section 88.29 or 88.32 that is incorrect or otherwise does not comply with that section.

### **Exception**

- 92.(5) However, if the presiding judge finds that the registered third party, acting in good faith, committed the offence inadvertently or because of an error in judgement, the penalty described in subsection 88.27(1) does not apply.

### **Additional Penalty, Registered Third Party**

- 92.(6) if the expenses incurred by or under the direction of a registered third party exceed the amount determined under section 88.21, the registered third party is liable to a fine equal to the excess, in addition to any other penalty provided for in the Act.

### **General Offence**

94. A person who contravenes any provision of this Act or regulation under this Act or a by-law passed by a municipality under this Act is guilty of an offence.

### **General penalty, individual**

- 94.1 (1) An individual who is convicted of an offence under this Act is liable to the following penalties in addition to any other penalty provided for in this Act:
- 1. For any offence, a fine of not more than \$25,000.
  - 2. For any offence other than a corrupt practice, the penalties described in subsection 88.23 (2) and 88.27 (1).

3. For an offence under section 90, imprisonment for a term of not more than six months.
4. For any offence that the presiding judge finds that the individual committed knowingly, imprisonment for a term of not more than six months.

**Same, corporation or trade union**

- (2) A corporation or trade union that is convicted of an offence under this Act is liable to a fine of not more than \$50,000 in addition to any other penalty provided for in this Act.

**Offences by registered third party**

- (4) A registered third party is guilty of an offence and, on conviction, in addition to any other penalty that may be imposed under this Act, is subject to the penalty described in subsection 88.27 (1),
  - (a) if the registered third party incurs expenses that exceed the amount determined under section 88.21; or
  - (b) if the registered third party files a document under section 88.29 or 88.32 that is incorrect or otherwise does not comply with that section.

**Exception, action in good faith**

- (5) However, if the presiding judge finds that the registered third party, acting in good faith, committed the offence inadvertently or because of an error in judgment, the penalty described in subsection 88.27 (1) does not apply.

**Additional penalty, registered third parties**

- (6) If the expenses incurred by or under the direction of a registered third party exceed the amount determined under section 88.21, the registered third party is liable to a fine equal to the excess, in addition to any other penalty provided for in the Act.

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Signature of the Clerk

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Date

## TI24 – ESTIMATED MAXIMUM AMOUNT OF EXPENSES FOR PARTIES ETC. AFTER VOTING DAY – THIRD PARTY

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*Municipal Elections Act, 1996 (s.88.21 (9) (13))*

BASED ON 2018 ELIGIBLE ELECTORS AS OF SEPTEMBER 15, 2018

1. The maximum amount of expenses for holding parties and making other expressions of appreciation after the close of voting is (calculated as 10% of the amount calculated on Form TI16 – Estimated Maximum Amount of Third Party Expenses – (O. Reg, 101/97, s. 8):

	Total Spending Limit
Name of Third Party	
Name of Representative	
Estimated Maximum Expenses (From TI16)	
Estimated Maximum for Parties	

2. On or before September 26, 2022, each candidate will receive a Final Certificate of Maximum Amount of Expenses for Parties Etc. pursuant to Section 88.21 (9) (13) of the *Municipal Elections Act, 1996*.
3. The Clerk's calculation is final.

Dated this 2<sup>nd</sup> day of May, 2022.

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Carson Lamb  
Clerk

TI25 – CERTIFICATE OF MAXIMUM AMOUNT OF EXPENSES FOR PARTIES ETC. AFTER  
VOTING DAY – THIRD PARTY

*Municipal Elections Act, 1996 (s.88.21(15))*

TO:

_____ (Name of Registered Third Party)	
_____ (Address)	_____ (Postal Code)

FROM:

The Clerk, or designated election official, of  <b>The Township of North Huron</b>
--

I hereby certify that the maximum amount of expenses for parties, etc. that a registered third party is permitted to incur in the Municipal Election to be held October 24, 2022, is

\_\_\_\_\_.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Municipal Clerk or designate

In accordance with MEA, s., 88.21(15), upon registering the registered third party, the Clerk shall give the individual filing the registration a certificate setting out the maximum amount for expenses for parties etc. For the preliminary certificate, the Clerk shall calculate an estimated amount using the number of electors from the Voters' List as it existed on Nomination Day for the 2018 municipal election.

On or before September 26, 2022, the Clerk shall give the registered third party a final calculation of the permitted amount of maximum expenses for parties etc.. The formula to be used is the greater number of electors on Nomination Day for the previous election, adjusted for changes made that day or the number of electors as of September 15 in the 2022 municipal election, adjusted for changes that day.

Certificate to be given to a registered third party in accordance with Section 13.