2018 Municipal Elections Procedures

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Definitions and Interpretations
In these procedures:


"Ballot" means an image on a computer screen showing all choices available to an elector and spaces for the elector marks their vote or an audio set of instructions describing all choices available to an elector and how an elector marks their vote.

"Candidate" means a person nominated under s. 33 of the Act.

"Certified Candidate" means a candidate whose nomination was certified by the Clerk under s. 35 of the Act.

"Clerk" means Ashley Sage, the Clerk of the Township of North Dumfries and a reference to the Clerk includes a reference to an Election Official carry out an election duty on behalf of the Clerk.

"Election Official" means the Clerk or any other person appointed in writing by the Clerk to carry out election duties under the Act.

"Municipal Office" means the North Dumfries Township administration building located at the North Dumfries Community Complex at 2958 Greenfield Road, Ayr, Ontario.

"Preliminary List of Electors" means a list of electors for the municipality compiled by the Municipal Property Assessment Corporation.

"Proof of Identification" means proof of identity and residence as prescribed in O. Reg. 304/13 of the Act.

"Regular Office hours" means Monday to Friday, 8:30 a.m. to 4:30 p.m.

"Scrutineer" means an individual, appointed in writing by a certified candidate, to represent him or her during the election.

"Service Provider" means Intelivote Systems Inc.

"Voter Credentials" means unique voter identification number and PIN number assigned to each voter to securely access the voting system.

"Voter Information Letter" means a personalized letter mailed to every elector containing Voter Credentials, how to vote and other information.

"Voters' List" means the Preliminary List of Electors, as corrected by the Clerk, under s. 22 of the Act.

"Voting Day" means the day on which the final vote is to be taken in an election.
"Voting Period" means the period from Tuesday, October 9, 2018 at 10:00 a.m. to Monday October 22, 2018 at 8:00 p.m. in which an elector may cast their vote.

Language (s. 9)

Procedures and forms will be provided in English only.

Interpretation

Any reference to a time means the time as indicated on the National Research Council Canada Web Clock showing official times for the Eastern Time Zone.

References the Act or sections of the Act provided in these procedures are provided for convenience reference only. Please refer to the legislation for specific reference.

Procedures Subject to Change

These procedures may be amended, as necessary and deemed appropriate, by the Clerk. All updated versions of the procedures will be posted on the Township website and provided to all registered candidates.

These procedures have been developed under the authority of Subsection 42(4) pursuant to Subsection 42(3) (a) (ii) of the Act.

The procedures and forms established by this document prevail over anything in the Act and its regulations, as per Subsection 42(4) of the Municipal Elections Act.

Where these procedures do not provide for any matter, the election shall be conducted as far as is consistent and practical within the principles of the Municipal Elections Act with the same being determined and established by the clerk.

Election Principals

The Clerk is committed to conducting an election that upholds the following election principles:

- fair and consistent treatment of electors and candidates;
- certainty that election results truly reflect electorate vote;
- secrecy, confidentiality and privacy of voters is paramount;
- the intention of voter in marking the ballot should be the primary consideration in any counting decision;
- voter accessibility, convenience, integrity and scrutiny of the election process takes priority over administrative convenience and efficiency.

Commitment to Accessibility

The Clerk is committed to conducting an election that accommodates persons with disabilities, wherever possible. The Clerk will ensure that the Municipal Office meet Township accessibility standards.
Accessibility Plan and Report (s. 12.1)

Prior to Voting Day, the Clerk must prepare a plan for the identification, removal and prevention of barriers that affect voters and candidates with disabilities and make the plan available to the public.

Within 90 days after Voting Day in a regular election but no later than Monday, January 21, 2019, the Clerk shall submit a report to council about the identification, removal and prevention of barriers that affect electors and candidates with disabilities.

Authority of the Clerk

Duties and Powers of Clerk (s.11, 12, 15)

The Clerk is responsible for conducting the election, including:

- preparing for the election;
- preparing for and conducting a recount in the election;
- maintaining peace and order throughout the election;
- in a regular election, preparing and submitting the accessibility report;
- providing for any matter or procedure that is not in the Act or is, in the Clerk’s opinion, necessary or desirable for conducting the election.

Alternative Voting Method Forms and Procedures (s. 12, 42)

The Clerk must establish internet and telephone voting forms and procedures.

This document sets out the forms and procedures established by the Clerk for the 2018 municipal election. These procedures will be posted online and provided to all candidates.

The Clerk has authority to require a person to:

- use forms, oaths and statutory declarations;
- provide proof of identity, qualification or any other matter.

Election Officials - Appointment and Training (s. 15)

The Clerk may appoint election officials and delegate any of the Clerk’s powers and duties to election officials using “Appointment and Oath of Deputy Returning Officer” Form EL10 and “Appointment and Oath of an Election Official” Form EL11. The Clerk will provide training to any Election Officials as required. The Clerk may continue to exercise the delegated powers and duties, despite the delegation.

Secrecy

All concerns regarding actual, apparent or attempted breaches of secrecy shall be documented by election officials and reported to the Clerk. The Clerk shall investigate
as necessary and, if deemed appropriate, submit concerns to the Police for further investigation and prosecution.

**Public Information**

**Election Website**

The Township of North Dumfries election website (https://www.northdumfries.ca/elections/) will be the main place for election information for the media, candidates, voters and the public, including:

- key election dates and times;
- election policies and procedures;
- election results;
- candidate financial statements;
- any other information that may be helpful.

In addition to the election website, the Clerk may provide election information by posting information in municipal facilities, advertising with local media, social media and/or public and candidate information sessions. The Clerk may partner with other municipalities to provide election information.

**Voter Information Letters**

Personalized Voter Information Letters will be prepared utilizing the Voters’ List as amended and will be mailed to electors on or about October 10, 2018 to enable electors to use the Internet/telephone voting service.

The Voter Information Letter will contain the elector’s personal voter credentials as well as general information, such as:

- voting instructions, including the telephone number and internet address (URL) to access the Internet/telephone voting service;
- dates and hours of the voting period;
- voter eligibility criteria;
- office and candidate information; and
- information on illegal and corrupt practices under the Act.

No person shall give his/her Voter Information Letter to another person for the purpose of voting. Acceptance or theft of another person’s Voter Information Letter will be considered an illegal and corrupt practice under the Act.
Registered Third Party

Third party includes: An advertisement in any medium that has the purpose of promoting or supporting or opposing a candidate(s) or a ‘yes’ or ‘no’ question on the ballot.

All third parties must register with the clerk of the municipality to which they intend to advertise.

Nominations

Offices for Nomination

The Clerk will accept nominations for the following offices with the number of vacancies shown in brackets below:

(1) Mayor
(1) Regional Chair
(1) Ward 1 Councillor
(1) Ward 2 Councillor
(1) Ward 3 Councillor
(1) Ward 4 Councillor

Nominations for school boards must be obtained and filed at the appropriate Municipal Office for the following offices:

(1) School Board Trustee – English Public
(1) School Board Trustee – English Separate
(1) School Board Trustee – French Public
(1) School Board Trustee – French Separate

Nomination Period (s. 31)

Nominations must be filed during the period:

- May 1, 2018 to July 26, 2018 during regular office hours, and
- Friday July 27, 2018 between 9:00 a.m. and 2:00 p.m. (Nomination Day).

Nomination Procedure

Nominations must be made at the Municipal Office:

- using the prescribed “Nomination Paper” Form 1;
• in person by:
  o the nominee, or
  o the nominee’s agent with the nominee’s original signature and the declaration of qualification completed by the Clerk, or Commissioner
• with the prescribed nomination filing fee (cash, debit card, or certified cheque accepted):
  o $200.00 for Mayor;
  o $100 for all other offices;
• with the “Endorsement of Nominations for Council” Form endorsed by 25 people eligible to vote for the office
  o Note: a person may endorse more than one nomination;
  o Note: the onus is on the candidate to ensure they are being endorsed by eligible electors.
• with proof of identity and residence as prescribed in O. Reg. 304/13

Nomination – Additional Materials

As part of the nomination process, the Clerk may require additional materials be submitted by the candidate. All required items will be included in the Nomination package candidate are required to fill out and submit to the Clerk.

Candidate Information Session

The Clerk may arrange for a candidate information session to be held to review:

• the duties and time commitment of being on Council
• explain the voting method and election process
• review campaign and campaign finance rules
• answer any other questions from the electorate.

Any candidate information events will be advertised on the website.

Permitted Expenses and Contributions (s. 33.0.1, 33.0.2, 88.20(13))

The Clerk shall calculate the preliminary permitted amount of Candidate’s expenses, the permitted amount of contributions to a Candidate’s own campaign for each office, and Certificate of Maximum Expenses for Parties and provide these amounts to Candidates upon filing their nomination papers with the Clerk.

On or before September 25, 2018, the Clerk will determine number of eligible electors for each office and calculate the maximum amount of campaign expenses for each office and provide this amount to candidates using the “Certificate of Maximum
Campaign Expenses” Form 37(A), Form 37(B) and Form 37(c). The Clerk will distribute using whichever method preferred.

The Clerk’s calculation is final.

Campaign Information

During the nomination process, candidates will be asked to consent to the Clerk releasing the following campaign information to the media and online:

- phone number;
- mailing address;
- email; and
- website.

If the candidate does not consent to providing any information, only their name will be provided in the unofficial list of candidates. Information provided may be personal or campaign specific, however only one number or address will be provided for each Candidate and no additional material, such as pictures, biographies or platforms will be provided.

Unofficial List of Candidates

The Clerk shall provide notice of the unofficial list of candidates by preparing and posting on the election website an “Unofficial List of Candidates.”

Withdrawal of Nomination (s. 36)

Candidates may withdraw their Nomination by filing in person a written withdrawal on “Withdrawal of Nomination” Form 2 with the Clerk before 2:00 pm on Nomination Day, Friday July 27, 2018, if the person was nominated on or before Nomination Day. When a nomination is withdrawn, the Clerk will provide notice as follows:

- to all candidates by email, and
- to the public by updating the “Unofficial List of Candidates” on the Township website.

Certification or Rejection of Nomination Papers (s. 35)

On or before Monday, Monday July 30, 2018, at 4:00 p.m., the Clerk will review each nomination received. The Clerk will certify the nomination by signing the nomination paper if satisfied that the person being nominated is qualified and the nomination complies with the Act.

The Clerk will reject a nomination if the person being nominated is not qualified to be nominated, or the nomination does not comply with the Act. Notice of a rejected nomination will be provided as follows:
• a Notice of Rejection of Nominations will be sent to the individual via email and regular mail;
• notice to all candidates by email;
• updating the “Unofficial List of Candidates” that is posted on the Township website.

The Clerk’s decision to certify or reject a nomination is final.

Official List of Candidates

The final list of certified candidates will be circulated to a local newspaper, posted on social media and posted on the Township website after Wednesday August 1, 2018.

Declaration and Notice of Election (s. 40)

If after 4:00 p.m. on Monday, July 30, 2018, the number of certified nominations filed for an office is more than the number of persons to be elected to the office, the Clerk shall declare an election to be conducted.

The Clerk shall give the electors notice of the following on the election website and any other method chosen by the Clerk:

• the way electors may cast their ballot by internet or telephone;
• the dates and times of the voting period;
• any extended office hours available at the Municipal Office.

Acclamations (s. 37(1))

If after 4:00 p.m. on Monday, July 30, 2018, the number of certified candidates for an office is the same as, or fewer than the number to be elected, the Clerk will declare the candidate(s) elected by acclamation and post a “Declaration of Acclamation to Office” on Form 20 at the Municipal Office and online. There shall be no election conducted for any offices which have been acclaimed.

Fewer Nominations than Offices (s. 33(5))

If at 4:00 p.m. on Monday, July 30, 2018, the number of certified nominations filed for an office is fewer than the number of persons to be elected to the office, additional nominations may be filed between 9:00 a.m. and 2:00 p.m. on Wednesday, August 1, 2018. The Clerk shall post a “Notice of Additional Nominations” Form 17(B) on the Township website and on social media.

Withdrawal of additional nominations must take place prior to 2:00 pm on Wednesday, August 1, 2018, following the Withdrawal of Nomination procedure above. At 2:00 p.m. on Wednesday, August 1, 2018, the Clerk will certify or reject any additional Nomination Papers that have been filed.
Additional Nominations (s. 33(5), 35(1), 37(2), 37(4))

If between 9:00 a.m. and 2:00 p.m. on Wednesday, August 1, 2018, there are more certified Nominations than vacancies for an office, an election shall be conducted with the persons who have filed certified Nomination Papers.

If at 4:00 p.m. on Thursday, August 2, 2018 there is a sufficient number of certified Nomination Papers filed to fill the office(s), the Clerk will declare the candidate(s) elected by acclamation and post a “Declaration of Acclamation to Office” on Form 20 at the Municipal Office and online.

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

If the number of Nomination Papers filed is less than the number of positions for an office of the Municipal Council, but does form a quorum, the municipality shall fill the vacancy by appointing a person in accordance with s.263(1)(a) of the Municipal Act, 2001.

Death or Ineligibility of a Candidate (s.39)

If a certified candidate dies or becomes ineligible before the close of voting and the result would be:

- an acclamation for an office, the election to such office is void and a by-election for such office shall be held; or
- one fewer candidate and no acclamation, the Candidate's name will be removed from the ballot.

Campaigning

Campaigning is permitted no earlier than the filing of Nomination Papers by the candidate. Information contained in/on all campaign material is the responsibility of the candidate and any questions or concerns should be directed to the candidate.

Municipal Employee Communication with Candidates

The following provides direction to candidates on the handling of questions directed to and meetings with Municipal staff. Every effort will be made to provide information to all candidates to ensure fairness and transparency.

Election-related Questions

Questions pertaining to all matters related to the election process, including the voting method, shall be directed to the Clerk:

Ashley Sage, Clerk
2958 Greenfield Road
Ayr, ON N0B 1E0
Questions pertaining to the Municipality’s Administration

All other questions should be directed to the Chief Administrative Officer, who will follow up with the necessary Director or appropriate staff.

Answers to questions posed by candidates will be shared with all registered candidates without identifying the questioner and posted on the election website generally within one week.

Andrew McNeely, Chief Administrative Officer
2958 Greenfield Road
Ayr, ON N0B 1E0
519-632-8800 ext. 121
amcneely@northdumfries.ca

Access to Staff

Candidates are invited to set up meeting requests through the CAO’s office. An appointment should be arranged in advance.

To ensure fairness, access to senior staff shall be the same for all candidates, including existing Members of Council.

Answers to questions asked of staff in person will be recorded and shared with all candidates and posted on the election website for transparency.

Use of Municipal Logo or Other Insignia

The use of the municipal logo or other insignia for campaign purposes is strictly prohibited.

Municipally Owned/Leased Facilities

Election campaigning or the distribution/posting of election campaign material at municipally-owned or leased facilities is not permitted, with the exception of road allowances.

Election Signs

Candidates should refer to By-law No. 2491-12 for specific details.

Vandalism

The investigation or prosecution for any acts of vandalism to the posters or campaign material of the candidates should be referred to the local police force by the complainant. The Township of North Dumfries, or any of its municipal officers, employees or agents will not be responsible for damage to election signs.
Scrutineers

Rights and Prohibitions

Each scrutineer shall be responsible for his/her conduct, rights and prohibitions as set out on the applicable appointment form.

Appointment by Candidate and Qualification

A candidate may appoint scrutineers to represent him/her at:

- the Municipal Office;
- the opening and testing of the voting system’
- during the receipt of voting results, including during a recount.

The appointment shall be made using the “Appointment of Scrutineer” Form 12(A) and must be signed by the candidate in person at the Municipal Office. The candidate shall provide this signed form to their scrutineer.

Number per Candidate

Not more than one scrutineer representing each candidate may be permitted at one time at the Municipal Office.

Evidence of Appointment

A person appointed as a scrutineer, may be asked before being admitted to the Municipal Office in their capacity as a scrutineer, to show his/her applicable appointment form and provide proof of identity to the Election official. The scrutineer or Candidate must take an “Oral Oath of Secrecy” Form 12(B) upon request.

Conduct

Scrutineers may not:

- speak to electors or interfere with the voting process;
- wear or display any campaign material inside the Municipal Office, e.g. buttons, flyers, etc.
- display any campaign literature, signs or material on the property of the voting place.
- use a cell phone to receive or make calls within the voting place.

Campaign Expenses and Contributions

All those who register should pay careful attention to campaign finance rules and may wish to seek their own advice and counsel regarding campaign finances.

A campaign period may be extended in keeping with the procedure and timeframes outlined in the Act.
Notice

At least 30 days before the filing date, but no later than February 27, 2019, the Clerk shall give to every candidate whose nomination was filed, by registered mail, notice of all the filing requirements and penalties set out in s.88.23 (2) and 92 (1). The notice shall be given on “Notice to Candidate of Filing Requirements” Form 42(A).

At least 30 days before filing date, but no later than February 27, 2019, the Clerk shall give to every registered third party, by registered mail, notice of all the filing requirements and penalties set out in the Act. The notice shall be given on “Notice to Registered Third Party of Filing Requirements” Form 42(A).

A “Notice of Default” Form 43(A) shall be given to the candidate by registered mail and to the relevant council or local board in the event that a candidate has not submitted the “Financial Statement” Form 4 by 2:00 p.m. on March 29, 2019.

A “Notice of Default” Form 43(B) shall be given to the registered third party by registered mail and to the relevant council or local board in the event that a third party has not submitted the “Financial Statement” Form 43(B) by 2:00 p.m. on March 29, 2019.

Refund of Nomination Filing Fee (s.34)

A candidate is entitled to receive a refund of the nomination filing fee if:

- the nomination is withdrawn;
- the candidate is elected to the office; or
- the candidate receives more than 2% of the votes casted

Refunds will be processed by the end of the election year.

Compliance Audit Committee (s. 81)

The Clerk or the secretary of the local board establishes administrative practices and procedures for the Compliance Audit Committee and shall carry out duties required under the Act to implement the committee’s decisions.

The Clerk may participate in a joint Compliance Audit Committee for more than one municipality.

Voters’ List

Voter Qualifications (s. 17(2))

A person is entitled to be an elector if, on Voting Day he/she:

- is a Canadian citizen;
- is at least 18 years old;
• resides in the local municipality, or is the owner or tenant of land in the local municipality, or the spouse, of such a person;
• is not prohibited from voting.

Preliminary List of Electors

Municipal Property Assessment Corporation (MPAC) provides the Preliminary List of Electors to the Clerk on the agreed upon date or between July 31 and August 31, 2018 which contains:

• the name and address of each elector;
• information about which offices each elector is entitled to vote for, such as school support;
• the elector’s voting subdivision.

Where a voter qualifies at more than one location in the municipality, the voter may only vote once and the Voters’ List will reflect the place where the voter resides.

An elector’s name may be on the Voters’ List of more than one municipality and may be eligible to vote in both municipalities. For example, if a person lives in North Dumfries and owns property in Kitchener, they are a resident elector in North Dumfries and a non-resident elector in Kitchener. In this case the elector is entitled to vote in both municipalities but may not vote for the same office, namely School Board Trustee or Regional Chair more than once.

Voters’ List

The Clerk may correct any obvious errors in the PLE prior to Friday August 31, 2018 using any information that is in the Municipality’s custody or control (s. 22(2)). The Clerk shall notify the Municipal Property Assessment Corporation (MPAC) of any corrections. The corrected PLE becomes the Voters’ List.

The Clerk will maintain the Voters’ List electronically.

Amending the Voters’ List (s. 24, 25, 26)

Information on the Voters’ List may be amended between September 4, 2018 and October 22, 2018 until 8:00 p.m. at the Township administrative offices as follows:

• an elector applying to amend their information may use Form 15: “Application to Amend Voters’ List” and provide proof of identity and residence as set out in O. Reg. 304/13.
• any person applying to remove a deceased person’s name from the voters’ list may use Form 16: “Application for Removal of Another’s Name from the Voters List.”

The Clerk may approve or deny applications for amend the Voters’ List and the Clerk’s decision is final.
The voters’ list, as corrected by the Clerk pursuant to Section 22 of the Act shall be provided to the service provided in a computer format in order for the service provider to manage the Voter Information Letter.

Candidate Copies and Proper Use of Voters' List (s. 88(10) and (11))

The Act states that the Voters’ List cannot be posted in a public place and can be used only for election purposes.

The voters’ list shall then be reproduced in paper or electronic format and distributed to those who are entitled to copies under Subsections 23(3), (4) and (5) of the Act. All certified candidates shall be entitled to two (2) copies or an electronic format and will be required to sign the “Declaration of Proper Use of the Voters’ List” Form 14. Candidate copies should be returned to the Clerk following the election or destroyed.

Candidates may decide to receive a login ID(s) and password(s) allowing themselves and/or their scrutineer to view the voters’ list that contains the names of the electors who are entitled to vote for their office. They can use the module to identify and track individual electors during the course of the election campaign and voting period to observe participation.

Internet and Telephone Voting Procedures

Council Authority (s.42)

On May 1, 2017, Township Council passed By-law No. 2844-17 authorizing the internet and telephone voting method.

In addition, Township Council passed By-law No. 2896-17 on October 23, 2017, being a by-law to Authorize the Execution of an Agreement between the Township of North Dumfries and InteliVote Systems Inc. to Provide Internet and Telephone Voting Services for the 2018 Municipal Elections.

Voting Proxy (s. 42(5))

Voting proxies will not be permitted with internet and telephone voting. A person cannot give his or her Voter Information Letter to another eligible elector or other individual for the purpose of voting. Acceptance of a Voter Information Letter including the actual voting thereof will be considered an illegal and corrupt practice and therefore subject to the penalty provision under the Municipal Elections Act.

Voting Period

The Voting Period provides for voting between Tuesday, October 9, 2018, at 10:00 a.m. to Monday, October 22, 2018 at 8:00 p.m.
Voting Options

Electors may vote with the Voter Credentials using one of the following methods:

1. calling a designated toll-free phone number to cast their vote using a cellular or land line, touch-tone telephone (not a rotary dial telephone);
2. access the election website to cast their vote by the internet.

The Municipal Office will be available to provide internet access for voting purposes. An elector may only vote by internet, or telephone using the system provided.

Voter Information Letter

Where a person on the voters’ list has lost his or her Voter Information Letter or did not receive it in the mail, or does not have access to it, he or she can visit the Municipal Office in order to receive a new one. The authorized election official will disable the voter’s lost Personal Identification Number (PIN) and electronically mark it in the system with the appropriate details. Upon providing satisfactory identification to an election official, an oath shall be taken by the voter and a new Voter Information Letter containing a new Personal Identification Number (PIN) shall be issued.

Personal Information Number (PIN)

Where a person on the voters’ list has lost his or her Personal Identification Number (PIN), did not receive it in the mail, or does not have access to it, he or she can attend a Voter Help Centre in order to receive a new one. The authorized election official will disable the voter’s previous PIN and electronically mark it in the system with the appropriate details. Upon providing satisfactory identification or information to a Voter Help Centre election official, as may be defined, a new Personal Identification Number (PIN) shall be issued.

Should a Voter Information Letter be returned to the Municipal Office unopened, the PIN status will be disabled by an election official in a manner that prevents the PIN from being successfully validated in the voting process. The Voter Information Letters will then be marked “unused” and be retained in a secure means and subsequently destroyed at the same time as all other election materials, as provided for under section 88(2) of the Act.

Should a Voter Information Letter be returned to the Municipal Office that has been opened, but has not been used for voting purposes, the PIN status will be disabled by an election official in a manner that prevents the PIN from being successfully validated in the voting process. In this circumstance, the Voter Information Letter shall be marked unused and be retained and destroyed as at the same time as all other election materials, as provided for under section 88(2) of the Act.

The clerk and the election official(s) shall ensure a complete audit trail is maintained of all Voter Information Letters:
a) that were sent to voters on the voters’ list;

b) that were undeliverable and returned from the Post Office;

c) that were returned by a voter or other individual(s) either opened or unopened but unused for voting purposes;

d) that were re-issued to an eligible elector;

e) whose PIN on the Letters were set to a status that prevented them from being validated in the voting process.

Where an eligible voter has attempted to validate his or her PIN and they have determined that the PIN has already been used, the voter can attend the municipal office, bringing satisfactory identification and have an election official confirm that the PIN has been used by an impersonator. Prior to authorizing the re-issuance of a new Voter Information Letter which contains a new PIN, the voter shall be required to respond and answer any and all questions from the election official. The election official shall document, to his or her satisfaction, questions and answers of the voter and, if deemed appropriate, the clerk shall submit same to the Ontario Provincial Police for further investigation and prosecution. If the election official believes that all questions have been answered truthfully and to his or her satisfaction, the election official may authorize the provision of a new Voter Information Letter which contains a new PIN or, at the discretion of the clerk or the election official the elector will be required to make a declaration as to his or her statement and take an oath which shall be given by the election official. A copy of this declaration shall also be submitted to the Ontario Provincial Police should further questioning be required in order to ascertain if corrupt practices have occurred. The elector will be required to assist and cooperate in the investigation in determining the individual(s) who has fraudulently used the voter’s assigned PIN. Once the voter has properly answered all questions and if required, taken the prescribed oath, a new Voter Information Letter containing a new PIN can be issued.

Where an eligible voter has received an incorrect Voter PIN in terms of ward and/or school support, the voter can contact a municipal office and have the proper information applied to the existing PIN. The voter may re-access the system and vote all races not yet completed.

New PIN(s) shall not be given out over the telephone, or by mail without the expressed approval of the clerk. A Voter Information Letter containing a PIN shall not be given to any person at the Municipal Office unless satisfactory identification is provided and the individual has taken the required oath, if required, as administered by an election official.
System Integrity

The Clerk shall preserve the integrity of the voting process by ensuring:

- the election system can only be accessed by eligible electors using their unique Voting Credentials (Voter ID, PIN number) and year of birth;
- all eligible electors are sent a sealed Voter Information Letter containing their Voting Credentials;
- only electors have access to their PIN number and Election Officials only deactivate and issue a new PIN number according to these procedures;
- eligible electors can be added or amend their information on the Voters’ List up to and including Election Day, October 22, 2018, at 8:00 p.m.

Voting System Testing and Activation

The Clerk will conduct at least one logic and accuracy tests of the voting system on a date to be scheduled.

Prior to the voting system activation, testing and activation will be open to candidates or their scrutineers, provided they sign in and attest that the system is functioning.

The auditor or other authorized election official will generate the confirmation report that contains all candidate names running for an office (through the service provider by secure ID and password). The report displays in real time the sum total of votes cast for each candidate running for an office. The timing of this report activity ensures that all totals for all candidates, confirms zero (0) votes before the electronic election begins.

The system will be activated unless any of the counts associated with the candidate names do not indicate a zero total, and unless directed otherwise by an election official.

Voting

Every eligible elector shall be limited to only one vote through the use of a PIN distributed by first class mail, or hand-delivered as required, in a sealed and personalized Voter Information Letter.

The service provider will allow the eligible voter to vote using a telephone or the internet.

To log in to the voting system, electors will be required provide their Voter ID, PIN number, year of birth and verify a captcha (text in a picture or a sound). Once an elector has logged in, they will be required to accept an oath of qualification and notice of corrupt practice.

Following the voter’s selection, the voting system response shall identify the voter’s choice and provide the voter with the option of changing or confirming their vote. For each contest the voting system will specify the maximum number of votes an elector
can make and a list of candidates or options for a question. The voting system shall enable the voter to decline from voting for an office(s) if he/she wishes to do so.

Once the PIN has been used to complete all assigned races associated with the election it cannot be used again, and further access shall not be granted to the Telephone/Internet Voting service to vote again.

The elector will submit their ballot for each contest individually. Once an elector has made their selection for each contest. Following each contest, the voting system will indicate the voter’s choice and ask the voter to either confirm their selections and cast their ballot or allow the voter to return to a contest to change their selections. Once all contests have been submitted the voter will not be permitted to vote again.

**Completing a Ballot Later, Timeout and Lost Connections**

If an elector logs into the voting system and wishes to complete their ballot later they may exit the system. After no action for a set length of time, electors will receive a notice and shortly after the system will exit.

Only those contests where the elector has verified their choice will be submitted. If an elector intentionally exits the voting system or a connection is lost because of a timeout or any other reason, only those contests that have been submitted will be counted.

**Blank Ballots, Blank Races and Overvoting**

Voters will be permitted to cast a blank ballot for a contest. Voting for more than the maximum number of votes an elector can make will not be permitted.

**Close of Voting and Results**

**Close of Voting System**

At 8:00 p.m. on October 22, 2018 the Clerk shall authorize the close and deactivation of the voting system for the public. The Clerk shall allow access to the voting system at the Municipal Office to continue until Election Officials confirm that all electors who were in the Municipal Office at 8:00 p.m. have voted.

**Results Report**

When the voting system is closed, the Clerk shall produce the results report. The results report shall be signed by all persons present at the time.

The Clerk may permit candidates or their scrutineers to be present when the results report is produced under the following conditions:

- proof of identity is provided on request;
- no electronic devices are permitted, so results are not available to the public before 8:15 p.m.;
• the Clerk may remove anyone who is creating a disturbance.

Release of Unofficial Results

Unofficial results shall be released no earlier than 8:15 p.m. on Voting Day.

Results will be released on the election website and at an event hosted by the Clerk at the Municipal Office from 8:15 to 9:00 p.m. on Voting Day. The event will also provide all candidates the opportunity to make statements. All candidates, the media and the public will be invited.

Notice of Official Results

As soon as possible after Voting Day, the Clerk shall issue the Official Results using “Declaration of Election Results” Form 32 and post the results on the Township website.

Notice of the final number of electors and elected persons to the positions of Mayor and Regional Councillor will be provided to the Region of Waterloo. Notice of election results for each school board race shall be provided to the responsible Municipal Office for each of the elections using “Notice of School Boards Results”.

Recount Procedures

Recount Required (s. 56, 57)

A recount is required to be conducted within 15 days of:

• a tie vote where a candidate cannot be declared elected (automatic);
• a tie vote on a by-law or question (automatic);
• a resolution of Council or local board (for Council or local board offices);
• an order of the Minister (for questions submitted by the Minister); or
• an order of the Superior Court of Justice.

Costs of Recount (s. 7(3), 7(4))

The costs to conduct a recount will be paid by the Township of North Dumfries unless any of the cases in section 7 (3) of the Act apply, in which case the Clerk shall submit a signed certificate verifying the costs to the appropriate local board, upper tier municipality or Minister who shall pay the costs as soon as possible.

Council, Local Board or Minister Request for Recount (s. 57)

Within 30 days after the Clerk’s declaration of the results under s.55(4) and no later than Wednesday November 21, 2018, a Council, local/school board may pass a resolution or, the Minister may make an order requiring a recount.

The incoming Council or Local Board cannot pass a resolution for a recount.
Application to Superior Court of Justice (s. 58)

A person who is entitled to vote in an election and who has reasonable grounds for believing the election results to be in doubt may apply to the Superior Court of Justice for an order directing the Clerk to hold a recount no later than Wednesday November 21, 2018.

Persons Entitled to be Present at a Recount (s. 61)

The following persons are entitled to be present at a recount:

- the Clerk, Election Officials and any person with the Clerk’s permission;
- every certified candidate for the office involved, or their scrutineer;
- the applicant who applied for the recount, if any;
- legal counsel for any of the above.

Notice of Recount (s. 56, 57, 58 and O. Reg. 101/97)

The Clerk shall give notice by registered mail or personal service of the recount date, time and place using the “Notice of Recount” to:

- all certified candidates for the office which is the subject of the recount;
- the Council or local/school board when a resolution was passed;
- the Minister when an order has been made;
- the applicant in the case of a court order.

Conducting a Recount (s. 56, 59, 60, 61, 62)

The following votes will be included in a recount:

- in a recount for a tied vote, the votes for candidates who are tied
- in a recount for a council or local board resolution or a court order, the votes for candidates named in the resolution or the order
- votes for any other candidate for the office whose vote total was, in the Clerk’s opinion, close enough to be affected by the recount

The Clerk shall conduct a recount in the same manner as the original count unless ordered otherwise by a judge. Once the recount has started, it must continue until complete. When the recount is complete, the Clerk announces the results in front of anyone authorized to attend the recount.

Continuing Tie Vote After Recount (s. 62(3))

In a case of a tied vote following the recount, the elected candidate will be determined by the following process conducted by the Clerk:

- the name of each candidate is written on equal-sized pieces of paper and put the paper in a container selected by the Clerk
• the Clerk announces “the candidate to be elected shall be the candidate whose name is written on the first piece of paper I draw from the container”
• the Clerk draws a paper from the container and announces the candidate’s name

Declaration of Recount Results (s. 62(4))

The Clerk will declare the successful candidate(s) elected 16 days after the recount unless the recount was court ordered and provide notice using “Declaration of Recount Results” by:

• posting at the Municipal Office and on the Township website;
• sending to everyone who was given notice of the recount.

Election Records

Candidates

All Voter information obtained by the candidate during the 2018 Municipal Election shall be destroyed by the candidate after the election. The candidate may return documents to the Clerk for destruction with other election material.

Clerk – Disposition of Records (s. 88)

Subject to a Judge’s order or recount proceedings, after 120 days from declaring the results under s.55, the Clerk shall destroy the ballots in the presence of two witnesses who shall complete the “Witness Statements as to Destruction of Records” Form 33. The Clerk may also destroy any other documents and materials related to the election. The ballots and any other documents shall not be destroyed if a court orders that they be retained and a recount has been commenced and not finally disposed of.

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

Records held by a Third Party

Over the course of the election, third parties working for the municipality may be provided with election records for purposes including, but not limited to:

• maintaining the internet and telephone voting system
• maintaining the voter list
• producing voter information letters
• any other purposes deemed necessary by the Clerk.

When the data is no longer needed, the third party will destroy the data and provide a certificate of data destruction to the Clerk.

This shall not apply to letter mail provided to Canada Post.
**Emergencies**

**Emergency Declaration (s. 53)**

The Clerk may declare an emergency if, in the Clerk’s opinion, any circumstances have arisen that are likely to undermine the integrity of the election or prevent the election being conducted in accordance with the Act. The Clerk may determine what constitutes an emergency or circumstances that and may make any arrangements deemed necessary for the conduct of the election in an emergency.

On declaring an emergency, the Clerk shall make such arrangements as deemed advisable for the conduct of the election. The arrangements made by the Clerk, if they are consistent with the principles of this Act, prevail over anything in this Act and the regulations made under it.

The emergency continues until the Clerk declares that it has ended. If made in good faith, the Clerk’s declaration of emergency and arrangements shall not be reviewed or set aside due to unreasonableness.

**Notice of Emergency**

The Clerk shall provide notice of such emergency to the best of their ability and in keeping with the circumstance. If required, the Clerk may consider alternate options for any part of the election process. Intellivote Systems will take direction from the Clerk as to what actions will be taken.

**Unforeseen Cases**

Any unforeseen cases not dealt with in these procedures will be recorded, action taken, and reflected in an update to these procedures and circulated to all candidates and posted on the website.

**Offences and Penalties**

Penalty provisions for a traditional voting method shall apply, with necessary amendments, to internet and telephone voting and are therefore enforceable and subject to the penalties set out in the Act.

To ensure the integrity of the election the Clerk shall report all knowledge or suspicion of offences and corrupt practices to authorities for investigation and prosecution.

**Offences and Corrupt practices (s. 89, 90, 92, 94.1)**

Offences and corrupt practices include:

- voting without being entitled to do so
- voting more times than the Act allows
- inducing a person to vote when that person is not entitled to do so
• publishing a false statement of a candidate’s withdrawal
• furnishing false or misleading information to a person whom the Act authorizes to obtain information
• without authority, supplying a ballot or voter credentials to anyone
• soliciting, accepting, stealing or dealing with a Voter Information Letter, ballot or voter credentials without authority
• a candidate or registered third party:
  o incurring expenses exceeding the amount set out in the “Certificate of Maximum Campaign Expenses” Form 38
  o filing a financial statement or auditor’s report or return surplus expenses that are incorrect or do not comply with the Act

The Act provides that a person who is convicted of an offence or corrupt practice may be subject to any or all of the following penalties:

• a maximum fine of $25,000
• a maximum imprisonment of six months
• vacating or forfeiting an office to which the person was elected
• being ineligible to be nominated for, or elected or appointed to, any office for the next two regular elections

Mail Tampering

The Criminal Code of Canada states that tampering with mail, including a Voter Information Letter, is a criminal offence and a person found guilty is liable to a term of imprisonment not exceeding ten (10) years.

All complaints about actions which may contravene the provisions of the Criminal Code of Canada with respect to mail tampering, either verbally or written, will be investigated by the clerk.

All such valid complaints, once investigated to the extent and knowledge of the clerk, will be submitted to the local detachment of the Ontario Provincial Police if deemed required by the clerk.

Index of Forms

All forms may be revised, or changed at the Clerks discretion. Additional forms may be created, or removed at the Clerks discretion.

The Ministry of Municipal Affairs prescribes the following forms: Form 1 “Nomination Paper”, Form 4 “Campaign Financial Statement”, Form 5 “Financial Statement – Subsequent Expenses” and Form 6 “Notice of Extension of Campaign Period.” These forms can be found at www.forms.ssb.gov.on.ca. At the time of writing, the Ministry of Municipal Affairs website states that updated Guides and Forms will be posted at the
beginning of April, 2018. With the recent changes to the Municipal Elections Act, 1996, there will be changes to the above noted forms, along with new forms added.

Form 1 “Nomination Paper”
Form 4 “Campaign Financial Statement”
Form 5 “Financial Statement – Subsequent Expense”
Form 6 “Notice of Extension of Campaign Period”
Form EL07 “List of Certified Candidates”
Form EL08 “Certificate of Election Results”
Form EL09 “Final Summary of Election Results”
Form EL10 “Appointment and Oath of Deputy Returning Officer”
Form EL11 “Appointment and Oath of an Election Official”
Form EL12(A) “Appointment of Scrutineer – Candidate”
Form EL12(B) “Oral Oath of Secrecy”
Form EL13 “Appointment of Scrutineer”
Form EL14 “Candidate’s Declaration – Proper Use of Voters’ List”
Form EL15 “Application to Amend the Voters’ List”
Form EL16 “Application for Removal of Another’s Name from the Voters’ List”
Form EL17(A) “Notice of Nomination for Office”
Form EL17(B) “Notice of Additional Nominations”
Form EL19 “Withdrawal of Nomination”
Form EL20 “Declaration of Acclamation to Office”
Form EL21 “Notice of Death/Ineligibility of Candidate”
Form EL22 “Certificate of the Voters’ List”
Form EL24 “Notice of Election Information”
Form EL26 “Oath of Qualification”
Form EL32 “Declaration of Election Candidate”
Form EL36 “Disclaimer to Right of Offence”
Form EL37(A) “Certificate of Maximum Campaign Expenses – Candidate”
Form EL37(B) “Certificate of Maximum Amount of Contributions – Own Campaign”
Form EL37(C) “Certificate of Maximum Amount of Expenses for Parties ect. – Candidate”
Form EL38 “Witness Statements as to Destruction of Ballots”
Form EL39 “Notice of Recount”
Form EL40 “Recount Results”
Form EL41 “Declaration of Recount Results”
Form EL42(A) “Notice to Candidates of Filing Requirements”
Form EL42(B) “Notice to Registered Third Party of Filing Requirements”
Form EL43(A) “Notice of Default – Candidates”
Form EL43(B) “Notice of Default – Registered Third Party”
Form EL51(A) “Certificate of Maximum Amount of Campaign Expenses – Registered Third Party”
Form EL51(B) “Certificate of Maximum Amount of Expenses for Parties ect. – Registered Third Party”
Form EL52 “Consent to Release Personal Information”
Form EL53 “Application to Re-Issue Voters’ Information Letter.”
LIST OF CERTIFIED CANDIDATES

Municipal Elections Act, 1996, s.11(4)

NOTICE is hereby given to the Municipal Electors of the

(NAME OF MUNICIPALITY(s))

That during the period commencing on May 1, 2018 and completed on Nomination Day, July 27, 2018, the following persons filed all necessary papers, declarations and fees and as Clerk, I am satisfied that such persons are qualified and that their Nominations satisfy the requirements of the Municipal Elections Act, 1996. I have, therefore, certified such candidates for the office, which follows their respective name:

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<thead>
<tr>
<th>NAME OF CANDIDATE</th>
<th>OFFICE</th>
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Dated this ______day of ____________________________, 2018

__________________________________________
Municipal Clerk or designate

---

2 This form may be used by the clerk responsible for nominations, to advise clerks in other municipalities who are responsible for conducting a vote for candidates elected across more than one municipal jurisdiction. While S.11 deals with police villages, the form may also be used by clerks involved with shared school trustee positions.
CERTIFICATE OF ELECTION RESULTS

Municipal Elections Act, 1996, s.11.4(3)

I hereby certify that during the municipal election held on Monday, October 22, 2018, for the offices listed below, the certified candidates received the votes that follow their respective names:

<table>
<thead>
<tr>
<th>Name of Candidate</th>
<th>Office</th>
<th>Votes</th>
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Dated this _____ day of ____________________,2018

______________________________
Municipal Clerk or designate

---

3 This form may be used to report election results from one municipality to another municipality for candidates elected across more than one municipal jurisdiction. While Section 11 deals with Police Villages, this form may also be used by Clerks involved with shared School Trustee positions.
I hereby certify that during the municipal election held on Monday, October 22, 2018, for the offices listed below, the certified candidates received the votes that follow their respective names:

<table>
<thead>
<tr>
<th>Name of Candidate</th>
<th>Office</th>
<th>Votes</th>
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<tbody>
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</table>

Dated this ______ day of _________________________, 2018

_____________________________
Municipal Clerk or designate

---

4 This form may be used to report the accumulated election results for candidates elected across more than one municipal jurisdiction. While Section 11 deals with Police Villages, this form may also be used by Clerks involved with shared School Trustee positions.
The person named above is hereby appointed Deputy Returning Officer (DRO) for the above Voting Subdivision in this municipality and in addition to the duties and responsibilities of a DRO as provided in the Municipal Elections Act, 1996, is hereby delegated the following duties and responsibilities pursuant to the Municipal Elections Act, 1996.

- authority to amend the Voters’ List at the Voting Place to add an Elector, remove an Elector’s own name and/or correct erroneous information;
- authority to require Electors to provide proof of identity;
- authority to administer the Oral Oath of Secrecy and the Oral Oath or Affirmation of Qualification;
- authority to issue a second ballot to an Elector should an Elector return their first ballot as a cancelled ballot;
- authority to maintain peace and order at the Voting Place by removing anyone who is causing a disturbance.

I, the person named above, solemnly swear (or affirm) that I will:

- act faithfully in the capacity set out in my appointment and perform all the duties required by law without partiality, fear or affection,
- maintain and aid in maintaining the secrecy of the voting, and
- not interfere nor attempt to interfere with an Elector when she/he is marking her/his ballot, obtain or communicate any information as to how an elector is about to vote or has voted, or directly or indirectly induce an Elector to show her/his marked ballot to any person.

Declared before me at the (Name of Municipality), in the (name of Upper Tier, if applicable), this ____ day of ________________, 2018.
Form EL11

APPOINTMENT AND OATH OF AN ELECTION OFFICIAL

Municipal Elections Act, 1996 (s.15(2))

Ward No.(if applicable):  |  Voting Subdivision No.(one or more as applicable):

<table>
<thead>
<tr>
<th>Municipality:</th>
</tr>
</thead>
</table>
| Name of Person Appointed as Election Official:

The person named above is hereby appointed an Election Official (Assistant Returning Officer) for the above Voting Subdivision in this municipality and in addition to the duties and responsibilities of an Assistant Returning Officer as provided in the Municipal Elections Act, 1996, is hereby delegated the following duties and responsibilities pursuant to the Municipal Elections Act, 1996:

- authority to assign DROs, Poll Clerks, Election Constables and Revision Officers to their various Voting Subdivisions and informing said individuals as to their appointment.
- authority to amend the Voters’ List to add an Elector, remove an Elector’s own name and/or correct erroneous information;
- authority to require a person to furnish proof of identity, qualifications or any other matter.
- authority to approve or deny applications for revision to the Voters’ List;
- authority to certify Voting Proxy in the absence of the Clerk;
- authority to receive election results as they are reported on Election Day.

_______________________

Municipal Clerk or designate

I, the person named above, solemnly swear (or affirm) that I will:

- act faithfully in the capacity of Assistant Returning Officer and perform all the duties required by law without partiality, fear or affection,
- maintain and aid in maintaining the secrecy of the voting and,
- not interfere nor attempt to interfere with an elector when she/he is marking her/his ballot, obtain or communicate any information as to how an elector is about to vote or has voted, or directly or indirectly induce an elector to show her/his marked ballot to any person.

Declared before me at the (Name of Municipality), in the (Name of Upper Tier, if applicable), this _____ day of ________________,2018.

_____________________                         _______________________

Municipal Clerk or designate      Election Official

6 This form includes some suggested tasks to be delegated to the Election Official. It may be amended to reflect the duties the Clerk wishes to delegate to the Election Official.
## Candidate

<table>
<thead>
<tr>
<th>Name of Candidate (please print)</th>
</tr>
</thead>
</table>

### Candidate for the Office of (check one)

- [x] Mayor
- [ ] Local and Regional Councillor, Wards _____________
- [ ] Councillor, Ward _______________
- [ ] ______ Public District School Board
- [ ] ______ Catholic District School Board
- [ ] ______ French Public District School Board
- [ ] ______ French Catholic District School Board

### Scrutineer Appointment

<table>
<thead>
<tr>
<th>Name of Scrutineer Appointed (please print)</th>
</tr>
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</table>

I appoint the individual noted above as a scrutineer to represent me in the (municipality) 2018 Municipal Election.

### Date

<table>
<thead>
<tr>
<th>this day of</th>
</tr>
</thead>
<tbody>
<tr>
<td>, 2018</td>
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</table>

### Signature of Candidate

- Signature of Candidate

### Instructions to Scrutineer

- Scrutineers arriving at a voting place must show this form and personal identification to the election officials and take an oath of secrecy.
- Candidates arriving at a voting place must show this form and personal identification to the election officials and take an oath of secrecy. A candidate who enters a voting place is considered to be a scrutineer.
- Only one scrutineer per candidate may be at each ballot issuing station in the voting place and at the vote tabulator.

### Rights and Prohibitions

- Scrutineers and candidates can:
  - Enter the voting place 15 minutes before it opens and inspect the ballot boxes and the ballots and all other papers, forms and documents relating to the vote (but not so as to delay the timely opening of the voting place).
  - Place his or her own seal on the ballot box, immediately before the opening of the voting place, so that ballots can be deposited in the box and cannot be withdrawn without breaking the seal.
  - Examine each ballot as they are fed into the vote tabulator (but not touch the ballot).
  - Object to a ballot or to the counting of votes in a ballot.
  - Sign the statement of the results of the election prepared by the deputy returning officer.
  - Place his or her own seal on the ballot box immediately after the close of voting on each day of an advance vote, so that ballots cannot be deposited or withdrawn without breaking the seal.

---

**Amend this form to reflect the Conduct of Scrutineers for alternative voting methods being used in your municipality.**

---

**APPENDIX 4**
Examine the Voters’ List periodically to determine who has voted or to count how many Electors have voted but may not interfere with the conduct of the voting process.

**Scrupineers and candidates cannot:**
- Be near enough to the vote tabulator to see how a voter has marked their ballot.
- Campaign at the voting place.
- Attempt, directly or indirectly, to interfere with how an elector votes.
- Display a candidate’s election material (including buttons, pins, etc.) in a voting place.
- Compromise the secrecy of voting.
- Obtain or attempt to obtain, in a voting place, any information about how an elector intends to vote or has voted.
- Communicate any information obtained at a voting place about how an elector intends to vote or has voted.
- Park a vehicle displaying campaign material in the parking lot of the Voting Place.

**Note:**
- It is no longer mandatory that scrutineers be 16 years of age or older to work at an election.
- The DRO is responsible for the conduct of the Voting Place and no candidate or scrutineer has the right to interfere with the DRO in the discharge of his or her duties.
- Anyone who is creating a disturbance at a Voting Place will be removed by the DRO.
- The seal(s) **must not** contain any writing that could be considered ‘election campaigning’, therefore, the name of the candidate **is not** permitted on the seal;
- Scrutineers/candidates who wish to have a discussion with another candidate or scrutineer must leave the Voting Place to carry on their discussion outside of the Voting Place.
- No campaign material or literature of any nature whatsoever shall be displayed within the Voting Place. The boundaries of the Voting Place are the boundaries of the property where the Voting Place is located and **includes** the parking lot.
- Scrutineers/candidates wishing to observe the transmission of results **must** be at the Voting Place prior to the closing of the voting location at 8:00 p.m. No one will be admitted to the Voting Place after 8:00 p.m.
- Scrutineers/candidates wishing to observe the counting of advance votes **must** be at Town Hall prior to 800. p.m. on Election Day.
- The total of votes cast for each candidate as counted by the vote tabulating equipment is final. The DRO is not required to do a second recount.
Form EL12 (B)

ORAL OATH OF SECRECY

I, ______________________________, do solemnly swear (or affirm):

(STATE NAME)

☐ That I will maintain and aid in maintaining the secrecy of the voting; and

☐ That I will not, nor attempt to:

- interfere with an elector when he/she is marking his/her ballot;
- obtain or communicate any information as to how an elector is about to vote or has voted; or
- directly or indirectly induce an elector to show his/her marked ballot to any person.

TO BE DECLARED BY ANY SCRUTINEER OR CANDIDATE WISHING TO REMAIN AT THE VOTING PLACE
APPENDIX 4

Form EL13

APPOINTMENT OF SCRUTINEER

Re: By-laws or Questions
Municipal Election Act, 1996 (s.16 (2))

VOTING PLACE # ______________________

☐ Check here if appointment applies to all Voting Places

Moved by ____________________  Resolution No. _____________

Seconded by ____________________

The Municipal Council (or local board, etc.) of the Corporation of the (name of Municipality, local board, etc.) hereby appoints _________________________ to act as a scrutineer to represent the Corporation (or local board, etc.) with respect to (insert specific question or by-law) at the Voting Place, set out above, during voting or at the counting of votes in respect of the Municipal Elections to be held on October 22, 2018.

"CARRIED"

I hereby certify the above to be a true copy of a resolution of the Council (or local board, etc.) of the (name of Municipality, local board, etc.) passed on the _____of ________, 2018.

__________________________________________
Municipal Clerk (or Secretary), or designate

__________________________________________
(Name of Municipality, local board, etc.)

This form must be signed by the Clerk (or Secretary) of the Municipality (or local board, etc.) and may be required to be shown to an Election Official at the Voting Place or at the place where votes are being counted. Failure to show proof of appointment may result in a direction to you to leave the Voting Place.

(List Voting Places on Reverse)

8 Amend this form to reflect the Conduct of Scrutineers for alternative voting methods
CANDIDATE'S DECLARATION- PROPER USE OF VOTERS' LIST

Municipal Elections Act, 1996 (s.23(4) (5))

I, ____________________________, being a candidate for the office of ____________________________, hereby request the Clerk to provide me with the following information when it becomes available:

☐ a paper copy of the Voters' List. Please note that a copy of all revisions made to the Voters' List will be provided on or before Monday, September 25, 2018.

OR

☐ an electronic copy of the Voters' List. Please note that a copy of all revisions made to the Voters' List will be provided on or before Monday, September 25, 2018.

AND

☐ a copy of the Lists showing the name of each person who has voted at each Advance Vote.

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.

__________________________________  ____________________
Signature:        Date

Name:  __________________________________
(please print)

9 Form can be amended to reflect Vote by Mail; Internet/Telephone and if Voters’ List available in CD/memory stick etc.
Application to Amend Voters’ List  Municipal Elections Act, 1996 (s.17, s.24, s.25)  Form EL15

Check only one  □ add applicant’s name to list  
□ correct applicant’s information on list  
□ delete applicant’s or family member’s name from list ( □ deceased □ moved □ other)

Name of applicant  

<table>
<thead>
<tr>
<th>last</th>
<th>first</th>
<th>middle</th>
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</table>

date of birth  

<table>
<thead>
<tr>
<th>year</th>
<th>month</th>
<th>day</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

Qualifying address on voting day  □ commercial property  
At qualifying address, applicant is:

<table>
<thead>
<tr>
<th>street number &amp; name</th>
<th>apt. #</th>
<th>roll number</th>
<th>ward</th>
<th>voting number subdiv.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

city  

<table>
<thead>
<tr>
<th>postal code</th>
<th>(if house apartment, indicate floor level - e.g. basement, 1st floor, etc.)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

Previous qualifying address (if applicable)  
At previous address, applicant was:

<table>
<thead>
<tr>
<th>street number &amp; name</th>
<th>apt. #</th>
<th>roll number</th>
<th>ward</th>
<th>voting number subdiv.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

city  

<table>
<thead>
<tr>
<th>postal code</th>
<th>(if house apartment, indicate floor level - e.g. basement, 1st floor, etc.)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Current mailing address of applicant  (if different than Qualifying address above)  
At mailing address, applicant is:

<table>
<thead>
<tr>
<th>street number &amp; name</th>
<th>apt / unit #</th>
<th>city</th>
<th>postal code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

School Support

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

Applicant wishes to be an elector for the following school board

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

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

<table>
<thead>
<tr>
<th>signature of applicant</th>
<th>date</th>
</tr>
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</tbody>
</table>

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

Certificate of Approval  (to be completed by Clerk or designate)

□ Approved

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

<table>
<thead>
<tr>
<th>signature of clerk or designate</th>
<th>date</th>
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</thead>
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<tr>
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</table>
### APPLICATION FOR REMOVAL OF ANOTHER’S NAME FROM VOTERS’ LIST

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

<table>
<thead>
<tr>
<th>Municipality</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Surname of Applicant</th>
<th>Given Names</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Full Address of Residence</th>
<th>Apt #</th>
<th>Postal Code</th>
</tr>
</thead>
</table>

**IN RESPECT OF**

<table>
<thead>
<tr>
<th>Name as Entered in Voters’ List</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Full Address of Residence</th>
<th>Apt #</th>
<th>Postal Code</th>
</tr>
</thead>
</table>

**ENTERED ON LIST FOR**

<table>
<thead>
<tr>
<th>Ward No. (if any)</th>
<th>Voting Subdivision No. (if any)</th>
<th>Assessment Roll Number (to be completed by Clerk or designated election official)</th>
</tr>
</thead>
</table>

**STATEMENT BY APPLICANT**

I, the undersigned, hereby state:

That I have good reason to believe that the person named above as entered on the Voters’ List for the said voting subdivision in this municipality is not entitled to be an elector and to have her/his name entered on the Voters’ List.

___________________________   ____________________
(signature of applicant)                    (date signed)
NOTICE OF NOMINATION FOR OFFICE

Municipal Elections Act, 1996 (s.32)

NOTICE is hereby given to the Municipal Electors of the
(NAME OF MUNICIPALITY)

Nominations in the (Name of Municipality) for the offices of:

(LIST OF MUNICIPAL POSITIONS)
(LIST OF POSITIONS ON LOCAL BOARDS)
(LIST OF SCHOOL BOARD POSITIONS SHARED WITH OTHER MUNICIPALITIES)
(with directions for filing nominations)

may be made by completing and filing in the office of the Clerk, nominations on the
prescribed form and accompanied by the prescribed nomination filing fee of $200.00 for
the Head of Council and $100 for all other offices. The filing fee is payable by cash,
certified cheque, money order or electronic payment if specified by the Clerk.

A nomination must be signed by the candidate and may be filed in person or by an
agent during regular business hours between May 1, 2018, and July 26, 2018, and
between 9 am and 2 pm on July 27, 2018 (Nomination Day).

In the event there are an insufficient number of certified candidates to fill all positions
available, nominations will be reopened for the vacant positions only on Wednesday,
August 1, 2018, between the hours of 9 am and 2 pm and such additional nominations, if
required, may be filed in the office of the Clerk.

Electors are hereby given notice that if a greater number of candidates are certified than
are required to fill the said offices, voting places will be opened on the dates stated
below for the purpose of voting.

ADVANCE VOTE(s) - (DATEs) (TIMEs)

VOTING DAY - Monday, October 22, 2018 (10 am - 8 pm)

Dated this ______ Day of __________________, 2018

_____________________________
Municipal Clerk or designate
NOTICE OF ADDITIONAL NOMINATIONS

Municipal Elections Act, 1996 (s.33(5))

Take Notice that the number of candidates for the office of XX was not sufficient to fill the number of vacancies to which candidates may be elected.

And Further Take Notice that the Clerk may receive and certify additional nominations for the remaining vacancies in the Clerk’s Office between the hours of 9:00 am and 2:00 pm on August 1, 2018, subject to the provisions of Subsection 33(5) of the Municipal Elections Act, 1996.

Offices for Which Persons May be Nominated:

__________________________________ ________________to be elected.

(Office)      (Number)

And Further Take Notice that the manner in which nominations shall be filed is set forth in Section 33 of the Municipal Elections Act, 1996. Nomination forms and full particulars of procedures to be followed may be obtained from the undersigned.

Dated this XX day of July, 2018.

__________________________
Clerk
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 ____________
(time)

THIS____________ DAY OF  _____________________________,2018.

Municipal Clerk or designate

---
10 A person who has been nominated may withdraw his or her nomination by filing a written withdrawal in the Clerk’s office by 2 pm on Nomination Day (July 27, 2018) if the nomination was filed on or before Nomination Day and by 2 p.m. on August 1, 2018, if the nomination was filed under subsection 33(5).
11 Clerk may want to require a candidate to appear in person, with identification in order to withdraw their nomination. If not, then anytime that a nomination withdrawal is submitted by someone other than the nominee, the Clerk should follow up to ensure that the withdrawal was submitted with the nominee’s permission.
DECLARATION OF ACCLAMATION TO OFFICE

Municipal Elections Act, 1996 (s. 37(1))

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

<table>
<thead>
<tr>
<th>Name of Certified Candidate</th>
<th>Office</th>
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<tbody>
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</table>

Dated this ______day of ____________________, 2018

________________________________________
Municipal Clerk or designate
NOTICE OF DEATH/INELIGIBILITY OF CANDIDATE

Municipal Elections Act, 1996 (s.39 (a) and (b))

Notice is hereby given that_______________________________ a candidate

(name of candidate)

for the office of ____________________________ has died/become ineligible

to hold the office.

Since no other candidate would be elected by acclamation as a result of the
death/inelegibility, the election for this office shall proceed as if the
deceased/inelegible candidate had not been nominated.

or

Since, as a result of the death/inelegibility, another candidate would be elected by
acclamation to office, the election for the above office is void and a by-election
shall be held.

Dated this _______ day of ____________________, 2018.

________________________________________
Municipal Clerk or designate
CERTIFICATE OF THE VOTERS’ LIST

Municipal Elections Act, 1996 (s.28(1))

I hereby certify that the attached Voters’ List contains the names of persons entitled to vote at the Municipal Elections to be held on Monday, October 22, 2018, for the voting subdivision(s) set out below:

<table>
<thead>
<tr>
<th>Municipality</th>
<th>Ward No (if applicable)</th>
<th>Voting Subdivision No(s) (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

Dated this _____day of ________________, 2018.

_______________________________
Municipal Clerk or designate

12 The Voters’ List for use in the Voting Subdivision should be prepared as late as possible so that as many revisions made to the List as possible can be included. Clerks may choose to create this List from a computer database.
SAMPLE NOTICE OF ELECTION INFORMATION (FOR NEWSPAPER AD)

Municipal Elections Act, 1996 (s.40)

Municipal Elections in the (Name of Municipality) for the offices of:

(LIST OF MUNICIPAL POSITIONS)
(LIST OF POSITIONS ON LOCAL BOARDS)
(LIST OF SCHOOL BOARD POSITIONS SHARED WITH OTHER MUNICIPALITIES)

will be held on the 22nd day of October, 2018

- location of voting places
- dates and times on which voting places will be open
- dates and times for advance voting
- manner in which electors may use voting proxies\(^{14}\)
- additional information as appropriate to the circumstance

___________________  _____________________________
(date)     Municipal Clerk or designate

\(^{14}\) If alternative voting methods are used, these may eliminate the requirement for voting proxies. If so, the notice above needs to include information and directions on the manner of alternative voting and the section on voting proxies needs to be eliminated or amended accordingly. Clerks may choose to continue to provide a mailed notice addressed to electors. If a householder mailing is used, consider the need to advertise to give notice to non-resident electors. See Form EL45 (A)
Form EL26

OATH OF QUALIFICATION¹⁵
Municipal Elections Act, 1996 (s.52 (1) 3)

I am the person named or intended to be named on the voters’ list or document shown to me; and I have not before voted at the election now being held in the (Name of Municipality). I am a Canadian citizen, at least 18 years of age and a resident of the (Name of Municipality) or a non-resident owner or tenant of land in the (Name of Municipality), or the spouse of such owner or tenant.

<table>
<thead>
<tr>
<th>NAME (please print)</th>
<th>SIGNATURE</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

¹⁵ This form to be used for electors who have been objected to under paragraphs 2 and 3 of subsection 52(1) of the MEA.
**DECLARATION OF ELECTION CANDIDATE**

*Municipal Elections Act, 1996 (s. 55(4) a)*

I, ________________________________, Clerk (or designated election official) (name of Clerk or designate)

do the Corporation of the _____________ of _________________________
in the ________________ of ___________________________

declare the following candidate or candidates
elect as a result of the Municipal Election held October 22, 2018

**NAME OF GOVERNMENT BODY** (Council, School Board, etc.)

<table>
<thead>
<tr>
<th>OFFICE</th>
<th>ELECTED CANDIDATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. _________________________</td>
<td>________________________________</td>
</tr>
<tr>
<td>2. _________________________</td>
<td>________________________________</td>
</tr>
<tr>
<td>3. _________________________</td>
<td>________________________________</td>
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<tr>
<td>4. _________________________</td>
<td>________________________________</td>
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<tr>
<td>5. _________________________</td>
<td>________________________________</td>
</tr>
<tr>
<td>6. _________________________</td>
<td>________________________________</td>
</tr>
<tr>
<td>7. _________________________</td>
<td>________________________________</td>
</tr>
</tbody>
</table>

____________________    _____________________
Date       Municipal Clerk or designate

---

18 The Clerk shall as soon as possible after Voting Day declare the candidate or candidates who received the highest number of votes to be elected (s.55(4) a)
DISCLAIMER TO RIGHT TO OFFICE

Municipal Elections Act, 1996 (s. 84 (1) - (3))

I, ________________________________, hereby disclaim all right to the office of
(Name of Elected Candidate)
______________________________________________ to which I was elected in the Municipal
(Name of Elected Office)

Election of October 22, 2018.

___________________________________________
Date                              Signature of Candidate

THIS DISCLAIMER DELIVERED TO ME AT _____________(time) THIS

_____________ DAY OF ________________________,2018.

__________________________________________
Municipal Clerk or designate

NOTE: A person who has been elected may disclaim all right to the office within 90 days after Voting Day
unless an application is made under s. 83(1)(b) questioning his or her election (s. 84(1)). The disclaimer
shall be in writing and addressed to the Clerk who conducted the election (s. 84(2)).

A person whose election is questioned in an application under s. 83(1)(b) may, within seven days after
being served with the application, disclaim all right to the office (s. 84(3)). The disclaimer shall be made
and delivered in accordance with section 84(4).

ALSO NOTE: Clerk may want to require the elected official to appear in person, with identification, in
order to disclaim rights to an office. If not, anytime that a disclaimer is submitted by someone other than
the elected official, the Clerk should follow up to ensure that the disclaimer was submitted with the elected
official’s permission.
CERTIFICATE OF MAXIMUM CAMPAIGN EXPENSES - CANDIDATE

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

TO:

________________________________________    ________________________
(Name of Candidate)                                                                  (Office)
______________________________________________________________________
(Address)                                                                               (Postal Code)

FROM:

The Clerk, or designated election official, of

_____________________________________________
(Name of Municipality)

I hereby certify that the maximum campaign expenses that a candidate is permitted to
incur for the office of ____________________________________ in the Municipal
Election to be held October 22, 2018, is ________________________.

____________________________________________
(Date)                                         Municipal Clerk or designate

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

On or before September 25, 2018, the Clerk shall give a “final” certificate of the applicable maximum
campaign expenses to each candidate. The number of electors to be used in this final calculation is to be
the greater of the number of electors for the office from the Voters' List as it existed on Nomination Day of
the previous election, including changes made on that day, or the number of electors on September 15 in
the current election, including changes made on that day.

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

22 Formula for calculation provided in Section 88.20(6) (15).
CERTIFICATE OF MAXIMUM AMOUNT OF CONTRIBUTIONS
OWN CAMPAIGN

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

TO:

________________________________________      /   _____________________
(Name of Candidate)                                                                  (Office)
______________________________________________________________________
(Address)                                                                                           (Postal Code)

FROM:

The Clerk, or designated election official, of
______________________________________________________________________
(Name of Municipality)

I hereby certify that the maximum amount of contributions to your own campaign that a candidate is permitted to incur for the office of
 ______________________________________ in the Municipal Election to be held
October 22, 2018, is ________________________.

_____________________  _______________________________________
Date      Municipal Clerk or designate

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

On or before September 25, 2018, the Clerk shall give the candidate a final calculation of the permitted amount of contributions to a candidate’s own campaign. The number of electors to be used in this final calculation is to be the greater number of electors for the office from the Voters’ List as it existed on Nomination Day of the previous election, adjusted for changes on that day or the number of electors on September 15 in the year of the current election, adjusted for changes made on that day.

In accordance with s.88.9.1(5), the Clerk is not required to give a certificate if the maximum amount is $25,000.
Certificate to be given to candidate in accordance with Section 13.
CERTIFICATE OF MAXIMUM AMOUNT OF EXPENSES FOR PARTIES ETC. - CANDIDATE

TO:

________________________________________      /      _______________________
(Name of Candidate)                                                                  (Office)
______________________________________________________________________
_______
(Address)                                                                                           (Postal Code)

FROM:

The Clerk, or designated election official, of
______________________________________________________________________
_____  (Name of Municipality)

I hereby certify that the maximum amount of expenses for parties, etc. that a candidate is permitted to incur for the office of ____________________________________ in the Municipal Election to be held October 22, 2018, is ________________________.

_____________________  _______________________________________
Date      Municipal Clerk or designate

In accordance with MEA, s. 88.20(13), the Clerk shall give candidates a preliminary certificate of the maximum amount permitted on or before September 25, 2018.

The formula to be used is the greater of the number of electors for the office on September 15 of the previous election, adjusted for changes approved as of that day or the number of electors as it exists on September 15 in the 2018 municipal election, adjusted for changes made on that day.

Note: The regulations on the prescribed formula to be released in April 2018. This form may change.

Certificate to be given to candidate in accordance with Section 13.
WITNESS STATEMENTS AS TO DESTRUCTION OF BALLOTS

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

(Name of Municipality) in the (Name of County, District or Region)

FIRST WITNESS

I ________________________ state that I was present upon __________________________
(name of witness) (date)

and did witness ________________________________ of the above stated municipality
(name of Clerk or designate)

destroy all ballots used in the municipal election of persons to the offices listed below.

______________________________
(Signature of Witness)

SECOND WITNESS

I ________________________ state that I was present upon __________________________
(name of witness) (date)

and did witness ________________________________ of the above stated municipality
(name of Clerk or designate)

destroy all ballots used in the municipal election of persons to the offices listed below.

______________________________
(Signature of Witness)

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

<table>
<thead>
<tr>
<th>Office 1</th>
<th>Office 2</th>
</tr>
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</table>

CATEGORY OF DOCUMENTS AND OTHER MATERIALS DESTROYED:

<table>
<thead>
<tr>
<th>Category 1</th>
<th>Category 2</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>
NOTICE OF RECOUNT

Municipal Elections Act, 1996 (s.56-58)

I, ______________________________________, Clerk (or designated election official)
(name of Clerk or designate)

of the Corporation of the

__________________ of ______________________ in the

________________ of ______________________

hereby declare that a recount of the votes cast in the Municipal Election

held October 22, 2018, for ______________________________
(state office or by-law/question)

______________________________ shall be held commencing at ____________ on
(date)  (time)

__________________________ at _______________________________________.
(location)

The recount is being conducted pursuant to section ______ of the Municipal Elections Act, 1996.

Date ______________

_____________________________________
Municipal Clerk or designate

26 A recount may be held pursuant to Sections 56, 57 or 58.
RECOUNT RESULTS

Form EL40

Municipal Elections Act, 1996 (s.62(1))

The recount results for the following office or the by-law/question conducted on the _____ day of ______________________, 2018, in the ________________________________ are: ________________________________ (name of municipality)

<table>
<thead>
<tr>
<th>Office</th>
<th>Number of Votes</th>
<th>Number of Votes if all disputed ballots excluded</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

List Candidates or By-law/Question

Total Number of Ballots Disputed ________

(Date)

______________________________
Municipal Clerk or designate
DECLARATION OF RECOUNT RESULTS

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

I, _________________________________, Clerk (or designated election official) of the Corporation of the ____________________________ in the __________________ of ________________________ declare that:

(1) On the ______ day of ____________________, 2018, I conducted a recount of the

   ballots cast in the Municipal Election held October 22, 2018, for:

   - the office(s) of

   - the following question or by-law:

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

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

   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________

(4) The result of the vote upon the question or by-law is:

   ____________________________ (Date)

   _______________________________ Municipal Clerk or designate
NOTICE TO CANDIDATE OF FILING REQUIREMENTS

Municipal Elections Act, 1996 (s.88.25)

TO:

____________________________________________      /      ___________________________
(Name of Candidate)                                                                           (Office)
____________________________________________________________________________
(Address)                                                                                            (Postal Code)

FROM:

The Clerk or designated election official of
____________________________________________________________________________
(Name of Municipality)

TAKENOTE EVERY CANDIDATE SHALL FILE by March 29, 2019, with the Clerk with whom their
nomination was filed a financial statement and auditor’s report in accordance with s.88.25 of the Municipal
Elections Act, 1996.

88.25 (1) On or before 2:00 p.m. on the filing date, a candidate shall file with the Clerk with whom the
nomination was filed a financial statement and auditor’s report, each in the prescribed form,
reflecting the candidate’s election campaign finances, (a) in the case of a regular election, as of December 31 in the year of the election; (b) in the case of a by-election, as of the 45th day after Voting Day.

(2) If a candidate’s election campaign ends as described in paragraph 3 of subsection 88.24(1), the financial statement and auditor’s report must reflect the candidate’s election campaign finances as of the day the election campaign period ended.

(3) If an error is identified in a filed financial statement, the candidate may withdraw the statement and, at the same time, file a corrected financial statement and auditor’s report on or before the applicable filing date under section 88.30.

(4) If the candidate’s election campaign period continues during all or part of the supplementary reporting period, the candidate shall, before 2:00 pm on the supplementary filing date, file a supplementary financial statement and auditor’s report for the supplementary reporting period.

(5) If a candidate’s election campaign period ends as described in paragraph 3 of subsection 88.24(1) and the election campaign period continued during all or part of the supplementary reporting period, the candidate shall, before 2:00 pm on the supplementary filing date, file a supplementary financial statement and auditor’s report for the period commencing on the day the candidate’s election campaign period ends and including the six-month period following the year of the election.

(6) A supplementary financial statement or auditor’s report shall include all the information contained in the initial statement or report filed under subsection (1) updated to reflect the changes to the candidate’s campaign finances during the supplementary reporting period.

(7) An auditor’s report shall be prepared by an auditor licensed under the Public Accounting Act, 2004.
(8) No auditor’s report is required if the total contributions received and total expenses incurred in the election campaign up to the end of the relevant period are each equal to or less than $10,000.

_____________________   ___________________________________
Date      Municipal Clerk or designate

Note: At least 30 days before the filing date, the Clerk shall give notice to candidates of all the filing requirements under MEA, s.88.25, along with the candidate’s entitlement to receive a refund of the nomination filing fee if he or she meets the requirements of MEA, s.34 and the penalties set out in MEA, s.88.23(2) and s.92(1)
Notice to be given in accordance with MEA, s.13.
Also Note: If the Clerk has provided for electronic filing, candidates must also be advised of this option and consequences or limitations associated with.
NOTICE OF PENALTIES

88.23(2) Subject to subsection (7), in the case of a default described in subsection (1),

(a) the candidate forfeits any office to which he or she was elected and
the office is deemed to be vacant, and

(b) until the next regular election has taken place, the candidate is
ineligible to be elected or appointed to any office to which this Act
applies.

92(1) A candidate is guilty of an offence and, on conviction, in addition to any
other penalty that may be imposed under this Act, is subject to the
penalties described in subsection 88.23(2),

(a) if the candidate incurs expenses that exceed the amount
determined for the office under section 88.20; or

(b) if the candidate files a document under section 88.25 or 88.32 that
is incorrect or otherwise does not comply with that section.
NOTICE TO REGISTERED THIRD PARTY OF FILING REQUIREMENTS

Municipal Elections Act, 1996 (s.88.29)

TO:

<table>
<thead>
<tr>
<th>(Name of Registered Third Party)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Address)</td>
</tr>
<tr>
<td>(Postal Code)</td>
</tr>
</tbody>
</table>

FROM:

The Clerk or designated election official of

<table>
<thead>
<tr>
<th>(Name of Municipality)</th>
</tr>
</thead>
</table>

TAKENOTE THAT EVERY REGISTERED THIRD PARTY SHALL FILE by March 29, 2019, with the Clerk with whom they registered a financial statement and auditor’s report in accordance with s.88.29 of the Municipal Elections Act, 1996.

88.29 (1) On or before 2:00 p.m. on the filing date, a registered third party shall file with the Clerk of the municipality in which he, she or it registered a financial statement and auditor’s report, each in the prescribed form, reflecting the registered third party’s campaign finances in relation to third party advertisements,

(a) in the case of a regular election, as of December 31 in the year of the election;

(b) in the case of a by-election, as of the 45th day after Voting Day.

(2) If an error is identified in a filed financial statement, the registered third party may withdraw the statement and, at the same time, file a corrected financial statement and auditor’s report on or before the applicable filing date under section 88.30.

(3) If the campaign period for the registered third party in relation to an election in the municipality continues during all or part of the supplementary reporting period, the registered third party shall, before 2:00 pm on the supplementary filing date, file a supplementary financial statement and auditor’s report for the supplementary reporting period.

(4) A supplementary financial statement or auditor’s report shall include all the information contained in the initial statement or report filed under subsection (1), updated to reflect the changes to the registered third party’s campaign finances during the supplementary reporting period.

(5) An auditor’s report shall be prepared by an auditor licensed under the Public Accounting Act, 2004.

(6) No auditor’s report is required if the total contributions received and total expenses incurred in the registered third party’s campaign in relation to third party advertisements during an election in the municipality up to the end of the relevant period are each equal to or less than $10,000.

<table>
<thead>
<tr>
<th>Date</th>
<th>Municipal Clerk or designate</th>
</tr>
</thead>
</table>
Note: At least 30 days before the filing date, the Clerk shall give notice to registered third parties of all the filing requirements under MEA, s.88.29 and the penalties set out in subsections 88.27(1) and 92(4).

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

Also Note: If the Clerk has provided for electronic filing, registered third parties must also be advised of this option and consequences or limitations associated with it.
88.27(1) Subject to subsection (6) and in addition to any other penalty that may be imposed under this Act, an individual, corporation or trade union that is registered as a registered third party in relation to an election in a municipality is not entitled to register in relation to a subsequent election in the municipality until after the next regular election has taken place,

(a) if the registered third party fails to file a document as required under section 88.29 or 88.32 by the relevant date;

(b) if a document filed under section 88.29 shows on its face a surplus, as described in section 88.31, and the registered third party fails to pay the amount required by subsection 88.31(4) to the clerk by the relevant date;

(c) if a document filed under section 88.29 shows on its face that the registered third party has incurred expenses exceeding what is permitted under section 88.21; or

(d) if a document filed under section 88.32 shows on its face a surplus and the registered third party fails to pay the amount required by that section by the relevant date.

92(4) A registered third party is guilty of an offence and, on conviction, in addition to any other penalty that may be imposed under this Act, is subject to the penalty described in subsection 88.27(1),

(a) if the registered third party incurs expenses that exceed the amount determined under section 88.21; or

(b) if the registered third party files a document under section 88.29 or 88.32 that is incorrect or otherwise does not comply with that section.
NOTICE OF DEFAULT-CANDIDATE

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

TO:

<table>
<thead>
<tr>
<th>(Name of Candidate)</th>
<th>/</th>
<th>(Office)</th>
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</thead>
<tbody>
<tr>
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<table>
<thead>
<tr>
<th>(Address)</th>
<th>(Postal Code)</th>
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</tbody>
</table>

FROM:

The Clerk, or designated election official of

<table>
<thead>
<tr>
<th>(Name of Municipality)</th>
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</tbody>
</table>

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

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

(Insert Appropriate Wording or Use the Following Suggestions)

NOTICE OF DEFAULT

27 PLEASE SELECT THE APPROPRIATE SECTIONS ONLY

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

TO A SUCCESSFUL CANDIDATE

(i) you forfeit any office to which you were elected and the office shall be deemed to be vacant

(ii) until the next regular election has taken place, you are ineligible to be elected or appointed to any office to which the Municipal Elections Act, 1996 applies.

OR

TO AN UNSUCCESSFUL CANDIDATE

(i) until the next regular election has taken place, you are ineligible to be elected or appointed to any office to which the Municipal Elections Act, 1996 applies.

27 this portion of the suggested notice of default form provides suggested wording depending on the status of the candidate (elected or not elected) and the type of default.
Notice of Penalties

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

**Corrupt practice and ineligibility for office**

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

(a) any office to which the person was elected is forfeited and becomes vacant, and

(b) the person is ineligible to be nominated for, or elected or appointed to, any office until the next two regular elections have taken place after the election to which the offence relates.

Exception

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

**Offences by candidate**

92.(1) A candidate is guilty of an offence and, on conviction, in additional 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

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

**Additional Penalty, Candidates**

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

**General Offence**

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

_____________________   ___________________________________
 Date       Municipal Clerk or designate
NOTICE OF DEFAULT-REGISTERED THIRD PARTY

Municipal Elections Act, 1996 (s. 88.27(1)))

TO:

________________________________________ __________________________
(Name of Registered Third Party)

___________________________________________________________________________
(Address)                                                                                                   (Postal Code)

FROM:

The Clerk, or designated election official of

_____________________________________________________________________________
(Name of Municipality)

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

A. You failed to file documents with the Municipal Clerk as required by Section 88.29 or 88.32 of the Municipal Elections Act 1996 on or before the relevant date, or

B. You failed to pay the amount of the surplus shown in documents which were filed with the Municipal Clerk by the relevant date as required by Section 88.31(4) of the Municipal Elections Act, 1996, or

C. A document filed under Section 88.29 of the Municipal Elections Act 1996 shows on its face that you have incurred expenses exceeding the amount permitted under Section 88.21 of that Act.

D. You failed to pay the amount under s.88.32 and failed to pay the amount required by that section to the Clerk by the relevant date.

(Insert Appropriate Wording or Use the Following Suggestions)

NOTICE OF DEFAULT

If this notice indicates that you have failed to file a document required by Section 88.29 or 88.32 of the Municipal Elections Act, the following provisions and penalties apply:

MEA, s.88.27(1) - Subject to MEA, s.88.27(6), and in addition to any other penalty that may be imposed under this Act, an individual, corporation or trade union that is registered as a third party in relation to an election in a municipality is not entitled to register in relation to a subsequent election in the municipality until after the next regular election has taken place.
Sections 92 and 94 of the Municipal Elections Act, 1996 set out penalties with respect to violations under the Act as follows:

**Offences by registered third party**
92. (4) A registered third party is guilty of an offence and, on conviction, in addition to any other penalty that may be imposed under this Act, is subject to the penalty described in subsection 88.27(1),
   (a) if the registered third party incurs expenses that exceed the amount determined under section 88.21; or
   (b) if the registered third party files a document under section 88.29 or 88.32 that is incorrect or otherwise does not comply with that section.

**Exception**
92. (5) However, if the presiding judge finds that the registered third party, acting in good faith, committed the offence inadvertently or because of an error in judgement, the penalty described in subsection 88.27(1) does not apply.

**Additional Penalty, Registered Third Party**
92. (6) if the expenses incurred by or under the direction of a registered third party exceed the amount determined under section 88.21, the registered third party is liable to a fine equal to the excess, in addition to any other penalty provided for in the Act.

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

_____________________   ___________________________________
Date       Municipal Clerk or designate
TAKE NOTICE THAT pursuant to Section 65 of the Municipal Elections Act, 1996 a

By-election shall be conducted in the __________________ of ___________________
(name of municipality)

in the __________________ of __________________ on the _____ day of _______________, _________
(District/County/Region)                      (month)       (year)

for the purpose of

(If Applicable) Nominations may be filed in the prescribed form in the Clerk’s
Office until 2:00 p.m. on Nomination Day.

Nomination Day is ________________________________.
(day / month / year)

______________________________     ________________________________
   Date                              Municipal Clerk or designate
## BALLOTS ACCOUNT

*Municipal Elections Act, 1996 (s.54)*

### Place in Special Packet.

Ward_______ Voting Subdivision ________

Ballots Received from the Clerk (Line A from Ballot Inventories)

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>French Language Public Ballots</td>
<td></td>
</tr>
<tr>
<td>French Language Separate Ballots</td>
<td></td>
</tr>
<tr>
<td>English Language Public Ballots</td>
<td></td>
</tr>
<tr>
<td>English Language Separate Ballots</td>
<td></td>
</tr>
<tr>
<td>No School Board Ballots</td>
<td></td>
</tr>
<tr>
<td>Total Ballots Received</td>
<td></td>
</tr>
</tbody>
</table>

### Ballot Count

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ballots Counted By Vote Tabulator</td>
<td></td>
</tr>
<tr>
<td>Cancelled Ballots</td>
<td></td>
</tr>
<tr>
<td>Defective Ballots</td>
<td></td>
</tr>
<tr>
<td>Unused Ballots (Total all Line E’s on Ballot Inventories)</td>
<td></td>
</tr>
<tr>
<td>Total Ballot Count (should equal Total Ballots Received)</td>
<td></td>
</tr>
</tbody>
</table>

### Signature

<table>
<thead>
<tr>
<th>Description</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>DROs’ Signature</td>
<td></td>
</tr>
<tr>
<td>Election Officials’ Signatures</td>
<td></td>
</tr>
<tr>
<td>Scrutineers’ Signatures</td>
<td></td>
</tr>
</tbody>
</table>

Distribution: yellow (original) - to be placed in special packet, blue (duplicate) - to be attached to voters’ list and placed in carrying case.
CERTIFICATE OF MAXIMUM AMOUNT OF CAMPAIGN EXPENSES – REGISTERED THIRD PARTY

Municipal Elections Act, 1996 (s.88.21(15))

TO:
_______________________________________________________________
(Name of Registered Third Party)
____________________________________________________________________
(Address)                                                                                           (Postal Code)

FROM:
The Clerk, or designated election official, of
____________________________________________________________________
(Name of Municipality)

I hereby certify that the maximum amount of campaign expenses that a registered third party is permitted to incur in the Municipal Election to be held October 22, 2018, is __________________________.

_________________  ______________________________________
Date      Municipal Clerk or designate

In accordance with MEA, s., the 88.21(15), upon registering the registered third party, the Clerk shall give the individual filing the registration a certificate setting out the maximum amount for campaign expenses. For the preliminary certificate, the Clerk shall calculate an estimated amount using the number of electors from the Voters’ List as it existed on Nomination Day for the 2014 municipal election.

On or before September 25, 2018, the Clerk shall give the registered third party a final calculation of the permitted amount of maximum campaign expenses. The formula to be used is the greater number of electors on Nomination Day for the previous election, adjusted for changes made that day or the number of electors as of September 15 in the 2018 municipal election, adjusted for changes made on that day.

Note: The regulations on the prescribed formula to be released in April 2018. This form may change.

Certificate to be given to registered third party in accordance with Section 13.
CERTIFICATE OF MAXIMUM AMOUNT OF EXPENSES FOR PARTIES ETC. –
REGISTERED THIRD PARTY

Municipal Elections Act, 1996 (s.88.21(15))

TO:

<table>
<thead>
<tr>
<th>Name of Registered Third Party</th>
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<table>
<thead>
<tr>
<th>Address</th>
<th>Postal Code</th>
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<tbody>
<tr>
<td></td>
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</table>

FROM:

<table>
<thead>
<tr>
<th>The Clerk, or designated election official, of</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
<tr>
<td>Name of Municipality</td>
</tr>
</tbody>
</table>

I hereby certify that the maximum amount of expenses for parties, etc. that a registered third party is permitted to incur in the Municipal Election to be held October 22, 2018, is ________________________

<table>
<thead>
<tr>
<th>Date</th>
<th>Municipal Clerk or designate</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

In accordance with MEA, s., the 88.21(15), upon registering the registered third party, the Clerk shall give the individual filing the registration a certificate setting out the maximum amount for expenses for parties etc. For the preliminary certificate, the Clerk shall calculate an estimated amount using the number of electors from the Voters' List as it existed on Nomination Day for the 2014 municipal election.

On or before September 25, 2018, the Clerk shall give the registered third party a final calculation of the permitted amount of maximum expenses for parties etc. The formula to be used is the greater number of electors on Nomination Day for the previous election, adjusted for changes made that day or the number of electors as of September 15 in the 2018 municipal election, adjusted for changes that day.

Note: The regulations on the prescribed formula to be released in April 2018. This form may change.

Certificate to be given to a registered third party in accordance with Section 13.
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 and will be used to assist the City Clerk in the administration of the 2018 Municipal Elections.

Questions regarding this collection should be forwarded to the City Clerk, (contact information)

Name of Candidate: ______________________________________

Candidate for the office of:

☐ Mayor  ☐ Councillor  ☐ Trustee English Public
☐ Trustee English Separate  ☐ Trustee French Public  ☐ Trustee French Separate

I acknowledge that the Nomination Form (Form 1) filed by me contains personal information and I am aware that the City Clerk will disclose all or part of it to the general public.

________________________________________
Signature of Candidate

________________________________________
Signature of City Clerk or Designate

Dated at _________, this ________ day of ________________, 2018
Application for Re-Issue of a Voter’s Information Letter (Lost and Unused)

Surname: ____________________________
Given Name(s): _______________________

Qualifying Address (Street No & Name): ____________________________
City: ____________________________
Postal Code: ____________________________

Mailing Address (if different):

Tel Number: ____________________________
Roll Number: ____________________________

I, ____________________________, being the above named individual and having provided satisfactory identification to the Election Official, do hereby make the following declaration:

1. That I am an eligible elector for the (municipality) and that I am on the Voters’ List or have made an application to be included on the Voters’ List;

2. ☐ That I have not received by mail a Voter Information Letter from the (municipality), OR (check appropriate)

☐ That I have lost or misplaced the Voter Information Letter provided by the (municipality) and I am unable to locate the said Voter Information Letter for the purpose of voting by telephone/internet.

3. That I understand that should the Voter Information Letter be received by mail or found the same shall be immediately returned to an Election Official of the (municipality) and that I shall not attempt to use or to give to someone else, for voting purposes, the Voter Information Letter.

I, ____________________________, solemnly declare that all the statements contained in this application are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act dated this ________ of ____________________, 2018. I further understand that making a false statement is an offense under the Municipal Elections Act, 1996 and that I will be subject to prosecution.
For Use By Election Official Only - Procedural Policy For Re-Issuance

1. De-activation of Identification (Reference) Number: ________________ (Reference No.)

2. Verification of de-activation of Voter Identification Number: ________________________ (signature of Election Official)

3. Issuance of Voter Information Letter:

   NEW Voter Identification (Reference) Number: ________________

4. Activation of Voter Identification (Reference) Number: ________________________ (signature of Election Official)

Signature Of Acknowledgement

I, the above named individual, hereby acknowledge receipt of a NEW Voter Information Letter provided by the Election Official.

______________________________ ___________________________________
Signature of Applicant   Date

I, the above named Election Official, do hereby acknowledge that I have provided a NEW Voter Information Letter to the applicant and have followed the procedures identified above.

______________________________ __________________________________
Signature of Election Official   Date