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Declaration

In accordance with Section 12(1) of the Municipal Elections Act, 1996, I hereby certify that the attached procedures shall be followed in conducting the 2018 Municipal Election in the Township of Wellesley.

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

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

December 31, 2017

Grace Kosch
Municipal Clerk/Returning Officer
Definitions
For the purpose of Internet and Telephone Voting the following definitions apply:


“Auditor” means the person appointed by the Clerk who performs the prescribed combination of processes and procedures (audit duties) designed to validate a range of activities and/or functions of the internet/telephone voting system.

“Candidate” means a person who has been nominated under Section 33 of the Municipal Elections Act.

“Certified Candidate” means a candidate whose nomination has been certified by the Municipal Clerk under Section 35 of the Municipal Elections Act.

“Clerk” means the Clerk of the municipality who is responsible for conducting municipal elections under the authority of the Act. All references to the Clerk for the purposes of this manual shall mean the Returning Officer (R.O.) for the 2018 Municipal Election. All references to Clerk’s designate shall mean the delegated duties of the R.O.

“Code” means a system or set of numbers and letters generated to facilitate the integrity of the Internet and Telephone Voting process.

“Decrypt” means the act of deciphering or decoding data that has been encrypted.

“Election Official” means the Clerk or other person(s) appointed in writing by the Clerk to carry out election duties under the Municipal Elections Act. An Election Official can only carry out the tasks and duties as assigned in writing by the Clerk, and must take the prescribed oath.

“Election Reporting Manager (ERM)” means the software used to accumulate and complete the raw election data, once it has been decrypted on election night.

“Eligible Voter” means a person who is entitled to be a Voter at an election held in a local municipality. If, on Election Day, he or she, (a) resides in the local municipality or is the owner or tenant of land there, or the spouse of such owner or tenant; (b) is a Canadian Citizen; (c) is at least 18 years old; and (d) is not prohibited from voting under subsection (3) or otherwise by law.

“Encrypt” means the act of ciphering data using a secret code so as to be unintelligible.

“Help Centre” means a location designated by the Clerk supplied with a telephone and internet connection to accommodate voting during the voting period. The ability to vote at the Help Centre will be limited to regular office hours (8:30 a.m. to 4:30 p.m.) Monday to Friday and extended office hours during the voting period, save and except on Voting Day when the offices will remain open until 8:00 pm. The Help Centre will also be available to make additions, deletions or corrections to the Voters’ List and provide assistant regarding the voting process.
The Help Centre is located at the Township of Wellesley Administration Office, 4639 Lobsinger Line, St. Clements, Ontario, N0B 2M0.

“Lame Duck” means there are restrictions on Council’s powers (Municipal Act, Section 275). A Council is considered to be a Lame Duck Council when: before election day it is determined the new Council will include less than ¾ of the members of the outgoing Council before election day; it is determined on election day after the results are known that the new Council is composed of less than ¾ of the members of the outgoing Council.

“Personal Identification Number or PIN” means a unique multiple digit number assigned by Dominion Voting Systems to each voter to provide security for access to the voting system.

“Preliminary List of Electors” means a list of electors for the municipality compiled by the Municipal Property Assessment Corporation (MPAC) and provided to the municipality by July 31st of an election year.

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

“Registered Third Party (Third Party Advertiser)” means an individual who is normally a resident in Ontario, a corporation that carries on business in Ontario or a trade union that holds bargaining rights for employees in Ontario, and who’s Notice of Registration for Third Party Advertiser has been certified by the Clerk.

“Regular Office Hours” means Monday to Friday, 8:30a.m. to 4:30p.m.

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

“Scrutineer” means an individual, appointed in writing by a certified candidate, to represent him or her during the voting process, or an individual appointed by Council, a local board or the Minister in relation to a by-law or question, or by an elector in the case of a recount.

“Third Party Advertisement” means an advertisement in any broadcast, print, electronic or other medium that has the purpose of promoting, supporting or opposing a candidate, or a “yes” or “no” answer to a question on the ballot, but does not include an advertisement by or under the direction of a candidate, or an advertisement that incurs no expenses in relation to the advertisement, or an advertisement that is transmitted to employees, shareholders, or directors of the registered third party.

“Township Administration Office” means the Township of Wellesley Administration Office located at 4639 Lobsinger Line, St. Clements, Ontario N0B 2M0.

“Trade Union” means a trade union as defined in the Labour Relations Act, 1995 or the Canada Labour Code (Canada) and includes a central, regional or district labour council in Ontario.
“Unique Voter ID” means the Voter Identifications Numeric Code that is unique and randomly generated and sent to every Eligible Elector on the Voters’ list by way of a Voter Information Letter. This Number will be used to log onto the site to utilize Internet Voting or call into the site to utilize Telephone Voting.

“Voter Information Letter” means a sealed letter envelope containing a Personal Identification Number (PIN) for each person on the Voters’ List or who have completed an application, duly approved by an Election Official, for inclusion on the Voters’ List, a telephone access number and internet address for voting, a Help Centre number for assistance and a list of candidates for office. These envelopes shall be mailed individually to every person on the Voters’ List.

“Voters’ List” means the Preliminary List of Electors, as corrected by the Clerk, under the provisions of Section 22 of the Municipal Elections Act, 1996.

“Voting Day” means the final day on which the vote is to be taken in an election under the provisions of Section 22 of the Municipal Elections Act.

"Voting Period” means a fourteen (14) day period the internet and telephone voting system is open 24 hours a day for eligible electors to cast their vote.

**Overview**

The Municipal Elections Act, 1996, gives the authority to the Municipal Clerk, as Returning Officer, to establish procedures and forms for voting and vote-counting equipment within the Municipality. The Act further gives the authority to the Municipal Clerk to provide for any matter or procedure that is not provided for in the Act.

These procedures may be amended, as necessary and deemed appropriate, by the Clerk of the Township of Wellesley. Any amendment to these procedures shall be signed by the Clerk and a copy of the amendment(s) shall be provided forthwith to all certified candidates for the office for the Township of Wellesley and/or school boards.

**Municipal Elections Act**

The Municipal Elections Act (“the Act”) applies to and governs municipal elections in the Township of Wellesley and is based on the following principles:

- The secrecy and confidentiality of individual votes is paramount
- The election should be fair and non-biased
- The election should be accessible to all eligible voters
- The integrity of the process should be maintained throughout the election
- There be certainty that the results of the election reflect the votes cast; and
- Voters and candidates should be treated fairly and consistently within a municipality
This manual has been prepared to address issues and identify processes undertaken to conduct the 2018 Municipal Election in the Township of Wellesley in accordance with the above principles.

**Authority**

The clerk of a local municipality is responsible for conducting elections within that municipality, subject to the following exceptions:

1. The clerks specified in the regulations made under the Education Act are responsible for certain aspects of the elections of members of school boards, as set out in those regulations.
2. The clerks specified in section 11.1 are responsible for certain aspects of the election of members of the council of an upper-tier municipality, as provided for in that section.
4. The clerks specified in subsection (5) are responsible for certain aspects of the election with respect to a question an upper-tier municipality submits to its electors under clause 8 (1) (b) or (c).

Responsibility for conducting an election includes responsibility for,

a) preparing for the election;

b) preparing for and conducting a recount in the election;

c) maintaining peace and order in connection with the election; and

d) in a regular election, preparing and submitting the report described in subsection 12.1 (2).

**Powers of Clerk**

A clerk who is responsible for conducting an election may provide for any matter or procedure that,

a) is not otherwise provided for in an Act or regulation; and

b) in the clerk’s opinion, is necessary or desirable for conducting the election.

**Forms**

The power conferred by this authority includes power to establish forms, including forms of oaths and statutory declarations, and power to require their use.

**Procedures and Forms**

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

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

**Election Method for 2018**

The Township of Wellesley is offering Internet and Telephone voting for the 2018 Municipal Election, as authorized in By-law 20/2017 under the provisions of Section 42 of the Municipal Elections Act, S.O. 1996, Chapter 32, as amended.
Internet and Telephone Voting will be continuously available for a 14 day period between Tuesday, October 9, 2018 starting at 10:00 a.m. until Monday, October 22, 2018 at 8:00 p.m.

Languages

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

English and French
Section 9.1 of the Act requires notices, forms and other information provided under the Act to be made available in both English and French for the election of:
   a) Members of a French-language district school board; or
   b) Members of a school authority that,
       1) has established, operated or maintained a French-language instructional unit within the year before Voting Day, or
       2) is subject to an agreement, resolution or order under Part XII of the Education Act that requires the school authority to establish, operate or maintain a French-language instructional unit.

Nomination Procedure

Nomination Papers
The giving of notice (Section 32) for nominations shall be placed, as a minimum, in a local newspaper(s) prior to May 1, 2018 and in one (1) conspicuous place in the municipality and on the municipal website.

Nomination Paper for the following offices will be available at the Clerk’s Office from May 1, 2018 to Thursday, July 26, 2018 during regular office hours, and between 9:00 a.m. and 2:00 p.m. on Friday, July 27, 2018 (Nomination Day) and on the municipal website for the following offices:
   (1) Mayor, vote at large
   (1) Councillor, Ward 1
   (1) Councillor, Ward 2
   (1) Councillor, Ward 3
   (1) Councillor, Ward 4
   (1) Regional Chair, vote at large

Nomination papers for school boards must be obtained and filed at the appropriate Municipal Office for the following offices:
   (1) School Board Trustee – English Public
   (2) School Board Trustee – English Separate
   (1) School Board Trustee – French Public
   (1) School Board Trustee – French Separate
Nominations must be on the prescribed form and are to be filed with the Clerk at the appropriate Municipal Office in the following manner:

- in person or through an agent
- during regular office hours at the Clerk’s Office from May 1, 2018 to Thursday, July 26, 2018, and between 9:00 a.m. and 2:00 p.m. on Friday, July 27, 2018 (Nomination Day)
- with the prescribed declaration by at least 25 persons endorsing the nomination who are eligible to vote in an election for an office within the municipality, if a regular election was held on the day that the person endorses the nomination
- with the prescribed statement of qualifications, signed by the person being nominated
- with the prescribed nomination filing fee of $200.00 for Head of Council and $100 for all other offices - the filing fee shall be paid by cash or debit card
- with proof of identity and residence as prescribed in O. Reg. 304/13, as amended
- no faxed or other electronically transmitted nomination paper will be accepted - original signatures are required

If a person is present at the Clerk’s Office on Nomination Day at 2:00 p.m. and has not yet filed a nomination, he or she may file the nomination as soon as possible after 2:00 p.m.

The Clerk shall administer the Declaration of Qualifications on the Nomination Paper and the “Declaration of Qualifications – Municipal Candidates” Form, oath to the Candidate. The date and time of filing are to be filled in by the Clerk and initialed by the candidate or his/her agent. The Clerk will then sign the Nomination Paper and Declaration of Qualifications.

The certified cheque, cash or debit card payment that the Clerk specifies will be deposited with the Municipal Treasury Department.

**Estimated Maximum Campaign Expenses**
The Clerk shall calculate the estimated maximum campaign expenses for each office on the “Estimated Maximum Campaign Expenses” Form and provide a copy to the candidate or his/her agent the day that the Nomination Paper is filed in accordance with Section 33.0.1 (1). The Clerk’s calculation is final.

**Municipal Freedom of Information & Protection of Privacy Act**
In completion of the “Nomination Paper” the candidate gives consent to the Clerk to release personal information to the public and media.

**Unofficial List of Candidates**
The Clerk shall provide notice of the unofficial list of candidates by preparing and, at a minimum, posting in the Municipal Office and on the website an “Unofficial List of Candidates” which is to be updated as each Nomination Paper is filed. The list should be clearly marked "UNOFFICIAL".

**Nomination Day – July 27, 2018**
Nomination Papers will be received at the Municipal Office between 9:00 a.m. and 2:00 p.m. on Nomination Day.
Certification of Nomination Papers
On or before Monday, July 30, 2018, at 4:00 p.m., the Clerk will do a review of each nomination received to determine qualification and if the nomination complies with the Municipal Elections Act, 1996. Once satisfied the candidate is qualified, complete the “Certification by Clerk” section on the “Nomination Paper”.

Rejection of Nomination Paper
If the Candidate is not qualified to be nominated, or the nomination does not comply with the Municipal Elections Act, 1996, the Clerk will reject the Nomination. A telephone call or email shall be made to the candidate informing him/her of the rejection, and a “Notice of Rejection of Nominations” Form WEL04 shall be sent, by Registered Mail, as soon as possible, to:
- the person who sought to be nominated, and
- by regular mail to all candidates for the office.

Withdrawal of Nomination Papers
Candidates may withdraw their Nomination by filing in person a withdrawal in writing on “Withdrawal of Nomination” Form with the Clerk before 2:00 p.m. on Nomination Day, Friday, July 27, 2018, if the person was nominated on or before Nomination Day; and before 2:00 p.m. on the Wednesday following Nomination Day, (August 1, 2018), if the person was nominated under Section 33(5) - Additional Nominations.

The withdrawal shall be noted on the “Unofficial List of Candidates” Form.

Official List of Candidates
The final list of certified candidates will be posted at the Municipal Office and, as a minimum, on the website on or before, Friday, August 3, 2018 using the “Official List of Certified Candidates” Form.

Declaration of Election
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, as a minimum, through the use of newspaper advertisements and the municipal website:
- under clause 42(1)(b), (alternative voting methods), the manner in which electors may use the Internet/Telephone voting method;
- the dates and times of the voting period;
- the location and hours of operation for the Help Centre.

The form and manner of such notice of election shall be as shown in “Sample Voter Information Letter” Form WEL24.

Acclamations
If after 4:00 p.m. on Monday, July 30, 2018, the number of certified candidates for an office is the same as or less than the number to be elected, the Clerk shall immediately declare the
candidate(s) elected by acclamation. The Clerk shall post a “Declaration of Acclamation to Office”. In this situation there shall be no election conducted for this position(s).

**Fewer Number of Nomination Papers Than Offices**
If at 4:00 p.m. on Monday, July 30, 2018, the number of certified nominations filed for an office is less 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” advising that additional Nomination Papers may be filed for that office during the specified time. If at 2:00 p.m. on Wednesday, August 1, 2018, additional Nomination Papers have been filed, the procedure to certify or reject Nomination Papers shall be followed.

**Additional Nominations - More Than Number Of Offices Remaining**
If between 9:00 a.m. and 2:00 p.m. on Wednesday, August 1, 2018, there are more than a sufficient number of certified Nominations to fill the office(s), an election shall be conducted with the names of the persons who have filed certified Nomination Papers.

**Withdrawal of Additional Nominations**
Withdrawal of additional nominations must take place prior to 2:00 p.m. on Wednesday, August 1, 2018. Follow the procedure in the Withdrawal of Nomination Paper section above.

**Additional Nominations - Equivalent to Number of Offices**
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 shall cause to be posted a “Declaration of Acclamation to Office - Additional Nominations”.

**Final Calculation of Campaign Expenses**
The Clerk shall, after determining from the number of eligible electors from the Voters’ List for each office, calculate the maximum amount of campaign expenses that each candidate may incur for that office and prepare a “Certificate of Maximum Campaign Expenses” form. The certificate shall be given to each candidate in the case of a regular election, on or before September 25, 2018; and in the case of a by-election, within 10 days after the Clerk makes the corrections under subparagraph 4 iii of subsection 65 (4).

The number of electors to be used in this final calculation is to be the greater of the following:
- the number determined from the Voters’ List from the previous regular election, as it existed on September 15 in the year of the previous election, adjusted for changes under Section 24 and 25 that were approved as of that day;
- the number determined from the Voters’ List for the current election as it exists on September 15 in the year of the current election, adjusted for changes under Section 24 and 25 that were approved as of that day. [Section 88.20 (11)]

The Clerk’s calculation is final and shall be made in accordance with the prescribed formula in Ontario Regulation 101/97.
Candidate Name Pronunciation
All certified candidates are to provide to the Clerk the proper pronunciation of their name prior to October 4, 2018.

Candidates - Information and Notices
Any correspondence or information required to be provided to candidates relating to the 2018 Municipal Election will be sent by registered mail to the candidate’s address shown on the Nomination Paper or emailed to the candidate. Extra copies of any information or correspondence will be available and may be picked up by candidates during normal business hours at the Clerk’s Office, 4639 Lobsinger Line, St. Clements, Ontario.

Voters’ List
Voter Qualifications
A person is entitled to be an elector at an election held in a local municipality if, on voting day, Monday, October 22, 2018, he or she,
   a) Resides in the local municipality or is the owner or tenant of land there, or the spouse of such owner or tenant;
   b) Is a Canadian citizen;
   c) Is at least 18 years old; and
   d) Is not prohibited from voting under subsection 17(3) of the Municipal Elections Act, 1996 or otherwise by law.

Persons Prohibited From Voting
The following are prohibited from voting:
   a) a person who is serving a sentence of imprisonment in a penal or correctional institution.
   b) a corporation.
   c) a person acting as executor or trustee or in any other representative capacity, except as a voting proxy in accordance with section 44.
   d) a person who was convicted of the corrupt practice described in subsection 90 (3), if voting day in the current election is less than five years after voting day in the election in respect of which he or she was convicted.

Preliminary List of Electors (PLE)
The Preliminary List of Electors (PLE) supplied by the Municipal Property Assessment Corporation (MPAC) shall be delivered to the Clerk by July 31, 2018 if no date is agreed upon with MPAC or prescribed by the Minister.

The PLE shall contain the name and address of each person who is entitled to be an elector and any additional information the Clerk needs to determine for which offices each elector is entitled to vote, such as school support.

In addition, if the local municipality is divided into voting subdivisions, the name of each resident elector shall be entered on the PLE for the voting subdivision in which he or she resides and the name of each non-resident elector shall be entered on the PLE for the voting subdivision in which the elector or his or her spouse is an owner or tenant of land.
The Clerk shall, to the best of his/her ability and legislative authority, ensure that an elector’s name appears on the PLE for a local municipality only once.

Where a voter qualifies at more than one location in the municipality, the voter may vote only once for each office and the qualifying address to determine eligibility for voting shall be the elector’s place of residence.

It is possible for an elector's name to appear on the Voters’ List of more than one municipality. That elector may be eligible to vote in both municipalities. For example, a person listed as a resident elector in one municipality and a non-resident elector in another municipality is entitled to vote in each, provided they are not voting for the same office more than once. For example, School Board votes must be cast in the municipality where the elector resides.

**Correction of Errors**
The Clerk shall correct any obvious errors in the PLE prior to September 1, 2018 and notify the Municipal Property Assessment Corporation (MPAC). This notification can occur when the “Final List of Changes” to the Voters’ List is sent to MPAC after the election (see the Final List of Changes section below). However, those changes affecting a ward and voting place designation, missing streets, buildings or subdivisions, should be forwarded to MPAC in time for inclusion in the September Exceptions files that MPAC provides. Notification to MPAC should be sent in an email to the municipality’s Municipal Relations Rep.

The Clerk may use any information that is in the municipality’s custody or control when correcting the PLE for obvious errors.

**Certification of Voters’ List**
The corrected PLE becomes the Voters’ List once it is reproduced and identified with a “Voters’ List Cover Sheet” on or before September 1, 2018.

**Requests for Copies of Voters’ List**
Upon written request, but not until September 1, the Clerk shall give every candidate a copy of the part of the Voters’ List that contains the names of the electors who are entitled to vote for that office. For example, if a candidate is running in Ward 2, they only receive the part of the Voters’ List pertaining to Ward 2, not the entire Voters’ List. Each candidate will be required to sign the “Declaration of Proper Use of the Voters’ List” Form.

**Amendments to the Voters’ List**

**Application for Change of Own Name**
An elector may make an application to amend their information on the Voters’ List using the prescribed form “Application to Amend Voters’ List” and providing proof of identity and residence as prescribed in O. Reg. 304/13, between the 1st day of September, 2018 to the 22nd day of October, 2018 during normal hours and on the 22nd day of October until 8:00 p.m.

The “Voter – ID Requirements” Form may be posted at the Municipal Office. In addition, it may be included in information packages, posted on the municipal website, etc.
An elector can no longer remove a family member’s name from the Voters’ List, except in the case of a deceased person. See Removal of Deceased Person’s Name form.

If the elector does not appear in person, a certified copy showing proof of ID and proof of residence/occupancy is required.

**Removal of Deceased Person’s Name**
The Clerk may remove a person’s name from the Voters’ List up to 8:00 p.m. on October 22nd, 2018 if the Clerk is satisfied the person has died.

A person may make an application requesting that a deceased person’s name be removed from the Voters’ List by using the form “Application for Removal of Deceased Person’s Name from the Voters List” Form and providing proof of identity and residence as prescribed in O. Reg. 304/13, between the 1st day of September, 2018 to the 22nd day of October, 2018 during normal hours and on the 22nd day of October until 8:00 p.m.

**Number of Electors to Determine Candidates’ Expenses**
On, September 15th, 2018, determine the total number of electors on the 2014 Municipal Election Voters’ List. This number will be necessary to calculate the “Estimated Maximum Campaign Expenses” Form and the total number of electors on the 2018 Voters’ List will be needed to complete the “Certificate of Maximum Campaign Expenses” Form.

**Interim List of Changes**
The Clerk shall, during the period beginning on September 15th and ending on September 25th in the year of a regular election, prepare an “Interim List of Changes” Form LC12 to the Voters’ List. The Interim List of Changes shall be given to each person who received a copy of the Voters’ List and to each certified candidate.

**Final List of Changes**
The Clerk shall prepare the “Final List of Changes” Form WEL13 to the Voters’ List by November 21, 2018. A certified copy of the Final List of Changes shall be sent to the MPAC together with a copy of the approved applications Form EL15 and Form EL16.

For those who use a supplier to manage their Voters’ List (ie. DataFix), the Final List of Changes shall be provided to MPAC by November 21, 2018 by the supplier upon the Clerk’s authorization.

**Candidate Campaigning and Campaign Advertising**
Campaigning, including campaign advertising, are permitted no earlier than the filing of Nomination Papers by the Candidate.

Candidate campaign advertising means an advertisement in any broadcast, print, electronic or other medium that has the purpose of promoting or supporting the election of a Candidate. (Examples include, lawn signs, brochures, posters, print, radio and electronic ads, etc.)
All candidate campaign advertising shall identify the Candidate by name, as it appears on the Nomination Form.

All Candidates shall provide the following information to a broadcaster or publisher in writing:
- the name of the Candidate.
- the name, business address and telephone number of the individual who deals with the broadcaster or publisher under the direction of 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.

**Communication with Candidates**
The primary method of communication between municipal staff and candidates will be email.

**Municipally Owned Facilities**
Election campaigning or the distribution/posting of election campaign advertising at municipally-owned or leased facilities is not permitted.

The use of corporate resources is not permitted by Candidates for election purposes (ie. staff, electronic devices, supplies, candidate photos taken in/on municipal property, etc.).

Candidates are prohibited from offering electronic equipment to electors to vote (ex. cell phone, laptop).

Candidates are prohibited from verifying whether an elector appears on the Voters’ List or not, to the elector or any other person. Questions should be directed to the Clerk.

**Location of Election Signs**
This by-law is currently under review. Any changes will be available by April 1, 2018.

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

**Candidate Campaign Contributions**

**Contributions to Registered Candidates**
A contribution shall not be made to or accepted by a person or an individual acting under the person’s direction unless the person is a candidate.

A contribution made to or accepted by a candidate, or to an individual acting under the candidate’s direction, shall only be made during the candidate’s election campaign period.
Contributions shall only be made by the following:
- An individual who is normally resident in Ontario;
- The candidate and his or her spouse, subject to if the spouse of a candidate is not normally resident in Ontario, a candidate and his or her spouse may make contributions only to the candidate’s election campaign.

The following shall not make a contribution:
- A federal political party registered under the Canada Elections Act or any federal constituency association or registered candidate at a federal election endorsed by that party.
- A provincial political party, constituency association, registered candidate or leadership contestant registered under the Election Finances Act.
- A corporation that carries on business in Ontario;
- A trade union that holds bargaining rights for employees in Ontario;
- The Crown in right of Canada or Ontario, a municipality or local board.

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

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

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

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

Maximum Contributions to Candidates
A contributor shall not make contributions exceeding a total of:
- $1,200 to any one candidate in an election;
- Except if a person is a candidate for more than one office a contributor’s total contributions to that candidate in respect of all the offices shall not exceed $1,200;
- $5,000 to two or more candidates for office on the same council or local board;
- Except if the candidate is contributing to the candidates own election campaign, then the maximum contributions do not apply;
- Except if the contributor is the spouse of the candidate, then the maximum contributions do not apply.

The Clerk shall provide the “Contributions to Registered Candidates” form at the time of filing.

Fundraising for Candidates
A fund-raising function shall not be held for a person who is not a candidate. Fund-raising functions may only be held during the campaign period.
What Constitutes a Contribution
For the purposes of this Act, money, goods and services given to and accepted by a person for
his or her election campaign, or given to and accepted by another person who is acting under the
person’s direction, are contributions.

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

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

Value of Goods and Services
The value of goods and services provided as a contribution is,
- if the contributor is in the business of supplying these goods and services, the lowest
  amount the contributor charges the general public in the same market area for similar
  goods and services provided at or about the same time;
- if the contributor is not in the business of supplying these goods and services, the lowest
  amount a business providing similar goods or services charges the general public for
  them in the same market area at or about the same time.
Restriction: Use Of Own Money
A contributor shall not make a contribution of money that does not belong to the contributor.

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

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

Candidate Campaign Expenses
What Constitutes an Expense
Costs incurred for goods or services by or under the direction of a person wholly or partly for use in his or her election campaign are expenses.

Without restricting the generality of 88.19 (1), the following amounts are expenses:
- The replacement value of goods retained by the person from any previous election in the municipality and used in the current election.
- The value of contributions of goods and services.
- Audit and accounting fees.
- Interest on loans under section 88.17 (Campaign Account Loans).
- The cost of holding fund-raising functions.
- The cost of holding parties and making other expressions of appreciation after the close of voting.
- For a candidate, expenses relating to a recount or a proceeding under section 83 (Controverted Elections).
- Expenses relating to a compliance audit.
- Expenses that are incurred by a candidate with a disability, are directly related to the disability, and would not have been incurred but for the election to which the expenses relate.
- The cost of election campaign advertisements (within the meaning of section 88.3).

For greater certainty, the cost of holding fund-raising functions does not include costs related to,
- events or activities that are organized for such purposes as promoting public awareness of a candidate and at which the soliciting of contributions is incidental; or
- promotional materials in which the soliciting of contributions is incidental.

Candidates’ Expenses
An expense shall not be incurred by or under the direction of a person unless he or she is a candidate.
**Only during campaign period**
An expense shall not be incurred by or under the direction of a candidate outside his or her election campaign period.

**Exception, auditor’s report**
Despite 88.20 (2) (Only During Campaign Period), a candidate whose election campaign period ends as described in paragraph 2, 3 or 4 of subsection 88.24 (1) (Election Campaign Period for Candidates) may incur expenses related to the preparation of an auditor’s report under section 88.25 (Candidates’ Financial Statements, etc.) after the campaign period has ended.

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

**Who may incur expense?**
An expense may only be incurred by a candidate or an individual acting under the candidate’s direction.

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

A Candidate shall be provided with the maximum campaign expenses amount upon filing of his or her Nomination Papers (see Nominations section of this manual).

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

The formula that is prescribed, must be written so that the amount calculated under it varies based on the maximum amount determined under 88.20 (6) (Maximum Amount) for the office for which the candidate is nominated.

**Duties of Candidates**
The Clerk shall provide the “Duties of Candidates” form at the time of filing.

**Third Party Advertising**

**Third Party Advertiser**
A Third Party Advertiser means an individual who is normally a resident in Ontario, a corporation that carries on business in Ontario or a trade union that holds bargaining rights for employees in Ontario, and who’s Notice of Registration for Third Party Advertiser has been certified by the Clerk.
Eligibility for Registration
Registration shall be restricted to the following persons and entities:

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

The following persons and entities are deemed ineligible to register:

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

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

Filing the Notice of Registration
“Notice for Registration” form shall be filed with the Clerk from May 1, 2018 (first day for filing Nominations) to Friday, October 19, 2018 (the Friday before voting day) during regular office hours in the following manner:

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

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

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

Notice of Penalties
The Clerk shall, at least 30 days before the filing date, provide a notice of the penalties on the “Notice of Penalties – Registered Third Parties” Form to every Registered Third Party that registered in the municipality.
Final Calculation of Third Party Expenses
The Clerk shall, after determining from the number of eligible electors from the Voters’ List, calculate the maximum amount of third party expenses that each registered third party may incur and prepare a “Certificate of Maximum Third Party Expenses” Form. The certificate shall be given to each individual that filed a Notice of Registration for Third Party Advertising in the case of a regular election, on or before September 25, 2018; and in the case of a by-election, within 10 days after the Clerk makes the corrections under subparagraph 4 iii of subsection 65 (4) or subparagraph 3 ii of subsection 65 (5).

The number of electors to be used in this final calculation is to be the greater of the following:
- the number determined from the Voters’ List from the previous regular election, as it existed on Nomination Day for the 2014 election, adjusted for changes under Section 24 and 25 that were approved as of that day;
- the number determined from the Voters’ List for the current election as it exists on September 15 in the year of the current election, adjusted for changes under Section 24 and 25 that were approved as of that day.

The Clerk’s calculation is final and shall be made in accordance with the prescribed formula in Ontario Regulation 101/97.

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

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

Third Parties must do the following during the Restricted Period:
- file notice of registration and have it certified by the Clerk;
- once registered, advertise; and
- once registered, incur expenses related to the advertisement.

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

Mandatory Information in Advertisements
All Third Party Advertisements shall contain the following information:
- the name of the registered third party
- the municipality where the registered third party is registered;
- a telephone number, mailing address or email address at which the registered third party may be contacted regarding the advertisement.
**Mandatory Information for Broadcaster, etc.**

All Registered Third Parties shall provide the following information to a broadcaster or publisher in writing:

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

**Municipal Authority to Remove Advertisements**

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

**List of Registered Third Parties**

A list of registered third parties shall be posted using the “Official List of Registered Third Parties” Form WEL05, as a minimum, on the website and may also include the phone number and email address provided by the registered third party in the notice of registration filed and, if applicable, a hyperlink to the website of the registered third party.

**Duties of Registered Third Parties**

The Clerk shall provide the “Duties of Registered Third Parties” form at the time of filing.

**Contributions to Registered Third Party**

**Contributions to Registered Third Parties**

A contribution shall not be made in relation to third party advertisements that appear during an election in a municipality unless they are a registered third party.

A contribution to a registered third party, or to an individual acting under his, her or its direction, shall only be made during the restriction period.

Contributions shall only be made by the following:

- An individual who is normally a resident in Ontario.
- A corporation that carries on business in Ontario.
- A trade union that holds bargaining rights for employees in Ontario.
- The registered third party and, in the case of an individual, his or her spouse, subject to if the spouse of a registered third party is not normally registered in Ontario, the spouse may make contributions only to the registered third party.

The following shall not make a contribution:

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

Acceptance of Contributions
A contribution may be accepted only by a registered third party or an individual acting under the direction of the registered third party.

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

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

Maximum Contributions to Registered Third Parties
A contributor shall not make contributions in relation to third party advertisements exceeding a total of:
• $750 to a registered third party that appears during an election in a municipality;
• $5,000 to two or more third parties registered in the same municipality;
• Except if the third party is contributing to itself, then the maximum contributions do not apply;
• Except if the contributor is the spouse of an individual that is a registered third party, then the maximum contributions do not apply.
• The Clerk shall provide the “Contributions to Registered Third Parties’ form at the time of filing.

Fund-Raising for Registered Third Parties
Only registered third parties in the municipality may hold a fund-raising function relating to third party advertisements.

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

What Constitutes a Contribution?
Money, goods and services given to and accepted by an individual, corporation or trade union in relation to third party advertisements, or given to and accepted by another person who is acting under the direction of the individual, corporation or trade union, are contributions.

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

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

Value of Goods and Services
The value of goods and services provided as a contribution is,
   a) if the contributor is in the business of supplying these goods and services, the lowest amount the contributor charges the general public in the same market area for similar goods and services provided at or about the same time;
   b) if the contributor is not in the business of supplying these goods and services, the lowest amount a business providing similar goods or services charges the general public for them in the same market area at or about the same time.

Restriction: Use Of Own Money
A contributor shall not make a contribution of money that does not belong to the contributor.

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

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

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

Without restricting the generality of 88.19 (2), the following amounts are expenses:

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

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

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

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

Only during campaign period
An expense shall not be incurred by or under the direction of a registered third party in relation to third party advertisements outside the campaign period for the registered third party in relation to the election in the municipality.

Exception, auditor’s report
Despite subsection 88.21 (2) (Only During Campaign Period), a registered third party whose campaign period in relation to an election in a municipality ends as described in paragraph 2 or 3 of section 88.28 (Campaign Period for Registered Third Parties) may incur expenses related to the preparation of an auditor’s report under section 88.29 (Financial Statements, etc., of Registered Third Parties) after the campaign period has ended.

For greater certainty, expenses, including audit and accounting fees, described above constitute third party expenses.
Who may incur expense
An expense may only be incurred by a registered third party or an individual acting under the direction of the registered third party.

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

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

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

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

Scrutineers
A candidate may appoint scrutineers to represent him or her during the voting and at the counting of the votes, including during a recount, if required. The appointment shall be made using the “Appointment of Scrutineer by Candidate” form. The forms to appoint scrutineers must be signed by the candidate in person at the Municipal Office. The candidate shall be asked for proof of identity. The candidate shall provide the signed form to their scrutineer.

Candidates are permitted to appoint one scrutineer. Candidates who enter the Help Centre are considered to be scrutineers and the number of scrutineers who may be present is reduced by one while the candidate is present in the voting place.

Each scrutineer or candidate upon arriving at the Help Centre must present to the Returning Officer a signed Appointment of Scrutineer by Candidate and take the Oath of Secrecy.

Scrutineers may:
(a) Enter the Help Centre fifteen (15) minutes before it opens to inspect the papers, forms and documents relating to the vote (but not so as to delay the timely opening of the Help Centre);
(b) Remain in a Help Centre when the vote is being taken or the results are being tallied;
(c) Sign the statement of results;

Scrutineers MAY NOT:
(a) Speak to voters or interfere with the voting process;
(b) Wear or display any campaign literature, signs or material inside the voting place, e.g. buttons, flyers, etc.
(c) Display any campaign literature, signs or material on the property of the voting place
(d) Sit at or use chairs or tables provided for election officials.
Use of a cellular telephone shall NOT BE PERMITTED within the Help Centre by any candidate or scrutineer.

Any person failing to abide by the above shall be directed to leave the Help Centre or any other facility designated by the Clerk/Returning Officer.

**Election Officials**

Candidates, their spouses and children are not eligible to be appointed as election officials in any capacity.

**Municipal Clerk/Returning Officer (RO)**

The Clerk of the Township of Wellesley is responsible for preparing for and conducting the election and maintaining peace and order in connection with the election.

The Clerk may delegate to a Deputy Returning Officer or other election official any of the Clerk’s power or duties in relation to the election as he or she considers necessary. The Clerk may continue to exercise the delegated powers and duties despite the delegation. The delegation shall be in writing, “Delegation of Powers and Duties of Clerk” Form.

The Returning Officer is required to complete and sign the “Oath of Returning Officer” form prior to May 1 of an election year.

All other election staff are required to complete and sign the “Appointment and Preliminary Oath or Affirmation for Election Officials” form.

**Deputy Returning Officer (DRO)**

The Clerk appoints necessary staff within the Clerk’s Office to be designated as Deputy Returning Officer to assist in preparing for and conducting the election. The Clerk delegates to them the power and duty to:

a) Accept but not certify Nominations Papers
b) Accept and certify Applications to Amend Voters’ List
c) Accept but not certify Applications for Removal of Another’s Name from Voters’ List
d) Accept and certify Applications for Clerk’s Certificate to Amend Voters’ List
e) Correct any obvious errors in the preliminary list of voters
f) Prepare an interim list of changes to the Voters’ List
g) Establish the location of voting places
h) Assist in the results tabulation process

The foregoing may be expanded to include such further and other duties and powers as the Clerk may from time to time delegate.

**Election Assistant**

The Clerk appoints other Township staff members and temporary election staff as Election Assistants and delegates to them the responsibility to:

a) Accept but not certify Applications to Amend Voters’ List
b) Provide general information to the public in regard to the 2018 Municipal Election
c) Undertake such other duties as the Clerk may from time to time assign
Proxy Voting
The Township has chosen to use the Internet and Telephone Voting method and proxy voting will not be utilized for this method.

Voting Procedure
Authority
On April 25, 2017, By-law No. 20/2017 was passed authorizing internet and telephone voting.

Service Provider
The service provider for Internet and Telephone voting, determined by the Clerk, is Dominion Voting Systems Corp.

System Integrity
The integrity of the voting process shall be the responsibility of the Clerk and shall be preserved by:
   a) ensuring that every eligible elector on the Voters’ List, as amended, is sent a sealed Voter Information Letter containing the voter’s unique PIN, by first class mail;
   b) ensuring that no one except the Clerk, or designate, can access PINs maintained by Dominion Voting Systems Corp. that match each voter’s name and address; and
   c) providing an opportunity for eligible electors to be added to the Voters’ List or to make amendments to the list, up to and including Election Day, October 22th, at 8:00 p.m.

System Testing
The Clerk shall test the voting system on several occasions. The test(s) shall include, but not be limited to the following:
   a) checking the wording of the script;
   b) checking the Help Centre telephones and internet access;
   c) checking Script and input timing;
   d) attempting to use a PIN more than once;
   e) balancing a predetermined number of votes with those cast;
   f) matching PINs to names and addresses;
   g) checking the system which is used for activating PINs through the revision process; and deliberately entering the wrong information.

Secrecy
Ensure that all Election Officials have taken the oath and been appointed as per the “Appointment and Preliminary Oath or Affirmation for Election Officials” form.

All complaints regarding any and/or all breaches of secrecy shall be documented by the Election Official as well as questions and answers of the complainant and, if deemed appropriate, the Clerk shall submit same to the Police for further investigation and possible prosecution.

Preparation of Voter Information Letters
The Voters’ List, being the compilation of the Preliminary List of Electors and Interim List of Changes, shall be provided to Dominion Voting by September 15, 2018 in electronic format in
order that Dominion Voting may provide this information to DataFix to print the “Voter Information Letter”.

Voter Information Letters shall be delivered by Datafix to Canada Post and distributed by first class mail to all eligible voters no later than October 5, 2018 to enable them to use the Telephone/Internet Voting service.

The Voter Information Letter will contain but not be limited to the following:
   a) the elector’s PIN and the telephone number to call to cast his or her vote and the designated internet address (URL) to access to cast his or her vote using the Internet;
   b) instructions on how to vote;
   c) dates and hours of voting;
   d) the location and telephone number of the Help Centre;
   e) voter eligibility criteria;
   f) office and candidate information.

A person cannot give his/her Voter Information Letter to another eligible elector for the purpose of voting. Acceptance of another person’s Voter Information Letter including the actual voting thereof will be considered an illegal and corrupt practice and therefore subject to the penalty provisions under the Municipal Elections Act, specifically Sections 89 and 90.

Public Information Session
A public information session will be held for the purpose of explaining the method of voting and responding to questions from the electorate. The date and time will be advertised in a local newspaper and on the municipal website.

The Clerk may coordinate the public information session, notices and advertisements with other municipal clerks of local municipalities who have adopted a similar alternative voting method.

Voting Places
For the purposes of elections conducted with alternative voting methods, a voting place is not required. Alternatively, the Township Administration Office has been identified as a Help Centre to assist electors with the voting process and the Township Administration Office has been identified as a Revision Centre to make additions, deletions and corrections to the Voters’ List and to provide assistance and clarification on the election process.

Revision Centre/Help Centre
The Voters’ List shall be available to Election Officials at the Revision Centre in electronic format to accommodate the voting process.

The Revision/Help Centre shall be established at 4639 Lobsinger Line, St. Clements, Ontario N0B 2M0.

The Revision Centre/Help Centre shall be responsible for the following:
   a) Eligible voters who attend at the Revision Centre and are not on the Voters’ List will be added to the list by filling out an “Application to Amend Voters’ List” Form and providing proof of identity and residence as prescribed in O. Reg. 304/13. Their names
will be added to the Voters’ List and they will be assigned and delivered a Voter Information Letter containing a PIN; however, for additions to the List made after September 15, 2018, the Voter Information Letter containing a PIN will be provided to the individual.

b) Eligible voters who attend at the Revision Centre will be able to request a replacement Voter Information Letter and PIN under certain circumstances:

1) where a person on the Voters’ List has lost/not received his or her Voter Information Letter and the PIN has not been used, he or she can attend the Revision Centre and prove to the satisfaction of the authorized Election Official that they require a new PIN. The authorized Election Official will disable the elector’s assigned PIN and electronically mark it in the system as having been lost/not received. Upon providing proof of identity and residence as prescribed in O. Reg. 304/13 to an Election Official, an oath on “Application for Re-Issue of a Voter Information Letter (Lost and Unused)” form shall be taken by the elector and a new Voter Information Letter containing a new PIN shall be issued.

2) where a person on the Voters’ List has attempted to vote and their PIN has already been used, he or she can attend the Revision Centre and prove to the satisfaction of the authorized Election Official that they did not vote the PIN and require a new PIN.

Prior to issuing a new PIN, the Election Official shall advise the elector that once the new PIN has been assigned, the elector must vote immediately at the Help Centre. Upon providing proof of identity and residence as prescribed in O. Reg. 304/13 to an Election Official, an “Application for Re-Issue of a Voter Information Letter (Used by an Impersonator)” form shall be taken by the elector and a new Voter Information Letter containing a new PIN shall be issued. The elector will be directed immediately to the Help Centre where telephone/internet access is available to eliminate any further misuse of the PIN.

c) Answering election questions, and referring detailed questions to the Returning Officer or authorized Election Official.

Voting

Voting will commence on October 9, 2018 at 10:00 am through to October 22, 2018 at 8:00 pm.

During the Voting Period, the Help Centre will be open Monday to Friday, during office hours, with extended hours of 4:30p.m. to 6:00p.m. Tuesday, October 16, Wednesday, October 17 and Thursday, October 18, 2018. The Help Centre will also be open Saturday, October 20, 2018 from 10:00a.m. to 4:00 p.m. and on Voting Day between the hours of 8:30 a.m. and 8:00 p.m.
At 8:00 p.m. the doors of the Help Centre shall be locked and those in the Help Centre will be permitted to cast their ballot. Touch-tone telephones and internet access will be available. Any telephone provided at the Help Centre shall delete any display options on the telephone.

Prior to the activation of the system by Dominion Voting, on October 9, 2018 (10:00 a.m.), Dominion Voting shall allow access by the Clerk to the voting system at the Township Administration Office between 8:20 a.m. and 8:29 a.m. by secure ID and password, for the purposes of ensuring that all candidates’ names are listed and that no votes have been cast. The system will not be activated until confirmation that all the counts associated with each of the candidate(s) names indicate a “0” total.

Eligible electors may telephone a designated 1-800 number to cast their vote by using a cellular or land line, touch-tone telephone but not a rotary dial telephone. “Diga-pulse” telephones will be able to access the system providing the over-ride button on the telephone is set to a “touch-tone” mode. Should the elector be unable to access the system, the interactive response system will provide an error message requesting that the eligible elector obtain assistance from an Election Official.

Alternatively, eligible electors will be able to access a designated internet address and cast their vote(s).

Dominion Voting will make available online, a list to the Clerk and any other appropriate individuals of the Township of Wellesley of all corresponding names of individuals, by order of polling wards who have voted during the open voting period. The names of individuals who have voted will be indicated as voted. A list of electors who have voted during this period will be provided or made available to the candidates or their respective scrutineer through the Clerk’s office. This list shall be provided by DataFix in ‘real time’ or as closely as possible to real time.

**Electors Requiring Assistance**

The Election Official may permit an elector who needs assistance in voting to have such assistance as the Election Official considers necessary.

**Oral Oath to Vote with Assistance**

A voter who requires such assistance to vote may ask the Election Official for assistance. The Election Official shall require the voter making the request to take the Oral Oath to Vote with Assistance on the “Oral Oaths at Help Centre” form and then assist and/or vote as directed by the voter. Any other person present must remove themselves until the voter finishes instructing the Election Official.

**Oral Oath of Friend of Elector**

In lieu of the Election Official assisting a voter, the voter may request that a friend accompany them to vote. Any friend who is permitted to vote shall be required to take the Oral Oath of Friend of Elector on the “Oral Oaths at Help Centre” form. No person shall be allowed to act as a friend of more than one voter at a Help Centre.
**Oral Oath of Interpreter**

Where the Election Official does not understand the language of a voter, an interpreter, provided by the voter, shall take the Oral Oath of Interpreter on the “Oral Oath at Help Centre” form, and shall translate the oaths as well as any lawful questions put to the voter.

**Duplicate Voter Information Letters**

Duplication of names on the Preliminary List of Electors shall be investigated by the Clerk and/or Election Official(s) and all obvious duplicate names of individuals shall be deleted prior to the final preparation of the Voters’ List as certified by the Clerk. However, should an eligible voter receive more than one Voter Information Letter, the eligible voter may only vote once and must return the other Voter Information Letter(s) to the municipal Help Centre and complete an “Application to Amend Voters’ List” Form to remove the duplicate name(s). All electors who vote more than once or who improperly use the Voter Information Letter shall be reported to the Police for further investigation as to possible corrupt practices under the Municipal Elections Act, 1996.

Voter Information Letters returned to the Help Centre shall have the PIN immediately disabled in the system so that the PIN cannot be used in the voting process. The opened Voter Information Letters will then be retained in a secure fashion and destroyed in the same manner as all other municipal election material as provided for under Section 88 of the Municipal Elections Act, 1996.

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 eligible voters;
b) that were returned from the Post Office;
   - that were returned by an elector or other individual(s) either opened, or;
   - unopened but unused for voting purposes;
c) that were set to a status that prevented them from being used to vote;
d) that were re-issued to an eligible elector; and
e) that were assigned by Election Officials to eligible electors that have completed “Application to Amend Voters’ List” form.

**PIN Procedures**

*Problems Accessing the System*

Where an eligible voter has tried his/her PIN and has been unsuccessful in accessing the voting system, the Election Official will determine its status, and once verified:

- shall advise the voter that the PIN is valid and has not been used. The Election Official may suggest the voter try the PIN again using an alternate method (telephone vs. internet) or attend at the Help Centre to obtain assistance in voting.
- and they have determined that it has already been used, the voter can present themselves at the Revision Centre with proof of identity and residence as prescribed in O. Reg. 04/13 and have an Election Official confirm that the elector’s PIN has been used. If this is the case, follow the procedure outlined in the section titled, Revision/Help Centre, b) 2).
Incorrect Information on Voter Information Letter
Where an eligible voter has received an incorrect voter PIN in terms of ward and/or school support, the voter can contact the Revision Centre and have the proper category applied to the existing PIN. The voter can then re-access the system and vote all races not yet completed.

The elector will be required to provide appropriate confirmation of eligibility and to complete “Application to Amend Voters’ List” form.

Completing a Ballot later, Timeout and Lost Connections
If a voter logs into the voting system and wishes to complete their ballot later they may exit the system. After no action for a set time, voters will receive a notice and shortly after the system will timeout and exit automatically.

If an elector exits the voting system or a connection is lost because of a timeout or any other reason, the ballot will not be cast and the elector may log in again with the same information to restart their vote. Previous selections will not be saved to ensure secrecy.

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

Count Procedures
The Clerk, at 8:00 p.m. on Voting Day, shall arrange for the close and deactivation of the Telephone/Internet Voting service at the Help Centre.

Notwithstanding the above, the Clerk shall keep the Help Centre access open until the Clerk of the municipality confirms that all eligible voters in the Help Centre at 8:00 p.m. have completed voting.

The Clerk will then conduct a test to confirm that no votes can be cast.

The Clerk and any others present (Candidates, or their scrutineer) shall sign the Vote Count Summary Report indicating the results and votes cast.

a) Only the Clerk, Deputy Returning Officers, Deputy Returning Officers, appointed Election Officials, certified Candidates (an acclaimed candidate or their scrutineer is NOT permitted) and authorized Scrutineers will be permitted to remain in the Help Centre.

b) Before being admitted to the Help Centre, upon request by the Clerk or DRO, Candidates, Scrutineers and Election Officials shall be required to show proof of identity as prescribed in O. Reg. 304/13.

c) Before being admitted to the Help Centre, a person appointed as a scrutineer shall also produce and show his/her “Appointment of Scrutineer by Candidate” form to the Clerk
for the receiving of the voting results at the Help Centre and take the “Oral Oath of Secrecy” from the Clerk before being permitted to remain at the Help Centre.

d) Entrance to the Help Centre will not be permitted after 8:00 p.m. on Voting Day and only Election Officials will be allowed to enter thereafter. Candidate’s and scrutineers are to arrive between 7:45 p.m. and 8:00 p.m. Once admitted to the Help Centre, no one shall be permitted to leave until the results are received and the Vote Count Summary Report has been signed by all in attendance.

e) The candidate or scrutineer shall not communicate the results to anyone until the Clerk has released the unofficial results to the general public.

f) ANYONE who is creating a disturbance at the Help Centre will be removed as directed by the Clerk.

h) Cell phones and other equipment SHALL be turned off upon entering the Help Centre and their use is prohibited while at the Help Centre, except by Election Officials.

Notice of Results
The unofficial results of each candidate by category of wards and polling subdivisions, as applicable, shall be made available by the Clerk as soon as practical after 8:00 p.m. on Monday, October 22, 2018, Voting Day, at the Township Administration Office located at 4639 Lobsinger Line, St. Clements, Ontario N0B 2M0, and the Clerk shall post the same Unofficial Results on the municipality’s website. The Clerk shall forward the ‘unofficial’ results to the Region of Waterloo via email as soon as possible.

The Clerk shall send each school board’s unofficial election results to the respective Clerk handling the school board election via email as soon as possible after the close of voting on Voting Day.

Declaration
As soon as possible after Voting Day, the Clerk shall declare the Official Results using the “Declaration of Election Results” form and post the results at the Municipal Office and on the municipal website.

Separately, the Clerk responsible for school board elections shall provide the respective school board results to each Clerk using the “Declaration of Election Results” form.

Information to Be Made Available
As soon as possible after Voting Day, the clerk shall make the following information available at no charge for viewing by the public on a website or in another electronic format:

1) The number of votes for each candidate.
2) The number of votes for the affirmative or negative on a by-law or question.
Recount

Manner in Which a Recount is Conducted
A recount shall be conducted in the same manner as the original count, whether manually or by vote counting equipment, unless ordered otherwise by a judge as per Section 60 (3).

This shall be done by requesting from Dominion Voting a re-tabulation of the votes cast to be conducted in the same manner as the original vote tabulation.

Dominion Voting shall send the results of the recount by fax and/or by e-mail, along with any documentation, if required, to support the integrity, security and accuracy of the electronic voting system, and these results will be compared to the results tabulated by the Clerk.

A recount is required when:
- there is a tie vote where both or all candidates cannot be declared elected (Automatic)
- the votes for the affirmative and negative on a by-law are equal (Automatic)
- the votes for two or more answers to a question are equal (Automatic)

Within 30 days after the declaration of the results:
- by resolution of Council (for Council offices or questions, or by-laws submitted by Council)
- by resolution of local board (for offices on a local board or questions or by-laws submitted by a local board)
- by order of the Minister (for questions submitted by the Minister)
- by order of the Superior Court of Justice

Recount in accordance with Policies
The Clerk shall hold a recount in accordance with any policy adopted with respect to the circumstances in which the municipality or local board requires the Clerk to hold a recount of the votes cast in an election if the by-law or resolution is passed on or before May 1 in the year of an election.

Time for Recount
The recount shall be held within 15 days after the Clerk’s declaration of the results of the election or resolution or order to hold a recount is passed or made.

Who Conducts Recount
The Clerk shall conduct all recounts for elections for which he or she is responsible except recounts conducted by the Superior Court of Justice upon appeal.

Votes for Candidates to Be Included In A Recount
All votes for all candidates in the contested race, or answers to a question or by-law will be counted.
Persons Entitled To Be Present At Recount
- the Clerk and any other election official appointed to assist with the recount;
- every certified candidate for the office involved;
- the applicant, if any, who applied for the recount;
- legal counsel for any of the above;
- one scrutineer for every certified candidate for the office involved and the applicant, who applied for the recount;
- where the recount applies to a by-law or question, the scrutineers as appointed by Council, a local/school board or the Minister;
- where scrutineers are appointed under Sections 61 (3) or (4), an equal number must be appointed to represent supporters and opponents of the by-law and for each possible answer to the question;
- any other person may be present with the Clerk’s permission.

Notification of Recount Date, Time, Place
The Clerk shall give notice of the recount date, time and place on “Notice of Recount” Form to the following:
- all certified candidates for the office which is the subject of the recount;
- where a resolution is involved, the Council or local/school board which passed the resolution;
- the Minister when an order has been made;
- the applicant in the case of a court order;
- in the case of a recount concerning an office, by-law or question in respect of which electors of another municipality are entitled to vote, the Clerk who was responsible for the conduct of the vote in the other municipality;
- notice of recount will be given by registered mail or personal service.

Process at Recount
At the time set for the recount to commence, the Clerk should outline the procedures as follows:
- the ballot boxes will be distributed to the counting stations as they are required throughout the count;
- the rules prescribed by the Minister or established by the Clerk are to be followed and should be explained to everyone present for the recount;
- disputed ballots will be shown to the Clerk who, after any representation by a candidate, their legal counsel or scrutineer, will determine if the ballot and the votes are to be counted.

Upon completion of the recount, the Clerk shall announce the results of the recount and if there are any disputed ballots:
- announce the number of them;
- announce the results if the disputed ballots were excluded;
- mark the number of the Voting Place (subdivision number) on the back of each disputed ballot and initial it; and
- place the disputed ballots in a separate envelope clearly marked as to its contents and seal the envelope.
Persons authorized to be in attendance at the recount may also be at the announcement of the results of the recount.

**Continuing Tie Vote – After Recount Procedures**

Pursuant to Section 62 (3) in a case of a tied vote following the recount the Clerk shall determine the result as follows:

The Clerk shall write the name of each candidate on equal-sized pieces of paper. They are then put in a “hat”. The Clerk shall announce, prior to the draw, that “the candidate to be elected shall be the candidate whose name is written on the first piece of paper I draw out of the hat.” The paper is pulled from the hat and the candidate elected is announced.

**Declaration by Clerk**

Unless an application has been made for a judicial recount, the Clerk, on the 16th day after the recount is completed, shall declare the successful candidate or candidates elected or will declare the result of the vote with respect to a by-law or a question.

The results of the recount shall be posted, at a minimum, in the Municipal Office and on the municipal website by noon, the day following the recount being completed using the “Declaration of Recount Results” form. The Clerk will inform everyone notified of the recount, of the results of the recount in writing.

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

**Costs of Recount**

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

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

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

**Candidates Financial Statements**

All Candidates shall file with the Clerk, the “Financial Statement – Auditor’s Report” on or before 2:00 p.m. on March 29, 2019, reflecting the Candidate’s election campaign finances as of December 31 in the year of the election. The earliest the “Financial Statement – Auditor’s Report” can be filed is the first day the Municipal Office is open in January 2019.
At least 30 days before the filing date, but no later than November 30, 2018, the Clerk shall give every candidate whose nomination was filed, by registered mail, notice of:

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

The notice shall be given on “Notice to Candidate of Filing Requirements” form.

**Notice of Default**

A “Notice of Default” Form shall be given to the candidate by registered mail, and if the candidate was elected, to the relevant council or local board, in the event that a candidate has not submitted the “Financial Statement – Auditor’s Report” on or before 2:00 pm on March 29, 2019.

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

As soon as possible after April 30th in the year following a regular election, and 90 days after Voting Day in a by-election, the Clerk shall make available to the public on a website or in another electronic format a report setting out all candidates in an election and indicating whether each candidate complied with section 88.25 (Candidates’ Financial Statements, etc.).

For questions regarding campaign finances, the Clerk should direct the candidate to Sections 88.22 – 88.25, 88.30 – 88.32.

**Extension of Campaign Period**

For further information, refer to the Municipal Elections Act, 1996.

**Refund of Nomination Filing Fee**

A candidate is entitled to receive a refund of the nomination filing fee if he or she,

- files the Financial Statement and Auditor’s Report, each in the prescribed form, on or before 2:00 p.m. as of March 29, 2019.

**Third Party Financial Statements**

All Registered Third Parties shall file with the Clerk, the “Financial Statement – Auditor’s Report” on or before 2:00 p.m. on March 29, 2019, reflecting the Registered Third Party’s campaign finances in relation to third party advertisements as of December 31 in the year of the election. The earliest the “Financial Statement – Auditor’s Report” can be filed is the first day the Municipal Office is open in January 2019.

At least 30 days before the filing date, but no later than November 30, 2018, the Clerk shall give every registered third party that registered in the municipality, by registered mail, notice of:

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

The notice shall be given on “Notice to Registered Third Party of Filing Requirements” form.
Notice of Default
A “Notice of Default – Registered Third Party” form shall be given to the registered third party by registered mail, has not submitted the “Financial Statement – Auditor’s Report” on or before 2:00 pm on March 29, 2019.

The Clerk shall make available to the public the name of the registered third party and a description of the nature of the default.

As soon as possible after April 30th in the year following a regular election, or 75 days after Voting Day in a by-election, the Clerk shall make available to the public on a website or in another electronic format, a list of all registered third parties for the election, along with an indication of whether each has filed a financial statement and auditor’s report under section 88.29 (1) (Financial Statements, etc. of Registered Third Parties).

For questions regarding third party finances, the Clerk should direct the registered third party to Sections 88.26 – 88.29, 88.30 – 88.32.

Extension of Campaign Period
For further information, refer to the Municipal Elections Act, 1996.

Refund of Nomination Filing Fee
A candidate is entitled to receive a refund of the nomination filing fee if he or she,
  • files the Financial Statement and Auditor’s Report, each in the prescribed form, on or before 2:00 p.m. as of March 29, 2019.

Compliance Audit Committee
Establish Compliance Audit Committee
In the Region of Waterloo a joint compliance audit committee will be established. The Township will post the ad, application, and Terms of Reference, at a minimum, on the municipal website. Council shall approve the appointment of members by resolution or by-law.

Additional information regarding the Compliance Audit Committee will be available at a later date.

Election Records
Public Records
Despite anything in the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), documents and materials filed with or prepared by the Clerk or any other election official under the Municipal Elections Act, 1996 are public records, and until their destruction, may be inspected by any person at the Clerk’s Office at a time when the office is open.

Restrictions
No person shall use information obtained from public records described above, except for election purposes.
Access to the Voters’ List
The Voters’ List shall not be posted in a public place and can be used only for election purposes.

Due to MFIPPA, details about another person, other than the person an Election Official is speaking with, should not be provided, including whether or not the individual is on the Voters’ List.

Candidate’s Election Records
Use of online, electronic and paper versions of the Voters’ List, Interim List of Changes to the Voters’ List, Voter Participation Status reports and all other information containing personal voter information shall be protected by the Candidate and shall not be used for any purpose other than the 2018 Municipal Election. All Voter information obtained by the Candidate during the 2018 Municipal Election shall be returned same to the Clerk for destruction with other election material.

Municipal Election Records
Destruction of Records
After 120 days from declaring the results of the election under Section 55, the Clerk shall destroy the ballots in the presence of two witnesses. The Clerk may also destroy any other documents and materials related to the election except those listed below under the Retention of Records section of the manual.

Retention of Records
The electronic ballots and any other documents or materials shall not be destroyed if:

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

In addition, documents filed under Sections 88.25 (candidates’ financial statements, etc.), 88.29 (financial statements, etc. of registered third parties) and 88.32 (return of surplus for subsequent expenses) until the members of the council or local board elected at the next regular election have taken office.

Accessibility
Electors and Candidates with Disabilities
The Clerk shall have regard to the needs of electors and candidates with disabilities.

Location – Accessibility
In establishing the location of the Help Centre, the Clerk shall ensure that the Help Centre is accessible to electors with disabilities.

Elector Needing Assistance
The Election Official may permit an elector who needs assistance in voting to have such assistance as the Election Official considers necessary.

Other Resources
AMCTO Municipal Election Manual 2018, page 141
Ontario Candidate’s Guide to Accessible Elections
Integrated Accessibility Standards Regulation, Ontario Regulation 191/11
Municipally approved Accessibility Policies and Procedures

Emergencies

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

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

The arrangements made by the Clerk, if they are consistent with the principles of 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 on account of unreasonableness or supposed unreasonableness.

It shall be the policy that in the event of an emergency, as determined by the Clerk, that the Clerk shall to the best of their ability provide notice of such emergency. All information pertaining to the emergency shall be communicated via the website and social media accounts, if possible.

In the event of an emergency, Dominion Voting will take direction from the Clerk as to what actions will be taken, shall stop the Dominion Voting system from accepting calls via a telephone and connections from the Internet, thus preventing the election from continuing, or starting, as the case may be.

Corrupt Practices

No person shall, directly or indirectly:

- offer, give, lend, or promise or agree to give or lend any valuable consideration, in connection with the exercise or the non-exercise of an elector’s vote;
- advance, pay or caused to be paid money intending that it be used to commit an offence referred to in the bullet above, or knowing that it will be used to repay money used in that way;
- give, procure or promise or agree to procure an office or employment in connection with the exercise or non-exercise of an elector’s vote;
- apply for, accept or agree to accept any valuable consideration or office or employment in connection with the exercise or non-exercise of elector’s vote;
- give, procure or promise or agree to procure an office or employment to induce a person to become a candidate, refrain from becoming a candidate or withdraw his or her candidacy;
- offer, give, lend, or promise or agree to give or lend any valuable consideration in order to induce a person to become a candidate, refrain from becoming a candidate or withdraw his or her candidacy.
Reporting Corrupt Practices
All valid complaints or knowledge of an offence shall be reported immediately to the Police for investigation of corrupt practices.

In addition, although many provisions of the Municipal Elections Act also deal with voting places, ballots and ballot boxes, etc. the same must be used interchangeably with the alternative forms of voting since the principles of the Act must be maintained and is therefore enforceable and subject to penalties.

As such, the Clerk has agreed to the following:
- that all complaints about actions which may contravene the provisions of the Municipal Elections Act, either verbally or written, will be reviewed by the Clerk and, if viewed by the Clerk to be valid and not frivolous, will be reported to the Police.
- the most senior officer of the Police will be advised that all such valid complaints will be turned over to his/her office for further investigation.

Offences
A person is guilty of an offence if he or she:
- votes without being entitled to do so;
- votes more times than this Act allows;
- votes in a Voting Place in which he or she is not entitled to vote;
- induces or procures a person to vote when that person is not entitled to do so;
- before or during an election, publishes a false statement of a candidate’s withdrawal;
- furnishes false or misleading information to a person whom this Act authorizes to obtain information;
- without authority, supplies a PIN/ballot to anyone;
- no person(s) shall solicit a Voter Information Letter, containing a PIN, from an eligible elector;
- a person who contravenes any provision of the Act or a regulation under the Act or a by-law passed by a municipality under the Act;
- attempts to do something described above.

The following are guilty of an offence that constitutes a corrupt practice:
- A Deputy Returning Officer or other Election Official who knowingly miscounts the votes or knowingly prepares a false statement of the votes;
- A Clerk or other Election Official who willfully fails to perform a duty imposed by the Act.

Penalties
Elector
An offence described above under Corrupt Practices [Section 90 (3)] constitutes a corrupt practice and a person who commits it is, on conviction, disqualified from voting at an election until the next regular election has taken place after the election to which the offence relates, in addition to being liable to any other penalty provided for in the Act.
Candidate
If a person is convicted of a corrupt practice under the Act, or of an offence under the Criminal Code (Canada) in connection with an act or omission that relates to an election to which the Act applies, then, in addition to any other penalty provided for in the Act:
   a) any office to which the person was elected is forfeited and becomes vacant; and
   b) the person is ineligible to be nominated for or elected or appoint to, any office until the next two regular elections have taken place after the election to which the offence relates.

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

Individual
An individual who is convicted of an offence is liable to the following penalties in addition to any other penalty provided for:
   • for any offence, a fine not more than $25,000;
   • for any offence other than a corrupt practice, the penalties described in Subsection 88.23 (2) – Effect of Default by Candidate and 88.27 (1) – Effect of Default by Registered Third Party.
   • for an offence under Section 90 (Corrupt Practices: Certain Offences Committed Knowingly), imprisonment for a term of not more than 6 (six) months;
   • for any offence that the presiding judge finds that the individual committed knowingly, imprisonment for a term of not more than 6 (six) months.

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

Mail Tampering - Criminal Offence and Prosecution
Notification of the voting process and how electors can vote will be provided in the Voter Information Letter to electors by first class mail.

The Criminal Code of Canada states that tampering with the mail of an individual is a criminal offence and a person(s) found guilty is liable to a term of imprisonment not exceeding ten (10) years.

As such and in order to ensure the integrity and confidence of the voting process for all electors and the candidates, the Clerk has agreed that 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 reported to the Police.
## Discretionary Powers of the Clerk

### THE MUNICIPAL ELECTIONS ACT, 1996

#### Implied And Direct Discretionary Authority of the Clerk

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<tr>
<td>22(2)</td>
<td>For the purposes of subsection (1) – correction of errors in the preliminary list, the Clerk may use any information that is in the local municipality’s custody or control.</td>
</tr>
<tr>
<td>53(1)</td>
<td>The Clerk has discretion in determining what constitutes an emergency or circumstances that will undermine the integrity of the election.</td>
</tr>
<tr>
<td>53(2)</td>
<td>The Clerk has discretion in a declared emergency to make any arrangements deemed necessary for the conduct of the election.</td>
</tr>
<tr>
<td>53(4)</td>
<td>The Clerk determines when the emergency has passed.</td>
</tr>
<tr>
<td>55(4.1)</td>
<td>The Clerk shall, as soon as possible after Voting Day, make information available on the number of votes for each Candidate, the number of declined and rejected ballots and the number of votes (yes or no) on a by-law or question and determine website or electronic format.</td>
</tr>
</tbody>
</table>

### Cost of Elections

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>7(2), (4); 8(7)</td>
<td>The Clerk has authority and control over the finances of an election.</td>
</tr>
</tbody>
</table>

### Notice of By-laws and Questions

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>8(6)</td>
<td>The Clerk shall determine the form and method of notice to the electors of by-laws and questions to be placed on the ballot.</td>
</tr>
</tbody>
</table>

### Certification of Vote Results

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>8(9)</td>
<td>The Clerk shall determine the form of certification when giving the result of the vote on a question or by-law.</td>
</tr>
</tbody>
</table>

### Information to Electors

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>45(8)</td>
<td>The Clerk may issue instructions to Deputy Returning Officers (DRO) regarding attending on an elector in an institution or retirement home.</td>
</tr>
<tr>
<td>13(2)</td>
<td>The Clerk may determine what information is necessary to inform electors how to exercise their rights under the Act.</td>
</tr>
<tr>
<td>12.1(1)</td>
<td>The Clerk shall identify strategies to provide for the needs of electors and candidates with disabilities.</td>
</tr>
<tr>
<td>12.1(2)</td>
<td>The Clerk shall prepare a plan regarding the identification, removal and prevention of barriers that affect electors and candidates with disabilities before Voting Day in a regular election.</td>
</tr>
<tr>
<td>12.1(30)</td>
<td>Within 90 days after Voting Day in a regular election, the Clerk shall submit a report about the identification, removal and prevention of barriers that affect electors and candidates with disabilities.</td>
</tr>
</tbody>
</table>

### Appointment of Election Officials

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>15(1)</td>
<td>The Clerk shall appoint a Deputy Returning Officer (DRO) for each Voting Place.</td>
</tr>
<tr>
<td>15(1)</td>
<td>The Clerk may appoint other election officials in addition to DROs. The Clerk determines what instruction and training is provided to election officials.</td>
</tr>
</tbody>
</table>

### Delegation of Authority

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>15(2), (3), (4)</td>
<td>The Clerk may delegate to election officials in writing, any of the Clerk’s powers and duties, however the Clerk may continue to exercise the delegated powers and duties, despite delegation.</td>
</tr>
</tbody>
</table>

### Creation of Voting Subdivisions

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>18(1)</td>
<td>The Clerk may divide the municipality into voting subdivisions.</td>
</tr>
<tr>
<td>Section</td>
<td>Description</td>
</tr>
<tr>
<td>---------</td>
<td>-------------</td>
</tr>
<tr>
<td>18(2)</td>
<td>If the Clerk creates voting subdivisions, he or she shall inform MPAC.</td>
</tr>
<tr>
<td><strong>Correction of Preliminary List Of Electors</strong></td>
<td></td>
</tr>
<tr>
<td>19(1)(1.1)</td>
<td>The Clerk and the Municipal Property Assessment Corporation, may agree on a date for the delivery of the Preliminary List of Electors (which must be a date earlier than September 1).</td>
</tr>
<tr>
<td>22(1)</td>
<td>The Clerk may correct any obvious errors on the Preliminary List of Electors, and shall notify MPAC of the corrections.</td>
</tr>
<tr>
<td>22(2)</td>
<td>For the purposes of subsection (1), the Clerk may use any information that is in the local municipality’s custody or control.</td>
</tr>
<tr>
<td>25(4)</td>
<td>The Clerk shall determine the format and manner of the written application to remove a deceased person’s name.</td>
</tr>
<tr>
<td><strong>Reproduction of Voters’ List</strong></td>
<td></td>
</tr>
<tr>
<td>23(2)(a)(b)</td>
<td>The Clerk shall have the Voters’ List reproduced on or before September 1st and determine where and at what time applications for revisions to the Voters’ List may be made.</td>
</tr>
<tr>
<td><strong>Revision of Voters’ List</strong></td>
<td></td>
</tr>
<tr>
<td>24(1)(2)</td>
<td>From September 1st to the close of Voting on Voting Date, a person may make an application to be added or removed from the Voters’ List or have the information on the Voters’ List relating to that person amended.</td>
</tr>
<tr>
<td>24(3)</td>
<td>The Clerk may approve or deny applications for revision to the Voters’ List.</td>
</tr>
<tr>
<td>27(1)(a)(b)</td>
<td>During the period beginning September 15 and ending September 25, the Clerk shall prepare an interim list of changes to the Voters’ List approved on or before September 15, and give a copy to each certified candidate and to each person who received a copy of the Voters’ List under s. 23.</td>
</tr>
<tr>
<td>27(2)(a)(b)</td>
<td>The Clerk shall within 30 days after Voting Day prepare a final list of the changes to the Voters’ List and give a copy to MPAC.</td>
</tr>
<tr>
<td><strong>Certification of Voters’ Lists, As Revised</strong></td>
<td></td>
</tr>
<tr>
<td>28(1)</td>
<td>The Clerk shall prepare and certify the Voters’ List for use in each Voting Place.</td>
</tr>
<tr>
<td><strong>Nominations</strong></td>
<td></td>
</tr>
<tr>
<td>32</td>
<td>The Clerk shall give notice of the offices for which persons may be nominated and the nomination procedures under the Act.</td>
</tr>
<tr>
<td>33(1.3)</td>
<td>The Clerk is entitled to reply upon the information filed by the candidates (endorsements).</td>
</tr>
<tr>
<td>35(2), (3)</td>
<td>The Clerk shall certify the nomination of qualified persons, and reject the nomination if not satisfied the person is qualified.</td>
</tr>
<tr>
<td>35(4)</td>
<td>The Clerk can determine the form and method of giving notice when a nomination is rejected and shall give notice to the person who sought to be nominated and to all candidates for the office, as soon as possible.</td>
</tr>
<tr>
<td>35(5)</td>
<td>The Clerk's decision to certify or reject a nomination is final.</td>
</tr>
<tr>
<td><strong>Acclamations</strong></td>
<td></td>
</tr>
<tr>
<td>37(1), (2)</td>
<td>The Clerk can determine the method of declaring acclamations.</td>
</tr>
<tr>
<td><strong>Notice of Election</strong></td>
<td></td>
</tr>
</tbody>
</table>
| 40(a), (b) | The Clerk shall give notice to the electors and determine the form and method of
giving such notice about the location of voting places, dates and times open, and the manner in which electors may use voting proxies if applicable and if alternative voting methods, the manner in which electors may use the alternative voting methods.

**Ballot Form**

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>41(1)</td>
<td>The Clerk shall provide ballots in the prescribed form.</td>
</tr>
<tr>
<td>41(2)3</td>
<td>The Clerk can agree to permit another name that a candidate uses to appear on the ballot.</td>
</tr>
<tr>
<td>41(2)5</td>
<td>If the surnames of two or more Candidates for an office are identical or in the Clerk opinion so similar as to cause possible confusion, the Clerk shall differentiate the Candidates on the ballots as the Clerk considers appropriate.</td>
</tr>
<tr>
<td>41(3)</td>
<td>The Clerk shall change some or all of the ballots to facilitate voting by the visually impaired without assistance.</td>
</tr>
<tr>
<td>41(4)</td>
<td>The Clerk can decide to use separate or composite ballots.</td>
</tr>
</tbody>
</table>

**Voting or Vote Counting Equipment or Alternate Voting Method**

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>42(3)(a) (i), (ii)</td>
<td>Where there is a by-law providing for voting or vote counting equipment or an alternative voting method, the Clerk has discretion in establishing forms and procedures for carrying out the intent of the by-law.</td>
</tr>
<tr>
<td>42(3)(b)</td>
<td>The Clerk can determine the method for providing a copy of the procedures and forms to Candidates and shall provide a copy of the procedures and forms to each Candidate when his or her nomination is filed.</td>
</tr>
</tbody>
</table>

**Advance Vote**

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>42(2)</td>
<td>The Clerk shall establish the date or dates, number, location and hours of Advance Voting.</td>
</tr>
<tr>
<td>43(5)(b)</td>
<td>The Clerk determines how to keep safe any Advance Vote ballot boxes and all other material and documents relating to the Advance Vote.</td>
</tr>
<tr>
<td>43(7)</td>
<td>The Clerk determines the method of updating Voters’ Lists to reflect Advance Voting and ensures that the Voters’ Lists for all Voting Places are updated to reflect voting that took place at an advance vote.</td>
</tr>
</tbody>
</table>

**Proxies**

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>44(7)</td>
<td>The Clerk may determine what is required to verify that persons are qualified to appoint and be appointed as a voting proxy and if satisfied that the person who appointed the voting proxy is entitled to do so, and that the person appointed is entitled to act as the voting proxy, shall apply a certificate in the prescribed form to the appointing document.</td>
</tr>
</tbody>
</table>

**Voting Places and Procedures**

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>45(1), (3), (5)</td>
<td>The Clerk has discretion in identifying the number and location of voting places and designating the area.</td>
</tr>
<tr>
<td>45(2)</td>
<td>In establishing the locations of Voting Places, the Clerk shall identify strategies that ensure that each voting place is accessible to electors with disabilities.</td>
</tr>
<tr>
<td>45(7)1, 2, 3</td>
<td>A voting place shall be located in an institution for the reception, treatment or vocational training of members or former members of the Canadian Forces; an institution on September 1st where 20 beds or more are occupied by persons who</td>
</tr>
</tbody>
</table>
are disabled, chronically ill or infirm; and in a retirement home in which 50 beds or more are occupied on September 1st.

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>45(8)</td>
<td>The Clerk may issue instructions to DROs regarding attending on an elector in an institution or retirement home.</td>
</tr>
<tr>
<td>45(9)</td>
<td>The Clerk shall issue instructions to DROs regarding attending on electors with a disability, including mobility impaired, anywhere within the defined voting place.</td>
</tr>
<tr>
<td>46(2)</td>
<td>The Clerk may establish specific Voting places to open on Voting Day before 10:00 a.m.</td>
</tr>
<tr>
<td>46(3)</td>
<td>The Clerk may establish reduced voting hours for a Voting Place that is only for the use of residents of the institution or retirement home.</td>
</tr>
<tr>
<td>47(1)(a)</td>
<td>The Clerk has discretion to go to or remain in voting places during voting or when votes are being counted.</td>
</tr>
<tr>
<td><strong>Emergency</strong></td>
<td></td>
</tr>
<tr>
<td>53(1)</td>
<td>The Clerk has discretion in determining what constitutes an emergency or circumstances that will undermine the integrity of the election.</td>
</tr>
<tr>
<td>53(2)</td>
<td>The Clerk has discretion in a declared emergency to make any arrangements deemed necessary for the conduct of the election.</td>
</tr>
<tr>
<td>53(4)</td>
<td>The Clerk determines when the emergency has passed.</td>
</tr>
<tr>
<td><strong>Opening Ballot Box</strong></td>
<td></td>
</tr>
<tr>
<td>55(3)</td>
<td>The Clerk shall determine the results of the election by compiling the statements of results received from the DRO.</td>
</tr>
<tr>
<td>55(4)</td>
<td>The Clerk shall, as soon as possible after voting day, declare the elected candidate(s) and the result of the vote on any by-law or question.</td>
</tr>
<tr>
<td>55(4.1)</td>
<td>As soon as possible after Voting Day, the Clerk shall make information available on number of votes for each Candidate, number of declined and rejected ballots, number of votes (yes or no) on a by-law or question.</td>
</tr>
<tr>
<td>55(5)</td>
<td>The Clerk, in the presence of the DRO, can decide to open a ballot box to assist with interpreting the statement of results.</td>
</tr>
<tr>
<td><strong>Recounts</strong></td>
<td></td>
</tr>
<tr>
<td>56(1), (1.1), (2)</td>
<td>The Clerk shall hold a recount in accordance with policy within 15 days after the declaration of results.</td>
</tr>
<tr>
<td>59</td>
<td>The Clerk may decide to include other candidates for an office in a recount.</td>
</tr>
<tr>
<td>61(1)</td>
<td>The Clerk may be present at a recount in the case of a tie vote, or any policy passed, when the Council, Board or Minister requires a recount and when the Ontario Superior Court of Justice orders a recount. Sections 56, 57, or 58 or 63.</td>
</tr>
<tr>
<td>61(2)</td>
<td>The Clerk may be present at a recount for a by-law or question.</td>
</tr>
<tr>
<td>61(6)</td>
<td>The Clerk determines disputes concerning the validity of a ballot or the counting of votes in a ballot.</td>
</tr>
<tr>
<td>61(7)</td>
<td>The Clerk may permit others to be present at a recount.</td>
</tr>
<tr>
<td>62(3); 63(10)</td>
<td>If the recount leaves two candidates tied, the Clerk shall choose the successful candidate by lot.</td>
</tr>
<tr>
<td><strong>By-Elections</strong></td>
<td></td>
</tr>
</tbody>
</table>
65(4)1 The Clerk sets the date of Nomination Day, in the case of a by-election.
65(5)1 The Clerk sets the date of voting if the by-election relates to a question or by-law.

**Financial Reporting**

33.0.1(1) The Clerk determines the form of the preliminary certificate of maximum campaign expenses (upon the filing of a person’s nomination) and shall give the person, or their agent filing the nomination for the person, a certificate of the applicable maximum amount as of the filing date.

33.1 The Clerk shall, before Voting Day, give notice of the penalties under s.88.23(2) and s.92(1) related to election campaign finances to each person nominated for an office.

88.20(13)(a) (b) The Clerk determines the form and method of delivery of the certificate of maximum campaign expenses. The Clerk shall calculate the maximum amounts permitted by subsections 6 (Candidate Expenses) and subsection 9 (Registered Third Party Expenses) for each office for which nominations have been filed and shall give a certificate of the applicable amounts to each candidate on or before September 25 in a regular election, and within 10 days after the Clerk makes the required corrections in the case of a by-election.

88.22(3) The Clerk determines the form and process of the notice of default.

88.23(9) The Clerk determines the form and method of delivery of notice to Candidates of the campaign expense filing requirements and shall give notice at least 30 days before the filing date.

**Election Records**

88(2)(a)(b) When the 120-day period has elapsed, the Clerk shall destroy the ballots and may destroy other documents and materials related to the election.

88(4) Financial statements must be retained until the next election.

88(9.1) The Clerk shall make the documents filed under sections 88.25, 88.29 and 88.32 available at no charge for viewing by the public on a website or in another electronic format as soon as possible after the documents are filed.

**Contact Information**

For information about the 2018 Municipal Election, please contact the Municipal Clerk as follows;

Telephone: 519-699-3946
Email: gkosch@wellesley.ca
Website: www.wellesley.ca
In Person: 4639 Lobsinger Line, St. Clements, Ontario N0B 2M0
2018 Municipal Election

ELECTION FORMS

October 22, 2018
<table>
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<tr>
<th>FORM NO.</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
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<td>PR Form1</td>
<td>Nomination Paper*</td>
</tr>
<tr>
<td>PR Form 4</td>
<td>Financial Statement - Auditor’s Report*</td>
</tr>
<tr>
<td>PR Form 5</td>
<td>Notice of Registration - Third Party Advertising*</td>
</tr>
<tr>
<td>WEL01</td>
<td>Notice Of Nomination For Office</td>
</tr>
<tr>
<td>WEL02</td>
<td>Consent To Release Personal Information</td>
</tr>
<tr>
<td>WEL03</td>
<td>Unofficial List Of Candidates</td>
</tr>
<tr>
<td>WEL04</td>
<td>Notice Of Rejection Of Nomination</td>
</tr>
<tr>
<td>WEL05</td>
<td>Official List Of Certified Candidates</td>
</tr>
<tr>
<td>WEL06</td>
<td>Notice Of Additional Nominations</td>
</tr>
<tr>
<td>WEL07</td>
<td>Declaration Of Acclamation To Office - Additional Nominations</td>
</tr>
<tr>
<td>WEL08</td>
<td>Voters’ List Cover Sheet</td>
</tr>
<tr>
<td>WEL09</td>
<td>Notice Of The Voters’ List</td>
</tr>
<tr>
<td>WEL10</td>
<td>Declaration Of Proper Use Of The Voters' List</td>
</tr>
<tr>
<td>WEL11</td>
<td>Policy For Use Of The Voters’ List</td>
</tr>
<tr>
<td>WEL12</td>
<td>Certificate Of The Voters’ List</td>
</tr>
<tr>
<td>WEL13</td>
<td>Final List Of Changes</td>
</tr>
<tr>
<td>WEL14</td>
<td>Oath Of Returning Officer</td>
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<td>WEL15</td>
<td>Appointment And Preliminary Oath Or Affirmation For Election Officials</td>
</tr>
<tr>
<td>WEL16</td>
<td>Appointment Of Scrutineer By Candidate</td>
</tr>
<tr>
<td>WEL17</td>
<td>Estimated Maximum Campaign Expenses</td>
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<tr>
<td>WEL18</td>
<td>Oral Oaths At Help Centre</td>
</tr>
<tr>
<td>WEL19</td>
<td>Oral Oath Of Secrecy</td>
</tr>
<tr>
<td>WEL20</td>
<td>Declaration Of Election Results</td>
</tr>
<tr>
<td>WEL21</td>
<td>Notice Of Recount</td>
</tr>
<tr>
<td>WEL22</td>
<td>Declaration Of Recount Results</td>
</tr>
<tr>
<td>WEL23</td>
<td>Voter - Id Requirements</td>
</tr>
<tr>
<td>WEL24</td>
<td>Sample Voter Information Letter</td>
</tr>
<tr>
<td>WEL25</td>
<td>Application For Re-Issue Of A Voter Information Letter (Lost Or Unused)</td>
</tr>
<tr>
<td>WEL26</td>
<td>Activation of Dominion Voting System</td>
</tr>
<tr>
<td>WEL27</td>
<td>Election Assistant Application</td>
</tr>
<tr>
<td>FORM NO.</td>
<td>DESCRIPTION</td>
</tr>
<tr>
<td>---------</td>
<td>-------------</td>
</tr>
<tr>
<td>WEL28</td>
<td>Declaration Of Qualifications - Third Party Advertiser</td>
</tr>
<tr>
<td>WEL29</td>
<td>Contributions To Registered Third Parties</td>
</tr>
<tr>
<td>WEL30</td>
<td>Official List Of Registered Third Parties</td>
</tr>
<tr>
<td>WEL31</td>
<td>Contributions To Registered Candidates</td>
</tr>
<tr>
<td>WEL32</td>
<td>Broadcaster/Publisher Information Sheet - Candidate</td>
</tr>
<tr>
<td>WEL33</td>
<td>Broadcaster/Publisher Information Sheet - Third Party Advertiser</td>
</tr>
<tr>
<td>WEL34</td>
<td>Estimated Maximum Third Party Expenses</td>
</tr>
<tr>
<td>WEL35</td>
<td>Maximum Third Party Expenses</td>
</tr>
<tr>
<td>WEL36</td>
<td>Duties Of Candidates</td>
</tr>
<tr>
<td>WEL37</td>
<td>Duties Of Registered Third Parties</td>
</tr>
<tr>
<td>WEL38</td>
<td>Notice To Registered Third Party Of Filing Requirements</td>
</tr>
<tr>
<td>EL15</td>
<td>Application To Amend Voters’ List</td>
</tr>
<tr>
<td>EL16</td>
<td>Application For Removal Of Deceased Persons</td>
</tr>
<tr>
<td>EL18(A)</td>
<td>Declaration Of Qualifications - Municipal Candidates</td>
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<tr>
<td>EL19</td>
<td>Withdrawal Of Nomination</td>
</tr>
<tr>
<td>EL20</td>
<td>Declaration Of Acclamation To Office</td>
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<td>EL26</td>
<td>Oath Of Qualification</td>
</tr>
<tr>
<td>EL34</td>
<td>Statutory Provisions Regulating Voting Procedures</td>
</tr>
<tr>
<td>EL37</td>
<td>Certificate Of Maximum Campaign Expenses</td>
</tr>
<tr>
<td>EL42</td>
<td>Notice To Candidate Of Filing Requirements</td>
</tr>
</tbody>
</table>

* Indicates a Ministry of Municipal Affairs form which may be changed by April 1, 2018
Notice of Nomination for Office
*Municipal Elections Act, 1996 (s. 32)*

**ARE YOU INTERESTED IN RUNNING FOR MUNICIPAL OFFICE?**

2018 MUNICIPAL ELECTIONS
NOTICE TO MUNICIPAL ELECTORS OF THE TOWNSHIP OF WELLESLEY

**NOMINATIONS**
Nominations for the positions listed below must be made on the prescribed form available at your municipal Clerk’s Office. Nomination forms must be filed, with the prescribed declaration by at least 25 persons, either in person or by your agent, with the Returning Officer of the appropriate municipality during that office’s normal office hours between May 1st in 2018 to Thursday, July 26, 2018, and between 9:00 a.m. and 2:00 p.m. on Friday, July 27, 2018 (Nomination Day).

The required filing fee for the Head of Council is $200.00 and all other offices are $100.00 (cash, debit, certified cheque or money order made payable to the appropriate municipality must accompany the signed form. Full details on the procedures to be followed may be obtained from the appropriate Municipal Clerk.

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

1. Mayor, vote at large
2. Councillor, Ward 1
3. Councillor, Ward 2
4. Councillor, Ward 3
5. Councillor, Ward 4
6. Regional Chair, vote at large

**SCHOOL BOARD OFFICES FOR WHICH PERSONS MAY BE NOMINATED**

1. School Board Trustee – English Public
2. School Board Trustee – English Separate
3. School Board Trustee – French Public
4. School Board Trustee – French Separate

In the event there is an insufficient number of certified candidates to fill the positions available in the municipality, nominations will be reopened by the appropriate Returning Officer, for the vacant positions only. Additional nomination papers would then be accepted between 9:00 a.m. and 2:00 p.m. on Wednesday, August 1, 2018.

For further information contact the appropriate Returning Officer.

Dated this 1st day of December, 2017

*This is a joint notice published by the Clerks of the municipalities in the Region of Waterloo Nomination forms must be filed with the appropriate Returning Officer.*
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 Clerk in the administration of the 2018 Municipal Election. Questions regarding this collection should be forwarded to the Clerk, 4639 Lobsinger Line, St. Clements, Ontario N0B 2M0, 519-699-3946.

Name of Candidate: ______________________________________

Candidate for the office of:

☐ Mayor
☐ Councillor, Ward 1.
☐ Councillor, Ward 2.
☐ Councillor, Ward 3.
☐ Councillor, Ward 4.

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

____________________________________
Candidate Signature

____________________________________
Date

____________________________________
Signature of Municipal Clerk or designate
Form WEL03

Unofficial List of Candidates

<table>
<thead>
<tr>
<th>NAME OF CANDIDATE</th>
<th>OFFICE</th>
<th>QUALIFYING ADDRESS</th>
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____________________________________
Signature of Municipal Clerk or designate

____________________________________
Date
Notice of Rejection of Nomination
*Municipal Elections Act, 1996 [s. 35 (3), (4), (5)]*

TO:
_____________________________________    /   __________________________
(Name of Candidate)                                                   (Office)
___________________________________________________________________
(Address)                                                                     (Postal Code)

TAKE NOTICE that the nomination you filed has been examined and has been rejected for the following reasons:

☐ I am not “satisfied” that you are a “person qualified to be nominated” as required by the *Municipal Elections Act, 1996* or by the relevant legislation which sets out qualification for the office for which you filed your nomination.

OR

☐ I am not “satisfied” that your “nomination complies with” the requirements of the *Municipal Elections Act, 1996*.

________________________
Date

____________________________________
Signature of Municipal Clerk or designate
NOTICE is hereby given to the Municipal Electors that during the period commencing May 1\textsuperscript{st}, 2018 and completed on Nomination Day, July 27\textsuperscript{th}, 2018, the following persons filed all necessary papers, endorsement of nominations, declarations and fees and as Clerk, I am satisfied that such persons are qualified and that their Nomination satisfies 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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<tr>
<th>NAME OF CANDIDATE</th>
<th>OFFICE</th>
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Date

Signature of 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 _____________________ 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 office of _____________________ between the hours of 9:00 a.m. and 2:00 p.m. on August 1, 2018 subject to the provisions of subsection 33(5) of the *Municipal Elections Act*.

**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*. Nomination forms and full particulars of procedures to be followed may be obtained from the undersigned.

____________________________

Date

____________________________

Signature of Municipal Clerk or designate
Form WEL07

Declaration of Acclamation to Office
Additional Nominations
*Municipal Elections Act, 1996 [s. 37 (2)]*

I hereby declare the certified candidates listed below to be acclamed 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>
<th>QUALIFYING ADDRESS</th>
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____________________________________
Date

______________________________
Signature of Municipal Clerk or designate
This Voters’ List was prepared in accordance with Section 23 of the Municipal Elections Act, 1996, S.O. 1996, C.32, as amended. In accordance with Section 88 (11), the Voters’ List shall not be posted in a public place or made available to the public in any other manner.

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

A person may make an application to the Clerk requesting that their name be added to or removed from the Voters’ List or that information on the Voters’ List relating to them be amended by completing and filing the prescribed form available at the Office of the Clerk during regular office hours between September 3 to October 21, 2018 and to the close of voting on October 22, 2018. The application shall be in writing and shall be filed in person, or by mail, email or fax by the applicant or his/her agent. Proof of identity and residence as prescribed in O. Reg. 304/13 will be required of the applicant. If the applicant does not appear in person, a certified copy showing proof of ID and proof of residence/occupancy is required.

NO PERSON SHALL USE ANY INFORMATION OBTAINED FROM THE VOTERS’ LIST EXCEPT FOR ELECTION PURPOSES

Grace Kosch
Returning Officer
TOWNSHIP OF WELLESLEY
NOTICE IS HEREBY GIVEN that, the list of all persons entitled to be electors for municipal
election in this municipality has been prepared by the Clerk’s office.

As of September 1, 2018 all electors should ensure that their names and relevant information are
correct on the Voters’ List.

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

The Office of the Clerk
TOWNSHIP OF WELLESLEY
4639 LOBSINGER LINE, ST. CLEMENTS, ONTARIO N0B 2M0

during regular office hours between September 3, 2018 to October 21, 2018 and to the close of
voting on October 22, 2018. The application shall be in writing and shall be filed in person, or
by mail, email or fax by the applicant or his/her agent. Proof of identity and residence as
prescribed in O. Reg. 304/13 will be required of the applicant. If the applicant does not appear in
person, a certified copy showing proof of ID and proof of residence/occupancy is required.

QUALIFICATIONS OF ELECTORS

A person is entitled to vote in a municipal election if he or she on voting day,
- resides in the local municipality, or is the owner or tenant of land in the municipality, or
  the spouse of such owner or tenant; and
- is a Canadian citizen, and
- is at least 18 years old, and
- is not prohibited from voting by law.

____________________________________
Signature of Municipal Clerk or designate

Date
Form WEL10

Declaration of Proper Use of the Voters' List
Municipal Elections Act, 1996 [s. 23 (3), (4) and (5)]

I, ____________________________________________, being a:

☐ Candidate for the office of ____________________________________________

OR

☐ a person entitled to a copy of the Voters’ List pursuant to section 23 (3) of the Municipal Elections Act, namely ______________________________________

hereby request the Clerk to provide me with the following information when it becomes available:

☐ a copy of the Voters’ List;    ☐ Hard Copy    ☐ Memory Stick

☐ a copy of the Revisions made to the Voters’ List after the preparation of the Interim List of Changes between September 15 to 25, 2018.

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 from using the Voters’ List for commercial purposes.

____________________________________
Date

____________________________________
Signature of Municipal Clerk or designate
Policy for Use of the Voters’ List

The Voters’ List has been compiled for election purposes only. All electors should ensure that their names and relevant information are correct on the Voters’ List.

Eligible persons who request a copy of the Voters’ List must sign a declaration form WEL10 as per the attached form prior to receiving a copy of all or any part of the Voters’ List.

Where the Voters’ List can be provided electronically to an eligible person, who has signed a declaration form WEL10 provided by the Clerk stating the list shall be used for Election purposes only, the Clerk may choose to provide it in this format.

Eligible persons who obtain additional copies of the Voters’ List or any part thereof shall pay to the Clerk a fee prescribed by the Clerk for photocopies which must be the lowest fee charged by the municipality for copies. [Section 88 (8)]

Copies for local boards – municipalities - Minister
On written request, the Clerk shall provide a copy of the Voters’ List to, [Section 23 (3)]
- the secretary of a local board any of whose members are required to be elected at an election conducted by the Clerk, or that has submitted a question to the electors;
- the Clerk of the local municipality responsible for conducting the elections in any combined area for school board purposes;
- the Clerk of an upper-tier municipality any of whose members are required to be elected at an election conducted by the Clerk, or that has submitted a by-law or question to the electors;
- the Minister, if he or she has submitted a question to the electors.

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

The Candidate or their campaign worker cannot confirm or deny if a person is on the Voters’ List. The person must contact or visit the municipal office where they are entitled to vote, with proper identification and proof of residence during normal office hours beginning September 3 up to and including the close of voting on October 22 at 8 p.m.

Use of online, electronic and paper versions of the Voters’ List, Interim and Final List of Changes to the List and all other information containing personal voter information shall be protected by the Candidate and shall not be used for any purpose other than the 2018 Municipal Election. All Voter information obtained by the Candidate during the 2018 Municipal Election shall returned to the Clerk for destruction with other election material.
Form WEL12

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>
</table>

Date

Signature of Municipal Clerk or designate
Form WEL13

Final List of Changes
Municipal Elections Act, 1996 [s. 27(2)]

Township of Wellesley

<table>
<thead>
<tr>
<th>Ward No. (if any)</th>
<th>Voting Subdivision (one or more)</th>
</tr>
</thead>
</table>

I hereby certify that the following additions were made to the Voters' List for this Municipality.

<table>
<thead>
<tr>
<th>C = correction</th>
<th>D = deletion</th>
<th>A = addition</th>
<th>ELECTOR</th>
<th>ELECTOR STATUS</th>
<th>QUALIFYING ADDRESS</th>
<th>MAILING ADDRESS</th>
</tr>
</thead>
</table>

____________________________________
Date

____________________________________
Signature of Municipal Clerk or designate
Oath of Returning Officer
Municipal Elections Act, 1996

I, the undersigned, appointed in the capacity of Returning Officer, for the Township of Wellesley swear or solemnly affirm:

That I will act faithfully in the capacity set out in my appointment and perform all the duties required by law without partiality, fear, favour or affection; and

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

That I will not attempt to:

- interfere with an elector when he or 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, or
- directly or indirectly influence how an elector votes.

SWORN or affirmed before me at the in the Township of Wellesley in the Region of Waterloo this _______ day of ______________, 2018.

__________________________       _____________________________
Commissioner of Oath, etc.     Signature of Returning Officer
Appointment and Preliminary Oath or Affirmation
for Election Officials

Check Applicable Box Below

☐ DEPUTY RETURNING OFFICER
☐ ELECTION ASSISTANT

Township of Wellesley

Name of Person Appointed:

I, the undersigned, appointed in the capacity of ______________________________ do hereby swear or solemnly affirm:

That I will act faithfully in the capacity set out in my appointment and perform all the duties required by law without partiality, fear, favour or affection; and

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

That I will not attempt to:

• interfere with an elector when he or 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.
• directly or indirectly influence how an elector votes.

SWORN or affirmed before me at the Township of Wellesley in the Region of Waterloo this __________ day of ____________, 2018.

________________________________   ___________________________________
Grace Kosch, Clerk                Signature of appointee
Form WEL16

Appointment of Scrutineer by Candidate

Municipal Elections Act, 1996

TAKE NOTICE that I, _____________________

(Name of Candidate)

a candidate for the office of ________________________________

(office to which election is being sought)

hereby appoint _______________________ to represent me and attend:

☐ the activation of the Dominion Voting System (“0” count audit)
☐ at the receipt of the voting results
☐ at a recount (if such becomes necessary)

for the following Ward No.(s) _____________ in the Township of Wellesley in respect of the Municipal Election to be held on Monday, October 22, 2018 under the Municipal Elections Act, 1996.

_______________________                          _____________________
Date       Signature of Candidate

CONDUCT OF SCRUTINEERS

1) ANYONE who is creating a disturbance at the Help Centre or receipt of voting results will be removed as directed by the Clerk.

2) Before being admitted to the Help Centre or receipt of voting results, a person appointed as scrutineer shall produce and show his/her Form WEL16 to the Clerk for the Help Centre or receipt of voting results and take the “Oral Oath of Secrecy” Form WEl19 from the Clerk before being permitted to remain in the Help Centre or receipt of voting results. The Clerk shall require proof of identity and residence of the scrutineer, as prescribed in O. Reg. 304/13.

3) Cell phones SHALL be turned off upon entering the Help Centre or receipt of voting results and their use is prohibited while in the Help Centre or receipt of voting results.

4) The Clerk is responsible for conduct in the Help Centre or receipt of voting results and no candidate or scrutineer has the right to interfere with the Clerk in the discharge of his/her duties.

5) Scrutineers are prohibited from sitting at the table which is provided exclusively for the Election Officials.

6) Scrutineers/candidates wishing to observe the receipt of the voting results MUST be at the Help Centre prior to 8:00 p.m. No one will be admitted to the Help Centre after 8:00 p.m. Once admitted to the Help Centre, no one shall be permitted to leave until the voting results have been received and the Vote Count Summary Report (supplied by the provider) has been
signed by all in attendance.

7) The candidate or scrutineer shall not communicate the results to anyone until the Clerk has released the unofficial results to the general public.

8) The total of votes cast for each candidate as tabulated by the system is final. At this point, the Clerk is not required to do a recount/second count.

**Rights of Scrutineers (includes Candidates, except Candidates elected by acclamation)**
- to be present to verify and ensure that all totals of votes cast are at “0” and shall be required to sign the “Activation of Dominion Voting System” Form WEL26 that attests to this fact.
- to observe the receipt of the voting results at the Help Centre, but shall not interfere with the process.
- to sign the Vote Count Summary Report (supplied by the provider).
- in the event of a recount, Section 61 of the Act prescribes the number of scrutineers entitled to be present and their rights.

**Scrutineers and Candidates are prohibited from the following:**
- from attempting, directly or indirectly, to influence or interfere with how an elector votes.
- attempting to campaign or persuade an elector to vote for a particular candidate.
- displaying a candidate's election campaign material or literature in the Help Centre or on Municipal Property.
- compromising the secrecy of the voting.
- interfering or attempting to interfere with an elector who is voting.
- obtaining or attempting to obtain, any information about how an elector intends to vote or has voted.
- communicating any information obtained about how an elector intends to vote or has voted.

Any person failing to abide by the above rights and prohibitions shall be directed to leave the Help Centre or receipt of the voting results.
Estimated Maximum Campaign Expenses

Municipal Elections Act, 1996 [s. 33.0.1(1)]

TO:

____________________________________ / _________________________________
(Name of Candidate)                                                                  (Office)
_________________________________________________________________________
(Address)                                                                                   (Postal Code)

I hereby certify that the estimated 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

________________________
Signature of Municipal Clerk or designate
ORAL OATH TO VOTE WITH ASSISTANCE

I, _______________________________ being an elector entitled to vote in the Township of Wellesley, swear or solemnly affirm I require assistance to mark my ballot.

ORAL OATH OF FRIEND OF ELECTOR

I, _______________________________ a friend of _______________________________ an elector who requires assistance to vote and who is entitled to vote in the Township of Wellesley, swear and solemnly affirm:

That I will mark the ballot as directed by the elector, and

that I will keep secret the manner in which this elector voted.

ORAL OATH OF INTERPRETER

I, _______________________________ acting as interpreter for _______________________________, an elector entitled to vote in the Township of Wellesley, swear or solemnly affirm:

That I will faithfully translate the necessary oaths as well as any lawful questions necessarily put to the elector and his/her answers at this voting place.
Oral Oath of Secrecy

I, __________(state name)__________, do solemnly swear (or affirm):

- I will maintain and aid in maintaining the secrecy of the voting; and
- I will not interfere or attempt to interfere with an elector who is voting;
- I will not obtain or attempt to obtain, at a Help Centre, information about how an elector intends to vote or has voted; or
- I will not communicate any information obtained at a Help Centre about how an elector intends to vote or has voted.

TO BE DECLARED BY ANY SCRUTINEER, CANDIDATE, OR ELECTOR (IN THE CASE OF A RECOUNT) WISHING TO REMAIN AT THE HELP CENTRE

<table>
<thead>
<tr>
<th>NAME OF SCRUTINEER</th>
<th>SIGNATURE</th>
<th>NAME OF CANDIDATE</th>
<th>WARD</th>
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Form WEL20

Declaration of Election Results  
*Municipal Elections Act, 1996 (s. 55(4)(a))*

I, _______________________________, Clerk of the Corporation of the Township of Wellesley in the Region of Waterloo declare the following candidate or candidates elected as a result of the Municipal Election held October 22th, 2018.

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<tr>
<th>OFFICE</th>
<th>ELECTED CANDIDATE</th>
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____________________________________  
Signature of Municipal Clerk or designate

Date
Notice of Recount

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

I, _________________________________, Clerk of the Corporation of the Township of Wellesley in the Region of Waterloo hereby declare that a recount of the votes cast in the Municipal Election held October 22\textsuperscript{nd}, 2018 for ____________________________________ (state office) shall be held commencing at __________ on ________________  (time) (date) at ___________________________________. (location)

THE RECOUNT IS BEING CONDUCTED PURSUANT TO SECTION ______ OF THE MUNICIPAL ELECTIONS ACT, 1996.

________________________
Date

________________________
Signature of Municipal Clerk or designate
I, ______________________________, Clerk (or designated official) of the Corporation of the Township of Wellesley in the Region of Waterloo declare that:

1) On the ______ day of ____________________, 2018, I conducted a recount of the ballots cast in the Municipal Election held October 22nd, 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                                         Signature of Municipal Clerk or designate
Voter - ID Requirements

In accordance with the Municipal Elections Act, 1996 and Ontario Regulation 304/13

Proof of identity and residence is required in the following instances:

- When adding or deleting one’s name from the Voter’s List
- When deactivating and re-issuing a PIN
- When issuing an oath

One of the following is required:

1) An Ontario driver’s licence.
3) An Ontario Photo Card.
4) An Ontario motor vehicle permit (vehicle portion).
5) A cancelled personalized cheque.
6) A mortgage statement, lease or rental agreement relating to property in Ontario.
7) An insurance policy or insurance statement.
8) A loan agreement or other financial agreement with a financial institution.
9) A document issued or certified by a court in Ontario.
10) Any other document from the government of Canada, Ontario or a municipality in Ontario or from an agency of such a government.
11) Any document from a Band Council in Ontario established under the Indian Act (Canada).
12) An income tax assessment notice.
14) A Statement of Employment Insurance Benefits Paid T4E.
17) A Canada Pension Plan Statement of Contributions.
18) A Statement of Direct Deposit for Ontario Works.
21) A property tax assessment.
22) A credit card statement, bank account statement, or RRSP, RRIF, RHOSP or T5 statement.

23) A CNIB Card or a card from another registered charitable organization that provides services to persons with disabilities.

24) A hospital card or record.

25) A document showing campus residence, issued by the office or officials responsible for student residence at a post-secondary institution.

26) A document showing residence at a long-term care home under the Long-Term Care Homes Act, 2007, issued by the Administrator for the home.

27) A utility bill for hydro, water, gas, telephone or cable TV or a bill from a public utilities commission.

28) A cheque stub, T4 statement or pay receipt issued by an employer.

29) A transcript or report card from a post-secondary school
Sample Voter Information Letter

Municipality Name
Municipality Address

201X Municipal Election
Municipality of Testville

John Sample
1454 Sample Street
ANYTOWN ON L5V 2V1

VOTER INSTRUCTIONS

WHERE DO I VOTE?

VOTE AT HOME USING THE INTERNET OR PHONE

• Using your VOTER ID, PIN (see boxes below) and your Date of Birth, vote anytime from Monday, October XX starting at 8:30 am until Monday October XX ending at 8:00 pm.
• To vote online, go to https://www.in Voting.com/Testville/201X and follow the instructions.
• To vote by phone, call the voting phone number at 1-888-123-4567 and follow the instructions.
• Please be aware that if you should be interrupted while voting electronically, you may re-access the voting system to complete your voting.
• By casting a ballot or by entering the electronic voting system and entering your assigned PIN number and Date of Birth, you are DECLARING THAT YOU ARE ELIGIBLE TO VOTE in this election.

If you require access to the internet, a terminal will be provided at the following locations:

<table>
<thead>
<tr>
<th>Advanced - October XX to YY</th>
<th>Election Day - October XX</th>
</tr>
</thead>
<tbody>
<tr>
<td>Testville Library</td>
<td>Anytown Community Centre</td>
</tr>
<tr>
<td>105 Any Street, Anytown, ON</td>
<td>1 Main Street, Anytown, ON</td>
</tr>
<tr>
<td>8:30am – 4:30pm</td>
<td>9:00am – 8:00pm</td>
</tr>
</tbody>
</table>

ELECTOR INFORMATION

VOTER ID
9001 5432 23697

PIN
9001 4320

This PIN is assigned and may only be used by the elector in this correspondence.

IMPORTANT INFORMATION

You qualify to vote if:

• You are at least 18 years old on Election Day
• You are a Canadian citizen
• You or your spouse lives, rents or owns property in the municipality
• You are not otherwise prohibited by law from voting

HELP CENTRE
If you require assistance please contact the Municipal Office:
Phone: 666-348-1236 Email: info@testville.com Website: www.testville.com/election
Hours of operation: Monday to Friday 8:30am – 5:00pm

See Other Side
**CANDIDATE INFORMATION**

You can vote for the following candidates based on your qualifying address. If the information listed below is incorrect for the district in which you are eligible to vote then please call the Help Centre for assistance.

<table>
<thead>
<tr>
<th>Councillor My Ward</th>
<th>Deputy Mayor Vote For 1</th>
<th>Anytown District School Board Vote For 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kevin Mask</td>
<td>Doug Eidts</td>
<td>Jan Dawes</td>
</tr>
<tr>
<td>Cheryl Matherson</td>
<td>Bill Fren</td>
<td>Lindsay Hale</td>
</tr>
<tr>
<td>Annamarie Morrison</td>
<td>Mayor Vote For 1</td>
<td></td>
</tr>
</tbody>
</table>

Walter McKenzie – Acclaimed
### Application for Re-Issue of a Voter Information Letter (Lost/Unused)

<table>
<thead>
<tr>
<th>Surname:</th>
<th>Given Name(s):</th>
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<table>
<thead>
<tr>
<th>Qualifying Address (Street No. &amp; Name):</th>
<th>City:</th>
<th>Postal Code:</th>
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<thead>
<tr>
<th>Mailing Address (if different):</th>
<th>Tel. Number:</th>
<th>Roll Number:</th>
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</table>

I, _____________, being the above named individual and having provided proof of identity and residence as prescribed in O. Reg. 304/13, to the Election Official, do hereby make the following declaration:

1. That I am an eligible elector for the municipality and that I am on the Voter's List or have made an application to be included on the Voter's List;
   - [ ] 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.

2. That I understand that should the Voter Information Letter be received by mail or found, the Letter 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.

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 ______ day of ____________________, 2018. I further understand that making a false statement is an offence under the Municipal Elections Act, 1996 and that I will be subject to prosecution.

_______________________________   ________________________________
Signature of Applicant           Signature of Election Official

FOR USE BY ELECTION OFFICIAL ONLY PROCEDURAL POLICY FOR RE-ISSUANCE

<table>
<thead>
<tr>
<th>Verification of de-activation of Voter Personal Identification Number</th>
<th>signature of Election Official</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activation of new Voter Personal Identification Number (PIN)</td>
<td>signature of Election Official</td>
</tr>
</tbody>
</table>

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
**Activation of Dominion Voting System**

Directions: *To be administered by an Election Official to any of the persons authorized to be in attendance at the Help Centre or any other location as determined by the Clerk. Candidates and appointed scrutineers in attendance are required to take this oath.*

I, one of the undersigned, swear or solemnly affirm:

THAT at _____ a.m., October 22, 2018, I verified that all totals of votes cast for all candidates were at “0” prior to the voting system being activated.

SWORN or affirmed before me at the Township of Wellesley in the Region of Waterloo this 22\textsuperscript{nd} day of October, 2018.

<table>
<thead>
<tr>
<th>Name and capacity in which such person is attending. (if scrutineer, name candidate)</th>
<th>Signature of person taking above oath</th>
<th>Signature of person administering above oath</th>
</tr>
</thead>
<tbody>
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</table>
## Election Assistant Application

For those persons interested in working as an Election Assistant in the 2018 Municipal Election

### Part 1 (print clearly in space provided)

<table>
<thead>
<tr>
<th>First &amp; Last Name</th>
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<table>
<thead>
<tr>
<th>Address</th>
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<table>
<thead>
<tr>
<th>Daytime Phone Number</th>
<th>Evening Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

### Part 2 (check yes or no)

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
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</thead>
<tbody>
<tr>
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</tbody>
</table>

- Are you at least 18 years of age?
- Are you or do you anticipate being actively involved in a campaign of a candidate running in the 2018 Municipal Election in the Township?
- Have you worked at a municipal, provincial or federal election before?
- Would you be available to work on Saturday, October 20th, 2018?
- Have you had accessibility training under the AODA (Accessibility for Ontarians with Disabilities Act)?
- Briefly describe your election experience.

### Part 3

If appointed, I understand that I am required to attend a mandatory training session and that I am responsible for my own transportation to and from the training session and Help Centre on Election Day.

I agree that if a family member, or I, become a candidate for Mayor, Councillor or School Board Trustee that I will immediately notify the Clerk.

I certify that the statements made in this application are true and correct to the best of my knowledge. I agree that any misrepresentation may cause the withdrawal of any job offer.

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
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<tbody>
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</table>

**Note:**

- a) Application forms are to be returned to Name, Returning Officer by August 15th, 2018, to the address below.
- b) All election personnel are required to attend at least one (1) training session. Date, time and location to be determined.
- c) Submission of this application does not guarantee placement.

The collection of information is made under the authority of the Municipal Elections Act, 1996, as amended, and will be used to appoint and administer election personnel.

Grace Kosch, Clerk

4639 Lobsinger Line, St. Clements, Ontario N0B 2M0
Declaration of Qualifications
Third Party Advertiser
Municipal Elections Act, 1996 (Section 88.6)

I, _________________________________________, am:

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

I, ________________________________________, am:

☐ A person
☐ An agent

Do Solemnly Declare That:
1. I am qualified pursuant to the Municipal Elections Act, 1996 to file a notice of registration to be a registered third party advertiser for the election.
2. I am not:
   • A Candidate whose nomination has been filed.
   • A federal political party registered under the Canada Elections Act or any federal constituency association or registered candidate at a federal election endorsed by that party.
   • A provincial political party, constituency association, registered candidate or leadership contestant registered under the Election Finances Act.
3. I am not under the direction of a Candidate whose nomination has been filed.

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.

Declared before me at the Township of Wellesley.

________________________
Date

Signature of individual or representative of the corporation or trade union
Signature of Municipal Clerk or designate

Note: Each individual or representative of the corporation or trade union may be asked for ID and each person or agent filing on behalf of a corporation or trade union may be requested to provide a resolution from the corporation or trade union that authorizes the person or agent to register on their behalf.

Personal information on this form is collected under the authority of the Municipal Elections Act, 1996 and will be used for the registration of third party advertisers for the municipal election and will be available for public inspection in the office of the Clerk, of the Township of Wellesley until the next municipal election. Questions about this collection of personal information should be directed to Grace Kosch, Clerk.
Contributions to Registered Third Parties

Municipal Elections Act, 1996 (Sections 88.12, 88.13, 88.14)

CONTRIBUTIONS TO REGISTERED THIRD PARTIES [SECTION 88.12 (1) to (5)]
A contribution shall not be made in relation to third party advertisements that appear during an election in a municipality unless they are a registered third party.

A contribution to a registered third party, or to an individual acting under his, her or its direction, shall only be made during the campaign period.

Contributions shall only be made by the following:
- An individual who is normally resident in Ontario.
- A corporation that carries on business in Ontario.
- A trade union that holds bargaining rights for employees in Ontario.
- The registered third party and, in the case of an individual, his or her spouse, subject to if the spouse of a registered third party is not normally registered in Ontario, the spouse may make contributions only to the registered third party.

The following shall not make a contribution:
- A federal political party registered under the Canada Elections Act or any federal constituency association or registered candidate at a federal election endorsed by that party.
- A provincial political party, constituency association, registered candidate or leadership contestant registered under the Election Finances Act.
- The Crown in right of Canada or Ontario, a municipality or local board.

ACCEPTANCE OF CONTRIBUTIONS [SECTION 88.12 (7) to (8)]
A contribution may be accepted only by a registered third party or an individual acting under the direction of the registered third party.

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

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

MAXIMUM CONTRIBUTIONS TO REGISTERED THIRD PARTIES (SECTION 88.13)
A contributor shall not make contributions in relation to third party advertisements exceeding a total of:
- $750 to a registered third party that appear during an election in a municipality;
- $5,000 to two or more third parties registered in the same municipality;
• Except if the third party is contributing to itself, then the maximum contributions do not apply;
• Except if the contributor is the spouse of an individual that is a registered third party, then the maximum contributions do not apply.

FUND-RAISING FOR REGISTERED THIRD PARTIES (SECTION 88.14 AND 88.28)
Only registered third parties in the municipality may hold a fund-raising function relating to third party advertisements.

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

*NOTE: Please note the third party advertiser is solely responsible for complying with the legislation in the Municipal Elections Act relating to third party advertising.
NOTICE is hereby given that during the period commencing May 1st, 2018 and ending on October 19th, 2018, the following third parties have filed all the necessary papers and declarations and as Clerk, I am satisfied that such third parties are qualified and that their Notice complies with the requirements of the Municipal Elections Act, 1996. I have, therefore, certified the following third parties:

<table>
<thead>
<tr>
<th>NAME OF THIRD PARTY</th>
<th>CONTACT PERSON</th>
<th>EMAIL ADDRESS</th>
<th>PHONE NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

____________________________________  
Signature of Municipal Clerk or designate

Date
Contributions to Registered Candidates

Municipal Elections Act, 1996 (Section 88.8 and 88.9)

CONTRIBUTIONS TO REGISTERED CANDIDATES [SECTION 88.8 (1) – (5)]

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

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

Contributions shall only be made by the following:

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

The following shall not make a contribution:

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

ACCEPTANCE OF CONTRIBUTIONS [SECTION 88.8 (6) – (10)]

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

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

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

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

MAXIMUM CONTRIBUTIONS TO CANDIDATES (SECTION 88.9)

A contributor shall not make contributions exceeding a total of:

• $1,200 to any one candidate in an election;
• Except if a person is a candidate for more than one office a contributor’s total contributions to that candidate in respect of all the offices shall not exceed $1,200;
• $5,000 to two or more candidates for office on the same council or local board;
• Except if the candidate is contributing to the candidate’s own election campaign, then the maximum contributions do not apply;
• Except if the contributor is the spouse of the candidate, then the maximum contributions do not apply.
88.3 (1) In this section, “election campaign advertisement” means an advertisement in any broadcast, print, electronic or other medium that has the purpose of promoting or supporting the election of a candidate. 2016, c. 15, s. 47.

Mandatory information in advertisement
(2) An election campaign advertisement purchased by or under the direction of a candidate shall identify the candidate. 2016, c. 15, s. 47.

Mandatory information for broadcaster, etc.

(3) A candidate shall not cause an election campaign advertisement to appear unless he or she provides the following information to the broadcaster or publisher in writing:
1. The name of the candidate.
2. The name, business address and telephone number of the individual who deals with the broadcaster or publisher under the direction of the candidate. 2016, c. 15, s. 47.

Prohibition, broadcaster or publisher
(4) No broadcaster or publisher shall cause an election campaign advertisement to appear if the information set out in paragraphs 1 and 2 of subsection (3) has not been provided. 2016, c. 15, s. 47.

Records
(5) The broadcaster or publisher of an election campaign advertisement shall maintain records containing the following information for a period of four years after the date the advertisement appears and shall permit the public to inspect the records during normal business hours:
1. The information provided under subsection (3).
2. A copy of the advertisement, or the means of reproducing it for inspection.
3. A statement of the charge made for its appearance. 2016, c. 15, s. 47
Form WEL33

Broadcaster/Publisher Information Sheet
Third Party Advertiser
Municipal Elections Act, 1996 (Sections 88.5)

Mandatory information in third party advertisements

88.5 (1) No registered third party shall cause a third party advertisement to appear during the restricted period unless the advertisement contains the following information:
1. The name of the registered third party.
2. The municipality where the registered third party is registered.
3. A telephone number, mailing address or email address at which the registered third party may be contacted regarding the advertisement. 2016, c. 15, s. 48.

Mandatory information for broadcaster, etc.

(2) A registered third party shall not cause a third party advertisement to appear during the restricted period unless he, she or it provides the following information to the broadcaster or publisher in writing:
1. The name of the registered third party.
2. The name, business address and telephone number of the individual who deals with the broadcaster or publisher under the direction of the registered third party.
3. The municipality where the registered third party is registered. 2016, c. 15, s. 48.

Prohibition, broadcaster or publisher

(3) No broadcaster or publisher shall cause a third party advertisement to appear during the restricted period if the information set out in paragraphs 1 to 3 of subsection (2) has not been provided. 2016, c. 15, s. 48.

Records

(4) The broadcaster or publisher of a third party advertisement shall maintain records containing the following information for a period of four years after the date the advertisement appears and shall permit the public to inspect the records during normal business hours:
1. The information provided under subsection (2).
2. A copy of the advertisement, or the means of reproducing it for inspection.
3. A statement of the charge made for its appearance. 2016, c. 15, s. 48.
Form WEL34

Estimated Maximum Third Party Expenses

Municipal Elections Act, 1996 [s. 88.21]

TO:

<table>
<thead>
<tr>
<th>Name of Third Party</th>
<th>Name of Representative</th>
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</table>

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<tr>
<th>Address</th>
<th>Postal Code</th>
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</table>

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

________________________*.

________________________

Date

________________________

Signature of Municipal Clerk or designate
Form WEL35

Maximum Third Party Expenses
*Municipal Elections Act, 1996 [s. 88.21]*

TO:

____________________________________ / ______________________________________
Name of Third Party                                                   Name of Representative
____________________________________________________________________________

Address                                                                         Postal Code

I hereby certify that the estimated maximum third party expenses that a registered third party is permitted to incur in the Municipal Election to be held October 22, 2018, is ____________________________ *.

____________________________________
Date

Signature of Municipal Clerk or designate
Duties of Candidates
*Municipal Elections Act, 1996 (Section 88.22)*

A candidate shall ensure that,

a) no contributions of money are accepted or expenses are incurred unless one or more campaign accounts are first opened at a financial institution exclusively for the purposes of the election campaign;

b) all contributions of money are deposited into the campaign accounts;

c) all funds in the campaign accounts are used exclusively for the purposes of the election campaign;

d) all payments for expenses are made from the campaign accounts;

e) contributions of goods or services are valued;

f) receipts are issued for every contribution and obtained for every expense;

g) records are kept of,
   (i) the receipts issued for every contribution,
   (ii) the value of every contribution,
   (iii) whether a contribution is in the form of money, goods or services, and
   (iv) the contributor’s name and address;

h) records are kept of every expense including the receipts obtained for each expense;

i) records are kept of any claim for payment of an expense that the candidate disputes or refuses to pay;

j) records are kept of the gross income from a fund-raising function and the gross amount of money received at a fund-raising function by donations of $25 or less or by the sale of goods or services for $25 or less;

k) records are kept of any loan and its terms under section 88.17 (Campaign Account Loans);

l) the records described in clauses (g), (h), (i), (j) and (k) are retained by the candidate for the term of office of the members of the council or local board and until their successors are elected and the newly elected council or local board is organized;

m) financial filings are made in accordance with sections 88.25 (Candidates’ Financial Statements, etc.) and 88.32 (Return of Surplus for Subsequent Expenses);
n) proper direction is given to the persons who are authorized to incur expenses and accept or solicit contributions under the direction of the candidate;

o) a contribution of money made or received in contravention of this Act or a by-law passed under this Act is returned to the contributor as soon as possible after the candidate becomes aware of the contravention;

p) a contribution not returned to the contributor under clause (o) is paid to the clerk with whom the candidate’s nomination was filed;

q) an anonymous contribution is paid to the clerk with whom the candidate’s nomination was filed; and

r) each contributor is informed that a contributor shall not make contributions exceeding, (i) subject to subsection (2), a total of $1,200 to any one candidate in an election, and (ii) a total of $5,000 to two or more candidates for offices on the same council or local board.

**Exclusion of certain expenses**
Expenses described in paragraph 2 of subsection 88.19 (3) (Audit and Accounting Fees) are not expenses for the purpose of clause (a) above.

**Contributions paid to clerk**
Contributions paid to the clerk under clause (p) or (q) above become the property of the local municipality.
Duties of Registered Third Parties

Municipal Elections Act, 1996 (Section 88.26)

A registered third party shall ensure that,

a) no contributions of money are accepted or expenses are incurred in relation to third party advertisements that appear during an election in a municipality unless one or more campaign accounts are first opened at a financial institution exclusively for the purposes of the election campaign;

b) all contributions of money are deposited into the campaign accounts;

c) all funds in the campaign accounts are used exclusively for the purposes of the election campaign;

d) all payments for expenses are made from the campaign accounts;

e) contributions of goods or services are valued;

f) receipts are issued for every contribution and obtained for every expense;

g) records are kept of,
   (i) the receipts issued for every contribution,
   (ii) the value of every contribution,
   (iii) whether a contribution is in the form of money, goods or services, and
   (iv) the contributor’s name and address;

h) records are kept of every expense including the receipts obtained for each expense;

i) records are kept of any claim for payment of an expense that the registered third party disputes or refuses to pay;

j) records are kept of the gross income from a fund-raising function and the gross amount of money received at a fund-raising function by donations of $25 or less or by the sale of goods or services for $25 or less;

k) records are kept of any loan and its terms under section 88.17 (Account Loans);

l) the records described in clauses (g), (h), (i), (j) and (k) are retained by the registered third party for the term of office of the members of the council or local board and until their successors are elected and the newly elected council or local board is organized;

m) financial filings are made in accordance with sections 88.29 (Financial Statements, etc.) and 88.32 (Return of Surplus for Subsequent Expenses);
n) proper direction is given to the persons who are authorized to incur expenses and accept or solicit contributions under the direction of the registered third party;

o) a contribution of money made or received in contravention of this Act or a by-law passed under this Act is returned to the contributor as soon as possible after the registered third party becomes aware of the contravention;

p) a contribution not returned to the contributor under clause (o) is paid to the clerk of the municipality in which the registered third party is registered;

q) an anonymous contribution is paid to the clerk of the municipality in which the registered third party is registered; and

r) each contributor is informed that a contributor shall not make contributions exceeding,
   (i) a total of $1,200 to any one registered third party in relation to third party advertisements, and
   (ii) a total of $5,000 to two or more registered third parties registered in the same municipality in relation to third party advertisements.

Exclusion of certain expenses
Expenses described in paragraph 2 of subsection 88.19 (3) (Audit and Accounting Fees) are not expenses for the purpose of clause (a) above.

Contributions paid to clerk
Contributions paid to the clerk under clause (p) or (q) above become the property of the local municipality.
Form WEL38

Notice to Registered Third Party of Filing Requirements

Municipal Elections Act, 1996 (Section 88.29)

TO:

<table>
<thead>
<tr>
<th>Name of Individual, Corporation or Trade Union</th>
<th>Name of Individual who filed registration</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<tr>
<td>Address</td>
<td>Postal Code</td>
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</tbody>
</table>

FROM:

The Clerk or designated election official of

<table>
<thead>
<tr>
<th>Township of Wellesley</th>
</tr>
</thead>
</table>

TAKE NOTICE EVERY REGISTERED THIRD PARTY SHALL FILE the “Financial Statement – Auditor’s Report” on or before 2:00 pm on March 29, 2019, with the Clerk, a financial statement and auditor's report in accordance with section 88.29 of the Municipal Elections Act, 1996 reflecting the Registered Third Party’s campaign finances in relation to third party advertisements as of December 31 in the year of the election.

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

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

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

Note: The earliest the “Financial Statement – Auditor’s Report” can be filed is the first day the Municipal Office is open in January 2019.

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

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

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

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

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

(10) If the documents required to be filed under this section are not filed by 2 p.m. on the day that is 30 days after the applicable day for filing the documents, the clerk shall accept the documents only for the purpose of making the documents available under subsection 88 (9.1).

____________________________________
Date

____________________________________
Signature of Municipal Clerk or designate
Form EL15

Application to Amend Voters’ List

Municipal Elections Act, 1996 (s.17, s.24)

Check only one ☐ add applicant’s name to list
☐ correct applicant’s information on list
☐ delete applicant’s name from list (☐ moved ☐ other)

Name of applicant

last

First

middle

date of birth

year

month

day

Qualifying address on voting day ☐ commercial property

street number & name

apt. #

roll number

ward number

voting subdiv.

At qualifying address, applicant is:

☐ owner since

☐ tenant since

☐ other since

☐ spouse

☐ unqualified (delete name only)

city

postal code

(if house apartment, indicate floor level e.g. basement, 1st floor etc.)

Previous qualifying address (if applicable)

street number & name

apt. #

roll number

ward number

voting subdiv.

At qualifying address, applicant is:

☐ owner

☐ tenant

☐ other

☐ spouse

city

postal code

(if house apartment, indicate floor level e.g. basement, 1st floor etc.)

Current mailing address of applicant (if different than Qualifying address above)

street number & name

apt. /unit #

city

postal code

At mailing address, applicant is:

☐ owner

☐ tenant

☐ other

☐ spouse

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 corrected on the Voters’ List in accordance with such facts or information.

__________________________________ ________________

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

<table>
<thead>
<tr>
<th>Certificate of Approval (to be completed by Clerk or designate)</th>
<th>Refused (state reason)</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Approved</td>
<td></td>
</tr>
<tr>
<td>I hereby certify that the Voter’s List for said voting subdivision in this municipality shall be amended in accordance with the statement of facts or information contained herein.</td>
<td></td>
</tr>
<tr>
<td>Signature of Clerk or delegate</td>
<td>Date</td>
</tr>
</tbody>
</table>

_________________________________  ____________________________________

_________________________________  ____________________________________

_________________________________  ____________________________________
INSTRUCTIONS TO COMPLETE
Application to Amend Voters’ List – Form EL15

Please check only ONE box to indicate the purpose of the form:

ADD applicant’s name to list,
CORRECT applicant’s name on list, or
DELETE applicant’s name from list (moved, other)

Ensure the Applicant Completes the Following Information:
- Full name (last, first, middle)
- Date of birth (year, month, day)
- Indicate if it is a commercial property (check box if yes)
- Qualifying address on voting day (including apt # if applicable)
  o this is the property address where the person wants to be added on the voters’ list
- Previous qualifying address (if the person has moved in the past 4 years)
- ensures their name was removed from their previous property
- Indicate if applicant is occupying only a portion of a house (i.e.: basement apartment, 2nd floor, rear apartment etc.)
  o these properties tend to have multiple units / households
- Current mailing address of applicant (if different from the qualifying address)
- Indicate whether the applicant is an owner, tenant, spouse of an owner / tenant, other (i.e.: child) or the name is unqualified (for removal of a name)
- Ward number, voting subdivision (i.e.: polling station)
- School support & school board
- Sign & date the form

School Support:
A person must be Roman Catholic to support the Separate School Board
- Includes Greek and Ukrainian Catholics

A person must have French Language Education Rights to support a French School Board
If a person does not indicate they are Roman Catholic or have French Language Education rights the only school board they can support is English-Public.

Important Reminders:
All addresses for apartments need the unit number or apartment location (i.e.: basement, upper, rear, 2nd floor etc.) or the name cannot be added to the property.
All forms must be signed and dated by the applicant.

Items to be completed by Municipal Staff:
Roll Number:
The roll number must be included on every EL15 form submitted to MPAC. A roll number is a unique identifier of a property / unit. It consists of 19 digits and should look like 1234-567-890-1234-0000.
- the first 4 digits are the municipality;
- the next 10 digits describe the location of the property and;
- the last 4 digits indicate the unit on the property (i.e. an apartment unit will be something other than ‘0000’).

THE FINAL STEP PRIOR TO SUBMITTING FORM TO MPAC:
Please ensure all forms are signed and dated by the applicant.
CERTIFICATE OF APPROVAL (to be completed by Clerk or designate)
Please check APPROVED or REFUSED
Sign and date the form.
Form EL16

Application for Removal of Deceased Persons Name from Voters’ List

Municipal Elections Act, 1996 [s. 25 (2), (3), (4)]

(Prepare in triplicate)

<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. No.</th>
<th>Postal Code</th>
</tr>
</thead>
</table>

IN RESPECT OF

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

<table>
<thead>
<tr>
<th>Full Address of Residence</th>
<th>Apt. No.</th>
<th>Postal Code</th>
</tr>
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</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</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td>(to be completed by Clerk or designated election official)</td>
</tr>
</tbody>
</table>

I, the undersigned, hereby solemnly affirm and declare that the contents of this form as completed by me are true.

____________________
Date Signed

____________________________
Signature of Applicant
Form EL18(A)

Declaration of Qualifications

Municipal Candidates

Municipal Elections Act, 1996

I, ________________________________________, a nominated candidate for the office of:

☐ Mayor

☐ Councillor, Ward ___________

Do Solemnly Declare That:

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

☐ Mayor

☐ Councillor, Ward ___________

2. Without limiting the generality of paragraph 1, I am at least eighteen (18) years of age, a Canadian citizen, a resident of the Township of Wellesley or the owner or tenant of land in the Township of Wellesley or the spouse of such owner or tenant.

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

4. Without limiting the generality of paragraph 3,
   • I am not an employee of the Township of Wellesley, or if I am an employee of the Township of Wellesley, I am on an unpaid leave of absence as provided for by section 30 of the Municipal Elections Act, 1996.
   • I am not a judge of any court.
   • I am not a member of the Assembly as provided in the Legislative Assembly Act or of the Senate or House of Commons of Canada or, if I am such a person, I will provide proof of my resignation in a form satisfactory to the Clerk of the Township of Wellesley prior to 2:00 p.m. on Nomination Day, July 27, 2018. I understand that the Clerk of the Township of Wellesley will reject my nomination for the above-mentioned office if I fail to provide proof of resignation by this deadline.
   • I am not a public servant within the meaning of the Public Service of Ontario Act, 2006, or if I am a public servant, I have followed and will continue to follow all the relevant provisions of Part V of such Act.
   • I am not a Federal employee within the meaning of the Public Service Employment Act.
Act, or if I am a Federal employee, I have followed and will continue to follow all the relevant provisions of Part 5 of such Act.

5. I am not prohibited from voting at the municipal election under section 17 (3) of the Municipal Elections Act, 1996.

   • I am not a person who is serving a sentence of imprisonment in a penal or correctional institution.
   • I am not a corporation.
   • I am not a person acting as executor or trustee or in any other representative capacity, except as a voting proxy in accordance with section 44.
   • I am not prohibited because of a conviction of a corrupt practice described in subsection 90 (3), if voting day in the current election is less than five years after voting day in the election in respect of which I was convicted

6. I am not a person who was convicted of a corrupt practice under the Municipal Elections Act, 1996 or of an offence under the Criminal Code (Canada) in connection with an act or omission that relates to an election to which this Act applies and I am not a person who is ineligible to be nominated for, any office until the next two regular elections have taken place after the election to which the offence relates (Section 91 (1)).

7. I am not ineligible from being elected to or holding office by reason of any violations of the election campaign financial requirements, violations for not filing the financial statement or any other violations pursuant to the Municipal Elections Act, 1996. (Section 88.23)

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.

Declared before me at the Township of Wellesley

This ______ day of ___________________, 2018 ______________________________ (Signature of Candidate)
Form EL19

Withdrawal of Nomination

Municipal Elections Act, 1996 (s. 36)

I, ________________________________, hereby withdraw my name as a candidate

(Name of Candidate)

for the office of ________________________________.

(Name of Elected Office)

_______________________

Date

______________________________

Signature of Candidate

This withdrawal delivered to me at ________ this ____ day of _______________, 2018.

(time)

______________________________

Municipal Clerk or designate
### 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>
<th>QUALIFYING ADDRESS</th>
</tr>
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<tbody>
<tr>
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____________________________

Date

________________________

Municipal Clerk or designate
**Form EL26**

**Oath of Qualification**\(^1\)

*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 Township of Wellesley. I am a Canadian citizen, at least 18 years of age and a resident of the Township of Wellesley or a non-resident owner or tenant of land in the Township of Wellesley, or the spouse of such owner or tenant.

<table>
<thead>
<tr>
<th>Name <em>(please print)</em></th>
<th>Signature</th>
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\(^1\) This form to be used for electors who have been objected to under paragraphs 2 and 3 of subsection 52(1) of the MEA.
Form EL34

Statutory Provisions Regulating Voting Procedures
Municipal Elections Act, 1996 (s.48, 49)

<table>
<thead>
<tr>
<th>Prohibition</th>
<th>48(1) While an elector is in a voting place, no person shall attempt, directly or indirectly, to influence how the elector votes.</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Election</td>
<td>(2) Without limiting the generality of subsection (1), no person campaign shall display a candidate's election campaign material or material literature in a voting place.</td>
</tr>
<tr>
<td>Secrecy</td>
<td>49(1) Every person who is present in a voting place or at the counting of the votes shall help to maintain the secrecy of the voting.</td>
</tr>
</tbody>
</table>
| Offences    | (2) No person shall,  
|             | (a) interfere or attempt to interfere with an elector who is marking the ballot;  
|             | (b) obtain or attempt to obtain, at a voting place, information about how an elector intends to vote or has voted; or  
|             | (c) communicate any information obtained at a voting place about how an elector intends to vote or has voted. |
| Same        | (3) No elector shall show his or her marked ballot to any person so as to reveal how he or she has voted, except in connection with obtaining assistance in voting under paragraph 4 of subsection 52(1). |
| No requirement | (4) No person shall, in a legal proceeding relating to an election, disclosure be required to disclose how he or she voted at the election. |

2This form to be used for electors who have been objected to under paragraphs 2 and 3 of subsection 52(1) of the MEA.
Form EL37

Certificate of Maximum Campaign Expenses

Municipal Elections Act, 1996 [88.20 (13)]

TO:

_________________________________________ / ___________________________________
Name Candidate                                                                     Office
______________________________________________________________________________
Address                                                                         Postal Code

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

____________________________________
Signature of Municipal Clerk or designate
Notice to Candidate of Filing Requirements
Municipal Elections Act, 1996 (Section 88.25)

TO:

_________________________________________ / ___________________________________
Name Candidate                                                                     Office
______________________________________________________________________________
Address                                                                         Postal Code

FROM:
The Clerk or designated election official of
_________________________________________ Township of Wellesley

TAKE NOTICE EVERY CANDIDATE SHALL FILE the “Financial Statement – Auditor’s Report” on or before 2:00 pm on March 29, 2019, with the Clerk with whom their nomination was filed a financial statement and auditor’s report in accordance with section 88.25 of the Municipal Elections Act, 1996 reflecting the Candidate’s election campaign finances as of December 31 in the year of the election.

1) On or before 2 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,
   i. in the case of a regular election, as of December 31 in the year of the election; and
   ii. in the case of a by-election, as of the 45th day after voting day.

Note: The earliest the “Financial Statement – Auditor’s Report” can be filed is the first day the Municipal Office is open in January 2019.

2) If a candidate’s election campaign period 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 p.m. on the supplementary filing date, file a supplementary financial statement and auditor’s report for the supplementary reporting period.

5) If a candidate’s election campaign period ends as described in paragraph 3 of subsection 88.24 (1) and the election campaign period continued during all or part of the supplementary reporting period, the candidate shall, before 2 p.m. 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. 2016, c. 15, s. 60.

9) If the documents required to be filed under this section are not filed by 2 p.m. on the day that is 30 days after the applicable day for filing the documents, the clerk shall accept the documents only for the purpose of making the documents available under subsection 88 (9.1).

____________________________________
Date

____________________________________
Signature of Municipal Clerk or designate