



2022 MUNICIPAL ELECTION NOMINATION PACKAGE

Nomination Period: May 2, 2022 until August 19th, 2022 at 2:00pm

Nomination Papers and Forms to be filed with the Clerk:

1. Nomination Paper – PR Form 1 (must be signed in front of the Clerk)
2. Declaration of Qualifications – Council – Form EL18(A) **OR** School Board – Form EL18(B)
3. Declaration of Proper Use of Voters' List – Form TI11
4. Notice of Collection/Consent to Release Personal Information – Form LC02

When you are ready to file your Nomination Papers, please contact the Clerk's Office to schedule an appointment (519-357-3550 ext. 121).

In addition to items 1 through 4, please bring:

5. Identification (see Acceptable Candidate ID)
6. Filing Fee (cash, certified cheque or Money Order payable to the Township of North Huron)

Election Information to be Retained by Candidate:

7. North Huron Candidate Information Package
8. Blank Financial Statement – Auditors Report, Candidate – PR Form 4

At the time of Filing Nomination Papers, Candidates Will Receive the Following:

9. Interim Certificate of Maximum Expenses – Form LC23
10. Interim Certificate of Maximum Contribution to Own Campaign – Form LC24
11. Interim Certificate of Maximum Expenses for Parties/Appreciation – Form LC25
12. Notice of Penalties and Corrupt Practices S33.1 – Form TI12
13. Candidate Withdrawal of Nomination Form – Form EL19
14. North Huron Use of Corporate Resources During an Election Policy – By-law No. 28-2022
15. North Huron Election Sign By-law – By-law No. 47-2022
16. Clerk's Procedures Manual and Forms for the 2022 Municipal Election - Link
17. 2022 Election Accessibility Plan

Note: In accordance with Section 88.22 (1) of the Municipal Elections Act, 1996 a Candidate must open an election bank account if you accept any contributions (including contributions of money from yourself) or incur any expenses. Also, if you use election signs from a previous campaign, you must consider the cost of the signs as an expense.

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)

EL18(A) - DECLARATION OF QUALIFICATIONS – COUNCIL

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 <i>Municipal Election Act, 1996</i> , 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

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)

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

LC02 - NOTICE OF COLLECTION / CONSENT TO RELEASE PERSONAL INFORMATION

(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



Candidate Identification Requirements:

Proof of identity and residence as prescribed by O.Reg 304/13 shall be required at the time of filing nomination papers.

Acceptable forms of identification include:

1. An Ontario driver's licence.
2. An Ontario Health Card (photo card).
3. An Ontario Photo Card.
4. An Ontario motor vehicle permit (vehicle portion).
5. A cancelled personalized cheque.
6. A mortgage statement, lease or rental agreement relating to property in Ontario.
7. An insurance policy or insurance statement.
8. A loan agreement or other financial agreement with a financial institution.
9. A document issued or certified by a court in Ontario.
10. Any other document from the government of Canada, Ontario or a municipality in Ontario or from an agency of such a government.
11. Any document from a Band Council in Ontario established under the Indian Act (Canada).
12. An income tax assessment notice.
13. A Child Tax Benefit Statement.
14. A Statement of Employment Insurance Benefits Paid T4E.
15. A Statement of Old Age Security T4A (OAS).
16. A Statement of Canada Pension Plan Benefits T4A (P).
17. A Canada Pension Plan Statement of Contributions.
18. A Statement of Direct Deposit for Ontario Works.
19. A Statement of Direct Deposit for Ontario Disability Support Program.
20. A Workplace Safety and Insurance Board Statement of Benefits T5007.
21. A property tax assessment.
22. A credit card statement, bank account statement, or RRSP, RRIF, RHOSP or T5 statement.
23. A CNIB Card or a card from another registered charitable organization that provides services to persons with disabilities.
24. A hospital card or record.
25. A document showing campus residence, issued by the office or officials responsible for student residence at a post-secondary institution.
26. A document showing residence at a long-term care home under the Long-Term Care Homes Act, 2007, issued by the Administrator for the home.
27. A utility bill for hydro, water, gas, telephone or cable TV or a bill from a public utilities commission.
28. A cheque stub, T4 statement or pay receipt issued by an employer.
29. A transcript or report card from a post-secondary school.



Filing Fee Information:

The filing fee is \$100 for a Councillor or School Board Trustee and \$200 for Reeve. The filing fee is payable by cash, certified cheque, money order or debit machine and is required at the time the candidate files their nomination papers with the Clerk.

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.

The Nomination fee is considered to be a personal expense and not a campaign expense.



Township of North Huron
2022 Municipal Election

Candidate Information Package

Prepared April 2022
Municipal Clerk's Office
Carson Lamb, Clerk
vote@northhuron.ca
519-357-3550

www.northhuron.ca

<https://www.northhuron.ca/en/municipal-government/elections.aspx>

Table of Contents

Disclaimer	4
Introduction	4
Key Contacts	4
Important Election Dates	5
Provincial Candidate Guide for Municipal Elections.....	6
Offices to be Elected	6
Eligibility – Municipal Election	7
Eligibility.....	7
Municipal Employees.....	8
Ineligibility.....	8
Eligibility – School Board Election.....	8
Eligibility.....	8
School Board Employees.....	8
Municipal Officials.....	8
Ineligibility.....	9
Note for MPs, MPPs and Senators.....	9
School Board Trustee Nominations will be Filed With	9
Nomination Procedures	9
Filing Nomination Papers.....	9
Public Information and Information on the Township Website	10
Withdrawal of Nominations.....	10
Examination and Certification of Nominations by Clerk.....	11
Acclamations.....	11
Exception for Additional Nominations.....	11
Refund of Nomination Filing Fee	11
Campaign Information	11
Campaign Period.....	11
Campaign Advertising & Signs	12
Campaign Finances, Bank Accounts & Contributions	12
Contribution Limitations & Limits.....	13
Campaign Financial Reporting & Compliance Audits.....	13

Accessibility – Voters & Candidates with Disabilities	14
Clerk’s Responsibilities.....	14
Candidate Responsibilities	14
General Voter Information	14
Voter Qualifications	14
Persons Prohibited from Voting.....	14
Definition of Residence	15
Voters’ List	15
Revisions to the Voters’ List.....	15
Voting Method	16
Missing Voter Information Letters & PINS.....	16
Voter Help Centres.....	16
North Huron Council Information	17
Composition	17
Roles & Responsibilities	17
Boards & Committees	17
Huron County Council	18
Inaugural Meeting, Election of Deputy Reeve, and Regular Meetings Schedule	18
Council Remuneration and Technology Provided	18
Council Orientation	19
Useful Resources.....	19

Disclaimer

The information in this package is general in nature and candidates should refer to the *Municipal Elections Act, 1996* for specific provisions and additional information. A copy of the Act can be obtained from Publications Ontario (telephone 1-800-668-9938), or online at www.e-laws.gov.on.ca. Contact the Elections Office at 519-661-4535 for any questions or concerns.

Introduction

This guide has been prepared for the purpose of supplying information to persons intending to run for elected office. This guide is available electronically on the Township of North Huron website – <https://www.northhuron.ca/en/municipal-government/elections.aspx>

This guide is only intended to provide candidates with information regarding running for office. Candidates are responsible for ensuring they are familiar with the requirements of the *Municipal Elections Act, 1996* and should consult the Act for complete information and legislative requirements. The *Municipal Elections Act, 1996* is available online at www.e-laws.gov.on.ca

Candidates must comply with all the requirements relating to election campaign financing. The Ministry of Municipal Affairs and Housing produces a [Candidates' Guide for Municipal & School Board Elections](#) guide for candidates that outlines the financial reporting requirements under the act.

It is the responsibility of prospective candidates to ensure through their own determination that they have complied with the election financing regulations and that they are in fact qualified and not disqualified by law. In all cases of filing times (i.e. 2:00 p.m. nomination cut-off), the time displayed by the Clerk's Department shall prevail.

Key Contacts

Carson Lamb, Clerk

274 Josephine Street, PO Box 90
Wingham, ON N0G 2W0
519-357-3550 ext. 144
clamb@northhuron.ca
vote@northhuron.ca

Julie Ireland, Clerk's Administrative Assistant

519-357-3550 ext. 121
jireland@northhuron.ca
vote@northhuron.ca

Important Election Dates

May 2 to August 18, 2022	Nominations may be filed from 8:30 a.m. to 4:00 p.m., Monday to Friday, at the Municipal Office.
May 2, 2022	Third Party Advertiser Registration Period Begins
June 22, 2022	Candidate Information Session
August 19, 2022	Nomination Day (last day for filing nominations): Nominations may be filed from 9:00 a.m. to 2:00 p.m. at the Municipal Office.
August 19, 2022	Last date for a candidate to withdraw a nomination (2:00 p.m. deadline).
August 22, 2022	List of candidates declared elected by acclamation to be posted (after 4:00 p.m.). Certification of nomination papers to be completed by 4:00 p.m.
August 25, 2022	The final list of Certified Candidates will be posted at the Municipal Office and on the website
September 1, 2022	Voters' List Reproduction and Revision Period Begins
September 15, 2022	Interim List of Changes to the Voters' List
September 26, 2022	Final expense limits provided to candidates and registered third parties.
October 11, 2022 at 9:00 a.m.	Online and telephone voting opens Continuous voting period 24/7 until Monday, October 24 at 8:00 p.m.
October 21, 2022	Last day for an individual or entity to file a notice of registration as a third party advertiser.
October 24, 2022	Voting Day. Voting open until 8:00 p.m.
October 25, 2022	Clerk to declare Official Results as soon as possible after Voting Day.
November 10, 2022	Joint Council Orientation Session
November 21, 2022	Inaugural Meeting of Council
January 3, 2023	End of Election Campaign Period
March 31 2023	Deadline to File Financial Statement

Provincial Candidate Guide for Municipal Elections

The Township of North Huron Clerk's Office has prepared this information package for those seeking election or re-election for Municipal Council or School Board Trustee on October 24, 2022. It is general in nature. Candidates should refer to the *Municipal Act, 2001* or *Municipal Elections Act, 1996* for specific provisions.

The Ontario Ministry of Municipal Affairs and Housing publishes a [Candidates' Guide for Municipal & School Board Elections](#). This guide provides more detail and it is recommended that you consider this, and the applicable legislation, as your first source of information. The Guide covers the following areas:

- Eligibility
- Nominations
- Campaigning
- Third Party Advertising
- On Voting Day
- After Voting day
- Campaign Finances
- Compliance & Enforcement
- Completing the Financial Statement
- Forms

A copy of the provincial Guide is available on the Township of North Huron website. Hard copies of the document can be requested from the Clerk's Office.

Offices to be Elected

On Monday, October 24, 2022 voters in the Township of North Huron will elect candidates to the following municipal offices and school boards:

Township of North Huron Council

- Reeve – one (1) to be elected
- Councillor – Blyth Ward – two (2) to be elected
- Councillor – East Wawanosh Ward – two (2) to be elected
- Councillor – Wingham Ward – two (2) to be elected

A candidate can run for office in the Ward of their choice, not necessarily the Ward in which they reside. However, the candidate must vote from the address at which they reside.

**The role of Council and the role of the Head of Council can be found and is defined in sections 224 to 226 of the Municipal Act, 2001.*

Avon Maitland District School Board

- North Huron/Howick/Morris-Turnberry Trustee – one (1) to be elected

Representing English Public electors in the municipalities of North Huron, Morris-Turnberry & Howick

Huron Perth Catholic District School Board

- Trustee – one (1) to be elected

Representing English Separate electors in the municipalities of North Huron, Ashfield-Colborne-Wawanosh, Howick, Central Huron, Morris-Turnberry, and Goderich.

Conseil Scolaire Viamonde

- Trustee – one (1) to be elected

Representing French Public electors in the Counties of Huron, Perth, Waterloo, Wellington and Middlesex.

Conseil Scolaire Catholic Providence

- Trustee – one (1) to be elected

Representing French Separate electors in the Counties of Huron, Perth, Grey, Burce and Lambton.

**Sections 169.1 and 170 of the Education Act, establish the duties and powers of school boards.*

Eligibility – Municipal Election

Refer to Section 256-258 of the *Municipal Act, 2001*; Section 17 & 29-30 of the *Municipal Elections Act, 1996*

Eligibility

Qualifications for members of Council are set out in Section 256 of the *Municipal Act, 2001* and Section 17 of the *Municipal Elections Act, 1996*.

In order to run for office in the Township of North Huron, a person must be:

1. A Canadian citizen;
2. At least 18 years old
3. A resident of the Township of North Huron or the owner or tenant of land in the Township, or the spouse of such owner or tenant; and
4. Not disqualified by any legislation from holding office.

At the time of filing of Nomination Papers, candidates must complete the Declaration of Qualification.

Municipal Employees

You cannot work for a municipality and be on its council at the same time. If you are an employee of a municipality and you want to run for office on that municipality's council, you must take a leave of absence that begins the day you are nominated. If you are elected, you must resign from your job.

If you are an employee of a municipality and you want to run for office in a different municipality, you do not have to take a leave of absence or resign. However, you should check with your employer to see if there are any policies in place that could affect you.

If you are an employee of an upper-tier municipality, you can run for office in a lower-tier municipality without taking a leave of absence or resigning unless being elected to the lower-tier council means that you would also be a member of the upper-tier council.

Ineligibility

The following are ineligible to be elected as members of Council:

- any person who is not eligible to vote in the municipality
- an employee of a municipality who has not taken an unpaid leave of absence and resigned (see above)
- a judge of any court
- an MP, an MPP or a Senator
- an inmate serving a sentence in a penal or correctional institution

Eligibility – School Board Election

Refer to section 219 of the *Education Act* and Section 30 of *Municipal Elections Act, 1996*

Eligibility

A person is eligible to run for office as a School Board Trustee, if that person:

1. is qualified to vote for members of that district school board or that school authority and is resident in its area of jurisdiction;
2. if qualified under 1. above, may be elected as a member of a district school board or school authority for any geographic area in the district school board's area of jurisdiction, regardless of which positions on that district school board or school authority the person may be qualified to vote for.

School Board Employees

You cannot work for a school board and be a trustee in Ontario at the same time. If you are an employee of any Ontario school board and you want to run for a trustee position on any school board in the province, you must take an unpaid leave of absence that begins the day you are nominated. If you are elected, you must resign from your job.

Municipal Officials

If you are a Clerk, Deputy Clerk, Treasurer or Deputy Treasurer of a Municipality within the jurisdiction of a school board, you are not permitted to run for office as a trustee of

that board unless you take a leave of absence. If you are elected, you must resign from your job.

Ineligibility

The following people are disqualified from being elected as a school trustee:

- any person who is not eligible to vote in the school board election
- an employee of a school board or a municipal official who has not taken an unpaid leave of absence and resigned (see above)
- a judge of any court
- an MP, an MPP or a Senator
- an inmate serving a sentence in a penal or correctional institution

Note for MPs, MPPs and Senators

If you are an MP, MPP or senator, you may file your nomination for municipal or school board office without resigning your current seat in parliament, the legislature or the senate. However, you must resign your seat by the close of nominations (2 p.m. on Friday August 19, 2022). If you are a federal or provincial cabinet minister, you must step down from cabinet prior to filing your nomination and must resign your seat by the close of nominations. If you have not resigned by nomination day, your nomination will be rejected, and your name will not appear on the ballot.

School Board Trustee Nominations will be Filed With

- Avon Maitland District School Board - the responsible municipality is the Township of North Huron
- Huron-Perth Catholic District School Board - the responsible municipality is the Town of Goderich.
- French Public School Board (Conseil Scolaire Viamonde) - the responsible municipality is the City of London.
- French Separate School Board (Conseil scolaire Catholique Providence) - the responsible municipality is the City of Sarnia.

Nomination Procedures

Refer to Section 33 of the *Municipal Elections Act, 1996*. Also, refer to the [Candidates' Guide for Municipal & School Board Elections](#) for specific information about filing your nomination, the nomination fee, endorsement signatures, deadlines, withdrawing or changing the nomination, acclamations and what happens if not enough nominations are filed with the Clerk.

Filing Nomination Papers

Every person who proposes to be a candidate must file a Nomination prior to receiving any campaign contributions and/or spending any funds on a campaign. A candidate

may file their Nomination as of May 2, 2022 at the Municipal Office during regular business hours (8:30 a.m. to 4:00 p.m.). Blank Nomination forms are available from the Clerk's Department and are posted on the Township website.

Nominations must be submitted in person to the Clerk at the Township of North Huron Municipal Office – 274 Josephine Street, Wingham. Candidates are required to complete their Nomination forms, including a Declaration of Qualifications which must be taken before a Commissioner of Oaths. Commissioners of Oaths in the Clerk's Department can administer this Declaration. The candidate will be required to show photo identification, including the candidate's signature. Please note that Nominations submitted electronically, or by fax or mail will not be accepted.

The Nomination must be accompanied by the prescribed nomination fee. The prescribed fee is \$200 for Reeve, and \$100 for Councillors and School Board Trustees, and can be paid by cash, certified cheque, money order or debit at the Municipal Office. Credit cards and uncertified cheques will not be accepted.

The final day for filing for the 2022 municipal election is Nomination Day, Friday, August 19, 2022 – 9:00 a.m. to 2:00 p.m. Any candidate in the Municipal Office at 2:00 p.m. will be permitted to file their Nomination.

If an agent is filing the Nomination on behalf of a candidate, the candidate's Declaration of Qualification must be witnessed by a Commissioner for taking affidavits, before the agent files the Nomination with the Township. The agent must provide a copy of the candidate's identification as well as providing their own identification.

Candidates are responsible for ensuring that they meet all the qualifications and have followed the procedures with respect to the filing of Nominations.

Public Information and Information on the Township Website

Nomination forms and the information contained on them are public information. Any person wishing to look at a candidate's nomination may do so in person at the Municipal Office during regular office hours.

Nominated candidates will be asked to sign Form LC02- Notice of Collection/Consent to Release Personal Information. This form acknowledges that the Nomination Form filed contains personal information and gives the Clerk the authority to disclose the information to the public.

Withdrawal of Nominations

A candidate may withdraw their nomination by filing a written withdrawal with the Clerk's Department before 2:00 p.m. on August 19, 2022. The candidate will be asked for identification when filing their withdrawal.

Examination and Certification of Nominations by Clerk

Before 4:00 p.m. on the Monday following Nomination Day – August 22, 2022 – the Clerk shall examine each nomination that has been filed to accept (certify) or reject the nomination.

If the Clerk rejects a nomination, notice will be provided as soon as possible to the individual seeking nomination and to all candidates. The Clerk's decision to certify or reject a nomination is final.

Any additional nominations filed under the *Municipal Elections Act, 1996*, Section 33 (5) shall be examined before 4:00 p.m. on the Thursday following Nomination Day – August 25, 2022.

Acclamations

If, at 4:00 p.m. on August 25, 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 or candidates as elected by acclamation.

Exception for Additional Nominations

If the number of nominations certified for an office is less than the number of persons to be elected to an office, additional nominations may be filed between 9:00 a.m. and 2:00 p.m. on the Wednesday following Nomination Day – August 24, 2022.

Refund of Nomination Filing Fee

A candidate is entitled to receive a refund of the nomination filing fee if they file their financial statements with the Township Clerk by the filing date, being before 2:00 p.m. on March 31, 2023.

Campaign Information

See the [Candidates' Guide for Municipal & School Board Elections](#) for specific information campaigning and campaign finances. The provincial Guide provides information regarding record keeping, bank accounts, contributions, fundraising, expenses, inventory, the Financial Statement and surplus/deficits.

Campaign Period

Refer to Section 88.24 of the *Municipal Elections Act, 1996*.

- Campaign Period begins on the date that Nomination Papers are filed
- Campaign Period ends on January 3, 2023 unless nomination is withdrawn, candidate was not certified, or the campaign is extended to pay down a deficit
- Candidates can start campaigning after the Nomination Paper is filed

Campaign Advertising & Signs

Refer to Section 88.3 of the *Municipal Elections Act, 1996*

- 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.
- 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.

For a full list of election sign and campaign advertising provisions, please refer to the Township of North Huron Election Sign By-law (By-law No. 47-2022).

Campaign Finances, Bank Accounts & Contributions

Refer to Section 88 of the *Municipal Elections Act, 1996*

- Candidates must open a bank account if they accept any contributions (including money from themselves) or incur any expenses.
- The Nomination Fee is considered to be a personal expense.
- All contributions must be deposited into the campaign account. All expenses must be paid out of the campaign account.
- Inventory from previous campaigns (i.e. signs) used in the 2022 campaign must be reported using the current market value as a contribution to their campaign.
- Likewise, reusable campaign materials must be valued and reported as closing inventory.
- If a candidate uses their credit card for purchases, they should make sure they keep clear, defensible records showing that the expense was reimbursed from the campaign account.
- A “contribution” means money, goods & services. A discount is considered a contribution.

- Volunteer labour, donations under \$25, free advertising available to all candidates are not considered a “contribution”.
- Contributions must only be accepted from Ontario residents, the candidate and their spouse.
- Contributions are not permitted from corporations, trade unions, federal/provincial parties.

Contribution Limitations & Limits

Refer to *Municipal Elections Act, 1996* and Ontario Regulation 101/97

- Contributions over \$25 shall not be made in cash.
- No contributor may contribute more than \$1,200 to any one candidate in an election and no more than \$5,000 to two or more candidates for the office on the same Council.
- An interim maximum campaign spending limit is provided to each candidate upon filing Nomination Papers.
- Tip: Unincorporated groups (i.e. law partnership) can contribute to a campaign but the candidate should request a list of individual contributors and amounts contributed, issue receipts to individual contributors, report the contributions on the candidate’s financial disclosure as individual contributions.
- For additional information about expenses related to the holding of parties and other expressions of appreciation after the close of voting, please refer to the provincial Candidate Guide.

Campaign Financial Reporting & Compliance Audits

Refer to Section 88.22 of the *Municipal Elections Act, 1996*

- Candidates must issue a receipt for every contribution over \$25
- Candidates must list the name and address of every contributor of more than \$100 in the Financial Statement
- If a Nomination Paper was filed, a Financial Statement must be filed.
- Candidates must retain financial records until the successor Council of the next regular election is organized.
- Financial Statements (Financial Statement – Auditors Report, Candidate – Form 4) must be filed on or before March 21, 2023.
- Campaign surplus (after refund contribution made by themselves or spouse) must be paid to the Clerk at the time of filing Financial Statement.
- Campaign deficits can be carried forward to the next election (same Council) or the campaign can be extended to permit additional fundraising.
- Any eligible voter who believes a candidate has contravened the election finance rules may apply for a compliance audit of their campaign finances. Application must be in writing, set out reasons and submitted to the Clerk within 90 days of the deadline to file the Financial Statement.
- See Section 88.33 of the *Municipal Elections Act, 1996* to read about the powers of the Compliance Audit Committee (appointed jointly by all Huron County municipalities).

Accessibility – Voters & Candidates with Disabilities

Refer to Section 12.1, 88.19(3) and 88.20(4) of the *Municipal Elections Act, 1996*

Clerk's Responsibilities

The Clerk shall make every effort to accommodate the needs of voters and candidates with disabilities. When requested, all documents are available in alternative formats.

Expenses that are incurred by a candidate with a disability that are directly related to the disability, and would not have been incurred but for the election, are excluded from the permitted spending limit for the candidate.

The Clerk shall prepare an Election Accessibility Plan and make it available to the public before Voting Date. The Plan will be posted on the municipal website and be available from the Clerk's Office. The Clerk will also prepare a report outlining how the municipality identified, removed and prevented barriers that affect voters and candidates with disabilities.

Candidate Responsibilities

Candidates are encouraged to make their campaign as accessible as possible to voters with disabilities. The AMCTO has published the "AMCTO's Quick Reference Guide to Accessible Campaign Information". A copy of this guide is available from the Clerk.

General Voter Information

Candidates play a key role in communication with voters. The following information is general in nature. We encourage all candidates and voters to refer to the municipal website or contact the Clerk's Office for the most current information.

Voter Qualifications

A person is qualified to be a voter in the Township of North Huron if on Voting Day, the person:

1. Resides in the Township of North Huron or is the owner or tenant of land in the Township, 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 as outlined in the *Municipal Elections Act, 1996* or any other Act.

Persons Prohibited from Voting

The following are prohibited from voting:

1. A person who is serving a sentence of imprisonment in a penal correctional institution;

2. A corporation;
3. A person acting as executor or trustee in any other representative capacity, except as a voting proxy in accordance with section 44; and
4. 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.

For additional information, reference the *Municipal Elections Act, 1996*.

Definition of Residence

For the purpose of the *Municipal Elections Act, 1996*, a person's residence is the permanent lodging place to which, whenever absent, they intend to return. These provisions exist to allow for the homeless to be enumerated and to vote. The following rules apply in determining a person's residence:

1. A person may only have one residence at a time;
2. The place where a person's family resides is also their residence, unless they move elsewhere with the intention of changing their permanent lodging place;
3. If a person has no other permanent lodging place, the place where they habitually return is their residence

Despite paragraph 1 subsection (2), a person may have residence in two local municipalities at the same time, if:

1. The person lives in one of the local municipalities in order to attend an educational institution but not with the intention of changing their permanent lodging place; and
2. The person's permanent lodging place is in the other local municipality.

Voters' List

The 2022 Voters' List for the Township of North Huron is initially prepared by the Municipal Property Assessment Corporation (MPAC). The Voters' List contains the names, addresses and school support of each person who meets the qualifications of a voter.

The information contained on the Voters' List is to be used for election purposes only. The use and sale of the Voters' List for commercial purposes is prohibited.

Candidates are entitled to receive one copy of the Voters' List, either electronic or hardcopy, free of charge. The Clerk will correspond with nominated candidates regarding when and how the Voters' List will be made available.

Revisions to the Voters' List

The Voters' List will be available by Thursday, September 1, 2022. Applications for amendments to the list will be accepted by the Clerk from Thursday, September 1, 2022

to the close of voting of Voting Day – October 24, 2022. Individuals will be able to review their information as it appears on the Voters' List via a link to be posted on the Township's website and by visiting the Township Municipal Office during the hours of 8:30 a.m. to 4:00 p.m., Monday to Friday.

Voting Method

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 for the 2022 Municipal Election. This same platform was used in the 2018 Municipal Election and all municipalities in Huron County are utilizing this same method of voting.

The Clerk must establish and publish election procedures and forms used for Telephone and Internet voting by June 1, 2022. The Clerk's Procedures Manual and Forms will be published on the Elections webpage of the municipal website.

Missing Voter Information Letters & PINS

The Voters' List is the database used to create the Voter Information Letters (VILs). The VILs will be mailed to electors during the first two weeks of October. The VIL will contain a Personal Identification Number (PIN) plus an additional security element to gain access to the internet or telephone voting system.

If an eligible elector is not on the Voters' List or has not received a VIL, please direct them to contact the Clerk's Office immediately. The Clerk's Office will assist them.

Voter Help Centres

During the voting period, voters will be able to cast their vote remotely using their own devices (i.e., laptop, smart phone, or tablet) in the comfort of their own home, at a time that most suits their schedule.

If access to a telephone or internet connection is unavailable, Voter Help Centres will be provided with telephone and internet access during the voting period. In North Huron, Voter Help Centres will be available on the following days at the below 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 12th to Friday, October 21st 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.

Blyth Community Centre, 377 Gypsy Lane, Blyth:

- Wednesday, October 19, 2022 between the hours of 2:00 p.m. and 7:00 p.m.

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.

North Huron Council Information

Composition

The Township of North Huron Council is composed of the Reeve, two (2) Councillors representing the Blyth Ward, two (2) Councillors representing the East Wawanosh Ward, and two (2) Councillors representing the Wingham Ward. There is a total of seven (7) Members of Council.

Roles & Responsibilities

Refer to Sections 224-226.1 of the *Municipal Act, 2001*

The Ontario *Municipal Act, 2001* sets out the roles and responsibilities of Council and staff. The Ministry of Municipal Affairs and Housing has published [The Ontario Municipal Councillor's Guide](#). This Guide is an excellent resource. It reviews topics such as Accountability & Transparency measures, definition of a meeting (including Closed meetings), the role of Council, municipal powers, fiscal responsibilities, land use planning, building regulations, emergency management, etc.

One of the first, and most important acts as a member of a municipal Council is to make the Declaration of Office. The Declaration includes the following four promises:

- I will truly, faithfully and impartially exercise this office to the best of my knowledge and ability.
- I have not received and will not receive any payment or reward, or promise thereof, for the exercise of this office in a biased, corrupt or any improper manner.
- I will disclose any pecuniary interest, direct or indirect, in accordance with the *Municipal Conflict of Interest Act*.
- I will be faithful and bear true allegiance to Her Majesty Queen Elizabeth the Second.

Boards & Committees

Immediately following the Inaugural Meeting of Council, members will be polled to determine their interest in North Huron Committees and Boards. The Reeve reviews the interest expressed and puts forward a roster of members, which is adopted by by-law. Some of the Committees and Boards meet on a very regular basis (i.e. monthly) while others meet more infrequently.

North Huron Council also holds meetings specifically focused on the Budget.

Huron County Council

The Reeve automatically holds membership on Huron County Council and has the opportunity to participate in a number of their Boards and Committees.

The *Municipal Act, 2001* permits a municipality to appoint an alternate member to act in the place of the Reeve if they are not able to attend a meeting (except in the case of a member on parental leave).

Huron County Council meets twice monthly. A copy of the regular Huron County Council and Committee Meeting Schedule is available on the Huron County website.

Inaugural Meeting, Election of Deputy Reeve, and Regular Meetings Schedule

The *Municipal Act, 2001* states that a candidate shall not take a seat on Council until the person takes the Declaration of Office. The Inaugural Meeting of Council is scheduled for Monday, November 21, 2022 at 6:00 p.m. Details of this event will be available closer to the date.

The Inaugural Meeting of Huron County Council is scheduled for Wednesday, November 30, 2022 at 9:00 a.m. Details of this event will be available closer to the date.

The Deputy Reeve is selected at the Inaugural Meeting of Council from within the sitting members of Council. The Deputy Reeve represents the Corporation of the Township of North Huron and acts in the absence of the Head of Council.

The regular meetings of Council schedule is established in accordance with the North Huron Procedure By-law. Regular meetings are held the first and third Monday of the month. Agendas are published by 4:30 p.m. on the Friday before the meeting. Items for the agenda and delegation appointments must be submitted to the Clerk no later than 4:30 p.m. on the Wednesday prior to the meeting.

Council Remuneration and Technology Provided

Council Remuneration:

Council must, at least one time during a term, review their own Remuneration. It is recommended that this review is undertaken within the first year of the new term.

The current Remuneration By-law was adopted in 2019 (By-law 08-2019). All members earn an Honorarium and Members are paid a per-meeting rate (including Special Council, Committees, conferences & seminars) and mileage to travel to meetings outside of the municipality.

A copy of the 2022 Council Remuneration and Expenses By-law is available from the Clerk's Office, upon request.

Candidates should consider the impact of the remuneration earned on their personal income tax circumstances.

Technology Provided:

Council Members shall be issued the following devices and/or electronic tools at the beginning of their term of office:

- one (1) corporate standard electronic device (corporate standard to be determined by the Clerk).
- one (1) corporate email address.
- Corporate standard software identified (i.e. electronic agenda software) as essential to the business of the Municipality, to be determined by the Clerk.

Council Orientation

North Huron staff, experts and other representatives will provide the newly formed Council with the training and information necessary to fill their roles and responsibilities. Attendance at Council Orientation should be considered a priority.

Joint Huron County Council Orientation: **Thursday November 10, 2022 (full day)**

Useful Resources

- 2022 Candidates' Guide - Ontario municipal council and school board elections (<https://www.ontario.ca/document/2022-candidates-guide-ontario-municipalcouncil-and-school-board-elections#>)
- Education Act, 1990 (<https://www.ontario.ca/laws/statute/90e02>)
- Municipal Act, 2001 (<https://www.ontario.ca/laws/statute/01m25>)
- Municipal Election Act, 1996 (<https://www.ontario.ca/laws/statute/96m32>)

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

LOAN

Name of bank or recognized lending institution

Amount borrowed
\$

INCOME

Total amount of all contributions (from line 1A in Schedule 1)

+ \$

Revenue from items \$25 or less

+ \$

Sign deposit refund

+ \$

Revenue from fundraising events not deemed a contribution
(from Part III of Schedule 2)

+ \$

Interest earned by campaign bank account

+ \$

Other (provide full details)

1.

+ \$

2.

+ \$

3.

+ \$

4.

+ \$

5.

+ \$

6.

+ \$

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)

+ \$

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.

+ \$

2.

+ \$

3.

+ \$

4.

+ \$

5.

+ \$

6.

+ \$

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.		+	\$	
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)		+	\$	
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.		+	\$	
Other (provide full details)				
1.		+	\$	
2.		+	\$	
3.		+	\$	
4.		+	\$	
5.		+	\$	
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)

+ \$

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).

+ \$

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 (\$)
Total		

☐ 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 (\$)
Total				

☐ 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 (\$)
Total				

☐ 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 (\$)
Total				

☐ 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. + \$

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. + \$

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. + \$

Total Part IV Expenses (include under Expenses in Box C) = \$

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.

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 s 5). 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	3774	\$3,207.90	\$10,707.90
Councillor - Blyth	\$5,000	753	\$640.05	\$5,640.05
Councillor - East Wawanosh	\$5,000	844	\$717.40	\$5,717.40
Councillor - Wingham	\$5,000	2177	\$1,850.45	\$6,850.45

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	9364	\$7,959.40	\$12,959.40

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 2nd 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 entitled to vote for that office. (Municipal Elections Act, 1996, 88.9.1(1))

Spending Limit Estimate – Council Offices				
Office	Base Rate	Number of Electors	Rate Per Elector (\$0.20)	Total Spending Limit
Reeve	\$7,500	3774	\$754.80	\$8,254.80
Councillor – Blyth	\$5,000	753	\$150.60	\$5,150.60
Councillor – East Wawanosh	\$5,000	844	\$168.80	\$5,168.80
Councillor – Wingham	\$5,000	2177	\$435.40	\$5,435.40

Spending Limit Estimate – School Board Trustee				
Office	Base Rate	Number of Electors	Rate Per Elector (\$0.20)	Total Spending Limit
Avon Maitland District School Board	\$5,000	9364	\$1,872.80	\$6,872.80

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 2nd day of May, 2022.

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):

Office	Total Spending Limit
Reeve	\$1,070.79
Councillor – Blyth	\$564.01
Councillor – East Wawanosh	\$571.74
Councillor – Wingham	\$685.05

School Board	Total Spending Limit
Avon Maitland District School Board	\$1,295.94

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 2nd day of May, 2022.

Carson Lamb
Clerk

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

EL19 - WITHDRAWAL OF NOMINATION

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



The Corporation of the Township of North Huron

Use of Corporate Resources During an Election Policy

1. Policy Statement

The Township of North Huron acknowledges that it is responsible for providing good government for the community in an accountable, transparent and private manner.

Accountability, transparency and privacy are standards of good government that enhance public trust. They are achieved by adopting measures that ensure the Township of North Huron's processes and services are open and accessible to the public.

2. Purpose and Objective

The objective of this policy is to establish guidelines on the appropriate use of corporate resources during election periods, to protect the interests of Council Members, the Township and the public.

Section 88.18 of the *Municipal Elections Act, 1996* states that before May 1 in the year of a regular election, municipalities and local boards shall establish rules and procedures with respect to the use of municipal or board resources, as the case may be, during the election campaign period. Therefore, the purpose of this policy is to clarify that Candidates and sitting members of Council are required to follow the provisions of the *Municipal Act, 2001*, the *Municipal Conflict of Interest Act*, the *Municipal Elections Act, 1996*, the *Municipal Freedom of Information and Privacy Act*, the *Criminal Code*, the Council Code of Conduct and all applicable corporate policies regarding the use of corporate resources by Candidates and sitting members of Council and that:

- 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; and
- 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.

This Policy is applicable to all Council Members whether or not the Member is seeking re-election.

3. Review

This policy shall be reviewed every four years and in consistency with each Municipal Election. This policy will apply to each Municipal Election moving forward and may need to be changed from time to time depending on legislation changes.

4. Policy Guidelines

The reference to a Candidate applies to all current sitting members of Council, School Board Trustees, acclaimed Councillors, outgoing Councillors, any individual running in a Municipal Election and any registered Third-Party Advertiser.

Nothing in this Policy shall preclude Council Members from performing their job as elected officials of the Township, nor inhibit them from representing the interests of the constituents who elected them.

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

- a) 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;
- b) 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;
- c) 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;
- d) 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;
 - The *Municipal Elections Act, 1996* states in Section 88.1 that no person who is in control of an apartment building, condominium building, non-profit housing cooperative or gated community may prevent a candidate from campaigning between 9am and 9pm at the doors to the apartments, units or houses, as the case may be;
 - Section 88.2 of the *Municipal Elections Act, 1996* states that no landlord or person acting on a landlord's behalf may prohibit a tenant from displaying signs in relation to an election on the premises to which the lease relates;

- Municipally-owned buildings which are used as rental properties would fall under this exception to section d) of this Use of Corporate Resources During an Election Policy;
- e) 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;
- f) 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;
- g) 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;
- h) 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;
- It is suggested that Council Members include an auto-reply email message and voicemail message such as "As a sitting Council Member, I must ensure that my actions as a candidate are kept separate from any actions related to the upcoming municipal election. As such, I will not be reading or responding to any campaign-related communications from you to this email address. Election campaign inquiries should be directed to my personal/campaign email and voicemail.";

- i) No photographic or video material created or funded by the Township shall be used in campaign-related materials; and
- j) 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).

The Corporation of the Township of North Huron

By-law No. 47-2022

Being a By-law to manage and regulate the use and erection of Election Signs and campaign advertisements including third party advertising within the Township of North Huron and to Amend Sign By-law No. 22-2015

WHEREAS subsection 5(3) of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, provides that a municipal power shall be exercised by by-law;

AND WHEREAS subsection 10(1) of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, provides that a municipality may provide any service or thing that the municipality considers necessary or desirable for the public;

AND WHEREAS subsection 10(2) of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, provides that a municipality may pass by-laws respecting among other items structures, including fences and signs;

AND WHEREAS section 23.2 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, permits a municipality to delegate certain legislative and quasi-judicial powers;

AND WHEREAS sections 88.3 and 88.4 of the Municipal Elections Act, 1996, S.O. 1996, c. 32, as amended, sets out requirements for Candidate's election campaign advertisements and Third Party advertisements;

AND WHEREAS the Council for the Corporation of the Township of North Huron is of the opinion that the delegation of legislative powers under this by-law to the Clerk, including without limitation the power to prescribe procedures for the retrieval and/or destruction of Election Signs removed under this by-law are powers of a minor nature having regard to the number of people, the size of geographic area and the time period affected by the exercise of the power in accordance with subsection 23.2(4) of the Municipal Act, 2001, S.O. 2001, c. 25, as amended;

AND WHEREAS section 63 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended provides that a by-law may prohibit or regulate the placing or standing of an object on or near a highway, and may provide for the removal and impounding or restraining and immobilizing of any object placed or standing on or near a highway;

AND WHEREAS section 425 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, establishes that any person who contravenes any by-law of the Corporation of the Township of North Huron is guilty of an offence;

AND WHEREAS section 445 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, provides that a municipality may make an order requiring a person who has contravened a by-law or who caused or permitted the contravention, or the owner or occupier of land on which the contravention occurred to do work to correct the contravention;

AND WHEREAS section 446 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, provides that where a municipality has the authority to direct or require a person to do a matter or thing, the municipality may also provide that, in default of it being done by the person directed or required to do it, the matter or thing shall be done at the person's expense, and that the municipality may recover the costs of doing a matter or thing by action or by adding the costs to the tax roll and collecting them in the same manner as property taxes;

NOW THEREFORE, the Council of the Corporation of the Township of North Huron enacts as follows:

1. Definitions

1.1. In this By-law:

“Billboard” means an outdoor sign erected and maintained by a person, firm, corporation, or business engaged in the sale or rental of the space on the sign to a clientele, upon which space is displayed copy that advertises goods, products, or services not necessarily sold or offered on the property where the sign is located, and the sign is either single faced or double faced;

“Boulevard” means that portion of every Street which is not used as a Sidewalk, driveway access, travelled Roadway or shoulder;

“Campaign Office” means a building or structure, or part of a building or structure, used by a Candidate to conduct an election campaign;

“Candidate” means

- (i) a Candidate within the meaning of the Canada Elections Act, the Election Act (Ontario) or the Municipal Elections Act, 1996 as amended; and
- (ii) shall be deemed to include a person seeking to influence other persons to vote for or against any question or by-law to the electors under section 8 of the Municipal Elections Act, 1996 as amended;

“Clerk” means the Clerk of the municipality or a person delegated by them for the purpose of this By-law;

“Crosswalk” means

- (i) that part of a Street at an intersection that is included within the connections of the lateral lines of the Sidewalks on opposite sides of the Street measured from the curbs, or in the absence of curbs from the edges of the Roadway; or
- (ii) any portion of a Roadway at an intersection or elsewhere distinctly indicated for pedestrian crossing by signs, school crossing signs (as per the Ontario Traffic Manual – Book 5 Regulatory Signs) or by lines or other markings on the surface thereof; and
- (iii) shall include pedestrian crossovers;

“Election Sign” means any sign, including posters, promoting, opposing or taking a position with respect to:

- (i) any Candidate or political party in an election under the Canada Elections Act, the Election Act (Ontario) or the Municipal Elections Act, 1996;
- (ii) an issue associated with a person or political party in an election under the Canada Elections Act, the Election Act (Ontario) or the Municipal Elections Act, 1996; or
- (iii) a question, law or by-law submitted to the electors under the Canada Elections Act, the Election Act (Ontario) or the Municipal Elections Act, 1996;

“Electoral District” means a geographic area represented by a Member of Municipal Council, Member of School Board, Member of Provincial Parliament in the Legislative Assembly of Ontario, and Member of Federal Parliament in the House of Commons.

“Enforcement Officer” means a By-law Enforcement Officer appointed by the Municipal Council of the Municipality;

“Median Strip” means the reserved area that separates opposing lanes of traffic on divided roadways;

“Municipality” means The Corporation of the Township of North Huron;

“Nomination Day” means the deadline to file a nomination with the Clerk under the Municipal Elections Act, 1996 as amended;

“Owner” means the registered Owner of the property on which an Election Sign is Placed; any person described on or whose name, image, address or telephone number appears on the Election Sign; any person who is in control of the Election Sign; any person who benefits from the message on the Election Sign; or any person who has Placed or permitted to be Placed the Election Sign; and for the purposes of this By-law there may be more than one Owner of an Election Sign;

“Place” means attach, install, erect, build, construct, reconstruct, move, display or affix;

“Public Property” means real property owned by or under the control of the Municipality, including a Park, or any of its agencies, local boards, commissions or corporations but, for the purposes of this by-law, does not include a Street;

“Roadway” means the part of a Street that is improved, designed or ordinarily used for vehicular traffic and includes a shoulder;

“Sidewalk” means any municipal walkway, or that portion of a Street between the Roadway and the adjacent property line, primarily intended for the use of pedestrians;

“Sign Area” means the area of one side of a sign where copy can be placed;

“Sign Height” means the vertical height of a sign from the lowest point of finished grade to the highest part of the sign;

“Street” means a highway, road allowance, street, avenue, parkway, driveway, lane, square, place, bridge, viaduct, trestle or other public way under the jurisdiction of the Township of North Huron and this term includes all road works and appurtenant to municipal land;

“Utility” means water, sewer, artificial or natural gas, petrochemical, electrical power or energy, steam or hot/chilled water, and telecommunication networks, and includes the works, structures, buildings and appurtenances necessarily incidental to the supplying of such services;

“Voting Place” means a place where electors cast their ballots and:

- (i) when a Voting Place is located on Public Property, includes any Street abutting; or
- (ii) when a Voting Place is located on private property, includes any Street abutting.

“Writ of Election” means the date as defined in the Canada Elections Act and the Elections Act (Ontario).

2. General Prohibitions

3. All candidate signs shall include:

3.1. name of candidate

4. All registered third-party advertisement signs shall include:

- 4.1. name of registered third party;
- 4.2. the municipality where the registered third party is registered; and
- 4.3. telephone number, mailing address or email address at which the registered third party may be contacted regarding the advertisement.

5. No person shall Place or permit to be Placed an Election Sign that:

- 5.1. is illuminated;
 - 5.2. has a Sign Area of more than 6 square metres;
 - 5.3. interferes with the safe operation of vehicular traffic or the safety of pedestrians; or
 - 5.4. impedes or obstructs the municipality's maintenance operations.
6. Subsections 5.1 and 5.2 of this By-law do not apply to an Election Sign promoting a Candidate on a Campaign Office or a Billboard as these signs will be regulated by applicable law and the North Huron Sign By-law, as amended from time to time.
 7. No person shall Place or permit to be placed an Election Sign outside of the Electoral District where the Candidate is running for office.
 8. Section 7 does not apply to an Election Sign within 50 metres of any Electoral District that is adjacent to the Electoral District where the Candidate is running for office.
 9. No person shall Place or permit to be Placed an Election Sign on or in a Voting Place or Public Property.
 10. 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.
 11. No person shall display an election sign on private property,
 - (a) where it obstructs or interferes with a door or fire escape of a building; or
 - (b) without the consent of the owner or occupant of such property.
 12. Notwithstanding clause 11(b), a leasee or tenant of property may display an election sign as such conditions to reasonable size or type a landlord, building manager, condominium corporation deems appropriate.
 13. No person shall cause an election campaign advertisement to appear which contravenes sections 88.3, 88.4, or 88.5 of the Municipal Elections Act, 1996.
 14. No person shall park or place any vehicle displaying a vehicle election sign within a one block radius of Town Hall at 274 Josephine Street, Wingham on the voting day of a Municipal election.
 15. No person shall Place or permit to be Placed an Election Sign for a federal or provincial election or by-election earlier than the day the Writ of Election or by-election is issued.
 16. No person shall Place or permit to be Placed an Election Sign for a municipal election, except an Election Sign which is Placed on a Campaign Office:
 - (a) earlier than the day all nominations have been certified by the Clerk of the Township in the year of a regular election; or
 - (b) earlier than the day all nominations have been certified by the Clerk of the Township for a by-election.

Nominations will be certified by the Clerk before 4:00 p.m. on the Monday following Nomination Day 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.

17. No person shall Place or permit to be Placed an Election Sign for a municipal election on a Campaign Office earlier than the day that Candidate has filed their nomination with the Clerk.

18. Despite sections 15 and 16 of this By-law, signs identifying the candidate's campaign offices may be displayed on the offices once the candidate has filed his or her nomination papers and paid all required fees and been registered as a candidate.

19. No Owner shall fail to remove their Election Sign within three (3) working days following the election.

20. Election Signs on Public Property and Streets:

20.1. No person shall Place or permit to be Placed an Election Sign on Public Property.

20.2. No person shall Place or permit to be Placed an Election Sign:

- (a) in a Roadway;
- (b) within 3 metres of a Roadway;
- (c) between a Roadway and a Sidewalk;
- (d) in a way that impedes or obstructs the passage of pedestrians on a Sidewalk;
- (e) in a Median Strip;
- (f) less than 3 metres from a Crosswalk;
- (g) on a tree, or a fence, or a wall, or a gate, or a utility pole located on Public Property or a Street;
- (h) to a permanent or an official sign or to the guide rail or other highway structure or facility;
- (i) in a way that interferes with an official sign or with traffic lights or other safety devices.

21. No person shall Place or permit to be Placed an Election Sign that has a Sign Height:

- (a) of more than 1.8 metres when Placed within 3 to 8 metres of the Roadway;
- (b) of more than 4 metres when Placed beyond 8 metres of the Roadway.

22. Where an Election Sign has been Placed in contravention of any provision of this By-law, a By-law Enforcement Officer or any other individual designated by the Clerk may cause the Election Sign to be removed immediately without notice or compensation and/or take any further action as provided within this By-law.

23. 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.

24. The administration of this by-law is delegated to the Clerk.

25. This by-law may be enforced by the Clerk or designate or a By-law Enforcement Officer of the Township of North Huron.

26. Every person who contravenes any provision of this By-law is guilty of an offence and on conviction is liable to a fine as provided for in the Provincial Offences Act, R.S.O. 1990, c. P. 33.

27. In the event that a section or sections of this By-law thereof are found by a Court of competent jurisdiction to be invalid or ultra vires, such section, sections or

parts thereof shall be deemed to be severable, with all other sections or parts of this By-law remaining in full force and effect.

- 28. This by-law may be referred to as the “Election Sign By-law”.
- 29. By-law No. 22-2015 is hereby amended to repeal Subsection 4.o. and Section 12.
- 30. This by-law shall come into force and takes effect on the day of the final passing thereof.

Read a first and second time this 19TH day of April, 2022.
Read a third time and passed this 19TH day of April, 2022.

CORPORATE SEAL

Bernie Bailey, Reeve

Carson Lamb, Clerk



The 2022 Township of North Huron Clerk's Procedure Manual and Forms can be accessed through the following link:

<https://www.northhuron.ca/en/municipal-government/elections.aspx>

Hard copies of the Procedures Manual and Accessibility Plan are available from the Clerk's Office, upon request.

P.O. Box 90, 274 Josephine Street, Wingham, Ontario N0G 2W0
Phone: 519-357-3550 Fax: 519-357-1110

www.northhuron.ca



Election Accessibility Plan

2022 Municipal Election

This Plan is for use in the 2022 Municipal Election in conjunction with the Municipality's current Accessibility Plan and IASR Standards.

Table of Contents

Purpose	3
Introduction	3
Staff Training and Election Assistance.....	3
Staff Training.....	3
Provision of Election Information.....	4
Notice of Temporary Service Disruption.....	4
Staff Assistance	4
Assistance to Electors	4
General.....	4
Accessible Voting Area	5
Internet Voting.....	6
Telephone Voting.....	6
Assistance to Candidates.....	7
General.....	7
Service Animals/Support Persons	7
Campaign Expenses.....	7
Feedback Process.....	7
Additional Information	7

Purpose

The Township of North Huron is committed to ensuring that persons with disabilities have an opportunity to fully participate in the Municipal Elections with dignity and in a consistent manner with all North Huron electors. This Plan shall set forth the process for ensuring this commitment is successfully achieved.

Introduction

The Municipal Clerk is responsible for the appropriate legislative and administrative conduct of the municipal election in the Township of North Huron. In accordance with the *Municipal Elections Act, 1996* and the *Accessibility for Ontarians with Disabilities Act, 2005*, the Municipal Clerk is required to establish procedures and provide appropriate measures to ensure that persons with disabilities have the opportunity to participate fully in the 2022 Municipal Elections. Specifically, the principles of the *Municipal Elections Act, 1996* include:

- a) the secrecy and confidentiality of the individual votes is paramount;
- b) the election should be fair and non-biased;
- c) the election should be accessible to the voters;
- d) the integrity of the process should be maintained throughout the election;
- e) there be certainty that the results of the election reflect the votes cast; and
- f) voters and candidates should be treated fairly and consistently within a municipality.

Accordingly, the 2022 Municipal Elections will be conducted in such a manner to ensure that:

- a) Candidates and electors with disabilities have full and equal access to all election information and services.
- b) Persons with disabilities have full access to Voting Places.
- c) Alternative methods and voting assistive devices are made available to all electors to ensure persons with disabilities are able to independently and privately mark their ballot.

In accordance with the *Municipal Elections Act, 1996*, as amended, following the election, the Municipal Clerk will submit a report to Council within 90 days of Election Day concerning the identification, removal and prevention of barriers that affect electors and candidates with disabilities.

Staff Training and Election Assistance

Staff Training

All staff carrying out election duties will complete Accessible Customer Services Training and specific Election Training to comply with the municipal Accessibility Plan and to recognize and ensure that persons with disabilities are served in a way that accommodates their individual needs.

Training will include:

- How to interact/communicate with persons with various types of disability;
- How to interact with persons with disabilities who use assistive devices, require the assistance of a support person or a service animal.
- How to clearly explain telephone and internet voting.

- What to do if a person is having difficulty accessing election information or services.
- How to provide voter assistance, if requested.

Provision of Election Information

Candidates and electors with disabilities may request to receive information and election documents in a format that takes into account their accessibility needs due to a disability. The Municipal Clerk, or designate, shall consult with the requester and shall provide or arrange for the provision of a suitable format.

Notice of Temporary Service Disruption

The Clerk shall provide public notice on the municipal website and in the local media if there is a temporary disruption in the delivery of election information or services. The Notice shall include the reason for the disruption, the expected duration and an explanation of alternative methods of delivering the information or service. Every effort shall be made to provide alternative methods of providing the information or service to persons with disabilities.

Staff Assistance

Staff are available throughout the election to assist with any issues that may arise with respect to providing a barrier-free election.

Contact information for assistance:

Telephone:	519-357-3550
Email:	vote@northhuron.ca
In Person:	Clerk's Office 274 Josephine Street Wingham, ON
Mail:	Township of North Huron 274 Josephine Street Wingham, ON N0G 2W0

Assistance to Electors/Voters

General

The 2022 Election will be conducted with Telephone and Internet Voting methods. Detailed information about each voting method is set out in the 2022 Clerk's Procedures Manual, available on the municipal website or from the Clerk's Office, and can be provided in an alternative format upon request.

Accessible formats of Voter Information Packages are available by contacting the Clerk's Office at 519-357-3550 or vote@northhuron.ca

The Clerk's Department staff are available throughout the election to assist with any issues that may arise with respect to providing a barrier-free election.

Accessible Voting Area

Section 45(2) of the *Municipal Elections Act, 1996* requires that the Clerk shall ensure that each voting place is accessible to electors with disabilities. A Voting Location Accessibility Checklist will be completed for each voting location no less than two weeks before the start of the voting period.

An accessible voting area located at the Municipal Office, 274 Josephine Street, Wingham, will be available to voters throughout the voting period during regular office hours and on Election Day until 8:00 p.m.

Parking

The Municipal Office parking lot has designated parking for individuals with disabilities that are clearly posted and located to the south of the building close to the elevator entrance.

Entrance

The entrance to the Municipal Office voting area is level leading to an elevator door. Doors to the Municipal Office have automatic door opening devices or will be propped open in a safe manner. They are wide enough to accommodate a wheelchair or other mobility devices.

Interior

Access to the interior voting area is level. Carpeting and doormats are level with the floor to prevent potential tripping hazards. The voting area is well lit and seating shall be made available.

Accessible Voting Kiosk

The voting area will be low in height and have a wide area to allow individuals using mobility aids to vote independently and secretively.

Voting Assistance

Persons with disabilities may be accompanied by a support person within the voting area or staff can assist the voter in casting their vote. Voting area staff shall, in conjunction with the person with the disability, determine the extent to which they need assistance and the best way to provide the assistance

Accessible Voting Technologies

Voting areas will have a kiosk/iPad for internet voting that will assist voters with disabilities in casting their votes with independence and privacy. Staff will be available to assist voters at the kiosk upon request. Support persons and service animals will be accommodated.

A kiosk will be made available during specific dates and times during the voting period at the Blyth Community Centre and Belgrave Community Centre to provide those without telephone or internet connectivity access to vote. Assistance will be provided as outlined in these guidelines.

Huron County libraries also provide internet access during regular library hours and will have trained staff available to assist voters in accessing the electronic voting site throughout the voting period for voters that choose to vote from that location. This provides voters another option of location to access the internet if they do not have their own access to the internet.

Internet Voting

Internet voting allows voters to vote through secured internet services. This method provides for easy voting for persons with a variety of disabilities to cast their vote with independence and privacy as voters have the option of using the assistive tools they have on their own computer.

This method of voting is designed to encourage voter participation as voters do not have to attend a physical location to cast their ballot, and accessibility and privacy for persons with disabilities is maximized.

Telephone Voting

Telephone voting allows voters to vote through secured telephone services which provides for easy voting for persons with a variety of disabilities to cast their vote with independence and privacy. Land lines or cell phones can be used to vote and the method is compatible with assistive devices.

Voters can register their vote selection with the telephone keypad or voice commands, greatly increasing accessibility, privacy and independence for voters who do not have internet access.

Assistance to Candidates

General

The 2022 Election will be conducted with Telephone and Internet Voting methods. Detailed information about each voting method is set out in the 2022 Clerk's Procedures Manual, available on the municipal website or from the Clerk's Office and can be made available in an alternative format upon request.

The Candidate Package is available in accessible formats by contacting the Clerk's Office at 519-357-3550 or vote@northhuron.ca

The Clerk's Department staff are available throughout the election to assist with any issues that may arise with respect to providing a barrier-free election.

Service Animals/Support Persons

Candidates are permitted to be accompanied by a service animal and/or support person at all designated election locations.

Campaign Expenses

Expenses that are incurred by a candidate with a disability that are directly related to the disability, and would not have been incurred but for the election to which the expenses relate, are excluded from the permitted spending limit for the candidate. Examples of these expenses are: sign language interpreters for door-to-door campaigning, accessible transportation to attend campaign events/Candidates meetings, and cost of specialized software.

Feedback Process

The Accessible Customer Service Feedback Form (Appendix A) is available on the Elections page of the municipal website and at the Municipal Office. A copy of the document can be provided in an alternative format upon request.

Feedback is encouraged and any received will be reviewed by the Clerk and appropriate action will be taken to remove barriers or provide accommodation if necessary.

The information received on the Accessible Customer Service Feedback Form will be summarized in the post-election Election Accessibility Report and will be used to improve accessibility measures in future municipal elections.

Additional Information

Huron County Joint Accessibility Plan:

<https://www.huroncounty.ca/administration/accessibility/accessibility-plan>

Township of North Huron Website Elections Page:

<https://www.northhuron.ca/en/municipal-government/elections.aspx>



274 Josephine Street
Wingham ON N0G 2W0
www.northhuron.ca
Phone: 519-357-3550

Accessible Customer Service Feedback Form

Thank you for taking time to provide feedback on the customer service experience you received relating to the 2022 Municipal Election.

Please note the time and date which you received election related customer service:

Staff member, department or municipal location you attended:

Did we respond to your customer service needs today? ☐ Yes ☐ No

Was customer service provided to you in an accessible manner?

☐ Yes ☐ Somewhat (please explain below) ☐ No (please explain below)

Please explain what the problem was and how we can do better.

Did you experience a problem accessing election services? Yes ☐ No

Please explain how the accessibility of election related services can be improved:

Do you have any other comments to add?

Please provide contact information if you would like staff to contact you regarding this submission:

Please contact the Clerk with any questions about this process at: 519-357-3550. Personal information on this form is collected, used and disclosed in a confidential manner in accordance with the Municipal Freedom of Information and Protection of Privacy Act. The information will be used for the purpose of improving accessible customer service.